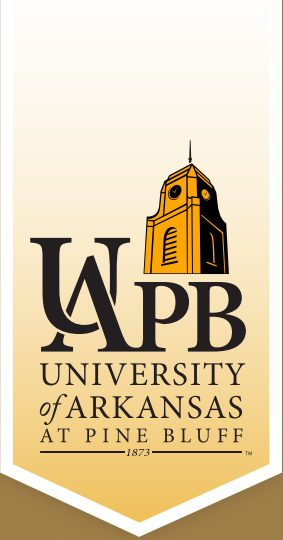


# the ROAR



Student  
Handbook  
2022-2023

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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May 27, 2022

Dear UAPB Students:

It is with Golden Lion pride that we welcome you to the University of Arkansas at Pine Bluff (UAPB). We are honored that you have chosen to extend your educational journey at this great institution of higher learning. 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.



During your journey at the university, I am sure there will be many questions that will arise. *The Roar: Student Handbook* is aimed at serving two basic functions – first, it is an excellent starting place for learning about the expectations for student conduct in the university community, and secondly, it serves as a good reference of university policies and resources all in one centralized location. It was 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. *The Roar* will familiarize new students, and remind returning students, about many aspects of the University of Arkansas at Pine Bluff. 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 tenure 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. UAPB is a strong, diverse institution that values independent perspective and growth. You will be challenged and given many opportunities for success. I encourage you to get involved and take advantage of those opportunities available. The many curricular activities at this institution will allow you to connect with people and do amazing things. That's what happens when you become a part of the Pride.

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

July 1, 2022

Dear Golden Lions:

Welcome to the University of Arkansas at Pine Bluff. We are excited that you chose our campus to continue your academic pursuit! The Division of Student Affairs will provide you with a productive experience during your enrollment at UAPB. We have developed partnerships with the other University divisions and external stakeholders to create a campus culture that support student success leading to increased retention rates, higher graduation rates, and better academic experience for all students.

*The ROAR Student Handbook* is intended to guide you in such a manner that will protect your right as students. We hope you enjoy the environment and maximize the resources available to develop your maximum potential. We expect that you will respond to the important challenges and opportunities that are representatives of being a responsible citizen in a campus community. The University of Arkansas at Pine Bluff is purposeful, open, just, structured, caring, and celebrative; therefore, we encourage you to be an active community member to receive the best collegiate experience possible.

If you have any questions or need further assistance or information, please contact the Office of Student Affairs, located in the Administration Building, Room 209.

I wish you the best experience in this academic 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 policies 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.

**Note: Curriculum changes will not affect fulltime 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 degree plan 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 enters a given curriculum. (See University Catalog Page 21).**

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 his or her 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, a 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.

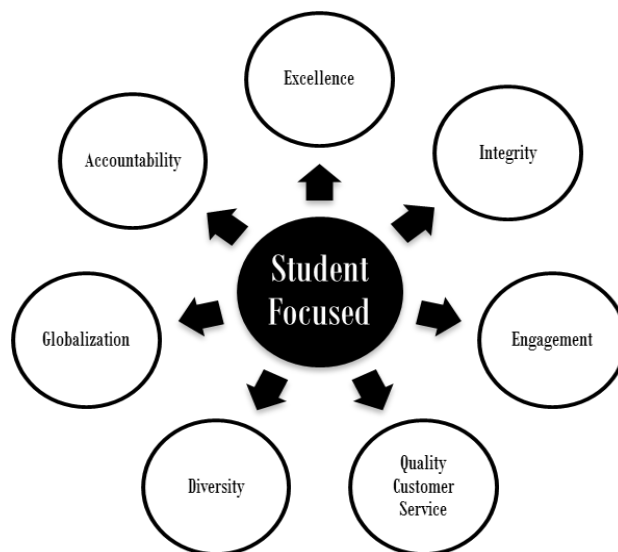
### 1.1.2 Mission

#### 1.1.2.1 Mission Statement

The University of Arkansas at Pine Bluff is a public comprehensive HBCU 1890 Land-Grant institution. The University embraces its land-grant mission of providing cutting-edge research, teaching, outreach, and service programs that respond to the social and economic needs of the state and region. Its purpose is to promote and sustain excellent academic programs that integrate quality instruction, research, and student learning experiences responsive to the needs of a racially, culturally, and economically diverse student population. Ultimately, the University is dedicated to providing access and opportunity to academically deserving students and producing graduates who are equipped to excel through their contributions and leadership in the 21st century national and global community.

#### 1.1.2.2 Vision

The University of Arkansas at Pine Bluff will be widely recognized as the University of choice for students, faculty, staff, and future employers of our students. UAPB will be renowned nationally and internationally for excellence in teaching, research, service, and outreach with exceptional academic programs and globally competitive students. As a pre-eminent land-grant institution, UAPB will enrich the lives of people in the Arkansas Delta and beyond.



## 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

The University of Arkansas Pine Bluff is fully accredited by the Higher Learning Commission. It has program accreditation by the National Association for Schools of Music (NASM), National Association of Schools of Arts and Design (NASAD), American Association of Family and Consumer Sciences, International Association of Counseling Services, Council for the Accreditation of Educator Preparation (CAEP), Association of Technology, Management and Applied Engineering (ATMAE), the Commission on Collegiate Nursing Education (CCNE), and the Accreditation Council for Business Schools and Programs (ACBSP). The institution is a member of the American Council on Education (ACE), American Association of Colleges for Teacher Education (AACTE), Association of Public and Land-Grant Universities, Association of American Colleges (APLU), National Collegiate Honors Council, and the Council on Social Work Education (CSWE).

### 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 B. 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 the right 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 Color

Black and Gold

## University of Arkansas at Pine Bluff “THE ROAR”

### **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: Black History Month Celebration, Women’s History Month Celebration sponsored by the Office of Student Involvement, and Men’s Day is directed through the development of the Males of Color sponsored by the Basic Academic and Studies.

#### **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 Scholarship Gala**

This is a formal affair presented with elegance. The proceeds from this event support scholarship that provides financial support for students attending the University of Arkansas at Pine Bluff.

#### **1.2.4 Founder’s Week Celebration**

Each year the University pauses on a Sunday close 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. In addition to other activities, standing events include the Memorial Sunrise and Alumni Breakfast (a family breakfast), the Founders and Honors Awards Convocation, the Mary E. Benjamin Conference on Educational Access, and UAPB Jazz Concert, NPHC activities, and the Chancellor’s Scholarship Gala.

#### **1.2.5 Handel’s Messiah**

Every 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.

#### **1.2.6 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: NHC Step-Show, Miss UAPB Coronation, Senior Stunt Night, Bon Fire, Black & Gold Pride Assembly, HC Alumni Scholarship Golf Tournament, UAPB/AMN HC Assembly, AM&N/UAPB Letter-A Club Breakfast, and various class and student organization round-ups.

#### **1.2.7 Lion Fever Day**

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

#### **1.2.8 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.

University of Arkansas at Pine Bluff “THE ROAR”

### **1.2.9 Vesper Choir Concert**

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

Also, I understand that the Benefit of the Arts might take place in another capacity. You might confirm with Dr. DeJarnette and the Chancellor’s Office about whether it should remain a tradition and the language to use. Below is what was last printed.

### **1.2.10 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, the “Keepers of the Spirit” Exhibit, and a historical review of Branch Normal/AM&N College/the University of Arkansas at Pine Bluff.

## **1.3 TITLE IX POLICY FOR COMPLAINTS OF SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL HARASSMENT**

### **1.2.1 NOTICE OF NONDISCRIMINATION UNDER TITLE IX**

The University of Arkansas at Pine Bluff does not discriminate based on sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.*, and the U.S. Department of Education’s implementing regulations, 34 CFR Part 106. The University’s nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the University’s Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

### **JURISDICTION AND SCOPE**

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires the University to promptly and reasonably respond to sexual harassment in the University’s educational programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time that a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or activity of the University. An education program or activity includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

This policy applies to allegations and complaints of sexual harassment, as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at the University. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee’s rights under Title VII of the Civil Rights Act.

### **1.3.1 REPORTING**

All complaints or reports about sex discrimination (including sexual harassment) that may violate this policy should be submitted to:



## University of Arkansas at Pine Bluff “THE ROAR”

Title IX Coordinator  
University of Arkansas at Pine Bluff  
Office of Affirmative Action  
Delta Residence Hall, Room 112  
P: 870.575.8052 or F#: 870.575.4650  
e-mail: [titleix@uapb.edu](mailto:titleix@uapb.edu)

For Students  
Deputy Title IX Coordinator  
Office of Affirmative Action  
Delta Residence Hall, Room 112  
P: 870-575-8052 or F#: 870-575-8555  
e-mail: [samuelssmithm@uapb.edu](mailto:samuelssmithm@uapb.edu)

**If you have a Title IX complaint or would like to report a Title IX incident, students are encouraged to visit [https://uapb-advocate.symplcity.com/titleix\\_report/](https://uapb-advocate.symplcity.com/titleix_report/) to fill out the complaint form.**

In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at [ocr@ed.gov](mailto:ocr@ed.gov).

Any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

### **AMNESTY**

The University encourages reporting of incidents of prohibited conduct and seeks to remove any barriers to reporting. The University recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. Individuals who report prohibited conduct or participate as witnesses will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances.

The University may initiate an educational discussion with individuals about their alcohol and/or drug use or may direct these individuals to services such as counseling for alcohol and/or drug use. Amnesty will not be extended for any violations of University policy other than alcohol/drug use. The use of alcohol, drugs, and/or legally prescribed medication does not justify or excuse behavior that constitutes prohibited conduct under this policy.

### **FILING REPORT WITH LOCAL LAW ENFORCEMENT**

In some instances, sexual harassment may constitute both a violation of this 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**  
1900 REEKER STREET  
PINE BLUFF, AR 71601  
870-575-8102

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

**DEPT. JEFFERSON COUNTY**  
SHERIFF 101 EAST BARRAQUE STREET  
PINE BLUFF, AR 7161  
870-541-5351

### **PRESERVING EVIDENCE**

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting a criminal case. Victims and others should not alter the scene of an attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her 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 sexual assault.



### **EMPLOYEES’ DUTY TO REPORT TO THE TITLE IX COORDINATOR**

In order to enable the University to respond effectively to proactively stop instances of sexual harassment, employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Any employee who fails to promptly report a matter to the Title IX Coordinator may be subjected to disciplinary action for failing to do so. There are two categories of employees who are exempt from this requirement: (1) licensed healthcare professionals and other employees who are statutorily prohibited from reporting such information and (2) persons designated by the campus as victim advocates.

### **OFF-CAMPUS CONDUCT**

Conduct that occurs off-campus that is the subject of a formal complaint or report will be evaluated to determine whether the matter falls within the University’s jurisdiction under Title IX or should be referred to a different department or official within the University.

### **CONFIDENTIALITY**

Except as compelled by law or as required to conduct a full and fair grievance proceeding in response to a formal complaint, the University will treat the information obtained or produced as part of the Title IX procedures as confidential. The University will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, or any individual who has been reported to be the perpetrator of sex discrimination, any respondent, any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR Part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceedings thereunder.

### **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 and counselors and psychotherapists in private practice in the area, can provide individual and group therapy. 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 Coordinator is responsible for planning and coordinating campus education and awareness programs about all forms of sexual harassment. 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.

### **GRIEVANCE PROCEDURE**

These procedures apply to all grievances regarding conduct that may constitute sexual harassment as defined in this policy (including sexual assault), and that falls within the University’s Title IX jurisdiction. All other grievances by students, employees, or third parties shall be addressed through other procedures. The University’s Title IX grievance process includes formal and informal procedures that encourage prompt resolution of complaints. In most cases, the complainant’s submission of a formal, written complaint to the Title IX Coordinator will initiate the formal grievance process. However, the Title IX Coordinator may also submit a formal complaint under the circumstances described below. The University will respond promptly to all formal complaints of sexual harassment.

### **BASIC REQUIREMENTS**

The University’s grievance process shall adhere to the following principles:

- All relevant evidence—including both exculpatory and exculpatory evidence—will be evaluated.
- Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.
- The Title IX Coordinator, investigator, hearing panel members, decision-makers on appeal, persons involved with the informal resolution, and any other persons that play a significant role in the Title IX grievance process shall not have a conflict of interest or bias for or against complainants or respondents generally or for or against an individual complainant or respondent.
- The respondent is presumed to not be responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process.
- The time frames for concluding the grievance process shall be reasonably prompt, as set forth in more detail in the procedures below.
- The grievance process may be temporarily delayed, and limited extensions of time frames may be granted, for good cause. In such instances, written notice to the complainant and the respondent of the delay or extension and the reasons for the action will be provided. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurring law enforcement activity; or the need for language assistance or accommodations of disabilities.
- Questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege will not be required, allowed, relied upon, or otherwise used. The University shall not consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity or assisting in the capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that person’s voluntary, written consent to do so for a grievance under this section.
- No party shall be restricted from discussing the allegations under investigation or gathering and presenting relevant evidence.
- A party whose participation in a hearing, investigative interview, or another meeting shall be provided with written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

### **INITIAL REPORT/INTAKE PROCESS**

***Initial Meeting with Complainant:*** Promptly upon receiving a report of conduct that could potentially be a violation of Title IX, the Title IX Coordinator (or designee) will contact the complainant to schedule an initial meeting to, as applicable:

Provide a copy of this policy

- Explain the process for filing a formal complaint and provide a copy of the Sexual Harassment Complaint Form 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
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures, which are available with or without the filing of a formal complaint.

If the complainant requests that no further action be taken and/or that no formal complaint be pursued, the Title IX Coordinator (and/or his or her designee) will inform the complainant that retaliation is prohibited and that honoring the complainant’s request may limit the University’s ability to fully respond to the incident. In the event the complainant stands firm on his or her request that no further action be taken, the Title IX Coordinator will evaluate whether to file a complaint under the criteria set forth below.

### **FORMAL COMPLAINT PROCESS**

***Form and Filing of Complaint:*** The filing of a formal, written complaint initiates the formal grievance process and is available to any person who is participating in (or attempting to participate in) a University educational program or activity. The Title IX Coordinator (or an investigator designated by the Title IX Coordinator) will investigate the allegations in the formal complaint. Formal complaints can be filed in several ways. The complainant may utilize the form provided or may submit the complainant’s own document that contains the complainant’s signature (either physical or digital) and is filed with the University’s Title IX Office by U.S. mail, in person, through the Title IX portal provided for this purpose, or by email. The formal complaint should set forth the allegations and request that the TitleIX Office investigate the matter.

***Filing by Title IX Coordinator:*** The Title IX Coordinator may initiate the grievance process, even where the complainant declines to file a formal complaint if the Coordinator determines that the particular circumstances require the University to formally respond to and address the allegations. Circumstances to be considered include, among others, a pattern of alleged misconduct by a respondent and whether the complaint has alleged use of violence, weapons, or other similar conduct. The Title IX Coordinator will also consider the complainant’s wishes with respect to supportive measures and desired response by the University. Where a report is made anonymously and the Title IX Coordinator files the complaint, both the complainant and respondent will receive notice of the allegations with writtendetails and identities of the parties if known.

***Consolidation of Formal Complaints:*** The Title IX Coordinator may consolidate formal complaints as to allegations ofsexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

***Dismissal of Complaint Prior to Resolution:*** A formal complaint must be dismissed by the Title IX Coordinator if the alleged conduct (1) does not constitute sexual harassment, as defined in this policy, even if proved; (2) did not occur in the University’s education program or activity; or (3) did not occur against a person in the United States. In addition, a complaint may be dismissed if, at any time during the investigation or hearing, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient, or specific circumstances prevent the gathering of evidence sufficient to reach a determination as to the formal complaint or any allegations therein.

Upon dismissal of a formal complaint, for any reason, the Title IX Coordinator will send simultaneous, written noticeof and reason(s) for the dismissal to the parties. The dismissal decision may be appealed pursuant to the procedure for appeals set forth in this policy. Dismissal of a complaint under this Title IX policy does not preclude a complainant from pursuing a grievance through other appropriate campus procedures.

***Notice of Formal Complaint:*** Upon receipt of the formal complaint, the Title IX Coordinator will send simultaneous notifications of the filing of the complaint to the complainant and the respondent (if known). If in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known. The initial notice will contain the following:

- The allegations of the complaint that potentially constitute sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview (including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident, if known)
- A copy of the Title IX policy
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
- A statement informing the parties that they have a right to have one advisor of their choice to assist

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- them throughout the proceedings who may be (but is not required to be) an attorney
- A statement that the parties have the right to inspect and review all evidence collected during the complaint process
- A statement that any party who knowingly makes false statements or submits false information during the grievance process will be subject to disciplinary procedures

**Initial Meeting with Respondent:** If a formal complaint is filed, the Title IX Coordinator will promptly schedule an initial meeting with the respondent after the written notice of the formal complaint is sent as described above. Prior to the initial meeting, the Title IX Coordinator shall provide a written notice of the date, time, location, participants, and purpose of the meeting, with sufficient time for the party to prepare to participate. During the initial meeting with the respondent, the Title IX Coordinator (or designee) will, as applicable

Provide a copy of this policy (if not previously provided)

- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Discuss non-retaliation requirements
- Inform of any supportive measures already determined and being provided to the complainant that would directly affect the respondent
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures that can be provided to the respondent

**Right to Advisor:** Both parties will be advised that they may be accompanied by one advisor/support person to assist them throughout the Title IX process, which can be (but is not required to be) an attorney. The advisor is not allowed to speak or otherwise actively participate during the pre-hearing interviews or meetings. It is the party’s responsibility to obtain the services of an advisor, except that the University will make an advisor available to the parties during the hearing to determine responsibility upon request. A party who wants the University to provide an advisor for the determination hearing should make a request within 15 days after the party’s filing or receipt of the formal complaint. The advisor’s role at the hearing is further explained below.

**Emergency Removal:** If, after the Behavioral Intervention Team undertakes a safety and risk analysis, the University determines that the respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, it may remove the respondent from the University’s programs or activities. In such instances, the respondent will be provided with a written notice of the reasons for the removal. Within 5 days of receiving the notice, the respondent may challenge the decision by requesting a meeting with the Vice Chancellor for Student Affairs.

**Administrative leave:** Nothing in this policy precludes the University from placing a non-student employee respondent on administrative leave during the pendency of the grievance process.

**Supportive Measures:** Supportive measures, as defined in this policy, will be based on the facts and circumstances of each situation. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. They may include, but are not limited to, the following:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in working or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

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The University will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

***Informal Resolution:*** At any time after a formal written complaint is filed, but prior to reaching a determination regarding responsibility, the University may facilitate a resolution without a full investigation and adjudication. The complainant and respondent must give their voluntary, written consent to the informal resolution process. The informal resolution process will not be utilized to resolve allegations that an employee sexually harassed a student.

Prior to commencing the informal resolution process, the Title IX Coordinator or designee must provide the parties with a written notice that includes the following information:

- Notice of the allegations contained in the formal complaint, including dates, location(s), and identities of the parties
- Any agreed-upon resolution reached the conclusion of the informal complaint process will preclude the parties from resuming a formal complaint arising from the same allegations
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

### **COMPREHENSIVE INVESTIGATION**

If the resolution of the allegations does not proceed through the informal process, the matter will proceed with a comprehensive investigation and resolution through the formal complaint processes. The Title IX Coordinator will be overseeing the prompt, equitable, and impartial investigation during the formal complaint process. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility shall on the University and not the parties.

***Assignment of Investigator:*** if the Title IX Coordinator’s designee is to conduct the investigation, the Title IX Coordinator will forward the complaint to the investigator and, share the investigator’s name, and contact information with the complainant and the respondent.

***Conflicts of Interest and Bias:*** Immediately after the identity of the person who will conduct the investigation is determined and communicated to the parties, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest or bias that the person charged with conducting the investigation (including the Title IX coordinator, where applicable) may have. 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 or bias exists.

***Overview of Investigation:*** Upon receipt of the formal complaint, the Title IX Coordinator/Investigator will promptly begin the investigation, which shall include but is not limited to the following:

- Conducting interviews with the complainant, the respondent, and any witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form
- Visiting, inspecting, and taking photographs at relevant sites
- Where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies)
- Obtaining any relevant medical records pertaining to treatment of the complainant, provided that the complainant has voluntarily authorized the release of the records in writing to the investigator

***Inspection and Access to Evidence:*** The parties may identify to the Investigator any evidence or witnesses they wish to be included as part of the investigation. Both parties will also have equal opportunity to inspect and review any evidence obtained during the investigation. The Investigator will complete the gathering of evidence as soon as practicable, which will ordinarily occur within approximately 30 days after the filing of the formal complaint.



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After the gathering of evidence has been completed but prior to completion of the investigative report, the Investigator will provide to each party and party’s advisor, if any, any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence (whether obtained from a party or other source) so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence will be provided in an electronic format or a hard copy. The parties will have 10 calendar days to submit a written response to the evidence, which will be considered by the Investigator prior to completion of the investigative report. The evidence will be made available for the parties to use at the hearing to determine responsibility.

***Investigative Report:*** The investigative report shall fairly summarize the relevant evidence and must include the following items and information that is relevant to the allegations in the formal complaint:

- The dates of the Title IX Coordinator’s initial receipt of a report of alleged sexual harassment against the complainant, intake meeting, and the filing of the formal complaint
- A statement of the allegation(s), a description of the incident(s), the date(s) and time(s) (if known), and location of the alleged incident(s)
- The names of all known witnesses to the alleged incident(s)
- The dates that the complainant, respondent, and other witnesses were interviewed, along with summaries of the interviews
- Descriptions or summaries of any physical or documentary evidence that was obtained (*e.g.*, text messages, emails, surveillance video footage, photographs)
- Any written statements of the complainant, respondent, or other witnesses
- The response of University personnel and, if applicable, University-level officials, including any supportive measures taken with respect to the complainant and respondent

The Investigator shall provide a draft of the investigative report to the Title IX Coordinator for review before the report becomes final. An electronic or hard copy version of the final investigative report will be provided to each party (and each party’s advisor) concurrently. The investigative report shall be provided as soon as practicable after the parties have submitted their written responses to the evidence (if any) and at least 10 calendar days prior to the determination hearing. The parties may provide a written response to the investigative report within 5 days after receiving it.

### **DETERMINATION HEARING**

Following the conclusion and distribution of the investigative report, a hearing will be conducted to determine the outcome and resolution of the complaint. The parties and their advisors, if any, will be notified by the Hearing Panel chairperson, or Title IX Coordinator of the date, time, and location of the hearing, as set forth in the notice provisions below.

***Hearing Panel:*** Within 3 days of the release of the investigative report to the parties, the Chancellor or his/her designee may appoint a three-member Hearing Panel, which shall be composed of at least 2 faculty and/or staff members and may include one outside person who is not permanently employed by the University. 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 formal complaint and the investigative report, along with the parties’ written responses to the investigative report, to each member of the Hearing Panel.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the complainant and the respondent, setting forth the names of the individuals selected to serve as members of the Hearing Panel. The parties may challenge the participation of any decision-maker based on bias or a conflict of interest by submitting a written objection to the Chancellor or his/her designee within 3 calendar days of receipt of the notice. 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 the objection. Any changes in the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

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***Submission of Witnesses Lists:*** Within 5 calendar days of receipt of the notice of the Hearing Panel, both parties may provide to the Chair of the Hearing Panel a list of witnesses, if any, that they propose be called to testify and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute. Absent good cause, a party cannot include a witness on the party’s pre-hearing witness list unless the witness was identified during the investigation. The Hearing Panel reserves the right to call relevant witnesses who may not have been included on a party’s witness list.

***Notice of the Hearing:*** Not less than 5 days but not more than 10 days after delivery of the notice of the initial composition of the Hearing Panel, the Chair of the Hearing Panel will provide a separate notice to the complainant, respondent, and any other witnesses whose testimony the Hearing Panel deems relevant, requesting such individuals to appear at the hearing to determine responsibility. The notice should set forth the date, time, and location for the individual who has requested presence. The Hearing Panel shall provide, in its notice to the parties, the names of the witnesses that the Hearing Panel plans to call. The hearing shall be conducted promptly but no sooner than 10 calendar days after the release of the investigative report.

***Failure to Appear:*** If any party fails to appear at the hearing if requested to do so, and such party was provided notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the complaint. As explained below, a party’s failure to appear may impact the Hearing Panel’s consideration and weight given to the non-appearing party’s version of events based on another source, such as the formal complaint or a prior statement.

***Option for Virtual or Separate Presence:*** Live hearings may be conducted with either all parties present in the same geographic location or, at the University’s discretion, any or all parties and witnesses may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request not to be in the same room as the other party. If any party makes such a request, then both parties will be required to attend the hearing from a location or room different from where the Hearing Panel is sitting. If the hearing is virtual, or there is a request for separate rooms at a physical location, the University will ensure that all participants are able to simultaneously see and hear the party or witness answering questions. Instructions will be provided for accessibility prior to the hearing date.

***Recordings:*** An audio or audio-visual recording will be created of the live hearing and will be made available for inspection and review at any party’s request.

***Advisor’s Role at Hearing:*** The complainant and respondent may be accompanied by an advisor during the hearing to determine responsibility. A party must identify his or her advisor (if any) at least 5 days prior to the hearing. The advisor’s role at the hearing shall consist of (1) providing private advice to the party he/she is supporting and (2) questioning the opposing party and other witnesses. The advisor can be anyone, including an attorney. A party may arrange for the party’s advisor of choice to attend the hearing at the party’s own expense. Alternatively, the University will select and provide an advisor to assist a party at the hearing to determine responsibility, without fee or charge, upon request. In either scenario, the advisor may only participate in the hearing to the extent allowed under this policy. A party who wants an advisor to be provided by the University should notify the Title IX Coordinator at least 15 days after the filing or receipt of the formal complaint.

***Evidentiary Matters and Procedure:*** The parties, through their advisors, shall have an equal opportunity to question the opposing party and other witnesses, including fact and expert witnesses, and present other inculpatory or exculpatory evidence. Formal rules of evidence will not be observed during the hearing. The Hearing Panel will conduct the initial questioning of witnesses prior to the questioning by an advisor. The Chair of the Hearing Panel (acting alone or in consultation with other panelists) will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the hearing and decision-making process. The Hearing Panel may, in its discretion, choose to call the Investigator for the purpose of providing an overview of the investigation and findings.

***Witness Examinations by the Parties:*** Each party’s advisor is permitted to question the opposing party and the



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other witnesses, so long as the questions are relevant and not duplicative of the questions posed by the Hearing Panel. The questions may include challenges to credibility. No other questioning or speaking participation by an advisor will be allowed. A party may not examine a party or witness directly; rather, a party must utilize the services of an advisor for the purpose of posing questions to another party or witness. A party not represented by an advisor may, however, submit a list of proposed questions to the Chair of the Hearing Panel and ask that the questions be posed to the opposing party or witness.

The decision-maker(s) cannot draw an inference about responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. In a circumstance where a party or witness does not participate in a hearing, the panel should weigh the facts and circumstances in determining whether to consider and what weight to assign, any statements furnished outside the hearing process.

The Chair of the Hearing Panel will make determinations regarding the relevancy of questions before a party or witness answers. If a determination is made to exclude the question based on relevancy, the Hearing Panel Chair will provide an explanation of why the question was deemed irrelevant and excluded.

The Panel Chair may disallow the attendance of any advisor if, at the discretion of the Hearing Panel Chair, such person's presence becomes disruptive or obstructive to the hearing or otherwise warrants removal. Advisors will not be permitted to badger or question the opposing party or any witness in an abusive or threatening manner. Absent accommodation for a disability, any other individual may not accompany the parties during the hearing process except as set forth in this policy. University officials may seek advice from the University's Office of General Counsel on questions of law, policy, and procedure at any time during the process.

***Prior Sexual Conduct:*** Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

***Confidentiality and Disclosure.*** 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 grievance process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the formal complaint, investigative report, evidentiary materials, notices, and prehearing submissions), recordings of the hearing, and documents, testimony, or other information used at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

***Decision of the Hearing Panel and Standard of Evidence:*** Following the conclusion of the hearing, the Hearing Panel will confer and determine whether the evidence 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. This standard applies to complaints against both students and employees. In reaching the determination, the Hearing Panel will objectively and thoroughly evaluate all relevant evidence, both inculpatory and exculpatory, and reach an independent decision, without deference to the investigative report. The Hearing Panel's determination of responsibility shall be made by majority vote.

***Written Determination of Responsibility:*** As soon as practicable following the hearing, the Hearing Panel Chair shall complete a report of the decision-makers' findings. The Hearing Panel Chair will send simultaneous notification of the decision to both parties and their advisors, where applicable, with the following information:

- Identification of the allegations potentially constituting sexual harassment under the policy
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and the hearing held
- Findings of fact that support the determination
- Conclusions regarding the application of the University's conduct standards to the facts

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- A statement and rationale for the result as to each allegation, including a determination as to responsibility using the preponderance of the evidence standard
- Any disciplinary sanctions imposed on the respondent
- Whether any remedies designed to restore or preserve equal access to the University’s education program or activity will be provided to the complainant (description of remedies is not included)
- Procedures and permissible bases for the parties to appeal

**Sanctions:** If the Hearing Panel determines that more likely than not the respondent committed a violation of this policy, then the Hearing Panel will determine 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 effect of the violation. 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. The range of potential sanctions is set forth in the definitions section of this policy.

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 to the decision-maker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

**Remedies:** Where a determination is made that the respondent was responsible for sexual harassment, the Hearing Panel will determine any final remedies to be provided to the complainant, if any, and the Title IX Coordinator will communicate such decision to the complainant and the respondent to the extent that it affects him/her. Remedies must be provided in all instances in which a determination of responsibility for sexual harassment has been made against the respondent. Remedies must be designed to restore or preserve equal access to the University’s education program or activity. Such remedies may include the same individualized services described above as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

**No Retaliation:** The Title IX Coordinator will take steps to prevent any harassment of or retaliation against the complainant, the respondent, 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, and providing training for the campus community.

### **APPEALS**

**Procedure for Appeals:** Both the complainant and the respondent may appeal the Hearing Panel’s determination. The appeal should be submitted in writing to the Title IX Coordinator within 5 days of receipt of the Hearing Panel’s decision. The Title IX Coordinator will forward the appeal to the Chancellor. The appeal will be decided based on the written record and without deference to the decision of the Hearing Panel.

The Chancellor will designate an Appeal Panel comprised of at least two faculty and/or staff members. One of the members of the Appeal Panel can be an outside person who is not an employee. The Chancellor shall designate one of the panelists as the Chair of the Appeal Panel. The Chair of the Appeal Panel shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below.

The party appealing may use the Appeal Form, or the party may submit his/her own written and signed document. 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.

**Grounds for Appeal:** The appeal from the decision of the Hearing Panel must be for one of the following reasons: (1) a procedural irregularity that affected the outcome of the decision; (2) there is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, and that could affect the outcome of the matter; (3) the Panel Member(s) had a conflict of interest or bias for or against complainants or respondents in general or against an individual complainant or respondent that affected the outcome.

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**Responses:** Within 5 days of receipt of the appeal, the other party may submit a written statement in response to the appeal, which supports or challenges the dismissal or determination. The response should be submitted to the Title IX Coordinator, who shall provide a copy to the decision-maker and the appealing party.

**Decision on Appeal:** As soon as practicable after receiving the parties’ written submissions, the Appeal Panel will issue a written decision describing the result of the appeal and the rationale for the result. The decision on appeal may uphold the decision, modify it, or remand for further factual development. The decision-maker on appeal will concurrently notify the complainant and the respondent of the decision, with a written copy provided to the Title IX Coordinator.

**Employees:** All non-tenure-track faculty and staff members of the University without term contracts 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.

### **TIME PERIODS**

The University will make every reasonable effort to ensure that the investigation and resolution of a complaint occur in a timely and efficient a manner as possible.

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.

The Title IX Coordinator may also modify timelines in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, absence of an advisor, concurrent law enforcement activity, the need for language assistance or disability accommodation and/or other circumstances that may arise.

### **RETALIATION PROHIBITED**

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, or because an individual has made a reportor complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including changes against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sex discrimination of harassment, for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, constitutes retaliation. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

### **FALSE REPORTS**

Willfully making a false report of sexual harassment or submitting false information during these proceedings is a violation of University policy and is a serious offense. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. 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.

### **EXTERNAL REPORTING AGENCIES**

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they may have the right to file a complaint directly with the following agencies. Individuals who wish to file complaints with these external agencies should make contact as soon as possible and verify any applicable time limits and deadlines.

**Office of Civil Rights (OCR)**

Office of Civil Rights (OCR)  
U.S. Department of Education  
1999 Bryan St., Suite 1620  
Dallas, TX 75201-6810  
Toll-Free: 1-800-421-3481  
Telephone: 214-661-9600  
Fax: 214-661-9587  
Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

**NSF Grantees Only**

National Science  
Foundation Office of  
Diversity and Inclusion  
2415 Eisenhower Ave.  
Alexandria, VA 22314  
Telephone: 703-292-8020  
Fax: 703-292-9072  
Email: [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov)

**EFFECTIVE DATE**

The University reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the campus 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.

**RETENTION OF RECORDS**

For a period of at least seven years, the University will maintain the records of:

- Each sexual harassment investigation, including any determination regarding responsibility, any recordings or transcripts, disciplinary sanctions, and remedies provided to the complainant
- Any appeal and the result therefrom
- Any informal resolution and the result therefrom
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will be made publicly available on the University’s website.
- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, along with documentation of the University’s bases for its conclusion that its response was not deliberately indifferent.

Documentation pertaining to terminations, expulsions, or educational sanctions may be retained indefinitely.

**DEFINITIONS**

***Complainant:*** Any individual who is alleged to be the victim of conduct that could constitute sexual harassment. At the time of the filing of a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed. Any person may report sex discrimination, including harassment, whether or not the person reporting is the person alleged to be the victim of discrimination or harassment.

***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, if 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 so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Incapacitation can be due to alcohol, drugs, or being asleep or unconscious. This policy also covers incapacity due to mental disability, involuntary physical restraint, or the taking of rape drugs. Possession, use, and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Brundage, etc. is prohibited, and administering one of these drugs to another person is a violation

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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. An individual violates this policy if the individual initiates and engages in sexual activity with someone who is incapacitated, and (1) the individual knew the other person was incapacitated, or (2) a sober reasonable person under similar circumstances as the person initiating the sexual activity would have known the other person was incapacitated.

There is also no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

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.

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.

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).

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In addition, 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 victim and where the existence of such relationship is determined based on consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

***Days:*** Refers to working days, rather than calendar days, unless otherwise specified.

***Domestic Violence:*** The term includes felony or misdemeanor crimes of violence committed by a current spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Arkansas, or by any other person against an adult or youth victim who is protected from that person’s acts under the laws of Arkansas. Under the Arkansas law on domestic abuse, “family or household members” means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, in-laws, any children residing in the household, persons who presently or in the past have resided or cohabitated 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.

***Education Program or Activity:*** Includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by an officially recognized student organization.

***Formal Complaint:*** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. The phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.



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**Party:** The complainant or respondent.

**Preponderance of the Evidence:** A standard of proof where the conclusion is based on facts that are more likely true than not.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sanctions:** The determination of sanctions to be imposed against a respondent who is found to have been responsible for violating this policy will depend upon the nature and gravity of the misconduct, any record of prior discipline for violation of this Policy, or both. Sanctions against students may include, without limitation, expulsion or suspension from the University, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions. Sanctions against employees and other non-students may include, without limitation, a written reprimand, disciplinary probation, suspension, termination, demotion, reassignment, revision of job duties, reduction in pay, exclusion from campus or particular activities, and/or educational sanctions deemed appropriate.

**Sexual Assault:** The term “sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A nonforcible sex offense includes incest (*i.e.*, the nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (*i.e.*, nonforcible sexual intercourse with a person who is under the statutory age of consent). A forcible sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. A forcible sex offense includes:

- **Forcible rape:** the penetration, no matter how slight, of the vagina or anus with any part of the body or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Forcible sodomy:** Oral or sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against that person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity;
- **Sexual assault with an object:** Using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcibly or against that person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent or physical incapacity.
- **Forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or not forcibly or against that person’s will in instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent or physical incapacity.

**Sexual Harassment:** Sexual harassment is conduct on the basis of sex constituting one of the following:

1. An employee of the University conditioning the provision of aid, benefit, or service of the institution on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University’s educational programs or activities; or
3. Any of the following:
  - A. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v) and this policy
  - B. “Dating violence” as defined in 34 U.S.C. 12291(a)(10) and this policy
  - C. “Domestic violence” as defined in 34 U.S.C. 12291(a)(8) and this policy
  - D. “Stalking” as defined in 34 U.S.C. 12291(a)(30) and this policy

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational environment or deter sexual harassment.

## **1.4 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.

## **1.5 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 HOVERBOARDS/ELECTRONIC SKATEBOARDS POLICY**

It is the policy of the University of Arkansas at Pine Bluff to prohibit the use, possession or storage of Hoverboards/electronic skateboards including self-balancing boards/scooters, and other similar equipment on the property or grounds at UAPB.

This policy shall apply to all persons present on property controlled by the University. University property shall include classrooms, residence halls, common areas, offices, administrative buildings, all open spaces on the campus, all dining rooms and snack bars, all hallways, stairwells, lounges, bathrooms, parking areas, sidewalks, controlled or administered by the University, and all sports areas on and off-campus in which events take place and all other property leased, rented, or licensed to the University.

**Definition:** Hoverboards/electronic skateboards including self-balancing boards/scooters, and other similar equipment are defined as a type of portable, rechargeable battery-powered scooter. They typically consist of two wheels arranged side-by-side, with two small platforms between the wheels, on which the rider stands. The device is controlled by the rider’s feet.

## **1.7 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.



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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 limitations, 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 netted off 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, 198*

## **1.8 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, 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 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":

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- **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;**
- **Verification agencies approved by the University such as the National Student Clearinghouse;**
- **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. Parents, who provide 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 the 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 the 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 the 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.

## **1.9 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.

The 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 guiding policies. University policies, which already apply to freedom of expression, privacy, and related matters, 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 replaces other applicable University policies.

The content of this document is subject to regular review based on input from UAPB Technical Services staff and the campus community. Suggestions for improvement should be directed to the Director of Technical Services.

This policy is subject to revision. Check the university's website for updated policy and content.

### **1.9.1 Definitions**

UAPB IT Systems includes 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 by UAPB Technical Services, faculty research systems connected

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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 the UAPB campus network.

A User is any person, whether authorized or not, who makes any use of any UAPB IT System(s) 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 the UAPB Department system or server. For example, the 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 complies.

### 1.9.2 Purpose

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

**1.9.2.A** To ensure the integrity, reliability, and performance of UAPB IT systems and networks.

**1.9.2.B** 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.

**1.9.2.C** To ensure that IT systems and networks are used for their intended purposes.

**1.9.2.D** To establish sanctions and processes for addressing violations.

### 1.9.3 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 networks. This document does not waive any claim that UAPB may have ownership or control of any hardware, software, or data created on, stored on, or transmitted through UAPB IT systems and network.

### 1.9.4 Use of Information Technology Systems

#### 1.9.5 Proper Authorization

The 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.

#### 1.9.6 Appropriate/Acceptable Use

**UAPB IT Systems** and networks 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 managed UAPB network without specific authorization.

#### 1.9.7 Commercial Use

Without specific UAPB administration authorization, activities using IT Systems and networks for non-UAPB commercial purposes are prohibited. This is not meant to restrict normal communications and exchange of electronic data, consistent with the University’s education, clinical, and research roles, that may have incidental financial or other benefits for an external organization. For example, it is appropriate to discuss products or services

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with companies doing business with UAPB or to contribute to fact-focused discussions relating to commercial products.

### **1.9.7.A Vendor Contracts**

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

### **1.9.8 Privileges for IT Users**

#### **1.9.8.A Free Inquiry and Expression**

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

#### **1.9.8.B Reasonable Confidentiality**

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 the 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 Information Technology (IT) USERS SHOULD HAVE NO EXPECTATION OF PRIVACY.**

### **1.9.9 Responsibilities for All Users**

#### **1.9.9.A 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 login/password to the campus IT system. Multiple user logins or passwords violate this policy.

**1.9.9.B 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 login/password data.

#### **1.9.9.C Unauthorized Data Access**

Users must not access or attempt to access data on a UAPB IT System they are not authorized to access. Users 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.

#### **1.9.9.D Concealed Identity**

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

#### **1.9.9.E 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, using “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.

#### **1.9.9.F Copyright**

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

#### **1.9.9.G Modification of Data or Equipment**

Without specific authorization, users of UAPB IT Systems must not cause, permit, or attempt any destruction or

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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 the firmware. “Specific authorization” refers to permission by the owner or Systems Administrator of the equipment.

### **1.9.9.H 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.

### **1.9.9.I 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 UAPB 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.

### **1.9.9.J 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 UAPB’s IT system and/or network.

### **1.9.9.K 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.

### **1.9.9.L 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.

### **1.9.9.M 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.**

### **1.9.9.N Violations**

Users must not conceal or help to conceal or “cover-up” violations by any party. Users are expected to report any evidence of any 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. Medium

### **1.9.9.O Information Technology Rights**



### **1.9.9.P Personal Identification**

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

### **1.9.9.Q Access to Data**

Users must allow systems administration personnel access to data files on IT systems to make backups, diagnose systems problems, and investigating policy and/or campus network security violations.

### **1.9.9.R Oversight Authority**

Technical Services is authorized to investigate alleged or apparent violations of UAPB IT policy or applicable law involving IT Systems and/or networks 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.

### **1.9.9.S 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 are deemed inappropriate or not inkeeping 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 an employee’s supervisor.

## **SOCIAL MEDIA POLICY**

### **1.9.10 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.

### **1.9.10.A 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, residence hall, or off-campus and regardless of whether such use involves the University of Arkansas at Pine Bluff’s electronic equipment or other property.

### **1.9.10.B “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, Instagram, Snapchat, TikTok); (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.



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### **1.9.10.C Application of Other Policies**

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

### **1.9.10.D 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 outlined in this section. 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. 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. An individual must also use an appropriate disclaimer to make clear that they are speaking only on behalf of themselves 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.

### **1.9.10.E 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.
- Posting, uploading, or sharing any recording or images (including audio, pictures, and videos), taken in the workplace or the University of Arkansas at Pine Bluff-sponsored event without express advance authorization.
- Posting obscene or sexually inappropriate material.
- 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 per Technical Services Appropriate Acceptable Use Policy.

### **1.9.10.F 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 violate this policy may be subject to discipline for such failure.

The 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.

### **1.9.9.10.G Questions About This Policy**

Because social media evolves at a rapid pace, there will almost certainly 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.

## **1.10 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.

### **1.10.1 Medical Emergency Procedures**

#### **A. For situations that are life-threatening:**

1. Call 911 for immediate assistance and provide the following:
  - a. Identify self as a member of the UAPB faculty, staff, or student body;
  - b. Identify the exact location of the victim; and
  - c. Describe the 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 the validity of the 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 providers to the scene of the medical emergency.
3. Apply multi-media first aid if necessary.
4. Contact the Health Center if during operating hours and comply with the following:
  - a. Identify self and give the location of the emergency;
  - b. Identify the victim, giving the 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 members will remain with the victim until paramedics, Health Center personnel, or both medical care providers arrive.
6. Health Center staff members will complete an emergency referral form and give to the victim (if a student) in need of medical attention.
7. Residence Specialist will file an incident with the 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

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8. 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.

### **1.10.1 Campus Safety and Security**

#### **1.10.2 Clery Act- to review the Clery Act, please visit:**

[http://www.uapb.edu/administration/student\\_affairs/police\\_and\\_public\\_safety.aspx](http://www.uapb.edu/administration/student_affairs/police_and_public_safety.aspx)

#### **1.10.3 Closed Circuit TV Security System**

For safety and security enhancements, the University has surveillance cameras throughout the campus. These cameras provide Campus Police and other designated offices on-site surveillance areas on campus, such as parking lots, building entrances, and streets. The campus has over 150 cameras, giving Campus Police real-time onsite surveillance throughout the campus. The recorded images can be retrieved and reviewed for investigative and other official purposes.

#### **1.10.4 Wall Mounted Emergency Blue Light Phone System**

The University has 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 that these Blue Light Emergency Phones are for emergencies only. Individuals tampering or playing with these phones will be subject to disciplinary action.

#### **1.10.5 RAVE Alert – The RAVE Alert**

The system is utilized to broadcast EMERGENCY NOTIFICATIONS to students and employees in the event of an 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](http://www.getrave.com/login/uapb).

#### **1.10.6 Missing Person Protocol**

In the interest of student safety, the University of Arkansas at Pine Bluff considers a student to be considered missing if the student’s absence interrupts their usual pattern of behavior (i.e., not attending class, not eating meals in the cafeteria, and not sleeping in their dorm room) and there is concern that the missing student is a victim of unusual circumstances or foul play.

Students who are under the age of eighteen years of age are considered minors. In the event that such persons are determined missing, the University will notify a custodial parent or legal guardian in addition to the student’s designated contact. With students who are over the age of 18 years of age, the University will contact the person who the student has acknowledged as the designated contact. All students will be given the opportunity each academic year to designate an individual or individuals to be contacted by the University in the event that they have been determined to be missing. This designation will remain in effect unless changed by the student.

Any individual who has reason to believe a student is missing should notify campus police at 870-575-8102, and fill out the missing person form at [https://uapb-advocate.symphlicity.com/missing\\_person/index.php/pid067230?](https://uapb-advocate.symphlicity.com/missing_person/index.php/pid067230?)

### **1.10.7 Annual Security Report-Campus Sex Crime Prevention Act**

For more information, please visit

[http://www.uapb.edu/administration/academic affairs/academic records/guidelines and policies.aspx](http://www.uapb.edu/administration/academic%20affairs/academic%20records/guidelines%20and%20policies.aspx) or  
[http://www.uapb.edu/administration/student affairs/police and public safety.aspx](http://www.uapb.edu/administration/student%20affairs/police%20and%20public%20safety.aspx)

### **1.11 EARLY EDUCATION SERVICES**

The UAPB Child Development Center is a state-licensed early education program providing services for children 18 months to 4 years of age. The Center has been designated a Better Beginnings Level Three 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 serves as a laboratory for experiential learning for students majoring in Human Development and Family Studies and other disciplines on the UAPB campus as well as Southeast Arkansas College Early Childhood Education students. The program conducts evaluations in health and human development to continue to build the evidence base for best practices. The early childhood services are available for students, faculty, and staff as well as the general public on a first come first serve basis. The fee for infant care is \$95.00 per week and the fee for toddlers is \$85.00 per week. The preschool program is \$85.00 per week. We do accept voucher funding.

The Child Development Center offers federal and state scholarships for infants and toddlers and for 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 Administration for Children and Families (Office of Head Start), Arkansas Better Chance (ABC), and state voucher funding. Families qualify for these slots based on their household income. Applications may be picked up in the Child Development Center located directly behind the Adair- Greenhouse Human Sciences building or the main Human Sciences office. The hours of operation are 7:30 a.m. to 3:30 p.m., Monday-Friday for Preschool services and 7:30 a.m. to 5:30 p.m. for Early Head Start services. 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

### Mail pickup Location and Business Hours

#### The pickup location is Printing Services 102 Rust-Tech

Located across from Pine Hill Church on L.A. "Prexy" Davis DR.

#### Hours of Operation:

**Monday - Friday from 8:30 am to 4:45 pm.** Closed for lunch from 11:50 am until 1:15 pm

We are closed on weekends and anytime the university is closed.

**Your UAPB Address is:** To ensure prompt delivery of student mail and packages; please be sure that mail is addressed in the following format: **(First and Last Name as it appears on your student I.D.) No Nicknames**

#### First and Last Name XXXX

1301 North L.A. "Prexy" Davis DR.

Pine Bluff, AR 71601

**We ask that you include the last four (4) digits of your UAPB ID** because we have multiple students with the same name.

**How do I know if I have mail?** Students will NOT have a physical mailbox to check. An email notification will be sent to your UAPB email address from the Mail Center, informing you when you have mail available for pickup.

Please be aware that during peak and high volume times, package retrieval can take up to 24 hours to be available for pickup.

If you are ordering items through "same day" delivery for supplies or food, it is your responsibility to meet with the driver for pick up.

Mail Services does not receive any items from Uber Eats, Door Dash, Publix, Target, Michaels, Walmart, or Amazon-Whole Foods.

**How do I claim my mail?** You must bring your **UAPB ID**. A valid photo I.D. will be accepted if the student does not have their UAPB ID. We **Will Not** accept a photo of your I.D. on a cell phone. **You have 15 working days to claim the item (s), or it will be returned to the sender or discarded.**

**Can another student pick up my mail?** **Yes**, if you cannot pick up your mail due to illness or emergency, you can designate another student to pick up your mail. You must send an email to [uapbmail@uapb.edu](mailto:uapbmail@uapb.edu) with the name of the person you are authorizing to pick up your mail. **Do not give anyone your UAPB ID**, as they will need their I.D. to pick up your mail. No one may pick up another student's MAIL without this email authorization.

**Where is my mail or package?** First, make sure that the package has been delivered to the University address by the carrier. Then give the Mail Center a call at 870-575-8740 or 7158, and we will do our best to locate it. **You must provide a tracking number** for us to better locate any package.

#### Where Do I Take My Outgoing Mail and Packages?

Outgoing mail for the U.S. Postal Service will be accepted at the **UAPB Mail Center**. Packages ready to be picked up by FedEx, UPS, or the U.S. Postal Service can also be accepted and picked up by the appropriate courier at their next scheduled pickup. Packages ready to be picked up must have pre-printed or pre-paid labels affixed. The mail center can assist you with printing your pre-paid labels; call 870-575-7158.

Postage (stamps) can be purchased at the mail center. U.S. Postal Service mail is picked up from the mail center Monday through Friday by 1:00 pm., Mail received after 1:00 pm will be picked up the next business day.

## 1.13 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

10:00AM-3:00PM

Lab Hours are available

### **Services Provided**

TV Studio and Radio Station Lab Services

- The TV Studio and KUAP Radio station provide assistance to Multimedia Communication students working with television and radio equipment for class assignments. Multimedia Communication students are required to have a current Student ID and must have passed the television practicum course in order to check out television equipment.



## 1.14 GENERAL OFFICES (Prefix 575-...)

### Administrative Personnel

Chancellor.....	8470
Vice Chancellor for Academic Affairs .....	8475
Vice Chancellor for Enrollment Management & Student Success .....	8364
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 Activities .....	8866
Associate Dean for Student Activities .....	7065
Associate Dean for Residential Life .....	7257
Director of Alumni Affairs .....	8499
Director of Continuing Education.....	8315
Director of Financial Aid.....	8502
Director of Fitness Center.....	8507
Director of Health Services.....	8508
Director of Student Union.....	8925
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
Fitness Center.....	8504

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**G -**  
 Greenhouse (Farm) (Agronomy).....8148  
 Greenhouse (Farm) Horticulture).....8157  
 Gymnasium.....8655

**-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 .....8362  
 Living Learning Center (Harrold).....8875

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

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

**-O-**  
 Office Student Involvement & Leadership..... 8866

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

Douglas Hall.....5831  
 Hunt Hall ..... 6104  
 Johnny B. Johnson Complex..... 5287  
 Johnson/Copeland Halls ..... 5588  
 Delta Housing Complex.....6301  
 Lewis Hall.....5963  
 Fisher/Stevens Hall.....5168

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

**-S-**  
 Secondary Education.....8240  
 Student Union.....8925  
 Student Success Center.....8368

**-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.....

## **2.0 ACADEMIC REGULATIONS AND GUIDELINES**

### **2.1.A 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.

### **2.1.B CLASS ATTENDANCE STATEMENT**

These statements apply to each student enrolled at UAPB. Attendance in online classes is defined as regular engagement/interaction within the online environment (completion of assignments, participation in discussions, etc.).

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 on 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 Provost and Vice Chancellor for 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 Provost and Vice Chancellor for Academic Affairs' 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 of student participants to the Dean of Students' Office where it will be kept on record.
5. When a student is absent three days or longer due to an illness or other issue, the student should complete the [Emergency Excuse Request and Procedure](#) form located on the Student Life webpage. Upon verification, the Dean of Students will work with the Provost and Vice Chancellor for Academic Affairs and notify instructors of the extended absence. Only the Dean of Students' office will request/collect medical excuses/documentation for the student's personal file. Only the excused absence request will be forwarded to instructors. Excuse requests should be submitted within two weeks of the absence.
6. Class participation may be used, at the instructor's discretion, as one metric in determining a student's final grade for the course.

## 2.2.1 CENSUS VERIFICATION PERIOD

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 do not attend class at least one time during the first 11 days of the fall and spring semester or the first 5 days of a summer session are cited for non-attendance during the enrollment verification period and may be administratively dropped from the course and not allowed re-enrollment.

## 2.2.2 MAKE-UP POLICY: EXAMS, QUIZZES, AND ASSIGNMENTS

Contingent on the provision of a documented excuse, students who miss exams, quizzes, or assignments due to illness, family and/or personal emergencies, death in the family, participation in school-sponsored activities (e.g. athletics, traveling with the vesper choir, band, theatre group, recruitment etc.) or any event subject to an excused absence, shall be permitted to make-up the assignment or the exam that was missed soon after the student returns to class. The student must provide credible/verifiable documentation.

It is the responsibility of the student to make arrangements with the Instructor to make up the work on return to class. The Instructor is required to provide the make-up within five working days after the student returns from an excused absence. Ideally, the make-up work should be comparable both in format (e.g. short essay, multiple choice, etc.) and content. However, in those instances when matching formats may not be feasible, the Instructor must ensure that the make-up work is comparable both in content and rigor to the work given to the rest of the class. Furthermore, the make-up work must not be punitive (like giving a comprehensive exam when the exam missed was over a few selected chapters). Students will not be asked or required to wait until the end of the semester to make-up for missed exams for which they had excused absence.

In some rare extenuating circumstances, students may not have an excuse readily available. For example, a student may be involved in a car accident on the way to school and will not have a police report to present, or a student may have suffered from the flu but self-medicated at home and may not have a doctor’s excuse. Under those circumstances, it is the responsibility of the student to inform the Instructor about the personal emergency on the same day or as soon as practicable. The Instructor will evaluate the credibility of the request for make-up and then work with the student accordingly to resolve the issue.

## 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 the necessary requirements of the course by the end of the semester immediately following the semester in which the “I” was incurred unless an extension is granted by the Provost and Vice Chancellor for Academic Affairs.**
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 the 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; however, the student might be required to attend additional make-up sessions pending the discretion of the instructor.**

### **ADDENDUM TO “I” GRADE POLICY**

In the event of documented extenuating circumstances, as defined by federal law (including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Subchapter 2 of Chapter 126 of the Americans with Disabilities Act of 1990 as amended in 2008) that prevents a student from meeting with specific requirements for a course, a student may petition for a grade of “I”, whether or not the student is passing the course. Documentation of the extenuating circumstances must be submitted for verification and approval to the Dean of Students. Final approval of the “I” grade due to extenuating circumstances resides with the Provost and Vice Chancellor for Academic Affairs.

In the event of documented extenuating circumstances, as defined by federal law noted above, that prevent a student from meeting the requirements for a course in which a grade of “I” was received, a student may petition the Provost and Vice Chancellor for Academic Affairs to extend the “I” grade for an additional semester. Additional extensions may be granted at the discretion of the Provost and Vice Chancellor for Academic Affairs in compliance with federal law while maintaining the academic integrity of the student’s degree program. Documentation of the extenuating circumstances must be submitted for verification and approval to the Dean of Students before a petition for an extension of the “I” grade will be considered. The student must petition the instructor, in writing, for an incomplete grade, “I”, on or before the day of the final examination (unless approved by the Provost and Vice Chancellor for Academic Affairs).

#### **2.4 Academic Jeopardy, Probation, Suspension, and Readmission Policy**

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 Hours	Cumulative GPA	Maximum
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 13.00	1.80 - 2.00	
65 – 80	1.90 - 2.00	13.00
81 – 96	1.90 - 2.00	13.00
97 and above	2.00	13.00

Students, placed on academic probation for the prior term (regardless of the **recalculated GPA** illustrated on the transcript due to **repeated courses not passed**), that earned less than a **term GPA of 1.50** in the subsequent term will be placed on academic suspension.

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 locations prior to registration. If allowed to re-enroll by appeal, students must earn a **2.00 term GPA**. If denied by the committee, students may petition the Provost and 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.

## 2.5 GRADING SCALE

### Grade Points

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



**\*Because of the global pandemic, modifications to the grading scale may occur. Any modifications will be communicated to all stakeholders involved.**

### **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, with 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. Golden Gateway is used to facilitate student advisement.

## **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 in 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 online courses only
  - a. Schedule changes may be made via **Golden Gateway** anytime during the registration period.
  - b. **After the close of registration, only drops are permissible and cannot be done via Golden Gateway. Please email or 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 2.11, 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 the official withdrawal form from the Office of **Student Success Center**.
2. Obtain a signature from their academic advisor or chairperson.
3. Obtain a signature from the Office of Student Financial Services.
4. Obtain signature from Provost and 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 the 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 engages in conduct that 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 by the Dean of Students before being re-admitted.

## **2.12 TRANSCRIPT REQUEST**

Students may request their transcript in one of three ways:

### **Electronically:**

For your convenience, you can request your transcript online (via our third party) and pay with a credit card or debit card. This is the only way to send electronic transcripts for students who attended Fall 1993 and after.

Visit ([www.uapb.edu](http://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 a prompt and formal resolution of his or her grievance and that resolution is accomplished under orderly procedures. Final grade disputes occurring during the Spring or Summer terms may be delayed until the return of the nine-month faculty in August. Final grade disputes occurring during the Fall term may be delayed until campus opens in January.

### **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

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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 Provost and 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 Provost and 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 demeaning to 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 with the Provost and 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 Provost and 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 Provost and 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.

*\*Note that all allegations of discrimination because of race, national origin, sex, or other protected categories (or related retaliation) should follow the process in the University Non-Discrimination policy (see section 1.3).*

## **2.14 ACADEMIC RIGHTS IN THE CLASSROOM**

1. Without fear of penalty, the student shall be free to take reasonable exceptions to data and views 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 of confidential information.

4. 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.
5. The student has the right to be governed by educationally justifiable regulations.
6. 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 Provost and Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs.
4. Upon receipt of the incident report, 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 TUITION 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 an 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.

To check out a book, students must have a current University of Arkansas at Pine Bluff student identification card.

### 2.19.1 COMMENCEMENT PARTICIPATION

Seniors with limited outstanding requirements may, with proper approval, petition to participate in Commencement. In order to participate in Commencement, a student must:

- be enrolled in all remaining required courses by the last day to add/drop a course for that semester;
- have the minimum cumulative GPA required for the respective major;
- have satisfied the senior comprehensive exam/portfolio requirement; and
- have exited or are on track to exit University College (predicated on courses currently enrolled).

A student who fails or withdraws from one required course (a lecture with a concurrently required lab constitutes one course for the purpose of this policy) during that last semester may be allowed to participate in Commencement.

Grades from institutions other than the University of Arkansas at Pine Bluff may not be available in time to confirm participation eligibility. Students approved to enroll at another institution must submit an official transcript to the Registrar’s Office at least five business days prior to Commencement. CLEP scores must be received in the Registrar’s Office at least five business days prior to Commencement.

If a student wishes to participate in a Spring commencement ceremony, he/she must be able to complete all requirements by the end of the following summer term. If that cannot be accomplished, then the student will participate in the following Fall/Spring commencement ceremony. Students should work with their advisors to formally submit a Commencement Participation Request Form.

**Disclaimer:** Participation in Commencement Exercises is not a conferral of degree. The degree will be conferred at the conferment following the completion of all requirements and not before. Students should complete the Commencement Participation Request form to officially petition participation in Commencement.

### 2.19.2 SENIOR ASSESSMENT

The Senior Comprehensive Examination has been used as a university assessment measure since 1990.

In lieu of the Senior Comprehensive Examination, some academic units prefer to require Senior Projects. Therefore, two options are recommended for senior assessment measures: 1) Senior Comprehensive Examination, and 2) Senior Projects. All prospective graduating seniors will be required to attain a passing score of 70 percent prior to graduation.

The Senior Comprehensive Examination Subcommittee offers the following recommendations that will lead to a policy change:

- Require all departments to select one of two assessment measures from prospective graduating seniors. Departments have the option to determine Senior Projects in lieu of the Senior Comprehensive



Examination. A minimum score of 70 percent must be attained in order to successfully pass the Senior Comprehensive Examination or senior project. A standardized test recognized by an accrediting body may substitute for a senior comprehensive exam. Accrediting bodies using standardized tests have explicit criteria regarding passing scores. Any department that uses a standardized test will use the criteria recognized by the accrediting agency to determine a passing performance;

- A rubric or standardized measure must be developed for each senior project;
- Introduce and discuss senior comprehensive examination or senior project during freshman year and/or when students are transferred into their respective majors, (pre-tests are to be administered during entry and mid-levels);
- Allow students to take one make-up senior comprehensive examination within two weeks if they fail to attain a pass score of 70 percent (makeup exams will only be given for extenuating circumstances and/or with prior approval). This stipulation also applies for Senior Projects.
- If the student fails the senior comprehensive exam or senior project on the second attempt, the student will not complete the degree program in that term. Completion of an intervention plan, designed by the department or program specifically for the student, will be required prior to the student attempting the senior comprehensive exam or senior project a third time. No fourth attempt to pass the senior comprehensive exam or senior project will be offered.
- Senior comprehensive examinations required by departments or programs must be updated every two years and changes provided to the Office of Assessment. This stipulation also applies for Senior Projects.
- Require all departments to develop a senior comprehensive examination study guide;
- Departments must assume responsibility for senior comprehensive examination reviews and senior project preparations for students who transfer or change his/her major; and

### **2.19.3 DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS**

The Division of Enrollment Management and Student Success (EMSS) located in room 206 Caldwell Hall coordinates the recruitment, enrollment, and retention efforts for all students at UAPB. The Office provides orientation for new students, advising and referral for financial aid, academic and professional development, and academic tutoring in several locations on campus.

#### **Student Success Center**

Located in Caldwell Hall Suite 209, the Student Success Center (SSC) is a comprehensive one-stop-shop for academic support services on campus. SSC programs and initiatives are open to all university students, living on and off campus. Students receive assistance to Center resources or through referrals to other support services. The Center assists students as they adapt to university life (social aspects), to complete a degree (academic aspects), and transition from high school to college to career (engaging in activities that develop professional skills). Center programs and retention services include:

1. Student Success Plans: Success Plan contracts are required for freshmen scoring below 19 on ACT or equivalent SAT score and/or below a 2.0 GPA, transfer and returning students. The Plan includes required participation in proven activities and tutoring services used by students for success in the college environment.
2. Living Learning Centers (LLC): Located in the Harrold and Delta Housing Complexes the Centers address student educational, recreational, and social needs.
3. Peer Tutoring: Student peer tutors are available in the Harrold and Delta Complexes for math, English and science courses, in the Writing Lab in Corbin Hall 109, the Math Lab in Caine-Gilleland Hall Room 112 and at the John Watson Memorial Library.
4. Peer Mentoring: The program goals are to 1)Cultivate relationships between first-year students and upperclassmen 2)Increase first-year student involvement, retention, and confidence 3) Expand leadership opportunities for

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- upperclassman 4) Encourage participants to increase knowledge, explore and utilize campus resources, including academic, social, and health support networks, and opportunities for involvement and leadership. 5) Provide opportunities for participants to engage in group activities. 6) Create ongoing, meaningful relationships between and with mentors and peers.
5. SSC Computer and Study Room: The Center has six computers, a printer and a study room for student use from 8:00-5:00 p.m.
  6. “Navigating the Yard” Workshop Series: The workshop and seminar series is tailored to students and covers topics that provide a successful transition to college life and achieving individual academic and professional goals. Workshops are available online on-demand for student convenience utilizing the “Grad Ready” platform.
  7. Textbook Scholarships: Applications are accepted at the beginning of the fall and spring semesters for up to \$500 per semester. Minimum eligibility requirements are 1) a 2.5 cumulative GPA; 2) enrolled full- time; and 3) have exhausted all other financial aid options.
  8. Students Taking Academic Responsibility (STAR): STAR is an academic recovery program for students admitted or returning to UAPB through an approved appeal process. Participants complete a Student Success Plan contract to support success in attaining a minimum 2.00 GPA and completing all credits attempted.
  9. AVISO Early Alert Program: Faculty and staff referrals through AVISO Retention Software inform the Center concerning students who are at-risk for success during the semester. The Center assists referred students through informal counseling, tutoring, by involving the academic advisor, and by making referrals to other campus and community services.
  10. Destination Graduation: The SSC senior completion program assists students near graduation with small balances that may prevent their persistence to graduation. In return, students agree to participate in professional and career development programs and services.
  11. Transfer Program: The purpose of the transfer program is to assist students in their transition to the University. The program includes but is not limited to advising during the pre-transfer process, assisting in adapting to a new campus, and assisting in accessing student support services.
  12. Pride Assist: The SSC emergency aid program provides help to students at risk of dropping out of college due to “unexpected financial emergencies” not related to enrollment at the University. Examples include childcare, gas, food, housing, medical bills, and utilities. This fund is aimed at helping students stay in college and meet their educational goals, ultimately, securing a better financial future for themselves.
  13. Sophomore Series: The second-year experience program aims to empower sophomores to excel through engaging academic and professional development opportunities that promote success. The programs assist students in developing academic integration, commitment to a major, a purposeful college life, quality relationships, and a deeper endearment to the university.
  14. Engagement Activities: Activities sponsored by the Student Success Center, provide interactive learning experiences designed to promote leadership development, and encourage positive and inclusive community awareness and healthy living. Promoting a positive transition to college life for new students in the first six weeks of the semester is a major focus of the activities.
  15. Supplemental Instruction (SI): SI is an academic assistance program that utilizes peer-assisted study sessions. Regularly scheduled, informal review sessions are held weekly in which students compare notes, discuss readings, develop organizational tools, and predict test items. The sessions are facilitated by "SI tutors", students who have previously done well in the course and who attend all class lectures and take notes. Students learn how to integrate course content and study skills while working together.

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16. Student Success Coaches: Coaches are located in academic schools and are assigned to students by major. Success Coaching is the one-on-one process of helping students examine academic concerns and perceived barriers to develop an action plan for achieving success. Coaches provide students with semester-long academic support in areas such as time management, reducing procrastination, test preparation, note-taking and study strategies, etc. Also, Coaches connect students to campus and community resources as warranted. See contact for Success Coaches by academic school below.

School of Agriculture, Fisheries and Human Sciences  
Student Success Coach– 870-575-8381

School of Arts and Sciences

Student Success Coaches– 870-575-8374/8376/8380

School of Business  
Student Success Coach– 870-575-8380

School of Education  
Student Success Coach– 870-575-7012

17. LIONS Cabinet Food Pantry: The Student Success Center partners with the School of Agriculture, Fisheries, and Human Sciences to decrease food insecurity among the student population. No qualifying information/application is required. All enrolled students can access the pantry.
18. National Society of Leadership and Success (NSLS): The NSLS is an honor society organization that provides a life-changing leadership program that helps students achieve personal growth and career success and empowers them to impact their communities positively. The organization is open to freshmen and sophomore-level students with a 2.75 GPA or above.

For more information, contact the Student Success Center:

Center Director - 870-575-8368  
Retention Coordinator - 870-575-8366  
Living Learning Center Coordinator - 870-575-8875  
Transfer Coordinator– 870-575-8373

Website: [www.uapb.edu/success](http://www.uapb.edu/success)  
Email: [studentsuccess@uapb.edu](mailto:studentsuccess@uapb.edu)  
Follow us on Twitter: @UAPBssc  
Follow us on Instagram: @UAPBsuccess  
Like us on Facebook: /UAPBsuccess

Student Success Center Location: Caldwell Hall, Suite 209

## 3.0 FINANCE AND ADMINISTRATION

Official communication to students from the Division of Enrollment Management and Student Success’ Office of Student Financial Services 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, financial aid offers and other notifications, and requests for information. The Golden Gateway should be used regularly to obtain information related to financial aid and student account activity. Additionally students may log onto the [Financial Aid Checklist](#) and obtain up to date information on their financial aid status including requests for documents that may be needed in order to complete the financial aid process.

### 3.0.1 FINANCIAL OBLIGATIONS

Students must make satisfactory financial arrangements and be in good standing in order to complete registration. Payment for charges or satisfactory financial arrangements must be made each semester by the close of business on the 5<sup>th</sup> class day\* (any changes in due dates will be communicated to students). 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 ([Tuition Assistant](#)) or a combination of the above. The installment plan is only available fall and spring semesters. Failure to satisfy payment arrangements by the deadline each enrollment period may be cause for course schedules to be voided. Email notifications are sent when such action is taken.

Before a student can view grades, receive transcripts, or re-enroll, the student account balance must be satisfied in full. 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. If applicable, any adjustment to institutional charges will be reflected on the student’s account in accordance with the University’s Refund Policy.

*\*Should a payment due change notifications and web updates will be provided as necessary.*

### 3.0.2 CHECK CASHING

No certified checks, personal checks, money orders or cashier’s checks are cashed for students. Personal checks written to the school for payment must be made payable to the University of Arkansas at Pine Bluff or UAPB. All personal checks 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.

### 3.0.3 REFUND POLICY

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

- 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 (6<sup>th</sup>) DAY THROUGH THE TENTH (10<sup>th</sup>) CLASS DAY –50%**
3. The **ELEVENTH (11<sup>th</sup>) CLASS DAY AND AFTER –NO REFUND**

### **3.0.4 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.

## **3.1 FINANCIAL AID**

### **3.1.2 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. When a student is awarded federal student aid for the first time, an award letter is sent via the U. S. Postal Service to the student’s address on file at UAPB. Subsequent to this, award information will be available online via UAPB’s website on the Golden Gateway. No future mailings will be sent.

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 beginning October 1. Students are encouraged to complete the FAFSA as soon as possible to be considered for federal student aid and such federal campus-based aid that is limited in funding. Following are the steps students should take when applying for financial aid:

1. Obtain a FSA ID at <https://fsaid.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 the FAFSA to be signed electronically.
2. Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Students can submit the FAFSA from any computer or cell phone with Internet access. Filing online is the fastest way to file. Students who apply early and provide all required financial aid and admissions documents each year may be considered for maximum campus-based federal aid such as federal work-study and FSEOG. Early completion may also ensure financial aid is awarded prior to the beginning of the semester when payment is due. A FAFSA cannot be completed later than June 30<sup>th</sup> each academic year of the student’s enrollment. When completing the FAFSA, income information should be used from the prior, prior tax year (2 tax years prior to the academic year of enrollment).
3. Once the University receives the results of the FAFSA, additional documents may be needed and will be requested at that time via email. 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. Financial aid not finalized by the 5<sup>th</sup> class day will affect the student’s ability to make satisfactory payment arrangements with financial aid and will jeopardize their enrollment.
4. Once eligibility for financial aid has been determined, financial aid will be offered on an offer letter listing the type and amount of any aid the student is eligible to receive. In order to accept or reject the awards offered, fully admitted students, and returning students, must access the award information online via the Financial Aid section of the Golden Gateway. Initial offer letters will only be mailed to new students prior to the beginning of the period of enrollment. Any subsequent notifications (initial and subsequent for returning students) are available online on the Golden Gateway.

It is the responsibility of the student to ensure the degree plan in his/her major course of study is followed in order to meet the requirements for receipt of federal student aid. If a discrepancy exists between the student’s registered hours of record when compared to a student’s degree plan hours recognized in the financial aid system, a student should petition for a review of the courses. To begin this process, access the Title IV Confirmation Form online on the Financial Aid page under Special Forms. Reviews cannot be done after the academic year ends.

Federal student aid regulations limit the number of times a student may repeat a course and receive federal financial aid for that course. As such, a student may only repeat a course for which a passing grade has already been received,

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one time and have it count as federal student aid enrollment. Once eligibility for the repeat has been exhausted, if the course is taken again, the credit hours will not count toward enrollment for federal student aid. Federal student aid will be applied to a student’s account each semester only after it has been determined the student began class attendance. The payments will be based on the enrollment status determined by class attendance reports, during the 11th class day reporting period (5<sup>th</sup> day reporting in summer sessions), submitted by the Registrar’s office.

### 3.1.3 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 Student Aid website at [www.StudentAid.gov](http://www.StudentAid.gov).

### 3.1.4 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 meet a grade point average requirement, course completion (pace) requirement, and maximum time frame requirement for degree completion. The policy applies to all students—continuing, transfer, and re-entry. All three requirements of the policy must be met to achieve satisfactory academic progress as indicated below:

#### **\*Minimum Grade Point Average**

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

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

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

Graduate Students: All Graduate students must maintain a minimum cumulative GPA of 3.0.

#### **\*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:

$$\frac{\text{Cumulative number of hours student successfully completed}}{\text{Cumulative number of hours student attempted}}$$

#### **\*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 -- **54 hours**

All coursework attempted including periods when students 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.



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- **Transfer Hours:** All transfer work transcript by the UAPB Academic Records office will be counted in the determination of the cumulative grade point average, in the ratio to determine the successful completion of course work (pace), 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 hours 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.

### **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. Federal financial aid eligibility will also be terminated when a student fails to complete within the maximum time frame. 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 semester for which the appeal is requested. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal. An appeal can be:

- **Denied:** Students who are denied will not be eligible to receive federal financial aid.
- **Approved on Probation:** Students on probation are 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.
- **Approved on an Academic Plan:** Students on an academic plan are eligible to receive federal financial aid and are required to adhere to prescribed performance standards in order to continue eligibility while on the plan for a specified period of time. Academic progress will be evaluated at the end of each semester while receiving federal financial aid under the academic plan. Students who do not successfully complete the academic plan will have federal financial aid terminated and will be notified at the conclusion of the evaluation. Eligibility may be regained upon meeting requirements of the SAP policy.

The appeal form can be found on the UAPB Student Financial Service’s Office Financial Aid web page under Special Forms.

### **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.

## **3.2 SCHOLARSHIPS**

There are several types of scholarships available for students to consider. Visit the web page for the Office of Recruitment under the Admissions tab at [www.uapb.edu](http://www.uapb.edu) for specific scholarship information. Various scholarship listings may be found in the University Catalogue also. Most institutional scholarships require full time enrollment and pay for specified charges such as tuition. These scholarships are not refundable to the student if the full award is not used.

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 financial aid offer letter. Pell grants are excluded from this policy.

## **3.3 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 student’s 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

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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.

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:

- Repays the overpayment to UAPB in full
- Makes satisfactory arrangements to repay with UAPB
- Makes 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 within 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.

### **Withdrawal Determinations**

- The official withdrawal date for a student is the date the Student Success Center receives written notification of the student’s intent to withdraw.
- A grade of UF is given to students who stop attending class and who do not officially withdraw from the class. A grade of UF in each class in a semester is considered an unofficial withdrawal from the University. As a school not required to take attendance, the University will assume the last date of enrollment was the mid-point of the semester (50% point) unless documentation of a different date is provided.
- The withdrawal date for a student who withdraws without providing notification, due to circumstances beyond the student’s control, will be determined upon review of valid documentation the school receives related to the events causing the student to cease attendance.
- If a student dies while enrolled, the withdrawal date will be at the latest, the date the student dies, unless notification is received that the withdrawal process began prior to the student becoming deceased.
- The withdrawal date for an administrative withdrawal is not pre-determined. The date is established at the conclusion of a thorough review of events and sufficient documentation supporting the need to administratively withdraw the student
- Students who withdraw from Distance Education programs will be withdrawn as of the date of the student’s signature on the notification of their intent to withdraw.

### **Withdrawing from the Summer Payment Period (Semester)**

The summer mini sessions (Summer I and Summer II) are combined into one payment period and treated as one semester. Because one or more courses do not span the entire payment period, the summer semester is considered a module. In this case, the determination of a withdrawal is treated differently than a Fall or Spring semesters without modules. During summer enrollment, if a student withdraws from current courses (Summer I), but is also registered in a course(s) starting later in the payment period (Summer II), we are required to determine the amount of Title IV funds earned and return any unearned funds, unless the student provides in writing at the time of withdrawal, he or she will attend Summer II

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(merely registering for Summer II is not accepted as confirmation to attend Summer II). Should a student not provide written notification they will attend Summer II, the student is not considered to have withdrawn and will be eligible to receive the aid for which he/she was eligible to receive before ceasing attendance.

In deciding whether a student is determined to have withdrawn from the summer payment period (semester), requiring a Return to Title IV calculation, the following questions and responses are applicable:

1. After beginning attendance in the summer semester (payment period), did the student cease to attend or fail to begin attendance in a course he or she was scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to question 2.
2. When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, were they still attending any other courses? If the answer is yes, this is not a withdrawal; however, other regulatory provisions concerning recalculation may apply. If the answer is no, go to question 3.
3. Did the student confirm attendance in a session beginning later in the semester (Summer II)? If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal and the Return of Title IV Funds requirements apply.

### **3.6 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 if the refund results from an excess of Title IV funds, the school is required by federal regulation, to disburse the refund within 14 days of the credit being applied to the student’s account.

The University of Arkansas at Pine Bluff has partnered with BankMobile to deliver financial aid and other school refunds to UAPB students. As soon as possible after enrolling, all students are encouraged to make a refund delivery preference selection from these options: 1) Deposit to a bank account, or 2) Deposit to a BankMobile Vibe account. If no electronic option is selected, payment will be made in the form of a check that is mailed to an address the student has on file at the university within 21 days. Students should keep in mind that electronic methods are the fastest way to receive a refund. Any refund due to a parent as a result of a credit balance from a federal Direct ParentPlus loan will be processed as a check and mailed to the parent.

The university does not endorse the BankMobile Vibe checking account option over other available options. Additionally, the university does not receive any compensation or financial incentives from BankMobile related to its checking or debit card services. We encourage students to explore their options to determine the best one that meets their needs. After the initial refund of the semester, subsequent refunds are made available weekly on Friday’s, unless otherwise announced.

#### **3.6.1 Student Electronic Refunds by Vibe checking account or Direct Deposit (either option may be selected).**

**In order to participate in the program a student must:**

- 3.6.1.A Visit [refundselection.com](http://refundselection.com)**
- 3.6.1.B Enter your personal code** (Please see instructions below on how to obtain a personal code)
- 3.6.1.C Select how you want our funds delivered. Your options for receiving your refunds are:**

#### **DEPOSIT TO AN EXISTING ACCOUNT**

- Money is transferred to an existing account the same business day BankMobile receives funds from your school. Typically, it takes 1 – 2 business days for the receiving bank to credit the money to your account.

#### **DEPOSIT TO A BANKMOBILE VIBE CHECKING ACCOUNT**

- If you open a BankMobile Vibe checking account (upon identity verification), money is deposited the same business day BankMobile receives funds from your school.

#### **How to obtain a personal code:**

There are multiple ways you can get a code:

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- **MAIL:** Look out for the green envelope, your code will be sent to the address you have on file with UAPB.
- **EMAIL:** BankMobile will send you an email with your code.
- **ON DEMAND:** Visit [refundselection.com](http://refundselection.com) and click on the “Need A Code?” link.

You may use any personal code assigned to you to make your refund preference selection.

### **3.7 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 that may be suspended or revoked. 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**

The heart of the campus, the L.A. Davis Student Union Building is in the center of the institution’s estate. It is the main student 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.



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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. Students are not allowed to setup speaker systems inside or outside of the student union without the permission of the building manger. All music played within the area of student union must be clean radio versions of music.
  - The L.A. Davis Student Union houses the following offices: Student Involvement and Leadership and Student Union, Student Government Association, Mister/Miss UAPB, *Lion Yearbook*, *Arkansawyer Newspaper*, Union Programming Board, UAPB National Pan-Hellenic Council, Intramural Sports, Follett Bookstore, ARAMARK Food Service Vendor, Chick-Fil-A Express, Starbucks Coffee Shop, Davis Cafeteria, Seminar Meeting Room, Computer Lab, Student Lounge and quiet area, Game Room, Shirley A. Jacob Lion’s Den and the Student Organizations/ Activities Calendar. Information concerning student organization 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 for Student Organizations. In addition to all university events, any programs, events, or activities that occur within this building must have prior approval. For more information, please call 870.575.8866. Student Union Plan of Action for Safe Space COVID-19 / social distancing Student success remains one of the highest values of the student union. We will make sure every effort to help all students to remain safe while utilizing the student union during designated hours. We will remind students to take extra precautions while on campus and utilizing the student union and if they have any concerns, we will encourage them to contact health services. The list below is a group of items that will be put in place for the safety of the student union during this pandemic this fall.

### **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

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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 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-campusconnections.

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

#### **4.3.1 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:

- 4.3.1.A Registered Student Organizations
- 4.3.1.B Student Government Association
- 4.3.1.C Miss University of Arkansas at Pine Bluff Organization
- 4.3.1.D Union Programming Board
- 4.3.1.E Office of Student Involvement & Leadership Activities
- 4.3.1.F UAPB student publications; include the Lion Yearbook, The Arkansawyer and The Roar

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.

### **4.3.1.1 UNEXPENDED BALANCES OF INACTIVE REGISTERED STUDENT ORGANIZATIONS**

If a Registered Student Organizations that is previously registered with the University and is no longer active on campus and has an expended balance remaining in their organizational agency (organization/department account registered through the Controller’s Office) account, the organization can be penalized under the sanctioned defined by the Office of Controllers and Office of Student Involvement and Leadership. If a Registered Student Organization fails to officially re-register with the Office of Student Involvement and Leadership for two (2) consecutive years, its University agency account will be closed. Any unexpended balance remaining in the agency account will be used to fund programs and materials for Registered Students Organizations as University approved.

### **4.3.2 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 intellectual growth, 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. Extra-curricular activities contributes to the development of leadership outside of the classroom.

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 restaurant areas. 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 extends to community agencies, schools and organizations. These involvements build a service learning community as well as a networking establishment.

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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 prepared for life after college.

All organization financial accounts, unless otherwise stated, **must** be registered within the Office of the Controller and approved by the Office of Student Involvement & Leadership. Organizations not adhering to this policy will be subject to being sanctioned. The expenditure of funds should be receipted by the Cashier or at the cashier window. No advisor or organization member will be allowed to take money onsite. Please follow the guidelines within the Office of Controller.

### **4.3.2.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. Additional advisors may be considered under special circumstances.
3. Advisors approved by the Office of Student Involvement and Leadership must actively participate in the organization and regularly attend meetings of the organization.

### **4.3.2.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.

### 4.3.3 CHARTERING NEW ORGANIZATIONS

Students interested in forming a campus student organization should pick up a New Interest Student Organization Packet. Packets must be obtained and submitted to the Office of Student Involvement and Leadership (OSIL), located in the L.A. Davis Student Union Building, suite 218. This office will consider the proposal for charter and approve or disapprove it. The temporary head officers of the proposed organization and the campus advisor(s) will be notified of the action taken. Interested organizations submitting their information within the academic school year will be considered during the next academic year. 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. The University has adopted the non-discriminatory policy for membership in organizations regarding race, creed, color, and national origin.
9. A minimum of five (5) interested/potential full-time students are required to request the interest of chartering organizations on campus

### 4.3.4 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 are highly encouraged to be 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 1<sup>st</sup>** 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 is required to submit to a summary of activities to the Office of Student Involvement and Leadership (OSIL) for the next academic year. On or before **September 10<sup>th</sup>** 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, performing as an active organization on or off-campus, and receiving beneficial information to the organization.

#### 4.3.4.A Renewing your Organization Each Year

At the end of the academic school year, the Registered Student Organization (RSO) Registration Packet is emailed to all registered organization presidents and advisors. Each organization is required to complete the information for renewal and to remain active the following year.

Update officer/member/advisor information using the enclosed forms.

1. Any officer currently listed with the Office of Student Involvement & Leadership can initiate the renewal process using the enclosed forms.
2. Add or edit members and officers to reflect the current officer slate.
3. Your officers must be registered full-time for classes before you can update them with the Office of Student Involvement & Leadership. In addition, they must meet the other co-curricular requirements (2.5



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cumulative GPA and not on academic or conduct probation). Organization members are required to maintain a 2.0 Cumulative grade point average. Organizations may require a higher cumulative GPA, which will be compliant within the University policies.

4. All Fraternity/Sorority and Society Organizations members must meet the co-curricular requirements (2.5 cumulative GPA and not on academic or conduct probation). Complete this registration packet and return it to the Office of Student Involvement & Leadership.
5. Student Government Association, Class Officers, and Miss UAPB Organization must abide by the requirements as stated in the guidelines adhering to its position.
  - a. RSO Information page – must have minimum of 5 total signatures (including officers + members).  
**ALL** officers must sign (even if there are more than 5 officers). Please use an additional page if needed.
  - b. Non-discrimination statement (president and advisor(s) must sign)
  - c. End-of-year report (may also email to [osil@uapb.edu](mailto:osil@uapb.edu))
  - d. Your advisor(s) should complete the Advisor Information Sheet (may also email to [osil@uapb.edu](mailto:osil@uapb.edu)).  
Only primary advisors will be contacted and are permitted to sign-off on campus events. Please use additional pages for the Office of Student Involvement & Leadership to be aware of supplementary advisory team members.

If your RSO constitution has changed in the past year or if it has been over 3 years since you have submitted a copy, email it to [osil@uapb.edu](mailto:osil@uapb.edu).

Guidelines for constitutions can be obtained in the Office of Student Involvement and Leadership.

### 4.3.4.B Calendar of Student Activities from Registered Student Organizations

Student Organization’s activities are essential to the development and growth to students on campus. To assist in an easier process, a physical signature from the advisor is required prior to the organization submitting the list of proposed activities for the year. Calendars (list of organizations events) are due during the requested time for re-registration for new and returning student organizations. The student organization will be notified of the event/activity request. After receiving the status from the Office of Student Involvement & Leadership, the organization will have until September 30 (Fall) to finalize all activity request for the year. All request/proposals should be submitted completely by using the “Student Activities Calendar form.” After September 30, calendars or activity will be strictly limited or declined due scheduling conflicts. February 15 (Spring) is the deadline to submit a revised student activity calendar request forms on behalf of the organization. Accommodations may be provided for special meetings, etc.

Granted permission will be provided by the Dean of Student Life within this reference.

### 4.3.4.B 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, though exceptions can be made with the approval of the Dean of Student Involvement and Leadership.
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(s) are 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.

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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.
  - d. The Dean of Student Involvement and 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.

### 4.3.4.C 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 the organization's faculty/staff advisor and the OSIL to maximize 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.

### 4.3.4.D 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 Involvement and Leadership. 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).

### 4.3.4.E REQUIREMENTS FOR INDIVIDUAL MEMBERSHIP

1. All members must maintain a 2.5 GPA in order to be active in your organization. If your organization has established a higher GPA than 2.5 to be active in the organization, this office will abide by your GPA standards.
2. Members should be free of disciplinary sanctions.

**4.3.4.F Requirements for joining a Service Sorority, Society, or Fraternity**

1. Students must have completed 30 semester hours. A transfer student must have completed 12 semester hours at UAPB.
2. Students must have an overall cumulative grade point average of 2.5 and above.
3. Students must be enrolled as a full-time (12 hours) student at the time of membership intake.
4. Students must write a letter of application to the society, sorority, or fraternity they desire to join.
5. After receiving students' applications, the society, sorority, or fraternity will interview these applicants and vote to accept or reject their applications as prospective members.
6. The society, sorority, or fraternity will notify the applicants if they are accepted or rejected and a membership intake period follows.
7. Each prospective member must be cleared by OSIL. If an organization initiates a person without approval, that organization will be suspended.
8. Each new member shall participate in leadership workshops offered throughout the academic school year.

**4.3.4.G Requirements for Joining A NPHC (National Pan Hellenic Council) Social Sorority or Fraternity:**

9. Students must have completed 30 semester hours. A transfer student must have completed 15 semester hours at UAPB.
10. Students must be enrolled full-time (12 hours) at the time of membership intake
11. Students must have a cumulative grade point average of 2.5 at UAPB; however, some sororities and fraternities require a grade point average of higher and above.
12. Student must be in good standing at the University and must not be on disciplinary probation at the time of membership intake.
13. Student must write a letter of application to the society, sorority, or fraternity he/she desires to join; however, some sororities or fraternities require an invitation to join before making application.
14. After receiving student's applications, the sorority or fraternity will proceed with the process of accepting or denying them to move forward within their process; applicants and vote to accept or reject them as prospective members.
15. The sorority or fraternity will notify the applicants if they are accepted or rejected and a membership intake process follows.
16. Each prospective member must be cleared by the Office of Student Involvement and Leadership. If an organization initiates a person without approval, that organization will be suspended.
17. Each new member shall participate in leadership workshops offered throughout the academic school year.

**4.3.4.H MEMBERSHIP INTAKE PROCEDURES FOR FRATERNITIES, SORORITIES, AND SOCIETIES**

18. Each organization shall submit to the Office of Student Involvement and Leadership a list of all their members including their social security number or ID Number and cumulative grade point average prior to membership intake.
19. Every fraternity, sorority, or society shall present a list of candidates for membership intake to the Office of Student Involvement and Leadership and all prospective members must be cleared by the Registrar's Office (**GPA**) and Dean of Student Life (**Probationary sanctions**) prior to initiation or acceptance into the membership intake program.
20. A list of those prospective members cleared shall be submitted to the Advisor of each organization from the Office of Student Involvement and Leadership.
21. Each prospective member will receive a list of the active members in the organization to which they are seeking membership.
22. Each organization shall inform their prospective members and submit to the Office of Student Involvement and Leadership the maximum amount of money prospective members are expected to pay and spend for the

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- membership intake.
23. Any fraternity or sorority releasing a student from its membership intake process shall give written notice to the Office of Student Involvement and Leadership no later than forty-eight hours after the time the membership intake program was broken.
  24. Any fraternity or sorority who has a prospective member to quit is responsible for submitting the prospective member’s name to OSIL within forty-eight hours, with a brief statement regarding the reason.
  25. Each organization shall present a list of persons initiated into their organization at least three days after their initiation into the organization.
  26. No membership intake activities should be held between 11 p.m. and 6 a.m., Monday through Friday (or at least authorized by the Dean of Student Involvement and Leadership).
  27. No membership intake activities should be held during spring break, mid-terms or Saturdays and Sundays unless special permission is given by OSIL. Override to this notice should be approved by the Dean of Student Involvement and Leadership.
    - a. In addition, there should be no membership intake process held during the summer.
  28. Running and exercising by prospective members are forbidden.
  29. Physical abuse and hazing are prohibited by state law and University policy.
  30. Membership intake activities must not in any way infringe upon the individual rights of the student.
  31. All membership intake activities must take place on the campus unless special permission is requested by the organization and approved by OSIL.
  32. An advisor must be present at all meetings and activities on or off campus that are pre-approved.
  33. No activity regarding prospective members shall be held in the residence halls.
  34. Only financial and academically active undergraduate members enrolled at UAPB may participate in membership intake activities.
  35. Each organization shall turn in Current Member Anti-Hazing Form before membership intake begins.
  36. Membership Intake New Initiate Hazing Compliance Form must be turned in 24 hours after final meeting.

### **4.3.5 REGISTERED STUDENT ORGANIZATIONS**

Please check with the Office of Student Involvement & Leadership for the updated list of organizations. Organizations vary by year.

#### **4.3.5.A Department Clubs and Professional Societies**

1. Accounting & Finance Association
2. American Chemical Society (ACS)
3. Animal Science Club
4. Aquaculture/Fisheries Club
5. Arkansawyer (Mass Communications)
6. Association for Computing Machinery (ACM)
7. Biology Club
8. Black Law Student Association-Pre-Law Division
9. Educators Rising
10. George “Doc” Jones Forensic Association
11. Golden Lion Multi-Platform Programming/Robotics Club
12. Hall Woodruff Art Guild
13. Health, Physical Education & Recreation Club (HPER)
14. Human Development & Family Studies Club
15. Human Sciences Club
16. Investment Club
17. Lambda Alpha Epsilon (Criminal Justice)

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18. Marketing Club
19. Minority Association of Pre-Medical/Health Stud (MAPS)
20. National Association for the Advancement of Colored People (NAACP)
21. National Association of Black Journalists
22. National Association of Black Social Workers
23. National Association of Colored Women’s Club, Inc. (L.I.F.T.)
24. National Society of Black Engineers (NSBE)
25. National Society of Minorities in Agriculture, National Resources & Related Sciences (MANRRS)
26. National Society of Minorities in Hospitality Club
27. Orientation Assistant Club
28. Poetry Club (VERBatim)
29. Political Science Club
30. Psychology Club
31. Regulatory Science Club
32. Science Technology, Engineering & Mathematics Academy Club (STEM)
33. Social Work Club
34. Student-Arkansas Education Association
35. Student-Athlete Advisory Committee Organization (Department of Athletics)
36. Student Nurses Association
37. “Student Success: Div. Enrollment/Management/Student Success-The Transfer Student (T-Stu)
38. The Fashion Network
39. UAPB Active Minds (Addiction Studies Graduate Program)
40. UAPB Collegiate 4-H Club
41. UAPB Fishing Team
42. Vesper Choir

### 4.3.5.B Governing Boards

2. Inter-Resident Council
3. International Student Association
4. National Pan-Hellenic Council (NPHC)
5. Student Government Association (SGA)
6. Student Government Association Election Board
7. Union Programming Board (UPB)

### 4.3.5.C Honor Societies

1. Alpha Chi (National College Honor Society)
2. Alpha Kappa Mu (National Scholarship Honor Society)
3. Carolyn F. Blakely Honors Program
4. Chi Alpha Sigma (Athletic)
5. Delta Mu Delta Honor Society (Business)
6. Kappa Delta Pi (Education)
7. Kappa Omicron Nu Honor Society
8. Phi Alpha Theta (History)
9. Pi Mu Epsilon (Math)
10. Psi Chi (Psychology)
11. Sigma Tau Delta (English)
12. Tau Iota Mu (Biology)

### 4.3.5.D Religious Organizations

1. Baptist Collegiate Ministry (BCM)

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2. Chi Alpha Christian Fellowship
3. Pride for Christ
4. The Yard Voices of Praise
5. Wesley Foundation
6. Word of Faith

### 4.3.5.E Mister/Miss UAPB Organization

1. Miss University of Arkansas at Pine Bluff
2. Mister University of Arkansas at Pine Bluff
3. Miss Freshman
4. Mister Freshman
5. Miss Sophomore
6. Mister Sophomore
7. Miss Junior
8. Mister Junior
9. Miss Senior
10. Mister Senior

### 4.3.5.F National Pan-Hellenic Council Fraternities & Sororities

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

### 4.3.5.G University Classes

1. Freshman Class
2. Sophomore Class
3. Junior Class
4. Senior Class

### 4.3.5.H University Service Societies

1. Vikette Society
2. Vikings Bi Fidelity Society

### 4.3.5.I University Music (Band-Choir) Fraternities/Sororities

1. Kappa Kappa Psi National Honorary Band Fraternity
2. Mu Alpha Mu Choral Sorority
3. Mu Alpha Nu Choral Fraternity
4. Phi Mu Alpha Sinfonia Fraternity
5. Sigma Alpha Iota Music Fraternity
6. Tau Beta Sigma National Honorary Band Sorority

### 4.3.5.J Special Interest Organizations

1. Black Essence Modeling Team
2. Black Male Achievers
3. Boosting Alcohol Consciousness Concerning Health of the University Students (BACCHUS)
4. Critical Purpose



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5. Essence of a Woman
6. Golden Royalty
7. Graduate Student Association
8. Health Awareness Peer Educators
9. L.I.O.N.S Program AlumniClub
10. Sisters Honoring Entertainment (S.H.E)
11. Student Veterans Organization
12. Total Equality Advocates (T.E.A.)
13. Twisted Kreations
14. UAPB Show Stoppers

### **4.3.6 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. More information can be found in the L.A. Davis Student Union, main office.

### **4.3.7 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](mailto:osil@uapb.edu), or stop by the Office of Student Involvement & Leadership Suite 218 in the Student Union Building.

#### **USE OF FACILITIES for Registered Student Organizations**

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.

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

Registered student organizations may schedule 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.

All scheduled activities involving food related items must complete a food waiver form to be placed on file prior to hosting the event. Copies of the forms can be found in the Office of Student Involvement and Leadership or by contacting UAPB Dining Services.

#### **Student Organization Policy for Facilities**

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.

When the University officials announce campus be closed by official notification, all activities/events must be cancelled/rescheduled to another date and approved by the Office of Student Involvement & Leadership.

## **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 registered student organizations must be placed on the Event Management System (EMS)-Student Organization Portal under the direction of the Office of Student Involvement and Leadership. All student organization activities should receive prior approval before the organization schedules the activity.

Once approved, the information is to be submitted by the organization’s advisor using the EMS Student Organization portal. Using the portal will alert approval from the Office of Student Involvement & Leadership > building manager > facilities management > Campus Police. Within your EMS reservation, you should be notified of any updates recommended from each approving department. Please follow-up within the following areas above if you have not received notification. It is the organization’s responsibility to follow-up on the status of their request by reviewing the EMS submitted by the organization.

All modifications such as cancellations, or updates should be made in advance using EMS. Proposing alterations closer to the event may disable the organization the inability to do so, due to the timing of preparation from Facilities Management or building manager.

### **4.3.8 EVENTS SPONSORED BY UAPB STUDENT ORGANIZATIONS ON CAMPUS**

#### **4.3.8.1 On Campus Events**

The procedural policies that follow govern the requirements for sponsoring events:

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. Special permission will be granted by the Dean of Student Involvement and Leadership.
4. Any social event such as parties, dances, shows 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 Involvement and Leadership.
5. All students must present valid I.D. cards before entering a on-campus 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.
8. Registered Student Organizations are not permitted to host activities on or after the day of classes, day of study, mid-term examination week, Spring Break, Finals Examination Week, or conflicting events scheduled by the University or preapproved organization activities.

### **4.3.9 POSTING OF MATERIALS RULES AND REGULATIONS FOR RSOs.**

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. Most campus bulletin boards are available. (Always check with the building manager or his designee for the particular building).

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- 4.3.9.A Approved signs may be placed on stakes and driven into the ground away from sidewalks and pathways.
- 4.3.9.B Freestanding approved signs on a table or outside are permissible. (No portable signs).
- 4.3.9.C Signs, banners, billboards are not prohibited on University buildings.
- 4.3.9.D 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:
  - i. Walls
  - ii. Doors
  - iii. Windows
  - iv. Chalk/Dry Erase Boards
  - v. Shrub, trees, plants, or on any landscaped area
  - vi. Fence, Chain, or its supporting structure
  - vii. Brick, concrete, masonry structure, or any other finished surfaces on the campus
- 4.3.9.E Materials for distribution on University property must not contain:
  - vi. Writings which are explicit, slanderous, or in violation of federal, state, or local laws.
- 4.3.9.F 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.
- 4.3.9.G 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.
- 4.3.9.H Materials should not overlap or cover other advertising. Poster larger than 11X14 should not be posted on bulletin boards.
- 4.3.9.I 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.
- 4.3.9.J Advertisements for events, activities, and recruitment within organizations should be posted for a minimum of 5 business days within the event.

### **4.3.10 OFF-CAMPUS TRAVEL FOR STUDENT ORGANIZATIONS**

“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. The copy of approved document must be sent to the Dean of Student Involvement and Leadership to approve Registered Student Organizations (only).

#### **4.3.10.1 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/security team are present.
3. Off-campus events must conform to the laws of the City of Pine Bluff.
4. The Dean of Student Involvement and Leadership 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,

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along with the space request form, prior to hosting the event.

8. A certificate of insurance is required before approval of the off-campus activities.
9. Security Officers must be bonded and license with proof of identification. This information must be approved prior to hosting an event.

### 4.3.11 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. No organization will bargain, lease, sell, or buy any property or service without institutional approval.
5. 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.
6. 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.
7. 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.
8. Any organization using a Disc Jockey at on campus events must have the approval by the Office of Student Involvement and Leadership.
9. Registered student organizations are required to update their constitution every three years and turn it in to the Office of Student Involvement and Leadership.
10. No organization should perform or chant (outside of ceremonial hymnals) at Commencement, Founders’ Day, Convocation, etc.
11. All student organizations should have accounts registered through the Office of Controller for finances and expense concerns. All organizations must abide by the University Policies for organizations being registered within the office accounts. Permitted organizations will be responsible to this policy.

### 4.3.12 REGISTERED STUDENT ORGANIZATIONS STANDARDS OF CONDUCT

#### 4.3.12.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 allegations.
3. If deemed necessary the Office of Student Involvement and Leadership, with the advisement of the Office of the Dean of Student Life, will appoint a committee to investigate.
4. Interviews will be conducted with all members of the involved organization(s). Interviews will typically take place individually (one student at a time) with two staff members. All group members will be gathered in one space, and a staff member will explain the interview process. Students will be called out of the room individually to meet with interviewers. Prior to the interviews, team/group members will be asked to complete a brief questionnaire regarding the alleged incident(s). This questionnaire will be completed in person once the group arrives to the interview space and will also be proctored by a staff member. Interviews will be recorded for accuracy.
5. After the completion of the interviews, the appointed committee will convene again to discuss findings and explore next steps. At this point, additional student conduct action may apply as deemed necessary by the Office of the Dean of Students, and information gathered during interviews may be used to support conduct proceedings. Determination of recommended steps regarding the organization/group in question will be discussed and recommendations made to Dean of Student Involvement and Leadership.
6. Final decision regarding the status of the group(s) involved generally rests with the Dean of Student Involvement and Leadership. If there is a problem or incident, organizations must complete a Student Organization Report Form and turn it in within 24 hours of the incident.

#### **4.3.12.B Registered Student Organization 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.**

#### **4.3.12.C Registered Student Organization 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.

#### **4.3.12.D Registered Student Organization Disciplinary Expulsion**

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

#### **4.3.12.E Cease and Desist**

A cease and desist letter is a document sent to the organizations to halt illegal activity and to discontinue activities until further permission is granted. Within this desist the following should not occur:

- No meetings
- No events/activities
- No request for approving activities
- No membership intake

### **4.3.13 HAZING**

#### **4.3.13.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.

#### **4.3.13.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.

#### **4.3.13.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.

#### **4.3.13.D Possible Charges**

The offense of hazing is a Class B misdemeanor

#### **4.3.13.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.

#### **4.3.13.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.



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#### **4.3.14 STUDENT GOVERNMENT ASSOCIATION**

Student Government Association is the Official voice of the student body. For more information regarding student concerns or becoming a member of the SGA, please contact the Student Government Association located in the Student Union building, second floor.

#### **4.3.15 STUDENT ELECTIONS**

Student Elections for Student Government Association, Class Officer Positions, the Mister and Miss University of Arkansas at Pine Bluff/Class Kings and Queens and/or Senate are conducted in the Fall and Spring semester.

Information is shared through campus communications to student portals about participating in the upcoming elections.

SGA Executive Board/Mister and Miss UAPB should have a minimum of 75 credit hours when filing in the spring. In the event that elections in the Fall are held for classes other than just freshmen, it is indicated that they must have 90 hours at the time of filing. Newly elected class officers elected during the spring will have the responsibility of appointing/recommending students to fill any vacant positions that were not filled during spring elections, and it should be done so before the specified date of the Inauguration Ceremony in which all newly elected officers will be officially read-in or specified by the Election Board.

Transfer students must have the required GPA and credit hours for the position in which they are applying as well as a letter of recommendation on official letterhead from the Dean or advisor of their department/organization stating they were active student leaders of said organization.

Students interested in an for Executive Board or Mister/Miss University of Arkansas at Pine Bluff or Royal Court to be within a certain mile radius (specified in the Election Board handbook) to be eligible to participate in all required/mandated campus activities.

For more information about being engaged and involved, please contact the Office of Student Involvement & Leadership at 870.575.8866 or [osil@uapb.edu](mailto:osil@uapb.edu). and [sgaelections@uapb.edu](http://sgaelections@uapb.edu).

#### **4.3.16 STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

*We, the Student Body of the University of Arkansas at Pine Bluff, in order to provide an official and representative student organization to investigate student problems and take appropriate action, promote effective representation and responsible student participation in the governance of the University, promote academic excellence and \quality education, and provide an official voice through which student opinion may be expressed, do hereby, adopt, and establish this Constitution for the Student Government Association of the University of Arkansas at Pine Bluff.*

##### **4.3.16.A.1 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 “Student Government” or “SGA”.

##### **Section II – Purpose and Duties**

The Student Body shall establish a Student Government Association which shall govern and represent the interest of the Student Body. The Student Government Association is the highest- ranking student organization at the University of Arkansas at Pine Bluff and is officially chartered to speak on the behalf of the student body to the University Administration, as well as all internal and external organizations. The Student Government Association shall be accountable to Student Body.

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

- 4.3.16.A.1.1 To provide an official and representative student organization.
- 4.3.16.A.1.2 To serve as representatives of the University of Arkansas at Pine Bluff.
- 4.3.16.A.1.3 To promote effective, transparent representation and responsible student participation in the overall policy and decision-making processes of the University.
- 4.3.16.A.1.4 To promote academic excellence and quality education.
- 4.3.16.A.1.5 To provide the official voice through which student opinions and concerns may be expressed.
- 4.3.16.A.1.6 To develop and promote University spirit and cooperation among the students, faculty, administration and community.

## **Article II-Membership and Terms of Office**

### **Section I- Membership**

All students, by virtue of their active registration at the University of Arkansas at Pine Bluff, are members of the Student Body and are granted all the rights and privileges of this Constitution.

### **Section II – Holding an Official Position**

All persons elected or appointed to an SGA position are subject to all rules and regulations that may be enacted by this organization

### **Section III- Terms of Office**

New SGA Officials and class officers, with the exception of freshmen, shall be elected in the spring general election by a popular vote of the student body administered no earlier than the 1<sup>st</sup> of March and no later than the 30<sup>th</sup> of March (except in the case of a runoff which may proceed after March 30<sup>th</sup>). The term of office shall be from their swearing in until the swearing in of their duly elected successor.

### **Section IV- Membership Impeachment**

SGA Officials and class officers may be impeached and removed from office for violations of this constitution, breaches of the university code of student conduct, or failure to execute duties of their office.

All cases of impeachment, for the purpose of removal, shall originate in the Student Senate. 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 to be impartial jurors. 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, conduct detrimental to the best interest of the SGA and action contrary to or in violation of the letter and spirit of the constitution.

### **Section V- Office Space**

Office space in the L.A. Davis Student Union is provided each school year for elected Student Government Association officials. The period of occupancy shall be April 28<sup>th</sup> [May 1<sup>st</sup>] starting the semester elected through April 28<sup>th</sup> of the following year. 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.

#### **4.3.16.B Term of Office**

**May 1 – April 28**

#### **4.3.16.C Article III-Composition**

**The SGA shall be divided into the following three branches:**

1. Executive
2. Legislative
3. Judicial

#### **4.3.16.D Article IV-Legislative Branch**

##### **Section I – Composition of the Legislative Branch**

##### **Section I – Membership**

The Senate will be composed of one representative from each of the academic departments of the university, three representatives from each class, and one representative from the graduate school.

##### **Section II – Qualifications**

Each senator must be a member of the class, or department he or she represents. He or she must be a full-time student and, with the exception of freshmen, have a cumulative grade point average of 2.75. He or she must become 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**

With the exception of freshmen class senators, who will be elected during the fall election, class senators will be elected in the spring general election by popular vote of the members of their class. Department Resident Halls and Academic School senators will be elected (or appointed by the department chair [academic dean or housing director) in their respective departments during the spring semester. Each senator will serve for one academic year.

##### **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 result in immediate removal of office.

A Senate quorum will be determined by a majority of seated senators present at the meeting. A seated senator is defined as a duly elected or appointed member of the Student Senate.

##### **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. The Senate shall have the authority to enact, amend or repeal statutes of Student Government by a majority vote. The Senate shall also have the authority to enact non-binding resolutions, conclusions, memorials, and its own Rules of Procedure.
2. The Senate shall have the authority to enact, and repeal, by two-thirds vote, statutes governing election of all Student Government officers.

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3. The Senate may propose, by a two-thirds vote, any constitutional amendment.
4. The Senate may approve, by a majority vote, Executive Appointees of the Student Body President Student Government Association President. The Student Body President Student Government Association President must inform the Student Senate President in writing within one businessday of the initial appointment.
5. Failure to act on any Presidential Executive appointment within twentybusiness days shall be deemed approval of such appointment.
6. The Senate may override, by a two-thirds vote, a veto by the Student Body President (Student Government Association President).
7. The Senate shall have the power to impeach any person within Student Government except those expressly prohibited by the Constitution, Statutes, and University of Arkansas at Pine Bluff Administrative Policy.
8. 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.
9. The Senate shall establish its own meeting times, rules and procedures. The Senate shall assemble in open meetings at frequent intervals for the deliberation of legislation and the business of the student body. No officer may hold an office in any other branch, agency, or department of Student Government during his/her term of office in the legislative branch.
10. The Senate shall provide for the compilation and publication of all legislation
11. Approve the SGA budget as submitted by the Student Government Association President.
12. The Senate shall have the authority to appoint any committee necessary to the operation of the Senate, and to appoint and remove any committee chair. No member of the Senate may chair more than one standing committee.
13. To refer to the students any question it deems necessary by a majority vote via referendum with the exception of Constitutional Amendments.
14. The Senate shall elect a Senate President Pro Tempore no later than the first meeting of the Senate in the fall term and all other executive officers of the Senate at the beginning of each term as provided by bylaw or statute. The duties of the Student Senate President Pro Tempore, the highest elected official in the Senate is to preside over the senate in the absence of the SGA Executive Vice President, and other duties as set forth in statue or Senate bylaws.
15. Establish bylaws for conducting business, submitting legislation, debate time and rules, and other regular business that my come before the Senate.
16. To pass bills by majority vote. A legislative bill is a form of action that carries with it the power to sanction, establish or change permanent structures, dictate the appropriation of fund, or modify SGA statutes, rules, and or other governing structures. Bills may not supersede or contradict this Constitution.
17. To pass resolutions by a majority vote. A resolution is a formal request of action. A resolution

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may set aside funds for a specific project or budget area, make a specific policy request to University Administration, establish temporary government structures, or request specific action by SGA officers or committees.

- i. A resolution shall terminate at the end of each academic year.
- ii. A resolution may establish standing or ad hoc committees.
- iii. A resolution may not supersede or contradict this Constitution.

### **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. Senate shall elect a President Pro Tempore to preside in the absence of the SGA Executive Vice President.
3. Bills may be introduced by any member of the Senate.
4. The Senate shall employ Robert’s Rules of order when conducting its meetings.
5. The Senate agenda shall be published no later than 12 hours before the start of the meeting.
6. The Senate chair shall remove any Senator who is being disruptive from a meeting of the Senate subject to a majority consent of the Senate.
7. All Senators should sign up for membership on at least one (1) Senate committee by the second (2<sup>nd</sup>) Senate meeting.
8. All legislation recommendations coming out of committee must have a written majority report. If the committee recommendation is not unanimous, a minority report must also be presented to the Senate.

#### **4.3.16.E Article V Executive Branch Section I Executive Branch Offices**

The Executive Branch shall consist of the Offices of the Executive Board, Board of Elections, Royal Court Organization, and Class Officers.

### **Section II – Executive Officers Section III**

#### **– President**

The President:

1. Serve as the official representative of the student body.
2. Shall appoint chief-of staff.
3. Shall serve as an ex-officio member of all student committees.
4. Shall meet with class officers at least three (3) times per semester (President’s Council).
5. Shall nominate, and with the advice and consent of the Senate, appoint justices to the Supreme Court
6. Shall make recommendations to the administration concerning any phase of student life.
7. Shall nominate to the student for approval student representatives to serve on non-SGA, university committees and other committees. Approved nominations will be submitted to the Vice Chancellor of Student Affairs.
8. Have the power to veto any legislation within five (5) school days of being passed by the Senate.

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The President or other Executive Officer shall attend the following Senate meeting to report and answer questions on the veto

9. Shall be responsible for the execution of all legislation passed by the Senate.
10. Shall have the power to issue Presidential Proclamations which shall be the opinion of the SGA President concerning any issue.
11. Is required to deliver a report at each Senate meeting for which he or she is in attendance. This report must include updates on legislative action taken by the Senate.
12. Shall raw 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 fall semester.
13. May call for a referendum of the student body, subject to the approval by two-thirds of the Senate.
14. Make an annual report of activities of the Student Government Association to a meeting of the students once per semester and at least a bi-annual report to the Senate.
15. May advocate for UAPB students in the Arkansas General Assembly.
16. Shall hold full body meetings or otherwise communicate with the entire student body, for the purpose of University updates to the student community.
17. Shall have the authority to call the Senate into a special session, provided that a minimum oftweenty-four (24) hour notice is given.
18. Shall conduct a transition week for newly elected officers the following general and run-off election.
19. Shall have any other authority or powers specified by Senate legislation, University policy, or other enactments that do not conflict with this Constitution or University policy.

### **Section IV – Vice President**

The Vice President shall have the responsibility to:

1. Perform the duties of the President in his/her absence assume the office of President should the President be unable to perform his or her duties.
2. Act as presiding officer of the Senate but not vote except in the case of a tie.
3. Appoint chairs of Senate Committees.
4. Serve as ex-officio member of all Senate committees.
5. Be responsible for coordinating and promoting University relationships.
6. Promote and encourage academic and cultural enrichment activities on the University campus.
7. Shall have any other authority or powers specified by Senate legislation, University policy, or other enactments that do not conflict with this Constitution or University policy.
8. Sign all bills, proposals, and resolutions which require the President’s signature, brought before the Senate before submission to the SGA President.

### **Section V- Treasurer**

The Treasurer shall serve as the Chief Financial Officer of the Student Government Association and be responsible for carrying out the following duties:

1. Prepare any Executive Branch budget requests.
2. Develop guidelines for processing purchasing activities with the SGA Budget Officer and advisor.
3. Form the SGA Office of the Treasurer and serve as a resource for SGA on processing requisitions, in-house invoices, access purchasing forms, develop a time-oriented purchasing system along with Administrative Budget Officer.
4. Keep and maintain accurate record of all SGA transactions.



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5. Research ways to optimize budgets and reduce costs.
6. Host or participate in annual leadership workshop for campus organization treasurers.
7. Assist with managerial and clerical duties prescribed by the President.
8. Assist any SGA entity budget their funds or prepare budget requests.
9. Shall have any other authority or powers specified by Senate legislation, University policy, or other enactments that do not conflict with this Constitution or University policy.

### **Section VI – Executive Secretary**

The Executive Secretary shall serve as Chief Operations Officer of the Student Government Association. The duties of the Executive Secretary are to:

1. Maintain records of meetings of SGA and all affiliated bodies.
2. Ensure all public notices are sent out according to statute (add statute for 24-hour meeting or 4-hour emergency meeting.)
3. Ensure all meetings are properly recorded and transcribed into meetings to be sent out to proper members within proper timeline (7 business days from meeting).
4. Supervise the collection, storage, and maintenance all records created or received by SGA and its entities.
5. Respond to, track, and maintain records of all correspondence from student, administration, faculty, staff, and other entities.
6. Create and manage SGA public relations group.
7. Establish the Office of the Secretary made up of secretaries of all SGA organizations to coordinate recording meetings, transparency, public relations, and all other communications with the SGA.
8. Shall have any other authority or powers specified by Senate legislation, University policy, or other enactments that do not conflict with this Constitution or University policy.

### **Section V- Executive Cabinet**

The Executive Council shall consist of the President, Executive Vice President, Executive Secretary, Executive Treasurer, Chief of Staff, Union Programming, Miss and Mr. UAPB. The Executive Council shall convene as an advisory council for the Executive Board which consists of the President, Vice President, and Executive Secretary, and Executive Treasurer.

### **Section VI- Royal Court**

1. The University of Arkansas at Pine Bluff Royal Court shall consist of Miss UAPB, Mister UAPB and the elected Mister and Miss representative from each respective class.
2. Miss and Mister UAPB candidates must have a minimum of seventy-five (75) semester hours successfully completed and possesses a minimum accumulative grade point average of 3.0 at the time of filing and must maintain that GPA throughout their tenure.
3. Candidates for class representatives to the Royal Court shall meet the qualifications of other officers from their respective class as established in Article XI Section IV.
4. The Royal Court members serve as ambassadors and represent the university at official functions.
5. The Royal Court Handbook will set protocols and rules for the Royal Court.
6. Protocols and rules established in The Royal Court Handbook shall not contradict or supersede this Constitution.

### **Article – XI – Class Officers**

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. Preside over all class meetings.
2. Attend all President's Council meetings.
3. Appoint chief-of staff and other class officer appointments.
4. To make recommendations to SGA concerning their class.
5. Make nominations of class representative to serve on university and external committees.
6. Make an annual report of activities of their class.
7. To hold full class meetings for the purpose of University updates to the student community.
8. Serve as the official spokesperson for their respective class

**Section II- Class Vice President**

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

**Section II- Class Secretary**

1. Keep a journal of proceedings of all Executive Council and Executive Staff meetings.
2. Work with the SGA Office of the Secretary to ensure its mission.
3. Handle correspondence of his or her class.
4. Coordinate all public affairs functions pertaining to class business.

**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.
2. Work with the Office of the Treasurer to insure proper financial accountability procedures are followed.
3. Prepare and make a financial report to the class at each meeting.

**Section IV- Qualification for Class Office**

1. Senior Class Officers must have a minimum of seventy-five (75) semester hours, with the expectation that he/she will have Senior Status by Summer Session I with a minimum of at least ninety (90) hours. Minimum cumulative GPA of 2.75 required at the time of filing to be maintained throughout term.
2. Junior Class Officers must have a minimum of forty-five (45) hours at the time of filing, with the expectation that he/she will have Junior Status by Summer Session I with a minimum of at least sixty (60) hours. Minimum cumulative GPA of 2.75 required at the time of filing to be maintained throughout term.
3. Sophomore Class Officers must have a minimum of fifteen (15) hours at the time of filing, with the expectation that he/she will have Sophomore Status by Summer Session I with a minimum of at least thirty (30) hours. Minimum cumulative GPA of 2.75 required at the time of filing to be maintained throughout term.
4. Freshmen Class Officers must be a first-time freshman. Advanced freshmen who have already

acquired college credit hours through either concurrent/dual enrollment or through a summer program (STEM, LIONS Program, etc.) and have an established GPA must adhere to the minimum GPA requirement of a 2.75.

#### **Section IV- Succession**

- a. In the event the Student Body President resigns, is impeached, or is unable to perform the powers and duties of the office, the Student Body Vice President shall become the President.**
- b. In the event that the office of Student Body Vice President, Executive Secretary, or Executive Treasurer becomes vacant for any reason, the Student Body President shall nominate and, with the advice and consent of the Senate, appoint a new Vice President.**
- c. In the event of vacancy in the office of Student Body Vice President at the time of vacancy of the office of Student Body President, the order of succession shall be the Student Senate President Pro-Tempore, Executive Secretary, then Executive Treasurer.**

#### **4.3.16 F- Article VI- Judicial Branch Section I- Name and Purpose**

The judicial power of Student Body shall be vested in the Student Supreme Court, hereinafter may be referred to as The Supreme Court. The Supreme Court shall have jurisdiction over all cases and controversies, excluding those delegated to other entities by the University Board of Trustees, involving the Student Body and Student Government Association, including the power to declare any act of the Student Government Association unconstitutional. Any decision or ruling made by the Student Supreme Court may be appealed to the Dean for Students of the Division of Student Affairs.

#### **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 leadership 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 leadership workshop prior to assuming office.

#### **Section III – Membership and Organization**

The Student Supreme Court shall consist of one (1) Chief Justice, four (6) 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 Chief Justice shall have full voting rights as a Justice.
3. If the Chief Justice cannot be present at a meeting of the Student Supreme Court, the Chief Justice shall designate another Justice to chair the meeting.
4. A vacant seat shall be defined for a Justice as removal from office, resignation, or graduation.
5. All vacancies of the Student Supreme Court shall be filled as soon as practicable through appointment by the SGA President with the advice and consent of the Senate.
6. A quorum of the Student Supreme Court shall consist of five (5) of the seated Justices.
7. The Student Supreme Court shall be the highest court of appeal within the jurisdiction of the SGA. The Supreme Court and the lower courts shall take action upon all appeals within one (1) week after the appeal has been received.
8. 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.

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9. All Supreme Court cases or lower court cases challenging constitutional issues shall be opened to the public.
10. All disciplinary cases shall be opened or closed at the discretion of the person or persons involved.
11. 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.
12. 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.
13. This Constitution is the Supreme Law of the SGA, and the judges shall be bound by the Constitution.

### **Section VI - Powers and Duties**

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. In resolving any legal issues, individual students shall be allowed no more than three representatives.

### **Section VII – Rights of Students**

5. All hearings of the Student Supreme Court shall be conducted in an impartial manner. The defendant shall have the following rights
  - a. The right to a written notice of the charges against him or her.
  - b. The Right to a pre-hearing interview.
  - c. The right to a written notice of the date, time, and location of any Student Supreme Court hearing in regard to the case.
  - d. The right to speak in his or her defense.
  - e. The right to have no more than three representatives.
  - f. The right to submit evidence in his or her defense.
  - g. The right to call and question witnesses.
  - h. The right to attend or not attend his or her pre-hearing interview and/or hearing.
6. The complainant shall have the following rights:
  - a. The right to speak at the Student Supreme Court hearing.
  - b. The right to submit evidence to support the complaint.
  - c. The right to call and question witnesses.
  - d. The right to attend or not attend the hearing.

## **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 3.0 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 member, Class Officer, or leadership position in a university RSO. 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

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successfully completed and possesses a minimum cumulative grade point average of 3.0 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 member, Class Officer, or leadership position in a university RSO. 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 3.0 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 member, Class Officer, or leadership position in a university RSO. If elected, he or she shall attend a Parliamentary Workshop prior to assuming office

### **Section VI – Miss and Mister UAPB**

A candidate for Miss and Mister UAPB shall have a minimum of seventy-five (75) semester hours and a minimum accumulative grade point average of 3.0 at the time of filing and must maintain that GPA throughout their tenure.

### **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 3.0 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 member, Class Officer, or leadership position in a university RSO. If elected, he or she shall attend a Parliamentary Procedure Workshop prior to assuming office.

### **Section VIII**

#### **All officers must:**

7. Be a regularly enrolled full-time student at the University of Arkansas at Pine Bluff.
8. Be eligible to serve for two full semesters.
9. Failure to maintain a 3.0 GPA while presiding as SGA Executive officer or class officer will be subject to a probationary period up until mid-term grades or posted.
10. If by midterms he or she fail to comply are subject to being inactive.

### **Section IX**

Candidates for any Executive Office who are transfer students must have successfully completed 12 hours and met all other qualifications pertaining to the desired position the previous semester at the University of Arkansas at Pine Bluff.

Workshop prior to assuming office.

## **4.3.16.G- Article VIII Elections**

### **Section I- Election**

1. An election board consisting of nine students and one faculty University 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

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- candidate seeking executive offices.
4. 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.
  5. 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.
  6. The Election Board must develop a system for the protection and counting of ballots.
  7. The Election Board must provide a parliamentary procedures workshop for all SGA officers prior to taking office.

### **Section II- Executive Officers, Class Officers, and Miss and Mister UAPB**

1. Candidates for Executive Office 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 for spring elections and September for fall elections, if necessary.
2. All candidates must be cleared through the Office of Student Involvement and Leadership.
3. Candidates can be disqualified for the following reasons:
  4. Failure to meet the constitutional requirements for the office he/she is seeking.
  5. Failure to be financial with his/her current class dues.
  6. Failure to obey Election Board regulations as provided at the Candidate Orientation Meeting.
  7. 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.
8. 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/Rules and Regulations meeting.
9. Voting shall be by ballot.
10. A majority vote is required for election of all officers. If a candidate received a majority vote for an office, there shall be a run-off election no later than four (4) days following the regular Election Day, between the two candidates who received the two highest numbers of votes.
11. Any appeal of an election held under the supervision of the SGA must be made, in writing, to the Election Board within twenty-four (24) hours from the time that final results are announced. This appeal Any appeal of the Election Board will then be forwarded to the Student Senate for recommendation.
12. No person is eligible to become a candidate for two SGA offices simultaneously.
13. Election of freshmen 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 April.
14. 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 removed from office.

### **Section III- Senate Elections**

With the exception of freshmen class senators, who will be elected during the fall election, class senators will be elected in the spring general election by popular vote of the members of their class. Department senators will be elected (or appointed by the department chair) in their respective departments during the spring semester.

The Election Board will determine rules and specific timelines for election or appointment of department Senate representatives, within the required time for seating of elected positions.

## **Article Amendments and By-Laws**

### **Section I**



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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.

This Constitution may be amended by a two-thirds (2/3) margin.

The Chief Justice may make clerical amendments to this Constitution as they see fit, provided the amendment does not alter the power or authority of any branch, office, or entity of SGA.

### Section II- Initiative

The general SGA membership shall have the authority to initiate the amendment process. To initiate the process, a member must present a petition signed by 30% of the number of students which voted in the last regular SGA executive election. An initiated amendment must pass by a 3/5 majority of the students voting on the amendment to be considered valid.

The general membership shall have the authority to initiate a referendum regarding an issue by obtaining signatures of thirty-five (35%) of the number of students which voted in the last general executive election. All petitions must include a title and short statement of purpose. A majority vote is necessary for passage of all non- Amendment initiatives. Signatures must be validated by the OSIL designee.

The short title and purpose of each petition shall be reviewed by the Student Supreme for constitutionality and to insure the short title and purpose serve the same end. The specific process shall be spelled out in the SGA statutes.

## 4.4 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.

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.

## 4.5 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 Dean of Student Life.

**4.5.1 Room Deposits and Applications: A room deposit of \$75.00 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/contract. This form may be obtained from the Residential Life office or the UAPB website.**

### 4.5.2 Room and Board Charges

It is the policy of the University that students contract **room and board for the entire** academic year. Residence hall accommodations are operated on a room and board plan; all students living in the residence hall **must have a meal plan.**

**ADDITIONAL INFORMATION:** Students whose contracts are canceled by the University 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.

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### **4.5.3 Room Assignments**

Every effort is made to honor room and roommate requests; however, roommate requests not submitted and completed at the same time or received after May 1 cannot be guaranteed. The University reserves the right to reassign rooms when deemed necessary. No change of rooms is allowed without the approval of the Residence Hall Specialist.

### **4.5.4 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.

### **4.5.5 Damages-Charges-Fines**

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

### **4.5.6 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.

### **4.5.7 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.

### **4.5.8 Residential Life Staff**

The Residential Life staff consists of students, part-time, and full-time professionals. They are there to assist you in developing your academic, social, and personal growth while at the University. The primary goal of 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.

### **4.5.9 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.

### **4.5.10 Residence Hall Parking**

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

### **4.5.11 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.

### **4.5.12 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 to protect the privacy rights of all students and 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.

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### **Visitation Hours:**

Sunday thru Thursday, 3:00 p.m. until 12:00 a.m. Friday and Saturday 3:00 p.m. until 1:00 a.m.

**Curfew Hours:** Sunday thru Thursday at 12:00 a.m. Friday and Saturday at 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.

### **4.5.13 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.

### **4.5.14 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.

### **4.5.15 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 depend largely on the actions and responsibilities 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.

### **4.5.16 Disciplinary Action**

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

### **Additional Sections:**

### **4.5.17 Period of Assignment**

All housing assignments are for one full academic year or spring semester only for those students who attend the University and are eligible to reside in student housing. Summer housing is under a separate contract.

The academic year regarding the residence halls is defined as beginning one day before the start of registration in the fall semester and ending at 5:00 pm on the day of the last final examination at the end of the spring semester. All graduating seniors must be properly checked out of the residence halls on **Saturday (12 noon) after December commencement and Sunday (12 noon) after May commencement**. The residence halls are *closed during semester breaks and spring break*, and rooms may not be occupied during these times.

Students who desire to occupy their assigned rooms before the designated time will be charged a fee of \$25 per night, payable in advance, and must contact the Office of Residential Life for approval. The service will only be provided if the Department of Residential Services can accommodate the request. The fee will be paid in the Cashier's Office, and the receipt presented to the Resident Hall Specialist in the residence hall before being allowed to occupy the room. The Resident Hall Specialist will collect the fee after normal business hours, and the student is given a receipt.

If the student fails to occupy their assigned room on or before the second day of classes by 12 noon without giving the Department notice, the room may be assigned to another student. Should the student desire a new assignment, efforts will be made to provide another space if such is available, but it is not guaranteed. Students who occupy their assigned room and never register will be charged prorated room and board until departure from the residential hall.

#### **4.5.18 IV. Cancellation, Modifications, and Termination of Contract**

- A. Once a student is assigned housing, this contract becomes binding except under the following conditions:
1. Student becomes physically/mentally incapacitated and must separate from the University.
  2. Student receives a directed teaching assignment that prevents residing on campus.
  3. Student is called to active military duty.
  4. Student marries and presents the signed marriage certificate as proof.
  5. Student fails to enroll at the University.
  6. Students desiring to cancel the contract and apply for another academic period must state their desire in writing and file a new contract with a new application fee. Cancellations must be received no later than August 1st for Fall Semester, December 1st for Spring Semester, and May 1st for 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 credited 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.
  7. Except as stated in Section IV.D., the Department may terminate this contract by (1) giving the student 30 days written notice in advance of the University's desire to have the student vacate; (2) giving the student three days written notice in advance for (a) failure to pay, (b) separation from the University, (c) conduct on the part of the student that violates the provisions of the agreement, violations of residence hall or University rules and regulations including those contained in THE ROAR (UAPB's Student handbook) and the Guide to Residential Living or (3) immediately for conduct which threatens life or property. Students whose contracts are canceled by the Department for disciplinary reasons will not be refunded any portion of the room and prorated board charges.
  8. **The University reserves the right to modify or terminate this contract due to a health or safety emergency or otherwise due to circumstances beyond the reasonable control of the University. In the event the University terminates the Housing Contract, and University housing is closed due to occurrences including, but not limited to, natural disasters, floods, fires, tornadoes, riots, epidemics, pandemics, quarantine, outbreak of infectious disease, or other reasons to safeguard individuals or the campus community, students will be liable only for room and board charges incurred through the end date of termination of the contract by the University or the date the student officially checks out of University housing, whichever is later, on a pro-rated basis. For those students who have already made payment of room and/or board charges, students will receive a pro-rated credit based on the unused days remaining in the original contract term, to be applied within the same academic or calendar year, whichever occurs first. The amount of credit will be reduced by up to 35% to cover a portion of fixed administrative and overhead expenses. The University reserves the discretion to restrict the use of any credits issued to University housing and dining services only.**

#### **4.5.19 Listing of Residence Halls at the University of Arkansas @ Pine Bluff 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 the University of Arkansas at Fayetteville
6. Johnny B. Johnson (JBJ) Complex - Dr. Johnny B. Johnson, Interim Chancellor, Provost, and Vice Chancellor for Academic Affairs

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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 I
11. Delta Housing Complex II

### **4.6 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 a Professional Registered Nurse(s) and a Secretary.

The Reproductive Health Registered Nurse Practitioner is on campus every 4th Thursday (Except holidays). School breaks and holiday excluded.

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 referred to an outside agency for specialized services such as comprehensive medical care, 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.

Parent or guardian should contact Student Health Services if his/her child has any kind of medical conditions, or life threatening allergies.

**NO APPOINTMENT NEEDED / STUDENT ID REQUIRED**

### **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, **students will need to contact the Office of Dean of Students.**

The student is responsible for contacting 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. All decisions concerning the impart of an absence, as well as any arrangements for making up work, rest with the professors, instructors, coaches or supervisors.

## **Lactation Room**

The university shall provide break times for nursing mothers with lactation needs. The University of Arkansas at Pine Bluff understands the importance and benefits of breast feeding for babies.

The Student Health Services has opened a Lactation Room for all Students/ Faculty and Staff of the University of Arkansas at Pine Bluff as well as guests who may visit the Student Health Services. The Lactation is located in the Browne Infirmary. The room number is (D) and labeled “Lactation Room”.

The Lactation Room includes comfortable/ supportive seating for one (recliner), foot stool, armoire, resource bulletin board, television, and magazine rack. The Lactation Room is available for use during regular School Hours Operations, which are as follows:

Monday- Friday: 8:00 am- 5:00 pm

### **4.6.1 IMMUNIZATIONS**

In accordance with Arkansas State Law Act 141 of 1987, and revised Arkansas Department of Health Immunization Rules and Regulations revised 2003, all full-time students and those part-time students residing on campus will be required to provide legal proof of immunity to measles and rubella or exemptions from immunization requirements. Immunization or proof of immunity is accomplished with a titer for both measles and rubella, showing immunity, or documentation of **TWO** measles and **ONE** rubella immunization.

#### **Exemptions:**

- Students born before 1/1/1957 are automatically “age exempt”
- Students may supply positive laboratory results of measles and rubella antibody titers.
- Students may petition the Arkansas State Department of Health (ASHD) for a philosophical or religious exemption. It is the student’s responsibility to provide such documentation. These must be renewed yearly.

## **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. Dr. Joretta Wilkins Jefferson County Health Unit 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 Dr. Joretta Wilkins Jefferson County Health Unit, 3801 S. Hickory Pine Bluff, Arkansas 71603.

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

### **4.6.2 WHAT YOU SHOULD KNOW: COVID-19**

COVID-19 is a respiratory illness that can spread from person to person. A novel coronavirus called SARS-COV-2 is the cause of COVID-19 and the outbreak first recognized in China in December 2019. The clinical spectrum of COVID-19 ranges from mild disease with non-specific signs and symptoms of acute respiratory illness to severe pneumonia with respiratory failure and septic shock.

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus.

These droplets and particles can be breathed in by other people or land on their eyes, nose, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to be infected.



COVID-19 is a concern for college and university officials not only because of students, staff, faculty, and visitors traveling to and from COVID-19 affected areas, but also due to the potential for rapid transmission in a congregates sitting within campus environments.

## **WHAT ARE THE SYMPTOMS OF COVID-19 INFECTIONS?**

People with COVID-19 may have a wide range of symptoms- ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body ache
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have these symptoms, stay home and contact your health- care provider or call SHS Nurse line (870) 575-7106 for medical guidance. Please do not show up at a clinic, urgent care, emergency room or other health facility without contacting them first. Your provider will need to take special measures to protect other people in the clinic. Telemedicine may also be available, enabling you to consult with a provider from home.

**THE NATIONAL INSTITUTES OF HEALTH** makes clear that, while little is known about the long-term effects of COVID-19, symptoms currently range from very mild to severe, and the most vulnerable populations are those who are older, and individuals with underlying health conditions such as heart disease, lung disease, and diabetes. We encourage everyone in our community to continue good hygiene practices and to stay home if you do not feel well. This new Pandemic requires everyone to consider themselves and others in order to keep the community safe. Visit the [CDC online](#) for the most up-to-date guidance for ways you can help prevent the spread of this illness.

## **WHAT DO I DO IF I HAVE SYMPTOMS?**

**Anyone in our campus community who suspects they have influenza or coronavirus should stay home. Students should call Student Health Services, or their primary health care provider, prior to arriving at their medical office. This will allow us to provide you with information regarding your illness and to plan for your visit to the clinic, if necessary. Faculty and staff members should contact their provider for additional instructions about seeking care.**

UAPB students should call Student Health Services at (870) 575-7106 to speak with the Nurse.

## **KNOW WHEN TO SELF-ISOLATE/ QUARANTINE**

Symptoms of COVID-19 infection include fever, cough and difficulty breathing, COVID-19 is spread mainly person- to- person through respiratory droplets, or by touching an object with the virus on it and then touching the mouth, nose, or eyes. COVID-19 is treated through rest, fluids and nutrition, and medicine to reduce fever and discomfort. We encourage the UAPB community to stay up to date with the latest information from the [CDC online](#).

CDC recommends time for isolation be a minimum of **5** days for everyone and quarantine to be a minimum of **5** full days for those who are not up-to-date with their COVID-19 Vaccines. People who are severely ill with COVID-19 and people with **compromised immune symptoms** might need to isolate longer.

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Individuals who think they have been exposed to COVID-19 should not walk into a healthcare facility; it is important to call first so the staff can prepare.

- Students who are living on campus should call the Student Health Center at (870) 575-7106 from 8am to 5pm to set up an appointment. Outside of these hours they should call Campus Police at (870)-575-8102.
- Students living off campus or their primary residence, who have concerns that they have been exposed to COVID-19 while in Pine Bluff should contact their healthcare provider and then inform the Student Health Center by calling (870) 575-7106 or emailing [healthservices@uapb.edu](mailto:healthservices@uapb.edu)
- If you are in Pine Bluff and have an urgent medical concern that is COVID-19 related please contact Arkansas State Department of Health at (501) 661-2000 or Dr. Josetta Wilkins Jefferson County Health Unit (870)535-2142.

## **PREVENTATIVE PRACTICES AND STRATEGIES**

1. Wash your hands often with soap and warm water for at least 20 seconds. If no soap and water is available then please use a hand sanitizer with at least 60 % alcohol.
2. Avoid touching your eyes, nose or mouth with unwashed hands.
3. Avoid close contact with people who are sick.
4. Stay home when you are sick.
5. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If no tissue is available, cough or sneeze into your elbow.
6. Clean and disinfect frequently touched objects and surfaces.
7. Minimize contact with others in classrooms, public settings and cafeterias.
8. Make sure that your influenza vaccination are current, as co-infection is considered likely to cause more severe disease than COVID-19 or flu alone.
9. Those who work in healthcare settings or with animals should be extra cautious and self-aware of any developing symptoms, such as fever, coughing, sneezing and body aches.
10. Students, staff and faculty are encouraged to stay connected with the UAPB Alert System or College Campus Text Notification System. The Campus Notification System will alert you to any critical issues impacting the UAPB community.

## **WHEN TO SEEK EMERGENCY MEDICAL ATTENTION**

Look for emergency warning signs for COVID-19. If someone is showing any signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Blush lips or face

\* This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call the local emergency facility (870) 541-7100: Notify the operator that you are seeking care for yourself/ someone who has or may have COVID-19.

### **4.6.3 WHAT YOU SHOULD KNOW FOR THE 2022-2023 INFLUENZA SEASON**

Seasonal flu is a contagious respiratory illness caused by influenza 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

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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. Flu activity was unusually low throughout the 2020-2021 flu season in the United States, based on the CDC Influenza Report. Much of the decline can be attributed to COVID-19 precautions, but, with COVID-19 restrictions beginning to lift or relax across the country, it is difficult to predict the full impact on the upcoming flu season.

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 or feeling feverish/ chills
- Headache
- Extreme tiredness (fatigue)
- Dry cough
- Runny or Stuffy nose
- Muscle or body 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.

All flu vaccines will be quadrivalent (four component), meaning designed to protect against four different flu viruses.

Flu vaccines and COVID-19 vaccines can be given at the same time.

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

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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 sick (hospitalized) or people who are sick with the flu 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.

#### **4.6.4. SUGGESTED SUPPLIES TO BRING TO CAMPUS**

- |   |  |
|---|--|
| *Digital Thermometer (NOT Glass or Mercury) | * Tissues  |
| *Pain/Fever Medicine                        | * Disinfectant Spray   |
| *Allergy Medicine                           | * Heating Pad/Ice Pack   |
| * Cold Medicine/ Decongestant               | * Cortisone Cream  |
| * Smoothing Throat Lozenges                 | * Reusable Water Bottle  |
| * Cough Drops/ Cough Syrup                  | * For contact lens wearers:<br>clean solution, spare lenses,<br>and glasses for “backup” |
| * Band-Aids                                 | * A humidifier or Cool Mist<br>Vaporizer   |
| * Antibiotic Ointment                       |  |
| * Antacid (liquid or chewable)              |  |
| * Reusable Mask                             |  |
| * Hand Sanitizer 60% alcohol                |  |

#### **4.6.5 HEALTH INFORMATION TO BRING TO CAMPUS**

- Bring your insurance / prescription drug card and know your coverage.
- Know your allergies, medication dose, and health history.
- Emergency contact (s) telephone numbers.
- Bring the contact information for your current health care providers.
- If you have a chronic illness, consider securing a letter of explanation from your physician and scheduling an introductory appointment with a Student Health Services provider/ Nurse.
- If you are under **18**, make sure you have sent in a parental consent form so that you can receive treatment at Student Health Services

**EMERGENCY NUMBERS:**

- Student Health Services Center..... (870) 575-7106 or 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

**4.7 THE STUDENT COUNSELING, ASSESSMENT & DEVELOPMENT CENTER**

The Student Counseling, Assessment & Development (SCAD) Center is located in Suite 106 Caldwell Hall. The mission of the Student Counseling, Assessment & Development Center is to promote “Wellness and GoodMental Health.” The SCAD Center delivers a variety of services to the student, faculty, and staff population. This office supports the University and the Student Affairs’ missions by providing effective counseling, psychosocial support and enrichment activities to foster persistence and lifelong learning. In addition to individual counseling sessions; Student Counseling, Assessment & Development Center staff is available to facilitate workshops and group sessions on select topics including (But not limited to...)

- Stress Management
- Time Management
- Relationship Enhancement
- Conflict Resolution
- Domestic Violence 101
- Substance Abuse and its Consequences
- So You Want to be a Bully?
- Respecting Who I Am... Diversity 101

**4.8 DISABILITY SERVICES**

**4.8.1. A. Disability Services**

The University of Arkansas at Pine Bluff complies with 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. 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-identity 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. Individualized Educational Plan (**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.

## **4.8.1.A SERVICE AND ASSISTANCE ANIMAL POLICY**

### **Policy Overview**

The University of Arkansas at Pine Bluff is committed to compliance with state and federal laws regarding individuals with disabilities. All requests for Assistance Animals (Service and Emotional Support) should be directed to the Disability Service Office (DSO) in Caldwell Hall Suite 109. The Disability Service Office can be reached at 870-575-8089 or 870-575-8552.

The University will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether the animal is a reasonable accommodation on campus. In doing so, the University must balance the needs of the individual with the impact of animals on other campus patrons.

It is the policy of the University of Arkansas Pine Bluff that service animals assisting individuals with disabilities are generally permitted in all UAPB facilities, programs, and activities except as described below or otherwise governed by applicable law.

### **Service Animals Permitted on Campus**

Individuals with disabilities may be accompanied by their service animals on all University of Arkansas at PineBluff campuses, with minimal exception, where members of the public or participants in services, programs or activities are allowed. Service Animal: A service animal is a DOG (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such tasks include, but are not limited to:

- Assisting an individual with low vision with navigation
- Alerting individuals who are hard of hearing to the presence of people or objects, pulling a person's wheelchair
- Alerting the individual to take medications
- Providing assistance with stability or balance to an individual with a mobility disability.
- Other species of animals, whether wild or domestic, trained or untrained, are not service animals.
- In some cases, the University may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.

The work or tasks performed by a service animal must be directly related to the individual's disability. Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. The University may, however, ask these two questions 1) is the dog a service animal that is required because of a disability, and 2) what work or task the animal has been trained to perform.

It is encouraged that any individual with a service animal contact the Disability Service Office. When is it not obvious that a dog is a service animal, or if there are additional questions, it is recommended that the individual contact the Disability Service Office in order to assist in the transition of the dog on campus.

### **User/Handler Responsibilities**

While access rights are legally afforded to users of service animals, that access is accompanied by the responsibility of ensuring that animals act and respond appropriately at all times while in public and that users/handlers adhere to the same socially accepted standards of behavior as other members of the College community. Users/handlers are responsible for ensuring the safety of their service animals.



## **Control Requirements**

- The service animal must be house broken
- A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, at all times outside of the handler’s private quarters or work area. Note exceptions to this guideline are instances where the handler’s disability interferes with the use of a harness, leash, or other tether; or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks. When a leash or tether is not in use, the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).
- The user/handler is responsible for cleaning up after its animal’s waste, and should always carry sufficient and appropriate equipment to clean up after the animal. Waste must be properly disposed. Persons with disabilities who physically cannot clean up after their own service animal will not be required to do so; however these individuals should take their animal to designated relief areas for relief. If an animal relieves itself in non-designated areas, (as referenced) these individuals may ask a person nearby for assistance

## **Financial Responsibility:**

A person who has a service animal on campus (including College Housing) is financially responsible for property damage caused by his or her service animal including but not limited to cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the service animal.

## **Licensing:**

If the animal is residing on campus, it must meet the city of Pine Bluff and/or Arkansas licensing requirements and wear tags designating this license. If the animal accompanies a commuter student, employee or other campus visitor and resides in another locale, the animal must meet the licensing requirements of the user/handler's resident town and wear tags indicating this licensing. If required by the city of Pine Bluff, record of animal license will be requested by the Office of Disability Services for service animals who reside on campus.

## **Health/Vaccinations:**

- All dogs must wear a rabies vaccination tag as required by applicable Arkansas or local law.
- All service animals living in College housing or coming onto campus on a regular basis (e.g., excluding occasional visitors or guests) must be vaccinated against diseases common to that type of animal in accordance with state and local laws, rules and regulations. All vaccinations must be current.
- Animals to be housed in College housing must have an annual clean bill of health from a licensed veterinarian.

## **Service Animals in Training/Service Puppies**

User/Handler will provide College with evidence that puppy is a bona fide service dog candidate supplied by an authorized service dog organization, and is one that the service dog organization expects will return for specialized training when the puppy is old enough (i.e. proof that Puppy is not a program dropout and will, in fact, be given up after the raising period is over).

## **Relief Areas**

Relief areas will be designated by residential life. Students with service animals residing on campus are encouraged to meet with the Disability Service Office, Residential Life and Facility Management to designate, on an individual basis, appropriate relief areas.

## **Students**

We encourage, but do not require, students to make themselves known to the College should they desire to have a service animal accompany them in academic classes, activities, or services on campus.

If a student plans to have their service animal live with them in residence, we ask that you provide notice to UAPB especially if you are seeking some type of accommodation for that animal. Notice to UAPB is used solely to ensure

the appropriate housing placement is made. Students should provide notice to UAPB by contacting Disability Services Office by telephone at (870) 575-8089 or (870) 575-8552.

## **Employees**

Employee questions on service animals or requests to have a service animal at work, shall be through Human Resources. Employees can call the office at (870) 575-8406.

## **Services Animals that are not house broken or under control**

If a service animal is determined to be out of control (e.g., displaying vicious behavior towards people; excessive barking, running around, nipping); or is not housebroken; the owner may be subject to action within UAPB disciplinary process. The infraction will be reviewed on an individual basis through the student conduct process (in the case of students) and Human Resources (in the case of employees).

## **Public Etiquette by Students/Staff/Faculty/Administrators on Campus**

Service animals are working animals and are not pets. Accordingly, UAPB asks that members of the community and visitors adhere to the following best practices when interacting with service animals.

Individuals should not:

- Assume that the animal is a pet.
- Pet/touch a service animal. Petting distracts them from their responsibilities.
- Restrict the individual and the service animal full participation in programs and activities of UAPB. This includes off campus activities and activities involving transportation.
- Assume the handler may have visible disability. Do not make assumptions about the necessity of the service animal.
- Ask the handler about their specific medical condition.
- Prioritize the needs of another individual over the needs of an individual with a service animal. For example, we cannot restrict the access of a service animal fearing another member of the community may have an allergy.
- Feed a service animal.
- Deliberately startle, tease or taunt a service animal.
- Separate or attempt to separate an animal his/her handler. Service animals are trained to be protective of the handler.
- Hesitate to ask the handler if he/she would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.

## **Emergency Situations**

In the event of an emergency, on campus personnel designated to respond is expected to recognize service animals and their role in communicating their partners' need for assistance. The handler and/or animal may be confused or disoriented in a stressful situation due to smoke, sirens, wind noise or by shaking and moving ground. The response personnel should be aware that animals may be protective in their confusion and should not be considered harmful. The responders should make every effort to keep the animal with its partner. The handler should make every effort to control the animal during an emergency situation and be prepared to muzzle or restrain the animal as needed.

## **Conflicting Disabilities**

Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions effected by the presence of animals are asked to contact Disability Services Office. The person impacted by the presence of the animal must provide verifiable medical documentation to support their claim. The needs of both persons will be considered in resolving the issue.

If an allergy/animal conflict within a residence hall cannot be resolved agreeably, then the **Office of Residential Life** and **Disability Services** Office will collaborate to determine a solution. Please note that if a person using a service animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the service animal will not remove to accommodate the second person.

### **Restricted Areas**

The College may restrict the use of service animals in certain locations. Service animals may be restricted when their presence would fundamentally alter the nature of the service, program or activity; or where the animal poses a direct threat to the health or safety of others. The safety of locations will be considered on an individual basis by Disability Services Office or Human Resources, the laboratory director or professor. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the individual equal access to the activity.

### **Complaints, Appeals and Grievances, and Exceptions to the Policy**

Any claims of discrimination on the basis of a disability or failure to provide reasonable accommodations regarding the use of a service animal on campus may be brought by any person (student, faculty, staff, visitor) pursuant to the College’s Grievance Procedures. Prior to filing a formal grievance, a complaint may be brought to Disability Service Office for informal resolution.

### **Policy Exceptions**

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should make their request to Disability Services Office and Human Resources for students and employees respectively.

### **A Special Note on Service Puppies and Service Dogs in Training**

Service puppies and service dogs in training may not remain alone in student’s residence more than four (4) hours at a time, and such limitation shall not be affected by Student’s academic, employment or social schedules.

User/handler will not delegate any of the responsibilities for raising puppy or trainee, including but not limited to those delineated herein, to any other student(s) except as follows: User/handler may designate roommates to be responsible, in his/her absence, for feeding, walking (including required clean up ) and maintaining puppy’s sleeping area in clean and good order, however such designation does not relieve User/handler of any responsibilities not transfer such responsibilities to any other person. Repeated infractions of the Service Animal Policy will result in the removal of the service puppy or trainee from campus.

### **Emotional Support Animals**

While only service animals are recognized under the Rehabilitation Act and ADA, the FHA provides for a broader range of therapy or emotional support animals in campus housing. A "therapy" or “emotional support” animal is an animal whose role is to provide companionship, affection, security, calming influence, emotional support, or otherwise function as part of a regimen of psychological treatment. Federal law does not give therapy animals’ access to the campus as a whole. While a college or university may be required to reasonably accommodate a therapy animal in a residence hall or campus apartment, the institution is not required to allow that student to bring the animal to other areas or buildings on campus unless the animal also qualifies as service animal under ADA and section 504 of the Rehabilitation Act.

Emotional support animals (usually cats or dogs) provide therapeutic companionship to their owner. While the animal provides emotional support and comfort, they aren’t trained to perform certain tasks and aren’t allowed in public areas – although on planes is usually an exception if the owner has medical proof the animal is necessary. To have a service or emotional support animal, individuals must request an ESA letter from a licensed healthcare professional.

## **Documentation and Inquiries regarding Therapy Animals**

Students requesting an Emotional Support Animal as a reasonable accommodation under Fair Housing Act (FHA) should submit documentation from the treating health care provider with the following information so UAPB can make a determination. Students requesting an Emotional Support Animal must register with the Disability Service Office. Steps for registration are as follows:

- Provide appropriate supporting documentation to the Disability Service Office. The Director of the DSO will review documentation within 30 business days.
- Once appropriate documentation has been received and reviewed, the student will be contacted through their UAPB email account to schedule an initial appointment with a staff member.
- The determination of reasonable accommodation is based on (1) the individual has a disability; (2) the animal is necessary to afford the individual an equal opportunity to use and enjoy a dwelling; and (3) there is an identifiable relationship between the disability and the assistance the animal provides.

## **4.9 VETERANS SERVICE**

The Office of Veteran Services 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 Services, located in Caldwell Hall, Suite 109, 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.

## **4.10 UNIVERSITY POLICE AND PUBLIC SAFETY**

University Police and Public Safety operate 24 hours a day, seven days a week. The agency is dedicated to protecting the campus community, visitors, and the property of the University of Arkansas at Pine Bluff. Among the services provided by the department in addition to crime prevention, 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.

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### 4.10.1 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.

### 4.10.2 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 discretion.

### 4.10.3 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 a specific point of interest. The Information and Public Safety Center can be contacted by dialing 870.575.8801.

### 4.10.4 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 the cell, landline phones, and email alerts, provided the recipient has registered in the AlertUAPB Emergency Notification database.

### 4.10.5 Vehicle Registration

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

## 4.11 OFFICE OF CAREER SERVICES

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

Students are strongly encouraged to **connect** with the Office of Career Services in their *freshman year*. The office is located in Caldwell Hall, Suite 202.

To take advantage of the majority of the opportunities offered, students must have a resume reviewed by a career coach on file in career services and Handshake.

## TO GET CONNECTED TO CAREER SERVICES!

**Connection is Easy! Follow the four simple steps below:**

**Log into Handshake (<https://uapb.joinhandshake.com/login>)**

- Username: Your UAPB email address
- Password: Your current UAPB password

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### **Step One- Update Your Profile**

- Click on your name at the top of the screen, then go to MY PROFILE
- Follow the prompts to update

### **Step Two-Utilize the Resume Template to Create Your Resume**

- Click on Career Center, go to resources to locate resume template
- Select Resume Style #1
- Complete all applicable sections
- Save resume to your computer as a *MS Word document*
- Upload resume to Handshake

To upload resume, click on your name at the top right of the screen in Handshake, click on documents then select resume from computer, click on resume, select open and resume is uploaded.

### **Step Three-Schedule an Appointment with Your Career Coach**

- Click on Career Center, then appointments to schedule

### **Step Four- Meet with Your Career Coach to Review Your Resume**

- Get your resume reviewed
- Create a four-year plan for success

## **SERVICES AVAILABLE**

The Office of Career Services offers a variety of services that are **free** for students and alumni. All of our services are designed to prepare students to make a successful transition from college to the real world of work.

### **CAREER COACHING**

Students are not always familiar with the various positions and multiple *career* paths available in their major. Career coaching is a model designed to empower students to make informed decisions about their career path. The career coach will help students develop a four-year plan for success; this plan includes but not limited to: career exploration, interviewing skills & confidence building, resume preparation, creative job search strategies and career, personality and strengths assessment.

### **CAREER ASSESSMENT**

Not sure what career is right for you? Career assessments are tools that are designed to help students understand how a variety of personal traits impact your potential success and satisfaction with different career options and work environments. TypeFocus is a leading developer of online personality type and career assessment resources. TypeFocus is currently used by organizations across the world, including schools, employment agencies, colleges, universities and corporations.

TypeFocus is designed to help students with self-awareness, setting goals, getting the job, success at work and success factors. TypeFocus will also help students who are undecided on a major.

Students may obtain 24-hour access through career services.

**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)**

### **CAREER FAIRS**

Career fairs are a great opportunity for students and alumni seeking employment (summer internships, Cooperative



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Education and permanent careers) to network face-to-face or virtually with employers. Career Services offers two career fairs each calendar year. The Fall Career Fair and Networking Expo is held in October and the Spring Career Fair and Networking Expo is held in February. Career fairs are open to all students and alumni. Students **must** register through Handshake to attend.

### **CAREER DEVELOPMENT WORKSHOPS**

Career Development workshops are offered on an as-needed basis or upon request. Workshops may be requested by resident halls, faculty, clubs and organizations. Workshops are open to all students.

### **CUSTOMIZED RESUME BUILDER**

Handshake provides online access to a resume template which will allow students to create and submit a resume to career services. Career Services recommends that you have your resume reviewed by a career coach in career services **before** submitting to an employer.

### **HANDSHAKE**

Handshake is the career services management platform tool that provides 24-hour access to students and alumni seeking summer internships, Cooperative Education or permanent careers.

Students can search and apply for positions immediately online, track deadlines of applications, and follow and communicate with employers. Handshake is the #1-way college students find jobs!

Handshake will do the work for you! Set your priorities of the type of employment you are seeking and the location (s). Handshake will notify you immediately when opportunities become available. All you have to do is manage your notifications from the employers in Handshake.

Students can also create and post a resume, schedule an appointment with career services, and register to attend special events sponsored by career services and employers.

Employers also have 24 hour access to post jobs, review resumes and send notifications. Top employers including all the Fortune 500 companies, startups, nonprofits, and many more recruit students through Handshake. Thousands of jobs and new employers are posted daily.

To increase opportunities for employment, the Office of Career Services **strongly** encourage students to have your resume reviewed by a career coach in career services **before** posting in Handshake.

**Handshake 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).**

### **JOB POSTINGS**

The Office of Career Service is the first point of contact for employers that are seeking to hire students and alumni. Handshake is the official platform for permanent careers, summer internships and Cooperative Education positions. Employment opportunities are also received from business, government, and nonprofit organizations. These jobs are sent out to students electronically and posted in Handshake.

### **ON-CAMPUS INTERVIEWS**

On-Campus interviews typically consists of employers who come to campus to conduct interviews for summer internships, Cooperative Education and permanent careers with selected students. The criteria to interview is set by the employer which normally includes: major, classification, and GPA. All interested students must have a resume on file in the Office of Career Services and meet the employer eligibility requirements to interview.

## **SOCIAL MEDIA CONNECTIONS**

You can keep up with notifications and announcements from career services on Facebook, Twitter, Instagram and LinkedIn.

## **COOPERATIVE EDUCATION/ SUMMER INTERNSHIPS**

Cooperative Education and summer internships provides **paid** professional employment experiences for students in their academic major or career goals. Students who take advantage of either program, will position themselves to be more marketable upon graduation.

## **WHAT IS COOPERATIVE EDUCATION (CO-OP)**

A paid work experience directly related to the student’s academic major.

## **BENEFITS OF COOPERATIVE EDUCATION**

- Earns college credit while working in field of study.
- Helps to build a more competitive resume than peers.
- Integrates classroom theory to actual work experience.
- Offers an opportunity to build a network of contacts.
- Cultivates maturity, self-confidence, human relations skills and a sense of responsibility.
- Creates an awareness of interest and career goals.
- Increases the potential to advance within your field of study
- Assists in developing skills and experiences to be marketable upon graduation.

## **TWO TYPES OF COOPERATIVE EDUCATION PLANS**

### **Alternating Plan**

A paid work assignment limited to employers that are **over** a 50- mile radius from the University. The student will spend one semester (fall or spring) working full-time (40 hours a week). The student will return to campus the next semester to study.

### **Parallel Plan**

A paid work assignment limited to employers **within** a 50-mile radius from the University. This plan allows the student to participate in full-time study (12 hours of coursework) and part-time work (20 hours a week) doing the semester.

## **ACADEMIC CREDIT/COOPERATIVE EDUCATION**

Students **must** register for 6 hours of academic credit under both plans. Student will only receive academic credit to satisfy up to 6 hours of electives **one** time.

## **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 with a faculty liaison from each department to ensure that the best learning experience occurs in the work environment.

## **SUMMER INTERNSHIPS**

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

## **SUMMER INTERNSHIP/ACADEMIC CREDIT**

Students may use work experience during the summer to satisfy up to 6 hours of academic credit for electives. If

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receiving academic credit, the student **must** register the **first** summer session. Academic credit is optional. Student will only receive academic credit to satisfy up to 6 hours of electives **one** time.

### ELIGIBILITY FOR CO-OP/SUMMER INTERNSHIPS

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

- Completed 30 semester credit hours at the time of application.
- Have a 2.5 cumulative GPA. \*\* Employers may require a higher GPA\*\*
- Received approval from academic advisor.
- Transfer students must wait one semester to be eligible.

## ADDITIONAL OPPORTUNITIES

### 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 business 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.
- Be encouraged and motivated by locally and nationally known motivational speakers.

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

#### 4.11.1 LEADERSHIP EVENTS

Students are selected by employers through an interview process to participate in leadership conferences throughout the United States. These events help students to develop and improve communication, networking, interpersonal and leadership skills. To culminate the event, a job fair is held which provides an opportunity for students to interview for Cooperative Education, summer internships, and permanent positions. Most of the travel expenses are paid by the sponsoring organization. Below is a list of participating organizations:

- Thurgood Marshall College Fund (TMCf) Leadership Institute
- Thurgood Marshall Teacher Quality Retention Program
- Bayer/Monsanto 1890 Student Leadership Event
- International Organization of Black Security Executives (IOBSE) Leadership Conference
- Insight St. Louis Career Exploration Even

## 4.12 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?*

## **4.13 STUDENT CODE OF CONDUCT**

### **4.13.1.A 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 the 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 an 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.

### **4.13.1.B 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 the 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 publication’s integrity or purpose.

## **4.14 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 or student organization, 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.

### **4.14.1 Judicial Authority**

Under the authority of the Board of Trustees through the President of the University of Arkansas System, the

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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.

### 4.14.2 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.

### 4.14.3 To Know And Campus Security Act

The 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 an 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](http://www.uapb.edu/administration/office_of_the_chancellor/planning_institutional_research_and_public_information.aspx). Crime statistics can be found <http://www.uapb.edu/sites/www/Uploads/University%20Police/CrimeData%202013.pdf>.

### 4.14.4 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 and 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 adjudicating student misconduct and breaching 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 a good cause, who shall act in the Dean’s place.

### 4.14.5 Definitions

5. **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 has a legal duty to prevent the commission of the offense, fails to make a proper effort to prevent the commission of the offense.
6. **Respondent:** 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.
7. **Complainant:** A member of the faculty, staff, student body, or administration who brings the charge(s).
8. **Alternate:** A person who serves on a judicial court in the absence of a regular member.
9. **Board of Trustees:** The governing board of the University of Arkansas System.

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10. **Chairperson:** The person who presides over the meetings of a judicial board.
11. **Chancellor:** The Chief Executive Officer of the University of Arkansas at Pine Bluff (UAPB).
12. **Designee:** The person who has been appointed or delegated the authority to act on behalf of a University official.
13. **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.
14. **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.
15. **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.
16. **Offense:** A violation of established rules, regulations, and/or policies of the University of Arkansas at Pine Bluff.
17. **Person:** A member or non-member of the University Community.
18. **President:** The Chief Executive Officer of the University of Arkansas System.
19. **A representative for the Accused:** A member of the faculty, staff, administration or student body of the University, or an attorney.
20. **SGA:** The Student Government Association, which represents the student body at the University of Arkansas at Pine Bluff.
21. **Student:** Any person registered or enrolled in one or more classes.
22. **University:** The University of Arkansas at Pine Bluff.
23. **University Campus:** All land, buildings, facilities, and other property in possession of or owned, used, or controlled by the University.
24. **University Community:** Administrative and staff personnel, members of the faculty, registered students, and all other University employees.
25. **University Property:** All real and personal property owned by the Board of Trustees and used by the University, and includes all such property in possession of or subject to the control of the University.
26. **Vice Chancellor for Student Affairs:** The administrative officer bearing such title who administers the judicial and disciplinary system of the University.

### 4.15 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.

#### 4.15.1 Alcoholic Beverages

**Possession and/or consumption of alcoholic beverages on University property, at a campus event, and at areas off-campus where university-sponsored events are held 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.

**Possession of alcoholic beverages in an opened or unopened container, anywhere on University property, including cars and other vehicles, is prohibited.**

**Public intoxication or irresponsible behavior while under the influence of alcoholic beverages to the degree that the person is likely to endanger himself or herself or another person on University property is prohibited. 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.



**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.

#### **4.15.2 Drugs/Smoking/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.

**Possession and use of illegal narcotics or drugs in any form are 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 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.

**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, counterfeit controlled substance on the person or in 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.

**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, bongs, 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 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.

**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.

**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.

#### **Smoking/Tobacco Products**

Smoking and use of Tobacco Products on the property or grounds of UAPB are prohibited in accordance with Arkansas **State Law (A.C.A.6-60-701 to 6-60-705)**. Tobacco products include cigarettes, e-cigarettes, cigars, cigarillos, pipes, hookah-smoked products, etc., and any other smokeless, spit, spit-less, dissolvable, or inhaled tobacco products but not limited to dip, chew, snuff or snus. UAPB property or grounds include but are 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.

#### **4.15.3 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 and dishonesty in academic exams, papers, and/or projects.

#### **4.15.4 Disorderly Conduct or Expression**

Disorderly conduct, which includes conduct that is disorderly, lewd, or indecent under the circumstances, or which breaches the peace, or which is disruptive of the rights of others, is prohibited. Disorderly conduct includes excessive

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noise; the loud playing of a stereo, radio, or television set; engaging in horseplay or practical jokes; violation of quiet hours; public intoxication; 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 remove 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 applies 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.

### **4.15.5. A Disturbance/Disruption Due to a Mental Disorder**

Refer to Standards and Procedures for Involuntary Administrative Withdrawal Due to a Psychological

Disorder (Section 2.11.1, Withdrawal for Medical Reasons).

### **4.15.5 Distribution of Inappropriate Printed Material**

Distribution of printed materials that is libelous, sexually explicit, pornographic, or that encourage the violation of public laws or University regulations is prohibited.

### **4.15.6 Moral or Decency Offenses**

Lewd, indecent, or obscene conduct or expression is prohibited. This includes but is not limited to indecent exposure and voyeurism.

### **4.15.7 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.

### **4.15.8 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 are prohibited.

### **4.15.9 Theft**

Attempted or actual theft (as set out further below) of and/or damage to the University's property 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.

**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 theft, and failure to return another’s personal property upon request or within a reasonable period of time.

**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.

**Illegal and/or unauthorized possession or sale of the 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 the property, which has been reported lost or stolen. **Unauthorized Entry** by a student to university-owned or university-controlled facilities, property, or property of an individual is not condoned by the University.

#### **4.15.10 Inappropriate Demonstration or Unauthorized Gathering of Groups of Students**

Gathering of all students, groups of students, or student organizations on or adjacent to the campus in such a manner that 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.

#### **4.15.11 Failure to Comply**

##### **1. Failure to Comply with Health or Safety Directive**

Failure to comply with orders or the directions of University officials (including Resident Specialist Program Coordinators) acting in the performance of their duties, any Executive Order from National or State Officials or any local or federal laws, regulations or mandates (**face covering**) to address a health or safety concern including but not limited to natural disasters (e.g., tornado, earthquake, flood, hurricane, etc.), war, terrorist act, strike, public health outbreak (e.g., pandemic or wide-spread and/or infectious disease outbreak), the release of nuclear material or dangerous substance into the environment or other catastrophic event or major disruption of University operations.

##### **2. Failure to Comply with Official Request**

Failure to comply with orders or the directions of University officials (including Resident Specialist 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 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 the owner, operator, or registrant), residence hall room, or any other facility on campus upon grounds of reasonable suspicion, 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.

#### **4.15.12 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.

#### **4.15.13 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 Office of Disability and Veteran Affairs.

#### **4.15.14 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.

#### **4.15.15 Physical Abuse**

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.

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**Fighting** is defined as a summons or invitation given by one person to another to engage in personal combat, which may involve a violent struggle involving the exchange of physical contact.

**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.

**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 or expulsion from the University.*

### 4.15.16 Threats

**The 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 emergencies that are 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. The act consists of a threat of harm accompanied by an apparent, present ability to carry out the threat. 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.

### 4.15.17 Hate Crime

Hate crime is a 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.

### 4.15.18 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.
2. Communication 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 faculty member or staff member will not be tolerated and is prohibited.

### 4.15.19 Misrepresentation/Fraud/Forgery

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 timesheet), 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 constitute a violation of this policy. Students who violate the policy may receive disciplinary actions, including expulsion from the University.
2. **Fraud**. Fraudulently obtaining, manufacturing, altering, falsifying, or using an ID card, meal card, or 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.
3. **Telephone Fraud**, misuse, or abuse of telephone lines or services, including fraudulently placing long-distance telephone calls. Students who violate the policy may receive disciplinary actions, including suspension and expulsion from the University and requested to make restitution. In addition, if a student lives in the residential halls, they may lose their residential hall living privileges.

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### **4.15.19 Unauthorized Use of University Facilities**

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

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 the building by announced closing deadline. Conduct that constitutes a violation of this policy includes 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, including expulsion from the University, and may be requested to pay the cost for replacing the lock and keys.

#### **4.15.21 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. Students 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.

#### **4.15.22 Fire Setting and Arson**

Willfully starting a fire in University buildings or on University property; arson; recreational activities that include 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, including suspension and expulsion from the University, and requested to make restitution.
2. Arson. Those fires set with the intention of destroying property are prohibited. Students who violate the policy may receive disciplinary actions, including suspension and expulsion from the University, and requested to make restitution.

#### **4.15.23 Solicitation**

1. Unauthorized selling, collection of monies, and promotion on campus within University buildings are not permitted without permission from the Associate Dean for Student Leadership and Involvement. Students may not act as agents for business firms, which entails solicitation or receiving 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, 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 receive disciplinary actions, including expulsion from the University.

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### **4.15.24 Weapons**

Pursuant to UA System wide Policy 290.1, the possession, discharge, or other use of any weapon is prohibited on the grounds or in the buildings of any campus, division, unit or other area controlled UAPB, except that a handgun may be possessed by an individual who has a concealed handgun permit and has completed enhanced certification training in accordance with Ark. Code Ann. § 5-73-322(g). Storage of any weapon, including handguns, is prohibited at any location owned or operated by any campus, division or unit of the University of Arkansas System, except that a concealed handgun may be stored in a licensee’s locked and unattended motor vehicle.

*This policy does not apply to **on-duty or off-duty** certified law enforcement officers who are authorized by law to carry a handgun or firearm. Off-duty officers are required to be in physical possession of valid identification identifying themselves as law enforcement officers.*

*This policy also does not apply to **on-duty** security personnel employed or contracted by a campus, division or unit of the UA System who are specifically authorized to carry a weapon in the scope of their employment.*

### **Definitions**

A weapon is any object designed or used for inflicting bodily harm or physical damage. Weapons include, but are not limited to: firearms, air pistols, air rifles, fireworks, incendiary devices, knives with a blade length of four inches or greater, blackjacks, metal knuckles, bows, arrows, nunchucks, tasers or other electrical stun devices, or any other such offensive objects.

Ark. Code Ann. § 5-73-309 defines a handgun as “any firearm, other than a fully automatic firearm, with a barrel length of less than twelve inches (12”) that is designed, made, or adapted to be fired with one (1) hand.” A concealed handgun must be covered from observation so as to prevent public view.

### **Exceptions**

Carrying a concealed handgun at the following locations and events is prohibited, whether or not a person obtains enhanced licensure:

4.15.24.A Collegiate athletic events as defined by Ark. Code Ann. § 5-73-101(11), provided they are posted as firearmsensitive areas and have a security plan approved by the Arkansas State Police.

4.15.24.B A daycare facility

4.15.24.C Grievance or disciplinary meetings conducted in accordance with certain specifications of Act 562

In accordance with Ark. Code Ann. §§ 5-73-306 and -322, campus, division and unit policies shall specify locations, such as those identified above, at which individuals remain prohibited from carrying concealed handguns, and appropriate signage will be displayed. At UAPB, all handguns are prohibited at each of the foregoing locations identified above.

### **Enforcement**

Violations of the weapons policy or state law regarding carrying concealed handguns may result in disciplinary action, up to and including termination for employees, and up to and including dismissal from the University for students.

Violations of the weapons policy or state law regarding carrying concealed handguns by contractors or visitors may result in the violator being removed from a University campus, unit or division.

### **4.15.25 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 a reasonably credible account of his/her presence and purpose.



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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.

### **4.15.26 Improper Use of Motor Vehicle**

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. For example, driving and parking on grass and sidewalks, leaving the scene of an accident, driving recklessly, etc., are prohibited.

*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.*

### **4.15.27 Damage to or Defacing or Destruction of Property**

All students, student organizations, or groups of students participating in 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, hoverboards, 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. The deliberate or willful vandalism of or damage to property (real or personal) belonging to the University or to an individual is prohibited. Posting or displaying signs on the exterior of buildings, on painted surfaces, windows, and in Non-designated areas is prohibited. This includes posting signs and posters which have not been authorized by this Dean of Student Involvement and Leadership.

### **4.15.28 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 safe and sanitary condition or failure to maintain reasonable standards of cleanliness and safety as defined by the University is prohibited.

### **4.15.29 Guest’s Behavior**

Students are responsible for the behavior of their guests whom they invite to the campus or are permitted 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 and 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).

### **4.15.30 Illegal Visits to Other Campuses**

Visits to the campuses of other colleges and universities for the purpose of defacing property or creating other disturbances are prohibited.

### **4.15.31 Laws of the Wider Community/Open Warrants/ Misconduct Abroad**

All students, groups of students, or student organizations 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 is of the nature to reflect negatively upon the good name of the University, whether or not the outside agency, person, etc.,

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fails to prosecute or file criminal charges. 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 to visit the campus is granted. Any student, who in any foreign country undertakes study or represents the University, remains subject to the student code of conduct. The University retains the discretion to apply disciplinary actions if a student violates the student code of conduct or any law, rule, or regulation in a foreign country or any institution where that student undertakes study.

### **4.15.32 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.

### **4.15.33 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 a 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.

### **4.15.34 Cyberbullying**

Cyberbullying 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.

### **4.15.35 Intimidation/Bullying**

Spoken or unspoken threat that has the intent of placing a person or group in fear of bodily harm or death and would be construed by a reasonable person. This violation also occurs if one implies or states that physical harm is imminent or highly likely if an individual does not comply with one’s demand.

### **4.15.36 Group Offenses**

Any student organizations, groups, clubs, societies, or other segments of the university community are responsible for compliance with the Student Code 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 the University Student Code of Conduct or federal, state, and local laws, the organization may be subject to disciplinary action.

### **4.15.37 Retaliation**

The University prohibits retaliation against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process.

**Students who violate the policies in section 4.14 will be subject to sanctions in section 4.15.**

## **4.16 DISCIPLINARY SANCTIONS/ADMINISTRATIVE ACTIONS**

**Actions can include any of the following:**

### **4.16.1 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., and counseling may be used as a concurrent disciplinary sanction.

### **4.16.2. Restitution**

Restitution may have to be paid by the student to cover the cost of repair or replacement of damaged or misappropriated property.

### **4.16.3 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 extracurricular activities.

### **4.16.4 Community Service**

Service that may be assigned as a singular or concurrent disciplinary sanction.

### **4.16.5 Verbal Warning**

A verbally delivered notice that the behavior in question failed to meet the core standards of the Student Code of Conduct. No further action is taken at this point.

### **4.16.6 Disciplinary Warning**

A disciplinary warning 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 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 will become a matter of record in the office of the Vice-Chancellor for Student Affairs.

### **4.16.7 Disciplinary Probation**

An encumbrance upon the student's good standing with the University. Further violations of regulations during the probationary period may result in additional sanctions suspension up to expulsion. 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 or maintain membership in intramural and club sports, fraternities, sororities, and societies. Such students shall not hold office in a student organization or be eligible to join a fraternity, sorority, or society during their probation status. In addition, the sanction of probation will become a matter of record in the Office of the Dean of Student Life.

### **4.16.8 Deferred Suspension**

This sanction is a suspension that is delayed pending specific behavioral performance. A definite period of

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observation and review occurs during the deferred suspension. If a student is again found responsible for violating the Student Code of Conduct, the suspension will take place immediately.

### **4.16.9 Deferred Decisions**

In cases where the Office of the Dean of Students (and/or Faculty/Staff-Student Social Adjustment Committee) believes additional information is needed prior to rendering a decision, the case may be referred for further evaluation by other units. In such cases, the final decision will be deferred until the information can be obtained. In cases of deferred decisions, all administrative actions will remain in effect until the case concludes.

### **4.16.10 Suspension**

The 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 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 in jeopardy. 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 faculty's class roll. The student will not get credit for course assignments, papers, projects, make-up work, or other course-related work during suspension. If a student is suspended from the University, a letter may be sent to his or her parents, notifying them of the suspension. Students should carefully read their outcome letter to understand the length and terms of their suspension. Reenrollment after a Suspension requires that the student applies to the VCSA or designee at the close of the imposed period. The VCSA or designee determines whether the student has met the conditions imposed and is otherwise eligible for re-enrollment.

### **4.16.11 Expulsion**

Expulsion is the most severe sanction which can be imposed upon a student for violation of conduct rules. 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.

### **4.16.12 Admission and Degrees**

Admission to a degree program may be revoked for fraud, misrepresentation, or other serious violations of UAPB's conduct standards. UAPB will give notice and an opportunity to be heard, but the formal proceedings that govern student misconduct cases will not apply in the admissions context.

A degree from UAPB may be withheld or revoked for fraud, misrepresentation, or other serious violations of UAPB's conduct standards prior to graduation. In such circumstances, the formal procedures for adjudicating cases of misconduct will apply.

### **4.16.13 Bar Against Re-enrollment**

A bar against re-enrollment may be imposed by the appropriate University official against a student, who fails to

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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 psychiatric medical evaluation and clearance. The bar shall be removed upon notification of the appropriate University official to the Office of Registrar.

### **4.16.14 Residential Housing**

**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 the visitation of all visitors and participation in hall programming functions.

### **Housing Interim Suspension**

If the conduct or behavior of a student residing in a UAPB residence facility is determined by the Vice- Chancellor for Student Affairs or Dean of Students to be a threat to self or others, the ability to live in the residential facility may be immediately suspended pending the outcome of a hearing. During an interim housing suspension, the student is immediately removed from the residential facility and is not to re-enter any campus residence facility until a hearing is held and a decision regarding the pending complaint has been made.

**Removal from University housing:** This sanction may be administered to any student that violates the student code of conduct and whose 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.

### **4.16.15 Educational Sanction**

To include, but not be limited to, research papers, class attendance, library assignments, intervention seminars, etc.

### **4.16.16 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, Dean of Students for Activities, 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 Vice Chancellor for Student Affairs. During the review meeting, the Vice Chancellor for Student Affairs will determine whether the terms of the Administrative Action will be continued, modified, or terminated. In addition, students who have attempted suicide or were withdrawn from the university for mental health issues will have to meet with the Office of the Dean of Student Life before being allowed to return to the university. The various Administrative Actions include:

#### **Interim Action**

In certain circumstances, certain authorized individuals may impose restrictions, change living arrangements, and change class schedules 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 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 Vice Chancellor for Student Affairs.

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Students must comply with the terms of the Interim Action until a requested meeting occurs, during which time the Vice Chancellor for Student Affairs will determine whether the terms of the Interim Action will be continued, modified, or terminated. Following the 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.

### **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 a 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 that 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. 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.

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.

### **Psychological Evaluation/Referral**

If authorized individuals, as outlined herein, determine that a student should undergo a psychological evaluation, the student should be referred to the appropriate provider or entity for such evaluation according to the guidelines outlined below:

- 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.
- Mandatory evaluation and withdrawal will be considered only in cases where there is a threat of imminent danger to self, others or property, or disruption of the educational process and mission of the institution.



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- All cases involving a 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:
  - i. unaware of his/her actions;
  - ii. unaware of the wrongful nature of his/her actions, or a disciplinary hearing is deemed inappropriate (e.g., the 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).
- 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.
- A student is 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. The evaluation may be conducted by a licensed psychologist or psychiatrist at a private facility. If the student has returned home, he or she may obtain an evaluation by a licensed psychologist or psychiatrist in their home area. In any case, the student must agree that the University can release pertinent information regarding precipitating events and areas of concern to the mental health professional. 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.
- Following an evaluation, the 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:
  - Presents a continued direct threat, and that such a threat cannot be mitigated;
  - Is suffering from a serious mental disorder that is being exacerbated in the campus environment;
  - Is engaged in behavior that places him or her in serious medical jeopardy producing conditions that cannot be treated effectively without leaving the University
  - 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.
- The Office of the Dean of Students supports students who may find themselves in difficult situations, including emotional and psychological distress. Upon returning to UAPB following a mental health crisis, students must meet with the designated staff before returning to classes and, in some cases, their residence hall. The meeting is not intended to be disciplinary in nature but, instead, will focus on resources and options to be successful at UAPB. Our goal is to have students resume their academic lives as soon as possible. This meeting is designed for students to:

Learn about support resources such as the Office of Disability Services, Student Counseling, Assessment, and Development Center, and the Office of the Dean of Students Life.

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1. Connect with the Office of the Dean of Student Life for excused absence notification.
2. Discuss realistic expectations for college life.
3. Discuss options for academic adjustments, such as reducing the student’s course load or withdrawing.
4. Look at other opportunities to connect at UAPB to promote the student’s well-being and success.

UAPB’s staff strives to make this meeting open and friendly. We know this may be a trying experience, and we are here to support students and their goals at UAPB.

### **No Contact Orders**

No Contact Orders are temporary directives issued by the Office of Dean of Student Life or Title IX Coordinator prohibiting communication between or among designated students. No Contact Orders (NCOs) are issued when, in the judgment of the Dean of Student Life or Title IX Coordinator, there is a 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 an NCO is determined by the Office of Dean of Student Life or Title IX Coordinator, and students may request to have an 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.

### **4.17 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 a violation of the Standards of Conduct, a letter may be sent to his or her parents, notifying them of the loss of privileges.

### **4.18 WITHDRAWAL PRIOR TO DISCIPLINARY ACTION**

The Student Code of Conduct will apply even if the student withdraws from school while the conduct matter is pending. If found responsible, the student will not be permitted to return to the University unless all sanctions have been satisfied.

### **4.19 BEHAVIORAL INTERVENTION TEAM (BIT)**

The University of Arkansas at Pine Bluff is committed to its faculty/staff and student's health and safety 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 students. 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 at [https://uapb-advocate.symplcity.com/care\\_report/](https://uapb-advocate.symplcity.com/care_report/) and submit it to

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the Office of Dean of Student Life.

**NOTE: *The BIT process does not replace faculty classroom management, disciplinary processes, or public safety action.***

#### **4.20 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, may be subjected only to censures imposed by the University authority.
2. The student may be turned over to the 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.

#### **4.21 UNIVERSITY HEARING COMMITTEES AND BOARDS**

##### **4.21.1 Faculty/Staff-Student Social Adjustment Committee:**

The Faculty/Staff-Student Social Adjustment Committee will consist of two (2) staff members recommended to the Chancellor by the Vice Chancellor for Student Affairs; three (3) students recommended to the Vice Chancellor for Student Affairs by the President of the SGA, with one being a graduate student, and three (3) faculty members recommended to the Chancellor by the Vice Chancellor for Academic Affairs. When a case involves a graduate student, the student representative on the committee shall be a graduate student. All representatives of this committee shall be approved by the Chancellor. This body shall be functional no later than the second week of the Fall Semester. In any particular care, these individuals will be pulled from a pool.

The Faculty/Staff-Student Social Adjustment Committee will hear any case referred to by either the Vice Chancellor for Student Affairs or designee or any student disciplinary committee. A quorum is required for a hearing. A quorum is defined as three (3) members being present and should include one (1) student. However, if no student is available and three (3) members are present, a quorum will exist. The faculty members and students may be appointed to serve as temporary members during the summer sessions.

Decisions handed down by the Faculty/Staff-Student Social Adjustment Committee may be appealed to the Appellate Hearing Committee. The appeal process must be in accord with the Appeal Procedure.

##### **4.21.2 Appellate Hearing Committee:**

The Appellate Hearing Committee will hear cases that are appealed, and it is composed of five (5) members and one (1) member who will be non-voting ex-officio, the Dean of Student Life. The Chairman of the committee will be appointed by the Chancellor. Each member will serve at the pleasure of the Chancellor or until resignation or retirement.

The Appellate Hearing Committee will have jurisdiction over appeals from the Faculty-Student Social Adjustment Committee.

The Appellate Hearing Committee has the right not to convene to hear an appeal if it decides that an appeal is not

warranted. However, cases of suspension or expulsion will be accepted on appeal. Once an appeal letter has been accepted from the Faculty/Staff-Student Social Adjustment Committee, the Appellate Hearing Committee will review the case and evidence in the record.

Decisions of the Appellate Hearing Committee are generally final, but they are subject to review by the Vice Chancellor for Student Affairs or Chancellor if they elect.

## **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 (Except that of cases involving sexual harassment and discrimination must follow the Title IX procedure).

### **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 by email.

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 to 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 absentia 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 attends 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 who 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 on 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 typically may not speak on behalf of the student throughout the disciplinary process.** This includes but is not limited to: addressing the Hearing Panel, presenting evidence, making objections or statements, asking questions of any party or witnesses, or otherwise participating in the hearing, beyond privately communicating with the party they are supporting. 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. At the pre-hearing, the respondent shall have the right to challenge the presence of hearing body members for reasons such as a personal bias towards a participant or a preformed judgment in a particular case. The respondent will be provided with the potential list of the committee members or the name of the administrator that will be hearing the case.
10. 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.
11. If a student fails to attend his or her scheduled hearing, he or she will be tried in absentia.
12. During the pre-hearing, the student shall be informed that they may elect one of the following courses of action:
  - a. The student may admit the alleged violation and plead responsible and request the Dean of Students or designee take whatever action he or she deems appropriate. For allegations that could result in a suspension or expulsion that are complex, sensitive, require a number of witnesses, or involve an



alleged victim may be referred to the **Faculty/Staff- Student Social Adjustment Committee**.

- b. The student may deny the alleged violation and plead non-responsible, and the Dean of Students or designee may refer the case to the **Faculty/Staff-Student Social Adjustment Committee** for a hearing or the case may be handled in the Office of Dean of Students.
13. Within seventy-two (72) hours after receipt of the student’s decision, the date, time, and place may 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:
    1. Written or verbal 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 addresses for correspondence coming from the Office of the Dean of Student Life.
  16. The Office of the Dean of Student Life investigation and resolution of a case (including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances, or deferred decisions.

#### **4.23 PROCEDURES FOR ADMINISTRATIVE AND FORMAL DISCIPLINARY HEARINGS PROCESS**

1. Present at the hearing normally will be the following: the **Respondent**, the Complainant (where applicable) or the University representative, witnesses (outside the room), an advisor accompanying the respondent, the Chairperson, and judicial members, when applicable. No other person shall attend unless authorized by the Dean of Student Life. The Respondent has the right to be accompanied by an adviser who may advise and support the student. The adviser may not present information, question relevant parties, or make statements during the proceedings.
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 recorder should be available. The hearing will be audio recorded. The recordings are the property of the University. Others will not be allowed to make a recording of any type. The University is not responsible for equipment malfunctions.
3. The Chairperson will ask the **Respondent** if he or she is ready.
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.
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 **Respondent**.
7. If the **Respondent** 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 then call the hearing to order and read the results to the Respondent.
8. If the **Respondent** 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 **Complainant** 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 **Complainant maybe** be read aloud or be submitted in writing for the Chairperson to read
  - Witnesses for the **Complainant** or University will be called in to testify one at a time. The members of the judicial board may question each witness if any member has any questions. After each witness has testified, the Respondent may then cross-examine, if he or she wishes to do so. After the witnesses for



the Accuser have all been called, the case for the Respondent is closed.

- The members of the judicial board may question each witness if any member has any questions. The Respondent 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, and the case for the Accused is closed.
  - The **Complainant** 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 Respondent presents closing remarks in a like manner.
  - The judicial board will then close to allow for its deliberation. The verdict and sanction, if applicable, will be read by the Chairperson. In order to decide that a student is responsible, at least a majority of the votes must support the charge(s). Each judicial board member has one vote.
9. Any Respondent judged not responsible 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 ADMINISTRATIVE HEARING PROCESS

An Administrative Hearing differs from a Student Judicial Conduct Board Hearing in that only the Dean of Students or designee hears the case rather than the Student Judicial Committee. Both Administrative and Student Judicial Conduct Board Hearings are hearings with a full presentation of evidence, and this type of hearing will be selected by the student that has pleaded responsible and has asked the Dean of Students or designee to take whatever action deemed appropriate. All Administrative Hearings are also eligible for appeal. All case documents presented at the hearing will be retained by the Office of the Dean of Student Life as part of the case file. It is the responsibility of the complainant and Respondent to provide copies of case documents not already on file to the Office of Dean of StudentLife for review prior to a sanction being provided.

#### 4.25 APPEAL PROCEDURE

**4.24.A Right to Appeal:** The Accused may request an appeal. If the appeal review is granted, the Appellate Hearing Committee or Vice Chancellor for Student Affairs will decide the appeal based on the existing record and any new or newly discovered evidence.

**4.24.B Grounds for an Appeal: A decision of a Faculty/Staff-Student Social Adjustment Committee or Vice Chancellor for Student Affairs 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--** Procedural flaws alone are not grounds for an appeal. However, significant procedural errors that may have affected the verdict or sanction may be reviewed. Students must explain in the appeal what error in procedure occurred.
2. **Newly discovered evidence--** New information, not reasonably known by the charged student at the hearing, that likely would significantly alter the hearing panel’s understanding of the case. If the charged student could have known the information with the exercise of reasonable diligence, this ground for appeal will be unavailable.
3. **The decision is not supported by the evidence--**The appeal must provide an explanation of how the evidence was insufficient to justify the decision.
4. **Bias or conflict of interest--** One or more individuals on the judicial board had a conflict of interest or demonstrated an impermissible bias that may have affected the verdict or sanction.
5. **Sanctions were not appropriate--** The appeal must explain how the sanction was too severe

based on the evidence, including mitigating circumstances.

**4.24.C Granting or Denial of Appeals:** A written request for an appeal must be submitted by the student to the Chairperson of the Appellate Hearing Committee or to the Vice Chancellor for Student Affairs. If the Appellate Hearing or Vice Chancellor for Student Affairs decides that an appeal is not warranted based on the merit of the appeal petition, it will be summarily denied. If an appeal has been denied by the Appellate Hearing Committee, the case may still be reviewed by the Vice Chancellor for Student Affairs. The Appellate Hearing Committee will meet to determine the merits of the appeal and decide if it should be accepted or denied. The decision may be made within forty-eight (48) hours of receiving the appeal letter.

**4.24.D Contents of Appeal Letter.** Letters of appeal shall contain a statement of grounds for the appeal sufficient to allow the chairperson and the members of the appeals committee or Vice Chancellor for Student Affairs to make a reasonable judgment on whether to hear the merits of the appeal. If an appeal is not accepted for review, an

**4.24.E** 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.F Appeal Process:** Once an appeal has been accepted for review, the Appellate Hearing Committee or Vice Chancellor for Student Affairs will review the case and evidence. Once reviewed, the appeals committee or Vice Chancellor for Student Affairs may do one of two things:

1. Accept the appeal for a hearing, which will involve an oral presentation based on the record.
2. Deny the appeal based on the record.

If an appeal is accepted, the Appellate Hearing Committee or Vice Chancellor for Student Affairs will set a time, place, and date to hear the case and basis for appeal. If an appeal is accepted and the **student has received a suspension of ten (10) or more days or expulsion, the student’s advisor or support person (including an attorney) may fully participate during the disciplinary appeal process.** Once heard, the higher judicial board may do one of four things:

1. Sustain the findings and penalty. The student judicial board's original decisions regarding responsibility and sanctions remains in effect.
2. Sustain the findings and alter the penalty downward. The student judicial board's decision regarding responsibility remains in effect, but the sanction will be reduced.
3. Remand the case to the original hearing committee or a new hearing committee for rehearing. In cases where significant new information has come to light that the charged student reasonably did not know at the initial hearing, the Appellate Hearing Committee or Vice Chancellor for Student Affairs may send the case back to the original hearing committee for consideration of the new information.
4. Remand the case to a new hearing committee. In cases where the reviewing body finds that there has been a conflict of interest or demonstration of impermissible bias, the Appellate Hearing Committee or Vice Chancellor for Student Affairs may send the case to a new hearing committee.
5. Reverse the decision. The student judicial board's original decisions regarding responsibility and sanctions are overturned. The Appellate Hearing Committee or Vice Chancellor for Student Affairs may reduce, change, or eliminate the sanctions that have been imposed.

#### **4.26 EFFECTIVE DATE OF SANCTIONS**

**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, the 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.

#### **4.27 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 the Dean of Student Life 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 the 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 subpoena, compulsory process, as 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.

#### **4.28 FREE SPEECH AND EXPRESSIVE ACTIVITIES IN OUTDOOR AREAS OF CAMPUS**

##### **I. Policy Statement**

The University recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students and faculty are free to discuss matters of public concern to the extent consistent with the First Amendment and the reasonable, content-neutral restrictions set forth in this policy and other University and campus policies.

The University recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment),<sup>1</sup> violation of law, and violations of University policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. Individuals who choose to listen bear

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the responsibility of recognizing and honoring the right of free speech. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.

This policy describes the rights of members of the campus community to engage in expressive activities in outdoor areas of campus and provides for procedures and restrictions that are intended to protect the interests of the University and the campus community. To the extent any part of this policy conflicts with Arkansas Act 184 of 2019 (Ark. Code Ann. § 6-60-1005), the provisions of Act 184 will control.

### **II. Definitions**

**A.** “Expressive activity” means all forms of non-commercial expression that are protected by the First Amendment to the U.S. Constitution, which may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.

**B.** “Member of the Campus Community” means an enrolled student, an administrator, faculty member, staff member, registered student organization, a group seeking official recognition as a registered student organization, or an invited guest of any of the foregoing persons or groups.

**C.** “Large-scale event” means (1) an event that involves the use of amplified sound; (2) an event that involves the placement of a stage, carts, vehicles, trailers, or multiple tables; or (3) a parade, demonstration, or similar planned event that: (a) can reasonably be expected to attract 50 or more people, including participants and spectators or (b) can reasonably be expected to require additional security, crowd control or other substantial University resources. A “large-scale event” does not include a spontaneous, contemporaneous assembly of members of the campus community.

**D.** “Non-Member of the Campus Community” or “Non-Member” means all persons, groups, clubs, or other organizations that do not come within the definition of “Member.”

**E.** A “Registered Student Organization” or “RSO” means an organization (including a club) comprised of University students that is registered with the campus office of student involvement and leadership.

**F.** “Outdoor Area of Campus” means the generally accessible outside areas of the campus of a state-supported institution of higher education where members of the campus community are commonly allowed, including grassy areas, walkways, and other similar common areas. “Outdoor Area of Campus” does not include outdoor areas where access by the majority of the campus community is restricted.

### **III. Applicability of Other Policies**

#### **A. Facilities Use**

The utilization of campus facilities is generally governed by Board of Trustees Policy 705.1, the University of Arkansas System wide Policies and Procedures 715.1, and applicable campus policies on facilities use.

#### **B. Academic Freedom**

This Policy shall not be interpreted as limiting, expanding, or otherwise affecting the rights and obligations of faculty as set forth in Board of Trustees Policy 405.1.

### **IV. Time, Place, and Manner Guidelines**

Outdoor areas of campus may be used for expressive activities protected by the First Amendment so long as they meet the requirements set forth below. These requirements will be applied to all expressive activities regardless of the content of the expression or the viewpoints of the speakers or participants:

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1. The expressive activity must not violate local ordinances, state laws, federal laws, this policy, or other University policies.
2. The duration of the expressive activity may be limited to a reasonable period of time, based on the type of event and the resources required to manage it.
3. There shall be no obstruction of entrances or exits to buildings, driveways, parking lots, or other campus locations.
4. The expressive activity must not materially disrupt vehicular traffic, pedestrian traffic, or scheduled University programs or events. A speaker’s use of walkways or other common areas may not block the free passage of others or impede the regular operation of the University.
5. The expressive activity must not create unreasonable safety risks.
6. There shall be no alteration, modification, defacement, or destruction to University-owned or University-leased property.
7. Expressive activities are subject to any campus policies on the permissible posting of signage, use of chalk, or other alterations to University structures.
8. The erection of tents or any temporary structures must be inspected for safety and approved by the Director of Facilities Management or designee. Construction of other structures is not permitted.
9. The location for the expressive activity must be left in its original condition at the conclusion of the event, and persons are responsible for ensuring that any trash or litter is properly discarded. Any person or entity that causes damage to University-owned or controlled property will be responsible for paying any charges necessary to return the property to its original state. Similarly, reasonable cleaning charges may be assessed.
10. Amplification equipment such as loudspeakers are allowed only with prior permission from the Dean of Student Activities. Such requests will be evaluated for the potential disruption of regular University activities or processes.
11. Expression that is obscene, defamatory, or consists of fighting words or threats of physical harm, incites imminent lawless action, or is otherwise not entitled to First Amendment protection is not permitted.
12. Except as provided in other University policies, University property may not be used for the purpose of promoting a commercial enterprise or raising money for projects not connected with a University activity.
13. By making a reservation or using a University space for expressive activity, the organizer agrees to be financially responsible for all costs associated with the use of the space—including (but not limited to) security costs related to invited participants, clean up, and repair of damage to University property. Moreover, if warranted by the nature of the event, the University may require a requestor to obtain appropriate liability or other insurance coverage and/or to indemnify the University, its officials, and employees for any claims pertaining to the use of University grounds.
14. Only official academic and administrative units of the University, University-related foundations and the University alumni association, and registered student organizations with the approval of their faculty advisor, are allowed to reserve outdoor spaces during “dead days,” any official final examination periods, or the dates of any Official University Commencement activities.
15. Unless officially authorized to do so, no person engaging in expressive activity may represent that the person or organization is speaking on behalf of the University.

16. First priority for use of outdoor spaces shall go to the University’s academic and administrative units, and the University reserves the right to modify or cancel reservations accordingly. All uses of the University’s outdoor spaces remain subordinate to the University’s right to use them at any time to advance the mission of the institution.

## **V. Expressive Forums and Reservation Requirements**

### **A. Use of Publicly Accessible Outdoor Locations**

Members of the Campus Community should make a reservation at least 3 days in advance of any planned use of an Outdoor Area of Campus. Members of the Campus Community must make a reservation for a large-scale event and receive prior approval from the Dean of Student Activities at least 3 days in advance of any planned use of an Outdoor area of Campus. Members of the Campus Community, however, may spontaneously and contemporaneously assemble, speak, and distribute literature at outdoor areas of campus without receiving prior approval.

Non-Members of the Campus Community must make a reservation and receive prior approval from the Vice Chancellor for Finance and Administration at least 3 days in advance of any planned use of an Outdoor Area of Campus.

### **B. Reservation Preference**

Persons with a reserved space will have priority over any other persons seeking to use the area during the scheduled time period for an expressive activity.

### **C. Registered Student Organizations, Organized Demonstrations, and Large-Scale Events**

The right of freedom of expression at outdoor areas of campus includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the University’s operations or endanger the safety of others. Accordingly, large-scale events must receive prior approval from the Dean of Student Activities at least 3 days in advance of the event or activity.<sup>2</sup>

The University will work with the requesting person to either meet the request or find a suitable time and location. To ensure safety on campus, the University may require the requesting party to provide a parade route, hire security, ensure egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies. This policy does not designate all publicly accessible outdoor locations on campus as traditional public fora.

### **D. Denials and Revocations**

A denial or revocation of permission to engage in an expressive activity shall generally be based on a reason set forth in this policy or other applicable policies of the Board of Trustees or University of Arkansas System. However, no policy can address every possible activity or situation that may occur on University property, and the University reserves the right to address such situations as circumstances warrant. Any decision to deny a reservation for a publicly accessible outdoor location shall be promptly communicated in writing to the requester and shall set forth the basis of the denial. Any such denial must be based on clear, viewpoint-neutral criteria. Anyone aggrieved by the application of these rules may appeal in writing within 10 days to the Vice Chancellor for Student Affairs or designee.

## **VI. Sanctions and Enforcement**

Violations of this policy by Members of the Campus Community may result in review and sanctions under applicable University policies. Students will be subject to the procedures established in the Code of Student Conduct. Faculty and staff will be subject to the procedures established in applicable employee handbooks. Violations of this policy by other persons may result in removal from campus or arrest. Members and Non-Members of the Campus Community may also lose their privileges to use campus grounds and facilities in the future, in addition to criminal sanctions. Any criminal proceedings are separate from the University’s sanctions. The University will enforce this policy in a content-neutral manner.



# APPENDICE

## **Appendix I**

### **Drug-Free Schools & Communities Act UAPB - Annual Notification / Disclosure**

## Appendix I

### Drug-Free Schools & Communities Act UAPB - Annual Notification / Disclosure

UAPB is committed to providing a drug-free environment for its students, faculty, and staff. The Drug-Free Schools and Communities Act of 1989 requires that UAPB, as a recipient of federal funds, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on University premises and as part of any University programs and activities. The University must annually distribute certain information, in writing, to all employees and enrolled students. This information is contained below, and it may also be found at the following website: [Drug and Alcohol Annual Notification](#)

#### Alcohol and Drug Abuse Policy

Possession and use of alcoholic beverages in public areas of University facilities (including organized houses) at official University student functions held on campus must follow state and federal laws and university policies at all times. Irresponsible behavior while under the influence of alcoholic beverages is not condoned and may be subject to review and/or action by the appropriate judicial body. (University of Arkansas Board of Trustees Policy 705.2—Use of Alcoholic Beverages on University Facilities).

Moreover, 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. (*The Roar*, § 1.5)

#### STANDARDS OF CONDUCT

1. The University expects students, employees, and groups to be free of the influence of controlled substances; to refrain from the use of controlled substances on University premises or related premises or at a University activity. Employees of the University are expected to refrain from activities involving controlled substances both on and off campus, where such activities could have a detrimental impact on their abilities to perform their jobs. Persons are not to drink, dispense or be under the influence of alcohol or possess alcoholic beverages on University premises or at functions or activities controlled by the University. Violation of expected standards of conduct may result in appropriate student discipline and employee discipline up to and including suspension or termination.
2. Any student, employee or group who gives or transfers controlled substances to another person or sells or manufactures a controlled substance while on campus or related premises will be subject to appropriate student discipline or employee discipline up to and including termination or suspension, and/or referral to the authorities for prosecution. In addition, any employee who engages in the above-described activities off campus and whose activities impede his/her ability to effectively perform his/her employment shall be subject to appropriate discipline.

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Any student, employee or group found to be in violation of federal, state, or local narcotic or controlled substance laws on University premises will be subject to appropriate student discipline or employee discipline up to and including suspension or termination.

3. Students, employees, and groups whose behavior and/or conduct is a result of alcohol or other drug misuse/abuse on campus or as a part of any University activity may be required to undergo, at their own expense, a preassessment (screening) through Health Services or Counseling Services and/or clinical assessment at an appropriate agency identified by the University.
4. The welfare of the student or employee comes first, and discipline may be deferred or dismissed depending upon the severity of the violation.

## UNIVERSITY SANCTIONS FOR VIOLATING ALCOHOL AND DRUG POLICIES

Sanctions for violations of University policies, regulations and guidelines and local, state, or federal laws may include but are not limited to: appropriate rehabilitation programs, expulsion, suspension, termination of employment and/or referral to authorities for prosecution, counseling, job reassignment, University or public service, educational projects, restitution or fines, withdrawal from classes or probation. Disciplinary sanctions for the illegal sale or distribution of controlled substances may subject the offender to sanctions up to and including expulsion, suspension, termination and/or referral for prosecution.

### **Criminal Laws**

#### ***Arkansas Law***

This information is provided to inform you of some of the alcohol-related laws in the state of Arkansas. This is not an all-inclusive list, and the laws listed have been abbreviated. Note that the penalties listed are the minimum and maximums according to law and subsequent offenses (especially with the DWI and DUI laws) can include substantially harsher penalties. If you need more information on any of these, or other, laws, please contact the University Of Arkansas Police Department.

#### ***Unknowningly Furnishing or Selling Alcohol To Minor***

Ark. Code Ann. § 3-3-201(a)

The sale, giving away, or other disposition of intoxicating liquor to a minor is declared to be a misdemeanor.

#### ***Penalties:***

- 1<sup>st</sup> offense: Fine - \$200 to \$500
- 2<sup>nd</sup> or subsequent offense: Jail Time – No less than one (1) year; Fine - \$500 to \$1,000

#### ***Knowingly Furnishing or Selling Alcohol To Minor***

Ark. Code Ann. § 3-3-202(a) (1)

It shall be unlawful for any person to knowingly furnish any alcoholic beverage to any person under twenty-one (21) years of age.

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### *Penalties*

- 1<sup>st</sup> offense: Misdemeanor; Jail Time – No more than ten (10) days; Fine – No more than \$500
- 2<sup>nd</sup> or subsequent offense; Felony: Jail Time – one (1) to five (5) years; Fine – No more than \$500

### *Purchase or Possession by a Minor*

- a. Ark. Code Ann. § 3-3-203
  1. It is unlawful for any person under twenty-one (21) years of age to purchase or have in his or her possession any intoxicating liquor, wine, or beer.
  2. For the purposes of this section, intoxicating liquor, wine, or beer in the body of a minor is deemed to be in his or her possession.
- b. It shall also be unlawful for an adult to purchase on behalf of a person under twenty-one (21) years of age any intoxicating liquor, wine, or beer.
- c. A person eighteen (18) years or age or older violating this section is guilty of a violation and upon conviction shall be subject to a fine of not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500).
  1. In addition to the fine authorized by subsection (c) of this section, at the time of arrest of a person eighteen (18) years of age or older for violation of the provisions of subsection (a) of this section, the arrested person shall immediately surrender his or her license, permit, or other evidence of driving privilege to the arresting law enforcement officer as provided in § 5-65-402.
  2. The Office of Driver Services or its designated official shall suspend or revoke the driving privilege of the arrested person or shall suspend any nonresident driving privilege of the arrested person, as provided in § 5-65-402.
  - 3.
  4. The period of suspension or revocation shall be based on the offense that caused the surrender of the arrested person's license, permit, or other evidence of driving privilege as described in subdivision (e)(1) of this section and the number of any previous offenses as follows:
    - Suspension for sixty (60) days for the first offense under subsection (a) of this section;
    - Suspension for one hundred twenty (120) days for a second offense under subsection (a) of this section; and
    - Suspension for one (1) year for a third or subsequent offense under subsection (a) of this section.
  5. In order to determine the number of previous offenses to consider when suspending or revoking the arrested person's driving privileges, the office shall consider as a previous offense any conviction under subsection (a) of this section which occurred either prior to or after August 12, 2005.

### *Social Hosts – Criminal Liability*

Ark. Code Ann. § 3-3-219(a)

1. A person who exercises control over private property shall not knowingly allow a person under twenty-one (21) years of age who is not a family member of the person to consume alcohol on the private property.
2. This subsection applies only to a person who is present and in control of the private property at the time the consumption occurs.

### *Penalties*

- 1<sup>st</sup> offense: Misdemeanor; Fine - \$100 to \$500; Theme or essay on liquors, wine, or beer; Probation
- 2<sup>nd</sup> or subsequent offense: Same as 1<sup>st</sup> offense

### *Manufacturing or Altering Personal Identification Document*

Ark. Code Ann. § 5-27-502(a)

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It shall be unlawful for a person to: (1) manufacture or produce fraudulent personal identification documents for the purpose of providing a person under twenty-one (21) identification which can be used for the purpose of purchasing alcoholic beverages; (2) alter a personal identification document for the purpose of providing a person under twenty-one (21) false identification which can be used for the purpose of purchasing alcoholic beverages; or (3) sell or otherwise distribute such fraudulent personal identification documents to a person under twenty-one (21).

### *Penalties*

- 1<sup>st</sup> offense: Class C felony: Jail Time – three (3) to ten (10) years; Fine No more than \$10,000
- 2<sup>nd</sup> or subsequent offense: Class B Felony; Jail Time – five (5) to twenty (20) years; Fine – No more than \$15,000

## POSSESSION OF FRAUDULENT OR ALTERED PERSONAL IDENTIFICATION DOCUMENT

Ark. Code Ann. § 5-27-503(a)

It shall be unlawful for: (1) a person to possess a fraudulent or altered personal identification document for the purpose of providing a person under twenty-one (21) identification which can be used for the purpose of purchasing alcoholic beverages; (2) a person under twenty-one (21) to possess a fraudulent or altered personal identification document which can be used for the purpose of purchasing alcoholic beverages; or (3) a person under twenty-one (21) to attempt to use a fraudulent or altered personal identification document for the purpose of purchasing alcoholic beverages illegally...

### *Penalties*

- 1<sup>st</sup> offense: Class B Misdemeanor: License Suspended – Offenders under eighteen (18), one (1) year or until eighteenth (18<sup>th</sup>) birthday; Jail Time – No more than one (1) year; Fine – No more than \$1,000
- 2<sup>nd</sup> or subsequent offense: Class A Misdemeanor; License Suspended – Offenders under eighteen (18), one (1) year or until eighteenth (18<sup>th</sup>) birthday; Jail Time – No more than one (1) year; Fine – No more than \$1,000

## *Public Intoxication And Drinking In Public*

Ark. Code Ann. 5-71-212(a)

A person commits the offense of public intoxication if he/she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree and under circumstances such that he/she is likely to endanger himself/herself or other persons or property, or that he/she unreasonably annoys persons in his/her vicinity. (c) A person commits the offense of drinking in public if that person consumes any alcoholic beverages in any public place, on any highway or street, or upon any passenger coach...or in or upon any vehicle commonly used for the transportation of passengers, or... other public place other than a place of business licensed to sell alcoholic beverages for consumption on the premises.

### *Penalties*

- 1<sup>st</sup> offense: Class C Misdemeanor, Jail Time – No more than thirty (30) days; Fine – No more than \$100
- 2<sup>nd</sup> or subsequent offense; Same as 1<sup>st</sup> offense

## *Unlawful Use of License*

Ark. Code Ann. § 27-16-302

It is a misdemeanor for any person: (1) To display, or permit to be displayed, or have in his/her possession any



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canceled, revoked, suspended, fictitious, or fraudulently altered driver’s license; (2) To knowingly assist or permit any other person to apply for or obtain through fraudulent application or other illegal means any Arkansas driver’s license; (3) To lend his/her driver’s license to any other person or knowingly permit its use by another; (4) To display or represent as one’s own any driver’s license not issued to him/her; (5) To use a false or fictitious name in any application for a driver’s license, or to knowingly make a false statement, or to knowingly conceal a material fact or otherwise commit a fraud in any application; (6) To permit any unlawful use of a driver’s license issued to him/her; or (7) To do any act forbidden or fail to perform any act required by this act.

### ***Penalties***

- 1<sup>st</sup> offense: Misdemeanor; Jail Time – Determined by the court; Fine – No more than \$500
- 2<sup>nd</sup> offense: Same as 1<sup>st</sup> offense

### ***Driving While Intoxicated***

Ark. Code Ann. § 5-65-103(a)

It is unlawful for any person who is intoxicated to operate or be in actual physical control of a motor vehicle. (b) It is unlawful for any person to operate or be in actual physical control of a motor vehicle if their blood alcohol is 0.10% or more by weight of alcohol in the person’s blood as determined by a chemical test.

### ***Penalties for 1<sup>st</sup> Offense (Penalties increase for subsequent offenses)***

- License seized upon arrest
- License suspended – ninety (90) to one hundred twenty (120) days
- Fine - \$100 to \$500
- Public Service
- Alcohol and Driving Education Program
- (No plea bargaining nor probation)

### ***Violation of Implied Consent Law***

Ark. Code Ann. §§ 5-65-2002(a) and 5-65-309(a)

Any person who operates a motor vehicle...shall be deemed to have given consent to a chemical test of his or her blood, breath, or urine for the purpose of determining the alcohol or controlled substance content of his or her blood.

### ***Penalties for 1<sup>st</sup> Offense (These penalties are for DWI or DUI if also charged with VICL)***

- License seized upon
- License suspended – one hundred eighty (180) days for DWI, ninety (90) to one hundred eighty (180) days for DUI

### ***Federal Law***

Federal law provides criminal and civil penalties for unlawful possession or distribution of drugs and alcohol. Along with incarceration and fines, there are federal laws allowing for the forfeiture of property used in possession or to facilitate possession of controlled substances. The forfeiture could include homes, vehicles, aircrafts, and other personal or real property.

- 20 U.S.C. § 1091 provides for the suspension of federal financial aid for students convicted of selling or possessing illegal drugs.
- 21 U.S.C. § 951 provides for fines and prison sentences for persons convicted of drug trafficking.

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- 21 U.S.C. § 844 prohibits the unlawful possession of controlled substances. Persons convicted on federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750. Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:
  - It is a first conviction and the amount of crack possessed exceeds 5 grams;
  - It is a second conviction and the amount of crack possessed exceeds 3 grams;
  - It is a third or subsequent crack conviction and the amount exceeds 1 gram.Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

For more details on the federal laws related to drug violations, go to:  
<https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

### **HEALTH RISKS OF DRUG AND ALCOHOL USE**

Illicit drugs, as well as alcohol and other drugs, have various effects on the body and mind. The initial, short-term effects may be positive feelings like alertness, optimism, self-confidence, energy or stress relief. These positive feelings and reactions are the primary reason drugs have appealed to so many for so long. However, the secondary, long-term, negative effects far exceed the initial positive effects.

#### **Effects of use on the body:**

- mood swings/impaired judgment
- depression/mania
- sleep disturbances and irritability
- increase in aggressive or combative behavior
- heart and/or breathing difficulties/death
- increased susceptibility to bacterial and viral infections
- liver damage
- Withdrawal symptoms such as nausea, shakiness, headaches, convulsions, hallucinations, etc.
- Psychological dependence – thinking that using a substance will help him or her get through the day

UAPB does not discriminate on the basis of disability in admission, employment or access to its programs and activities in accordance with section 504 of the Rehabilitation Act of 1973 and Title I and II of the Americans with Disabilities Act of 1991 (ADA). Under ADA, current illegal drug use is excluded from the definition of disability when a “covered entity” acts on the basis of such use. The definition of “individual with a disability” does include persons who are in or who have completed a supervised drug rehab program or have been otherwise rehabilitated and are no longer using drugs.

#### **Additional Health Risk for Alcohol and Illicit Drugs are detailed below:**

**ALCOHOL.** Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and the deterioration of a healthy lifestyle.

**TOBACCO.** Tobacco contains numerous chemicals that alter internal functions, including brain activity. Nicotine is a powerfully addictive substance. With sufficient exposure, tobacco has devastating effects on health including

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cancer, cardiovascular disease, respiratory conditions, and secondhand smoke deaths. Smoking is the single most preventable cause of death in the United States.

**CANNABIS** (Marijuana, Hashish). The use of marijuana may impair short-term memory and comprehension, alter the sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**HALLUCINOGENS**. Lysergic acid (LSD), mescaline, and psilocybin (“mushrooms”) cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

**COCAINE/CRACK**. Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**AMPHETAMINES**. Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**HEROIN**. Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate. The sharing of needles also obviously poses serious health risks.

**OXYCONTIN**. OxyContin, a prescription painkiller, is a narcotic drug that produces sedation, euphoria, respiratory depression, and constipation. Side effects also include nausea, vomiting, dizziness, headache, and sweating.

The most significant risk associated with OxyContin use is that it may lead to tolerance and dependence.

**HYDROCODONE**. Hydrocodone is a painkiller similar to codeine, but with more morphine-like effects. Hydrocodone pills are the most frequently encountered dosage form in illegal traffic. As with most opiates abuse is associated with tolerance, dependence, and addiction.

**DRUGS IN COMBINATION**. Students often mistakenly believe prescribed medications are harmless because they are so commonly used and shared. Many prescription medications such as Adderall, Ritalin, and Xanax can be extremely dangerous or even lethal when used improperly, in combination with other drugs <alcohol, marijuana, over-the-counter, or herbal remedies>, or when used by an individual with an unsuspected, undetected medical condition.

### **Standards of Conduct and Disciplinary Sanctions**

#### ***Alcohol and Student Misconduct (The Roar, § 4.14.1)***

1. Possession and/or consumption of alcoholic beverages on University property, at a campus event, at areas of the campus at which University-sponsored events take place is prohibited. University property shall include classrooms, residence hall rooms, offices, administrative buildings, all open spaces 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 or 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 residence halls, they may lose their residential hall living privileges.

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2. Possession of alcoholic beverages, in an 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.

### ***Drugs and Student Misconduct (The Roar, § 4.14.2)***

**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, bongs, 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

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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.

### ***Drugs and Employee Misconduct (Faculty and Staff Handbook, § 6.2)***

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency’s or institution’s workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.

The term “controlled substance” means any drug listed in 21 U.S.C. § 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include legal drugs which are not prescribed for the individual using them by a licensed physician.

Each employee is required by law to inform the University within five days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the University’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or another court of competent jurisdiction.

### ***d. Alcohol and Employee Misconduct (Faculty and Staff Handbook, § 6.3)***

The possession or consumption of alcoholic beverages on University property or during working hours, reporting to work under the influence of alcohol, and intoxication while on duty are prohibited, and will result in disciplinary action up to and including termination. Information about laws relating to alcohol possession and use is available from Human Resources. Information about the health consequences of alcohol use and about locally-available sources of alcohol-abuse counseling is available from the Health Services. Dispensing, possessing and/or consuming alcoholic beverages on State property is strictly prohibited, except as allowed at the Chancellor’s residence for events associated with the campus.

## **EDUCATION, COUNSELING, AND REFERRALS**

### **EDUCATION:**

The process of providing information concerning the negative aspects of drug use and abuse to students and

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employees is conducted through a variety of mechanisms. The Office of Student Counseling, Assessment and Development and the Office of Human Resources provide free literature, handouts, one-on-one information sessions and referrals for currently enrolled students and employees. The University provides Alcohol/Drug Awareness Online Seminars through EVERFI campus-wide training and assessment software to educate the students, staff and faculty in the areas of substance abuse, risk reduction, and self-assessment.

### **COUNSELING:**

Free confidential assistance is available to all UAPB employees as provided in Section 6.2 of the Faculty & Staff Handbook. The Office of Student Counseling, Assessment and Development provides individual counseling and referrals to currently enrolled students. Referrals to private and public facilities, outpatient and inpatient institutions, and individual practitioners are provided by Student Counseling Services, Health Services, and EAP. Employees and students may also avail themselves of community-based self-help groups such as Alcoholics Anonymous and Narcotics Anonymous

### **REFERRALS:**

Referrals to private and public facilities, outpatient and inpatient institutions, and individual practitioners are provided by The Office of Counseling, Assessment and Development and the UAPB Human Resources Department.

### **HELPFUL NUMBERS**

UAPB Human Resources	870-575-8400
Employee Assistance Program	1-800-542-6021
UAPB Counseling Services	870-575-8290
UAPB Health Services	870-575-7105
UAPB Police and Public Safety	870-575-8102
Alcoholics Anonymous	501-664-7303
Narcotics Anonymous	501-373-8682



## **Appendix II**

# **Emergency Excuse Request and Procedure**

## Appendix II

### Emergency Excuse Request and Procedure

The Office of the Dean of Student Life (ODSL) should be notified by the student, or in the event, the student is incapacitated a friend or family member if she/he misses class due to: serious illness, hospitalization, serious illness or death of a close family member; military responsibilities or court orders which threaten the student's academic progress. The office is available to ease the burden for family members that are acting on behalf of students when they are unable to do so themselves.

When a student has missed consecutive classes for an extended period (6 missed classes in a course that meets 3 times per week, 4 missed classes in a course that meets 2 times per week, and 2 missed classes in a course that meets 1 time per week), then the student or designee must complete the Emergency Excuse Request (EERP) and return it to the ODSL within five business days from the last date of missed classes as referenced above. The appropriate documentation must accompany the request when submitted. Please review the information under **Emergency Excuse Classifications** for directions. The Dean of Students reserves the right to grant or reject EER requests for failure to comply with the procedures. Absences that are outside the guidelines mentioned in this paragraph must be addressed directly with the instructor/professor. If circumstances arise that make this challenging, contact the Dean of Students Office for assistance. Non-Emergency Excuses (Minor illness, regular doctor's visit, dentist appointments, etc.) The ODSL will not provide an excuse for non-emergency situations.

The EERP must be submitted to the ODSL in order to verify the circumstances, take action, and advocate on the student's behalf. The office may take steps to call medical providers or others to validate any documentation submitted. The student may be asked to provide a permission waiver form from the medical establishment allowing the ODSL to request medical records. The submission of false documentation is a Student Code of Conduct violation that could result in disciplinary action. Once the information has been received and verified, an excuse letter will be sent to the faculty requesting an opportunity to make up any missed assignments and exams. Communication will be disseminated via UAPB e-mail.

**The student is responsible for following** up with faculty members to discuss arrangements for completing academic course assignments that were missed.

If the student requests an incomplete grade (“I”), she/he must submit a written petition, which is separate from the EERP, to the instructor/professor as outlined in the ‘Academic Regulations and Guidelines’ section of the ROAR.

**The final decision regarding an incomplete due to extenuating circumstances will be determined in consultation with Faculty, ODSL, and the Office of the Provost/Vice Chancellor for Academic Affairs.**

Any requests for accommodations due to a **qualified, documented disability or military leave** should be submitted to the **Office of Disability Services and Veteran Affairs**. Pregnancy does not qualify for ADA protection provided; it is of normal duration without severe complications.

Once grades are submitted to the Office of the Registrars (including a single grade for a course or grades for multiple courses), a student can no longer request an incomplete grade unless there are extenuating circumstances.

#### **Emergency Excuse Classifications**

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

**Medical Emergency** – Students may request an excuse for specific dates due to illnesses or special medical circumstances. Documentation that the student is under the care of a physician and that information must be presented on medical practice letterhead with the name and phone number of the provider/practice, signed and dated by the attending physician, and include the dates of treatment as well as the student's anticipated date to return to class.

**Personal/Family Emergency** – Students may request an excuse for specific dates due to special circumstances involving an immediate family member (spouse/partner, parent, sibling, child, grandparent, custodial aunts/uncles, guardians, etc.). The ODSL must be able to establish a relationship between the student and the immediate family member in order to advocate for academic accommodation.

In cases of family illnesses, students must provide medical documentation, which must be presented on medical practice letterhead, signed and dated by the attending physician, and include the dates of treatment. The ODSL must be able to verify the student's relationship with the immediate family member.

In the unfortunate circumstance, students may experience the loss of immediate family member(s), they must provide an obituary, memorial service pamphlet, or other documentation that identifies the student's relationship to the deceased. Such documentation must include the date of the family member's passing, date of funeral/memorial service, and the city and state the services were held.

**Military Leave** – Students may request an excuse for specific dates when called to military duty. They must provide copies of official military orders signed and dated by a commanding officer/designee. The orders must be sent to the Office of Disability Services and Veteran Affairs for verifying.

**Court Orders** – Students may request an excuse from classes when being called to jury duty, subpoenaed to appear in court as a witness, and as a defendant. They must provide copies of official court documents to the ODSL for verification.

**Incomplete Grades** - A student may request the assistance of the ODSL when submitting an accommodation for incomplete grades for **all courses within the current term**. Request for Incomplete may be considered for students that have a documented extenuating circumstance that prevents them from meeting the specific requirements for a course. **For complete information about the incomplete grade requirements, please refer to the ROAR Student Handbook. Just as a reminder, failure to comply may result in your request not being approved.** <sup>1</sup> Revised June 12, 2018

## **Appendix III**

### **Procedure for Disseminating Student Information**



### Academic Records/Registrar's Office

**\*\* FERPA NON-DISCLOSURE OF DESIGNATED DIRECTORY INFORMATION\*\***

Name: \_\_\_\_\_ UAPB ID/SSN: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) permits the release of Directory Information about a student to third parties outside the institution without the student's written consent, as long as the student has been given the opportunity to opt out of such disclosure. Students may withhold the disclosure of Directory Information by completing this form and presenting it to the Academic Records/Registrar's Office prior to the last day to complete registration for each fall/spring semester. A request to withhold disclosure of Directory Information is effective for one semester.

By signing this form, I request the withholding of the following information which the University of Arkansas at Pine Bluff has designated as Directory Information:

- Name, address, electronic mail address, telephone number, dates of attendance, and classification.
- Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates), and University taken photographs for institutional marketing and historical purposes.
- Past and present participation in officially recognized sports and activities, physical factors (height/weight of athletes), date and place of birth, and photograph of student.

I have read this form carefully and understand the ramifications of my decision to prevent release of any of my Directory Information. I understand that upon submission of this form, information that identifies me and that the University has designated as Directory Information cannot be released to any third parties (including but not limited to parents, potential employers, insurance agencies, providers of non UAPB scholarships and financial institutions) without my written consent (unless the disclosure is allowed by one or more exceptions provided by FERPA).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete this section only if you wish to revoke an earlier signed FERPA NON -DISCLOSURE OF DESIGNATED DIRECTORY INFORMATION form.**

**I wish to revoke my request to withhold the disclosure of Directory Information effective immediately.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return form to:**  
Academic Records | Mail Slot 4983 - 1200 North University Drive | Pine Bluff, AR 71603  
Phone (870) 575-8487 Fax (870) 575-4608 (Please call the general number for instructions on e-mailing this form.)

## University of Arkansas at Pine Bluff | 2022 – 2023 Academic Calendar

### FALL SEMESTER 2022

Dormitories Open for New Freshmen	August 15
Faculty Reports for Duty/Fall Faculty and Staff Seminar	August 16-17
School and Departmental Meetings Convened/Faculty Preparation	August 17
New and Adjunct Faculty Orientation	August 17
New Student Welcome Week Activities Begin (evening)	August 18
Dormitories Open for Upperclassmen	August 18
Registration Continues for all Undergraduate and Graduate Students	August 18
First Day of Instruction	August 22
Late Registration Begins with Late Fees Assessed	August 23
Drop/Add Fees Assessed/Late Registration Continues	August 24
Last day to Register/Drop/Add/Schedule Change	August 26
Satisfactory Payment Arrangements Deadline	August 26
Last Day for Course Cancellation Adjustments	August 30
Labor Day (No Classes/Administrative Offices Closed)	September 5
Enrollment Census (09/6/22) Report Due in Registrar's Office (By 12:00 Noon)	September 8
May 2023 Graduation Application Due in Registrar's Office	September 9
Enrollment Census Drops	September 12
Deadline to Petition for Census Reinstatement	September 15
Mid-Term Examination Week	October 10-14
Mid-Term Grades Due (Report: A,B,C,D,F, or P - P is for Pass/Fail courses only)	October 17
Fall Break (Student Break; Administrative Offices Open)	October 20-21
Last Day to Drop a Class(s)/Grade of "W" Awarded	October 31
Spring 2023 Pre-Registration/Financial and Academic Advisement Begins	November 7-11
Thanksgiving Break (Student Break; Administrative Offices Open)	November 23
Thanksgiving Holiday (Student Break; Administrative Offices Closed)	November 24-25
Final Examinations for December 2022 Graduates	November 28-30
Last Day to Withdraw from the University (All courses)/Grade of "W" awarded	November 28
Grades Due for December 2022 Graduates in Registrar's Office (By 12:00 Noon)	December 2
Last Day of Instruction	December 1
Day of Study	December 2
<b>*Final Examinations</b>	<b>December 5-8</b>
Fall Commencement (10:00 AM/ Processional: 9:45 AM)	December 9
Grades Due in Registrar's Office (By 5:00 PM)	December 12

The University reserves the right to make changes to the academic calendar as needed.





## University of Arkansas at Pine Bluff | 2022 – 2023 Academic Calendar

### SPRING SEMESTER 2023

Faculty Reports for Duty	January 2
Academic Appeals and Financial Aid Verification (Resolve Pending Issues)	January 3-4
Registration Continues	January 5
First Day of Instruction	January 9
Late Registration Begins with Late Fees Assessed	January 10
Drop/Add Fees Assessed/Late Registration Continues	January 11
Last day to Register/Drop/Add/Schedule Change	January 13
Satisfactory Payment Arrangements Deadline	January 13
Dr. Martin Luther King, Jr. Holiday Observed (No Classes/Offices Closed)	January 16
Last Day for Course Cancellation Adjustments	January 18
Enrollment Census (1/24/23) Report Due in Registrar's Office (By 12:00 Noon)	January 26
Enrollment Census Drops	January 30
Deadline to Petition for Census Reinstatement	February 2
Mid-Term Examination Week	March 13-17
Mid-Term Grades Due (Report: A,B,C,D,F, or P - P is for Pass/Fail courses only)	March 20
Spring Break Week	March 20-24
Last Day to Drop a Class(s)/Grade of "W" Awarded	March 31
Summer and Fall 2023 Pre-Registration/Financial and Academic Advisement Week	April 3-7
Final Examinations for May 2023 Graduates	April 10-14
Last Day to Withdraw from the University (All courses)/Grade of "W" awarded	April 17
Grades Due for May 2023 Graduates in Registrar's Office (By 12:00 Noon)	April 19
December 2023 Graduation Application Due in Registrar's Office	April 21
Last Day of Instruction	April 28
Day of Study	May 1
<b>*Final Examinations</b>	<b>May 2-5</b>
Spring Commencement (9:00 AM/ Processional 8:45 AM- Simmons Bank Field)	May 6
Grades Due in Registrar's Office (By 5:00 PM)	May 8

### FIRST SUMMER SESSION 2023

Registration for First and Second Term Begins	May 15
First Day of Instruction	May 22
Late Registration/Last Day to Drop/Add/Register with Fees Assessed	May 23
Last Day for Course Cancellation Adjustments	May 24
Memorial Day Observed (No Classes/Administrative Offices Closed)	May 29
Satisfactory Payment Arrangements Deadline	May 30
Enrollment Census (5/30/23) Report Due in Registrar's Office (By 12:00 Noon)	June 1
Last Day to Drop a Class(s)/Grade of "W" Awarded	June 5
Last Day to Withdraw from the University (All Courses)/Grade of "W" Awarded	June 16
<b>*Last Day of Instruction/Final Examinations</b>	<b>June 22-23</b>
Grades Due in Registrar's Office (By 12:00 Noon)	June 26

### SECOND SUMMER SESSION 2023

Registration for Second Term Continues	June 23
First Day of Instruction	June 26
Late Registration/Last Day to Drop/Add/Register with Fees Assessed	June 27
Last Day for Course Cancellation Adjustments	June 28
Independence Day Observed (No Classes/Administrative Offices Closed)	July 4
Satisfactory Payment Arrangements Deadline	July 5
Enrollment Census (7/3/23) Report Due in Registrar's Office (By 12:00 Noon)	July 6
Last Day to Drop a Class(s)/Grade of "W" Awarded	July 10
Last Day to Withdraw from the University (All Courses)/Grade of "W" Awarded	July 21
<b>*Last Day of Instruction/Final Examinations</b>	<b>July 27-28</b>
Grades Due in Registrar's Office (By 12:00 Noon)	July 31

## 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 with peace and with courage.  
We gained while we sat at thy sanctified seat.  
We come when thou call us to battle dear mother,  
And cast all we have at thy glorified 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 treasures of wisdom and knowledge;  
Of wealth not for purchase of goodness and you.  
We entered the portals with some trepidation.  
We know 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.  
Thy work of thy hand as it guided our footsteps;  
With faith thou did'st teach as we sat by thy knee.  
No more shall we wonder who gave thee thy powers,  
No one but our God can bestow such a 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  
—1873—™