

UAPB GRADUATE STUDENT HANDBOOK

**Accredited by:
Higher Learning, Commission
230 South LaSalle Street
Suite 7-500
Chicago, Illinois, 60604**

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UNIVERSITY
of ARKANSAS
AT PINE BLUFF
1873

Office of the Chancellor

Dear Graduate Students:

The University of Arkansas at Pine Bluff is committed to providing the opportunity for you to develop into a productive professional during your matriculation at UAPB. It is our desire that each of you will enjoy an appropriate environment and the necessary resources to fully develop your potential. All professional endeavors are framed within sets of policies and procedures that ensure both the highest standards of professional conduct and an orderly environment conducive to advanced scholarship. This handbook codifies the policies and procedures for graduate study at the University Arkansas at Pine Bluff.

Best wishes for a successful university experience.

Sincerely,

Dr. Andrea Stewart

Interim Chancellor

AS:s

1200 North University Drive, Mail Slot 4982 • Pine Bluff AR 71601
Office: (870) 575-8470 • FAX: (870) 575-4645 • Email chancellor@uapb.edu
www.uapb.edu/chancellor

UAPB is an Equal Opportunity /Affirmative Action Institution

Mission

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 mission 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 a 21st century national and global community.

Approved by the Higher Learning Commission

December 2015

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.

Philosophy of Education

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

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

Accreditations

The University of Arkansas Pine Bluff 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), 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 Public and Land Grant Universities (APLU), National Collegiate Honors Council, and the Council on Social Work Education (CSWE).

USEFUL TELEPHONE NUMBERS (870 area code unless otherwise stated)

Academic Affairs	575-8475
Academic Records	575-8491
Addiction Studies Graduate Coordinator	575-8716
Admissions	575-8492
Agricultural Regulations Graduate Coordinator	575-7239
Alumni Affairs	575-4929
Aquaculture/Fisheries Graduate Coordinator	575-8157
Bookstore	575-8857
Campus Police/Student IDs	575-8102
Career Services	575-8461
Cashier	575-7198
Chancellor	575-8470
Computer Science and Technology Graduate Coordinator	575-8766
Cooperative Extension	575-8152
Disability Services	575-8089
Division of Graduate Studies and Continuing Education	575-8315
Health Services	575-7107
Library	575-8411
Post Office	575-7158
Registrar	575-8491
Residential Life	575-8079
School of Agriculture, Fisheries, and Human Sciences	575-8529
School of Arts and Sciences	575-8210
School of Business and Management	575-8233

School of Education	575-7011
School of Education Graduate Coordinator	575-8248
Student Affairs	575-7702
Student Financial Services	575-8302
Student Life	575-8360
Student Success Center	575-8368
Student Union	575-8925

INTRODUCTION

The Division of Graduate Studies and Continuing Education publishes the UAPB Graduate Student Handbook to provide students, faculty, and staff with an official record of the policies and procedures that may affect graduate students. It is the responsibility of each student to become aware of the contents of this document as well as the documents referred to herein.

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 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.

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

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

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

Final authority for all aspects of content of the UAPB Graduate Student Handbook rests with the Office of the Dean of Graduate Studies and Continuing Education.

SECTION I: UNIVERSITY HISTORY AND TRADITIONS

University History and Development

The University of Arkansas at Pine Bluff is a state-supported land grant institution. It was created in 1873 by an act of the Legislature as a branch of the Arkansas Industrial University (now the University of Arkansas).

Originally known as Branch Normal College, the school opened on September 27, 1875 in the city of Pine Bluff. Professor J.C. Corbin was principal.

Between 1881 and 1894, the school conferred ten Bachelor of Arts degrees. From 1894 to 1929, the school operated as a junior college.

In 1929, the school expanded into a standard four-year degree-granting institution and in 1933 was certified as a standard four-year college.

In April 1943, the Board of Trustees named Lawrence A. Davis Sr. president of the institution.

On July 1, 1972, a merger rejoined the two oldest public higher educational institutions in the state: Arkansas Agricultural, Mechanical, and Normal College was merged into the University of Arkansas System. Arkansas AM&N was renamed the University of Arkansas at Pine Bluff. Since the merger, UAPB has grown as an institution which still honors teaching as a part of its original purpose, while meeting its land grant mission in research and public service.

UNIVERSITY TRADITIONS

The life of every student is enriched by traditions that have become a part of the University through the years. From its rich history, the campus observes the following traditions:

Band Concert

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

Black History Month

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

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, an historical review of Branch Normal/AM&N College/University of Arkansas at Pine Bluff.

Chancellor's Convocation

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

Founders Week Celebration

Each year the University pauses during the week closest 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, a UAPB Jazz Concert, NPHC activities, and the Chancellor's Scholarship Gala.

Handel's Messiah

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

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, friends and supporters.

Founders and Honors Awards Convocation

Traditionally held on the Thursday morning during Founders Week, the Convocation is held to pay tribute to those who services and sacrifices have made the University's achievements possible. In addition, students are recognized for academic achievement and their contributions to the University through scholarships and awards. Classes are dismissed so the campus community can attend this occasion.

Lion Fever Day

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

Spring Emphasis Week

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

Spring Unity Fest

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

Vesper Choir Concert

On the Friday before Commencement, the University Vesper Choir performs its annual concert on the steps of the John Brown Watson Library.

SECTION II: CAMPUS EMERGENCY PROCEDURES

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

1.9.1 Medical Emergency Procedures

A. For situations that are life-threatening:

1. Call 911 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 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 other 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 Residential Life Office not later than 9:00 a.m. the following workday with a copy forwarded to The Dean of Student Life.

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

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

3. Render assistance

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

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

1.10 Campus Safety and Security

1.10.1 Clery Act- to review the Clery Act, please visit:

<https://uapb.edu/administration/division-of-student-affairs/police-and-public-safety/>

1.10.2 Closed Circuit TV Security System

For safety and security enhancements, the University has surveillance cameras throughout the campus. These cameras provides 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.

1.10.3 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, Caine-Gilleland Hall, JBJ Housing Complex, and the Library. Please note, these Blue Light Emergency Phones are for emergencies only. Individuals tampering or playing with these phones will be subject to disciplinary action.

1.10.4 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 <https://www.getrave.com/login/uapb>.

1.10.5 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.symplicity.com/missing_person/index.php/pid804930?.

1.10.6 Annual Security Report-Campus Sex Crime Prevention Act

For more information, please visit <https://uapb.edu/administration/division-of-student-affairs/police-and-public-safety/>

SECTION III: GENERAL UNIVERSITY POLICIES

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

NOTICE OF NONDISCRIMINATION UNDER TITLE IX

The University of Arkansas at Pine Bluff does not discriminate on the basis of 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 education 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.

REPORTING

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator. All complaints or concerns about conduct that may violate this policy should be submitted to:

Tonisha N. Davis
Director of Affirmative Action
Title IX Coordinator
Delta Annex, Room 112
P: [870-575-8052](tel:870-575-8052) | F: [870-575-4753](tel:870-575-4753)

Monica R. Smith
Title IX Deputy Coordinator
Delta Annex, Room 112
P: [870-575-8555](tel:870-575-8555) | F: [870-575-4753](tel:870-575-4753)

If you have a Title IX complaint or would like to report a Title IX incident, students are encouraged to visit https://uapb-advocate.symplicity.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](tel:800-421-3481) or by email at 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 HARROLD COMPLEX, STEVENS HALL, 1204 L.A. PREXY DAVIS DR
PINE BLUFF, AR 71601

[870-575-8102](tel:870-575-8102)

DEPT. PINE BLUFF POLICE 200 EAST 8TH AVENUE PINE BLUFF, AR 71601

[870-543-5100](tel:870-543-5100)

DEPT. JEFFERSON COUNTY SHERIFF

101 EAST BARRAQUE STREET

PINE BLUFF, AR

[870-541-5351](tel: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 TITLE IX COORDINATOR

In order to enable the University to respond effectively and 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 health-care 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, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and 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 arising 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 inculpatory 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 to gather and present relevant evidence.
- A party whose participation in a hearing, investigative interview, or other meeting shall be provided with a 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 Title IX 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 written details and identities of the parties if known.

Consolidation of Formal Complaints: The Title IX Coordinator may consolidate formal complaints as to allegations of sexual 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 notice of 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:

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 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

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 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 at 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 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 responsible for 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 rest 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 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.

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 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 will 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.

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's 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 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 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 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, in 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, the parties may not be accompanied by any other individual 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 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-maker's 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
- 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 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 effects 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 from 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.

Responses: Within 5 days of receipt of the appeal, the other party may submit a written statement in response to the appeal and 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 occurs in as 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 report or 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)
U.S. Department of Education 1999 Bryan St., Suite 1620 Dallas, TX 75201-6810

Toll Free: [1-800-421-3481](tel:1-800-421-3481)
Telephone: [214-661-9600](tel:214-661-9600)
Fax: [214-661-9587](tel:214-661-9587)
Email: 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](tel:703-292-8020)
Fax: [703-292-9072](tel:703-292-9072)
Email: 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 or drugs or being asleep or unconscious. This policy also covers incapacity due to mental disability, involuntary physical restraint, or from 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 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.

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 a 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 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 an 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.

1.5 DRUG-FREE WORKPLACE POLICY STATEMENT

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

1.6 SMOKING POLICY

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, as well as electronic cigarettes) by students, faculty, staff, visitors, and contractors are prohibited on all property owned or operated by the University of Arkansas at Pine Bluff.

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes) and other tobacco products are prohibited at all times:

- a. Within and on all property, including buildings, grounds, and athletic facilities, owned or operated by UAPB.
- b. Within and on all vehicles on University property, and on or within all University vehicles at any location.

The University prohibits campus controlled advertising, as well as the sale or free sampling of tobacco or smoke related products on campus. The act of littering on campus with the remains of tobacco or smoke related products is prohibited.

All individuals attending public events, such as but not limited to, meetings, conferences, social events, public lectures, cultural events, and sporting events using University facilities shall be required to adhere to this policy; organizers shall communicate this policy to attendees and shall enforce the policy.

Campus organizations/affiliates are discouraged from accepting donations, money, or gifts from tobacco companies. Campus buildings will display a decal that states "Tobacco Free Campus" and/or adhere to approved notices by the Clean Air on Campus Act; (ACA §§6-60- 705). Information regarding this policy shall be addressed to each guest of the University upon request.

Tobacco Use Cessation Programs

The University of Arkansas at Pine Bluff is dedicated to supporting all of its students and employees who wish to stop using tobacco products. Assistance to students, faculty, and staff to overcome addiction to nicotine/tobacco products is available through community resources.

Enforcement/Compliance

All UAPB students, faculty, staff, contractors, and visitors to campus are expected to comply with this enactment and state law. Individuals of the campus community and/or governing authority are empowered to respectfully educate others about the policy to enhance awareness and encourage compliance and may report violations to the University's police department. Pursuant to state law, persons smoking on property owned or operated by the University may be issued a citation by UAPB Campus Police Department.

1.6.1.A 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 space 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.

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 any amounts due and payable to an employee, including a student employee, those liquidated amounts due and payable by the employee to the University for any reason. Amounts owed by the employee, and categories which may be appropriate for voluntary payroll deductions, may include, but are not limited to, parking charges and fines, rent, tuition, fees, travel advance overages, and other charges or category of payroll deductions approved by the President. In the case of involuntary set off the University may apply the offset, and then pay the net amount remaining to the employee in full satisfaction of his or her wages or other amount due as follows:

- A. If the amounts owed by the employee to the University were the result of money 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 money owed to the employee.
- B. In all other cases of offsets 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 wage.
- C. 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.
- D. The University may also set off amounts owed to the University against any other sums owed to an employee.

I III. Repayment Plans

Subject to the above limitations, each Chancellor, through the business officers of that campus, may develop a repayment plan with an employee for successive offsets so that the entire amount owed to the University is not set 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. Revised May 26, 2022

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, electronic mail 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, and photograph of student.

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 the written consent of students to the following groups who have a "legitimate educational interest":

- **Employees within the University of Arkansas at Pine Bluff who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out education studies, and employees designated by them to assist in these tasks.;**
- **Any university employee, or person acting on behalf of the university, may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities.;**
- **Officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;**
- **Organizations conducting studies approved by the University having educational value or concerning financial aid;**

- **Accrediting organizations approved by the University carrying out their accrediting functions;**
- **Parents who submit to the Registrar a copy of the first page of their most recent federal income tax form, indicating that their child/student is a dependent as defined by the Internal Revenue Service;**
- **Persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student;**
- **Persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person;**
- **In addition, the University would release education records if ordered by a subpoena;**
- **The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported educational programs or enforcing Federal laws which relate to those programs;**
- **The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;**
- **The information disclosed has been appropriately designated as directory information by the school.**

Disciplinary Records

Provisions of the Family Educational Rights and Privacy Act of 1974, as amended by the Higher Education Amendments of 1998, govern access to a student's disciplinary file. The student and/or those College officials who demonstrate a legitimate educational need for disciplinary information may have access to the student's disciplinary file. Parent(s), 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 written consent of the student. An example of such proof would be a copy of the last federal income tax return listing the student as a dependent. In this case, parents may also have access to a disciplinary file, even if the student has requested otherwise. In addition, parent(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol and drugs. The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (murder, robbery, aggravated assault, burglary, motor vehicle theft) the results of the conduct proceedings conducted by the institution against an alleged perpetrator with respect to such crime. The Campus Security Act also requires that both accused and the accuser must be informed of campus conduct proceedings involving a sexual assault. Additionally, the Higher Education Amendments of 1998 permit disclosure of the final results of disciplinary cases in which a student has been found responsible for a violation involving violence or for a sex offense.

Parental Access to Children's Education Records

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

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

The Office of Academic Records/Registrar's Office has been designated as the official office to verify enrollment, release transcripts, and grade reports, and to certify any information pertaining to the student's academic record. **Review PROCEDURE FOR DISSEMINATING STUDENT INFORMATION form.** University-wide Administrative Memorandum 515.1 is available on request in the main library on campus.

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 when using UAPB computer resources, other computer users, and for the medium itself.

The UAPB community is encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom as well as to protect the resources of the University. The University campus network is an open network and therefore cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the distribution of personal information.

IT and network facilities of the University are finite and limited. These facilities should be used wisely and carefully with consideration for the needs of others. When used inappropriately or unlawfully, these tools can infringe on the rights of others. Current use of IT parallels familiar activities in other media and formats and existing University policies already provide guidance. Using electronic media in the place of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor will it alter the 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.

1.8.1 Definitions

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

A User is any person, whether authorized or not, who makes any use of any UAPB IT System from any location. For example, this definition includes persons who access IT facilities via an off campus electronic network, as well as those who use UAPB's VPN access to connect a personal machine to any other networked system or service.

An IT User is a user with authorization to access a UAPB IT System(s). IT Users include UAPB students, faculty members, staff members, and alumni with accounts on UAPB IT systems.

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

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

1.8.2 Purpose

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

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

1.8.3 Scope

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

1.8.4 Use of Information Technology Systems

1.8.4.1 Proper Authorization

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

1.8.4.2 Appropriate/Acceptable Use

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

1.8.4.3 Commercial Use

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

1.8.4.4 Vendor Contracts

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

1.8.5 Privileges for IT Users

1.8.5.1 Free Inquiry and Expression

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

1.8.5.2 Reasonable Confidentiality

Systems Administrators will identify categories of data, which will be managed as confidential on a particular IT system and they will make all reasonable efforts to maintain the confidentiality. However, limited risks do apply to confidentiality of that data, for example to technical limitations, software bugs, and system failures. System Administrators will take reasonable steps to inform IT Users of the limit to confidentiality for their respective IT Systems. IT Users are expected to become familiar with those limits and risks of confidentiality and to manage their confidential data accordingly. Confidentiality of data must comply with the State of Arkansas Freedom of Information Act.

UAPB IT USERS SHOULD HAVE NO EXPECTATION OF PRIVACY.

1.8.6 Responsibilities for All Users

1.8.6.1 Unauthorized Use

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

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

1.8.6.3 Unauthorized Data Access

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

1.8.6.4 Concealed Identity

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

1.8.6.5 Denial of Service

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

1.8.6.6 Copyright

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

1.8.6.7 Modification of Data or Equipment

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

1.8.6.8 Personal Account Responsibility

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

1.8.6.9 Responsibility for Content

Representatives of IT publish "official" information in a variety of electronic forms. A statement of the Certifying Authority publishing the information will normally identify such official information. A Certifying Authority is that IT department or individual who certifies the accuracy of an electronic document and IT appropriateness for the conduct of IT business. Users also publish information in electronic forms on IT equipment and/or over UAPB's networks. UAPB does not have any intention or opportunity to screen such private material and thus cannot assure IT accuracy or assume any responsibility for this material. Any electronic publication provided on or over UAPB equipment and/or networks, which is not legitimately identified by a Certifying Authority, is the private speech of an individual. Offensive content is to be reported to Technical Services for investigation.

1.8.6.10 Email Use

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

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

1.8.6.11 Threat and Harassment

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

1.8.6.12 Removal of Equipment or Documents

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

1.8.6.13 Foreign Devices

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

1.8.6.14 Violations

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

1.8.7 Information Technology Rights

1.8.7.1 Personal Identification

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

1.8.7.2 Access to Data

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

1.8.7.3 Oversight Authority

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

1.8.7.4 Enforcement Procedures

The University may restrict the use of IT and network systems when faced with evidence of violation of University policies, federal or local laws. The University reserves the right to limit access to its networks and IT systems. The University may limit access to material posted on University owned IT systems that is deemed inappropriate or not in keeping with the educational, research and community service missions of this University. Systems Administrators are authorized to apply certain penalties to enforce applicable policies. Such penalties include temporary or permanent elimination of access privileges, which may apply to networks and other IT services or facilities. When a Systems Administrator believes it necessary to preserve the integrity of facilities, user services, or data, he or she may suspend any account, whether or not the account owner (the user) is suspected of any violation. The System Administrator will attempt to notify the user of any such action. If, in the opinion of the Systems Administrator, the violation warrants action beyond a System Administrator's authority, he or she may refer the case to other authorities, such as the University disciplinary body appropriate to the violator's status, or to an employee's supervisor.

SOCIAL MEDIA POLICY

1.8.7.5 Purpose

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

1.8.7.6 Scope

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

1.8.7.7 "Social Media" Defined

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

1.8.8.8 Application of Other Policies

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

1.8.8.9 Association with the University of Arkansas at Pine Bluff

Users who identify themselves online as being associated with the University of Arkansas at Pine Bluff must comply with the rules set forth in this section. 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.

1.8.8.10 Prohibited Conduct

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

- Making any false or misleading statements;
- Promoting or endorsing violence;
- Promoting illegal activity, including the use of illegal drugs;
- Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship, or other characteristic protected by law;
- Disclosing any confidential or proprietary information belonging to the University of Arkansas at Pine Bluff.
- Posting, uploading, or sharing any recording or images (including audio, pictures, and videos), taken in the workplace or at any University of Arkansas at Pine Bluff-sponsored event without express advance authorization.
- 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 in accordance to Technical Services Appropriate Acceptable Use Policy.

1.8.8.11 Duty to Report

Users have an ongoing duty to report any violations of this policy by any other users. The University of Arkansas at Pine Bluff considers the duty to report to be a critical component of its efforts to ensure the safety of its users and to preserve the University of Arkansas at Pine Bluff's reputation and goodwill in the community. Therefore, any user who fails to report any conduct that reasonably appears to be in violation of this policy may be subject to discipline for such failure. University of Arkansas at Pine Bluff prohibits taking negative action against any user for reporting a possible deviation from this policy or for cooperating in an investigation. Any user who retaliates against another user for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including expulsion.

1.8.8.12 Questions About This Policy

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

SECTION IV: RESOURCES FOR GRADUATE STUDENTS

CHILD CARE SERVICES

The UAPB Child Development Center is a state licensed child care facility providing services for children 12 months through preschool. The Center has also been designated a Level Three Better Beginning program, which is reserved for Centers that exceed minimum standards and operate at the highest level of quality recognized in the State. The center conducts research and serves as a laboratory facility for students majoring in Human Development and Family Studies and other disciplines on campus.

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 cost for toddlers is \$95.00 per week and the preschool program is \$85.00 per week. Students and parents who believe they might qualify for childcare assistance should check with the Department of Human Services. We do accept vouchers from the State paid services.

The Child Development Center offers scholarships to families with children who are at least three years old prior to the State Department of Education's cutoff date for kindergarten. These slots are provided by the Arkansas Better Chance (ABC) funding. Families qualify for these slots based on the household income. In addition, scholarships are available to families with children 12 months to 3 years of age who meet the Early Head Start and State eligibility requirements.

Applications may be picked up in the Child Development Center, located directly behind the Human Sciences Building, or the main Human Sciences Office. The hours of operation are 7:30 a.m. to 5:30 p.m., Monday-Thursday and 7:30 a.m. to 4:00 p.m. on Fridays.

CAREER SERVICES

Career Services is a centralized student service program designed to assist with the career development process. Career Services' mission is to enhance career opportunities for UAPB students and alumni by maintaining partnerships between employers and the university, thereby providing more opportunities for employment, further study, and career advancement. The hours of operation are Monday-Friday, 8:00 a.m. to 5:00 p.m. The Career Services offices are located in Caldwell Hall, Suite 202, Phone: (870) 575-8461.

STUDENT HEALTH SERVICES

Student Health Services is staffed by a Professional Registered Nurse, and a Secretary. Also on staff is a contracted part-time Medical Doctor/Advance Practice Registered Nurse and a Reproductive Registered Nurse Practitioner. The hours of operation are Monday-Friday, 8:00 a.m. to 5:00 p.m. in the Browne Infirmary. No appointment is necessary, but you must present your UAPB student ID. Phone: (870) 575-7106.

DISABILITY SERVICES

The Mission of The Disability Services Office is to collaborate with and empower students who have disabilities in order to coordinate support services and programs that enable access to an education and university life. Through our various student services and programs, we emphasize the importance of recognizing and embracing individual differences. In keeping with this Mission, UAPB is committed to

helping students with disabilities obtain equal access to academic and programmatic services while allowing students to maintain a sense of independence.

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

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

Disability Services offices are located in Caldwell Hall, Room 208 and are open Monday – Friday 8:00 a.m. to 5:00 p.m. Phone: (870) 575-8089.

SECTION V: ACADEMIC POLICIES FOR GRADUATE STUDENTS

ACADEMIC INTEGRITY

Truth and original thought are the foundations of any scholarly or academic endeavor. Research is an attempt to discover and explain the underlying principles, functions or structures of the natural world, historical events, human behavior and their interactions: truth; and ways in which they may be harnessed to improve understanding or application of the underlying principles, structures and functions to improve human life and safeguard the environment in which we live. Scholarship includes creation of ideas, artistic expression or new ways of interpreting current knowledge and their applications to improving human life and the environment in which we live: original thought. These are the foundations of membership in the academic, scholarly community. Graduate study is the point of entry into the broader academic and scholarly community.

Academic integrity is the profession and protection of truth, and recognition and attribution of original thought to its creator. Any action that undermines truth or original thought strikes at the core of what it means to be a scholar. The loss of one's reputation for truthfulness or respect for original thought banishes one from membership in the academic community. Penalties for academicians who violate academic integrity standards can be severe and can impact scholars associated with the violator. Examples of penalties include retraction of publications, bans on receiving federal grant funding and loss of employment not only for the individual, but all of the authors of a publication or recipients of a grant. Because of the severe impact of the effects of violations of academic integrity to the reputation of the university and its scholars as members of the larger academic community, the University of Arkansas at Pine Bluff adheres to federal research misconduct policies and has adopted additional academic integrity policies of its own.

Research Misconduct

The Federal Office of Science and Technology published a Federal Policy on Research Misconduct (Federal Register: December 6, 2000 Volume 65, Number 235, Page 76260-76264). The following are excerpts from that Federal Policy.

I. Research Misconduct Defined

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

1. Research, as used herein, includes all basic, applied, and demonstration research in all fields of science, engineering, and mathematics. This includes, but is not limited to, research in economics, education, linguistics, medicine, psychology, social sciences, statistics, and research involving human subjects or animals.
2. Fabrication is making up data or results and recording or reporting them.
3. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
4. The research record is the record of data or results that embody the facts resulting from scientific inquiry, and includes, but is not limited to, research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, and journal articles.

5. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Research misconduct does not include honest error or differences of opinion.

II. Findings of Research Misconduct

A finding of research misconduct requires that:

1. There be a significant departure from accepted practices of the relevant research community; and
2. The misconduct be committed intentionally, or knowingly, or recklessly; and
3. The allegation be proven by a preponderance of evidence.

University Policies on Academic Integrity

In addition to Research Misconduct as defined above, part of a graduate degree program includes coursework. The University provides additional guidance on Academic Integrity as it applies to the classroom.

As an institution of higher education, the University of Arkansas at Pine Bluff upholds academic integrity as the guiding principle in an individual, or in a collective body of work to represent one's own intellect and creativity. Academic integrity and intellectual honesty are reflected in publishing and disseminating any body of work as it relates to the individual and collective efforts of students, faculty, and/or staff as demonstrated in scholarly works, creative activities, research, and professional and community service in keeping with the mission of the University.

This document includes the guiding principle that governs any work occurring online, face-to-face in the classroom, in publications, or through any other media for academic progress. This section contains guidelines for reporting infractions and compliance as an ongoing commitment to the Division of Graduate Studies and Continuing Education's and the University's stance on academic integrity.

Definitions:

1. Academic Dishonesty, relating to students, is the act of engaging in misconduct during completion of any assignments, showing inadequate acknowledgement of source materials for term papers, publishing or disseminating other materials that show evidence of plagiarism and manipulation, falsification or fabrication of experimental data or results.
2. Academic Integrity is the moral code or ethical policy of academia. It is being responsible for producing an original work, and maintaining academic values void of cheating or plagiarizing. Use of the work of others is acceptable only if it is properly documented.
3. Plagiarism is the act of representing or replicating another person's work or ideas as your own or replicating your own previously published work (self-plagiarism).
4. Sanctions are imposed penalties for violations of academic integrity.

All members of the University community must promote academic integrity and share in the responsibility of maintaining such in all activities. Each student must follow his or her academic goals honestly and be personally accountable for all work submitted.

Academic Integrity

Academic integrity is the foundation of a successful academic career and it is a prerequisite for any student who wants to receive a quality education that will serve as a basis for professional and personal success after graduation. In order for the university to succeed in its educational mission, students, faculty, and staff must adhere to the highest standards of honesty, trust, fairness, respect, and responsibility in all of their dealings with each other. This concept demands that any student work presented truly represents the student's own honest effort and is the product of his/her own intellect and abilities. Students and faculty, alike, are required to avoid any acts which may subvert or compromise the integrity of the educational process, including the awarding of grades.

Policy on Academic Integrity

Students who violate University rules on academic integrity will be subject to disciplinary sanctions (see below). Egregious violations may result in dismissal from the University for one academic year or permanently. Since all violations of academic integrity harm the individual, all students, and the integrity of the University, policies on academic integrity will be strictly enforced.

Violations include, but are not limited to:

- Submitting as one's own work the words, ideas, or arguments of another person without appropriate attribution and documentation according to the style sheet used in the discipline: *"F" on assignment.*
- Submitting substantially the same course work to one instructor which has already been submitted to an instructor for credit in another class (self-plagiarism) with noted exceptions allowed in some areas: *"F" on assignment.*
- Using any materials, devices, or sources of information not authorized by the instructor during an examination, project, or assignment: *"F" on assignment.*
- Copying from another student's paper during an examination or allowing another person to copy from you: *"F" on examination.*
- Collaborating during an examination with any person by giving or receiving information without specific permission from the instructor: *"F" on examination.*
- Collaborating on homework, take-home examinations, or out of class assignments when students have been told to work independently by their instructor: *"F" on work.*
- Submitting altered, fabricated, or falsified data as experimental data from laboratory projects, survey research, or other field research: *"F" on assignment.*
- Falsifying or inventing the sources or facts in a research paper or other assignment: *"F" on assignment.*

- Altering the answers, markings, comments, or grades on a paper or test in an effort to change the grade earned on a test or assignment: *“F” on assignment.*

Critical Violations

- Sabotaging another student's work: *academic suspension.*
- Altering grades or any other official records of the university without following established procedures: *academic suspension.*
- Falsifying or committing forgery on any university form or document, including materials intended to document excused absences: *academic suspension.*
- Doing course work for another student or getting another person to do course work for you. This includes the copying of homework assignments, taking examinations for someone else or allowing someone else to take examinations for you, and the purchase of another person's work to submit as your own: *academic suspension.*
- Stealing, buying, or otherwise illicitly obtaining information about a not-yet-administered examination: *academic suspension.*

Research Misconduct Violations

Because of the severity of sanctions for university faculty, staff and other graduate students involved in research projects wherein any member of the group has committed an act of research misconduct, any violation of research misconduct guidelines will result in

First offense:

- academic suspension for one semester
- a letter of reprimand for research misconduct placed in the student’s file

Second offense:

- immediate dismissal from the program

These academic sanctions are in addition to any legal penalties associated with the infractions.

Students with knowledge of research misconduct are required to report that violation to their academic advisor, or the department chair/center director. Failure to report may result in sanctions being applied to the student who failed to report the incident.

Reporting Violations of Academic Integrity

Any instructor who alleges a student has committed a violation of academic integrity has the responsibility of documenting, reporting, and proposing sanctions. **To do so, the instructor must utilize the Violation of Academic Integrity Reporting form.**

Administration by Provost/Vice Chancellor for Academic Affairs

The Provost/Vice Chancellor for Academic Affairs has the administrative authority and responsibility for the administration of student discipline for academic violations. The Provost/Vice Chancellor for Academic Affairs will work with faculty members, administrators, Deans of Schools, Dean of the Division of Graduate Studies and Continuing Education and the Academic Integrity Review Committee.

Procedures:

When a violation of academic integrity is suspected:

1. **Using the Violation of Academic Integrity Reporting form**, the instructor has the responsibility of informing the student of the charge or allegation of violating academic integrity standards and of proposed sanctions as appropriate for the alleged violation. The instructor will inform the student of his/her right to appeal all decisions. The specification of what occurred to bring the allegation must be submitted in writing to the student. After reviewing the allegation and proposed sanction with the student, the instructor will give the student one week to affirm or deny charges and specifications.
2. If the student does not affirm or deny the allegation, or submit a written request for appeal within one week, the silence will be interpreted as affirmative, and the prescribed sanction will be applied.
3. If the student affirms the allegation and proposed sanction, the signed **Violation of Academic Integrity Reporting form and supporting documents** are forwarded to the following persons for their signature: Chair of the department where the violation occurred, the Dean of the student's academic school, the Dean of Graduate Studies and Continuing Education, the Academic Integrity Review Committee Chair and the Provost/ Vice Chancellor for Academic Affairs.
4. If the student denies the allegations, the instructor will submit the **Violation of Academic Integrity Reporting form and supporting documents** to the following persons for an independent review and due process procedures: Chair of the department where the violation occurred, the Dean(s) of the student's and faculty member's schools, the Dean of Graduate Studies and Continuing Education, the Academic Integrity Review Committee Chair and the Provost/ Vice Chancellor for Academic Affairs.

Sanctions and Procedures

With all imposed sanctions, the student will be given due process as defined by the University of Arkansas at Pine Bluff. The student will be advised of their rights to an academic hearing by the Academic Integrity Review Committee.

The Appeal Process:*

1. Instructor is asked by the student to reconsider the charge or allegation
2. Department or Division Chair where the violation occurred reviews the student's and faculty's claims
3. Dean of School where the violation occurred reviews the Department Chair's decision

4. Academic Integrity Review Committee reviews the Dean's decision
5. The Dean of Graduate Studies and Continuing Education reviews all of the documentation and makes a recommendation to the Provost/Vice Chancellor for Academic Affairs.
6. Provost/ Vice Chancellor for Academic Affairs reviews all of the documentation and issues a final decision on the matter.

*The dean of the school in which the student is enrolled, the Dean of Graduate Studies and Continuing Education and the Provost/Vice Chancellor for Academic Affairs will be copied on all correspondence.

Procedural Steps for Progressive Violations:

- For the *first violation*, the student will be given an "F" for the assignment or examination and given a written warning that is placed in the student's file but will not be indicated on his/her record. The student will be required to complete training related to academic integrity. Workshops on Academic Integrity will be offered by the John Brown Watson Memorial Library and information is taught in University courses.
- For the *second violation*, the student will receive an "F" for the course and a letter will be placed in the student's academic file.
- For a *third violation or first critical violation*, the student will be suspended from the University for one academic year, given an "XF" on his/her transcript, and a letter will be placed in the student's academic file. The student may appeal to have the "XF" removed after one year of successful course work after readmission to the University and without any reports of new academic violations.
- For a *fourth violation or second critical violation*, the student will be expelled from the University for repeated violations of academic integrity. The student will be given an "XF" on his/her transcript and a letter will be placed in the student's academic file noting the offenses.

Leave of Absence Policy

It is the policy of the University of Arkansas at Pine Bluff to encourage graduate students to enroll continuously so that they may complete their graduate degree programs as efficiently as possible. Periodically, graduate students may be impacted by extraordinary circumstances beyond their control (birth of a child, long-term illness of a close family member, personal illness or injury, military service) which may prevent them from successfully continuing their studies for a defined period of time. For this reason, the University of Arkansas at Pine Bluff has developed a Leave of Absence policy.

Students may petition for a Leave of Absence of no less than one semester and for as long as one year. Under exceptional circumstances students may petition for additional time on a case-by-case basis. Students may not be granted multiple Leaves of Absence except under the most extraordinary circumstances, and requests for more than one Leave of Absence will be handled on a case-by-case basis. Students who do not return from their Leave of Absence when it expires will be required to reapply for admission the Division of Graduate Studies and Continuing Education.

Students on Leave of Absence are not considered to be enrolled at the university and will not have access to university resources including the library, laboratory space, faculty time or course materials. Students may not complete any degree requirements (comprehensive exams, advancement to candidacy, defense or submission of thesis or dissertation, project completion and review, etc.) while on Leave. Once a Leave of Absence is granted, the student's time-to-degree limitations stop and do not begin again until the student returns from Leave or withdraws. If a student on Leave withdraws from the university, the time-to-degree clock resumes.

Students are expected to request a Leave of Absence before the beginning of the term in which it will begin. When this is not possible, students who request their Leave prior to [Enrollment Census](#) will simply be removed from all of their courses with no record of enrollment that term. Students who request a Leave after Enrollment Census will receive a grade of W for all of their classes that semester.

Students requesting a Leave of Absence must submit the [Leave of Absence Request form](#) to the Division of Graduate Studies and Continuing Education. Students should be prepared to provide acceptable documentation to accompany their Leave of Absence Request (physician's statement, military orders/documentation, or other appropriate documents) to the [Dean of Student Life](#) who will make a determination of the appropriateness of granting a Leave of Absence. The request must then be approved by the student's graduate advisor and acknowledged by the graduate program coordinator, and department chair. The Dean of Graduate Studies and Continuing Education will notify the Dean of the student's School and the Vice-Chancellor for Academic Affairs/Provost.

Students on Leave of Absence status are not eligible for any form of student financial aid, scholarships, assistantships, fellowships or other forms of financial support that presuppose enrollment at the university. Students on Leave of Absence status cannot be certified as full-time or part-time students. Students should discuss their situation with the [Office of Student Financial Services](#) to understand the impact Leave of Absence status may have on their student loans and any applicable repayment grace periods. Students should also ensure that they [do not owe a balance to the university](#) so that there will be no financial barriers to their return to graduate study.

A Leave of Absence in no way guarantees that research funding or assistantships will be available to the student upon return to the graduate program. Graduate student stipends and research projects are typically grant-funded and those funds must be used to complete the grant-funded project within a specified timeframe. Research programs are designed sequentially over a period of years and interruptions to that sequence may not be possible. This may also increase the time which it will take for a student to complete a graduate program because a new research project may have to be substituted for the original project upon which the student was working. **It is critical that students consult with their faculty advisor to determine whether a research project and funding will be available for them when they return from Leave before they go on Leave.**

International students MUST contact the [Office of International Programs](#) to make sure they understand the effect taking a Leave of Absence will have on their immigration status. Students on Leave may be required to return to their home country while they are on Leave and may face additional immigration requirements in order to return to the U.S. to complete their graduate program.

Withdrawal from the University

The University recognizes that under some circumstances, students may feel compelled to suspend their studies temporarily. Students who need to drop ALL of their courses may withdraw from the University. Students who

officially withdraw from the University will receive a grade of ‘W’ for all of their courses. Students who complete the registration process and decide to withdraw later must complete the following steps prior to exiting the University:

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

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

Students **enrolled in online courses only or those** away from campus must submit a [letter requesting withdrawal from the University](#). The withdrawal notification must be submitted to the Office of Academic Records by letter or by fax.

Students who fail to withdraw officially will receive failing grades (UF) 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. **International students who withdraw unofficially are in violation of their immigration status** and are subject to immigration enforcement actions. International students are strongly cautioned to contact the [Office of International Programs](#) before leaving the university unofficially.

Students who officially withdraw from the university may return the following semester. Students who have withdrawn from the university for more than one semester must reapply to the university. Students who withdraw unofficially may fail to meet the standards for academic progress and may not be eligible to return to the graduate program. Students who withdraw unofficially should contact their graduate coordinator to determine their eligibility to return.

ACADEMIC GRIEVANCE PROCEDURE FOR GRADUATE STUDENTS

Graduate Studies of the University of Arkansas at Pine Bluff recognize that there may be occasions when a graduate student, as a result of dissatisfaction with some aspect of his/her academic involvement, has a grievance. It is a declared objective of this University that such a graduate student may have prompt and formal resolution of his/her personal academic grievances and that this be accomplished according to orderly procedures. To this end are hereby established and stated below the procedures to be utilized when a graduate student has a grievance concerning some aspect of his/her academic involvement.

Individuals should attempt to resolve claimed grievances first with the person(s) involved, within the department, and, wherever possible, without resort to formal grievance procedures. A graduate student having a grievance regarding academic concerns is entitled to have the issue considered in the following manner. 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. If the grievance is not resolved in step one, the student should request a meeting with the Department Chair/Center Director.

The instructor will not be present at this meeting, but a follow up meeting will be scheduled with the instructor and the Department Chair/Center Director.

2. 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 instructor of the course and the department chair/Center Director will also be present at this meeting.

3. If the grievance is not resolved in step three, the student should request a meeting with the Dean of Graduate Studies and Continuing Education. The dean of the school offering 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/Vice Chancellor for Academic Affairs. The dean of the school offering the course and the Dean of Graduate Studies and Continuing Education will also be present at this meeting. The Vice Chancellor for Academic Affairs will schedule a follow up meeting with the instructor, the department chair/Center Director, and the dean of the school offering the course and the Dean of Graduate Studies and Continuing Education.

5. If the grievance is not resolved in step four, the student should request a meeting with the Chancellor. The Vice Chancellor for Academic Affairs will also attend this meeting. The Chancellor will schedule a follow up meeting with the instructor, the department chair/Center Director, the instructor's dean, the Dean of Graduate Studies and Continuing Education and the Provost/Vice Chancellor for Academic Affairs. The Chancellor also has the option of empowering a panel of professors (preferably with graduate teaching status) 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.