

Personnel - 500.00

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UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 500

Subject: Affirmative Action Plan/Program

Page 1 of 1

Date Adopted: 9/75 Revised: 9/77, 3/78, 9/90

In 1975 the affirmative action plan presented to the Board was approved as an interim plan. In 1977 the Board adopted the State Desegregation Plan as applied to UCA. In 1978 the Board approved the Revised State Desegregation Plan.

In 1990 the Board accepted the five-year Affirmative Action Program for the Recruitment of Blacks and Other Members of Minorities for Faculty and Staff Positions and For Enrollment As Students. Pursuant to Act 99 of 1989, annual progress reports measure compliance with the program. A new program will be prepared every five years.

Copies of the aforementioned plans and programs are maintained in the Affirmative Action Office.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 501

Subject: Affirmative Action/Equal Opportunity Statement

Page 1 of 1

Date Adopted: 6/74

Revised: 2/82

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UCA has an established and firm commitment to equal opportunity in the operation of all facets of the institution. Through the years, and at the present, this commitment has not diminished. It has been articulated as a part of institutional policy. The University continues to recognize the advantages created by a learning climate that fosters and promotes diverse representation among faculty, staff, and students. From such an environment flows the opportunity for an intellectual freedom of ideas and social interactions that result from divergent experiences. A primary effort in promoting this more desired and acceptable university environment is the recruitment and appointment of faculty and staff members who represent a broad spectrum of the pluralism that exists in the American community. Toward this goal, this university must remain dedicated.

University has made gains in appointing black Americans to administrative, faculty, and staff positions. These appointments represent progressive movement but do not signal the accomplishment of the desired end results.

As a means toward achieving the desired learning environment concomitant with a quality university, the Board of Trustees for the University of Central Arkansas reaffirms its commitment to the policy of affirmative action and equal opportunity in all the institution's endeavors, with special attention given to the continuation of the appointment of a more diverse faculty and staff. The Board recognizes that rhetorical commitment will, by itself, accomplish little. Thus, as a manifestation of this reaffirmation, University deans and vice presidents will report annually to the University President, who will then report to the Board, on the efforts undertaken and the progress accomplished in achieving the implementation of this policy resolution. Further, the accomplishment of diversity through the process of providing equal opportunity through affirmative action is included as one variable to be used by the President in assessing performance of deans and other unit heads.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 502

Subject: Affirmative Action/Equal Opportunity Statement for
Inclusion in University Publications

Page 1 of 1

Date Adopted: 8/91

Revised: _____

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The University of Central Arkansas is an affirmative action/equal opportunity institution. In keeping with its non-discrimination policy in employment, admissions and other functions and programs, the university considers employees and students on the basis of individual merit without regard to sex, race or color, religion, national origin, age, disability, or other factors irrelevant to participation in its programs.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 503

Subject: Hiring Policy for Employment of Faculty and Staff

Page 1 of 2

Date Adopted: 10/94 Revised: 2/03

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Prior to advertising any vacant position at the University, the applicable personnel should first define the position to be filled, including specific requirements and credentials.

All tenure and tenure-track academic positions and all non-classified staff positions will be filled by national searches when appropriate and will make use of a search committee. Additionally, the university will make use of search firms where appropriate. Search procedures should include notices in national journals and publications. The Affirmative Action Office may be consulted for assistance in developing search strategies. A list of historically black colleges and universities is maintained in the Affirmative Action Office. Qualified walk-in and unsolicited applicants should be considered when filling vacancies; however, files on walk-in and unsolicited applicants need not be retained if an opening does not exist and is not anticipated.

All positions that are filled by national searches should remain open for at least two weeks after the last advertisement has appeared. All other positions should remain open for at least one week after the last advertisement has appeared. If at this time the search process has not located five qualified applicants, the Affirmative Action Office should be contacted to determine if Affirmative Action guidelines have been followed or if the position should be re-advertised.

If one position has been advertised and an identical opening occurs before the closing date for the first job, it is possible to use the original candidate pool for both positions, providing that there are at least ten qualified applicants. If this number of applications is not available, the Affirmative Action Office should be contacted.

Every effort should be made to include women and minorities on search committees. It is to be noted, however, that women and minorities should not be expected to bear the full responsibility for equal opportunity hiring. All members of the committees should be made aware of UCA's commitment to affirmative action.

It is also desirable that diversity be achieved in the applicant pools. Therefore, all reasonable efforts should be made to recruit such candidates.

All records of the hiring procedure, including, among others, applications, resumes, interview notes, and memoranda, should be kept three years. All personnel records relevant to a charge of discrimination or a civil action shall be preserved until the final disposition of the case.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 504

Subject: Catastrophic Leave Bank Program

Page 1 of 1

Date Adopted: 12/91 Revised: 8/93

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It shall be the policy of the University of Central Arkansas to permit eligible, regular, full-time, classified or non-classified, non-faculty employees to voluntarily donate accrued annual and/or sick leave to the catastrophic leave bank program. It shall also be the policy of the University of Central Arkansas to permit eligible, regular, full-time, classified or non-classified, non-faculty employees to voluntarily receive leave from the catastrophic leave bank program. The catastrophic leave bank program does not create any expectations or promises of continued employment with the University of Central Arkansas and is merely a means of assisting eligible university employees through medical emergencies, injuries and illness should they exhaust all earned sick, annual, holiday and compensatory leave time. The Catastrophic Leave Committee shall be composed of seven members who represent a relative demographic cross-section of the university's work force and shall be appointed by the President of the university. Participation shall be voluntary and the administration of the Catastrophic Leave Bank Program shall be in accordance with Acts 169 of 1991 and 441 of 1993.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 505

Subject: Drug-Free Workplace

Page 1 of 2

Date Adopted: 12/89 Revised: _____

The University of Central Arkansas Board of Trustees condemns the unlawful sale, manufacture, distribution, possession, transfer, or use of a controlled substance by any employee of the University. It is the policy of the University of Central Arkansas to abide by the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2 of March 30, 1989. Therefore, the unlawful sale, manufacture, distribution, possession, transfer, or use of a controlled substance in the University's workplace is prohibited. Accordingly, the following policy statements are provided which shall govern the various forms of controlled substance abuse on the University campus or in the University workplace.

1. The University will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances to another person or sells or manufactures a controlled substance or uses a controlled substance while on the job or on University premises or in university vehicles will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 USC '812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine, PCP, "crack," and "ice." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the University within five (5) days after he or she is convicted of violation of any federal or state criminal drug statute where such violation occurred on the University's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. The University will notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten (10) days of receiving notice of the conviction from the employer or otherwise receiving actual notice of such conviction.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination.

Alternatively, and at the sole discretion of the University, the employee may be required to successfully complete a drug rehabilitation program sponsored by an approved private or government institution.

6. Abiding by the Drug-Free Workplace Policy is considered to be a condition of employment for all University employees. The President will insure that all employees acknowledge, in writing, receipt of a copy of this policy.
7. This policy is intended to comply with the rules published by the Federal Office of Management and Budget on January 31, 1989, in the Federal Register, implementing the Drug-Free Work Place Act of 1988 and the Governor's Executive Order 89-2 dated March 30, 1989.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 506

Subject: Drug-Free Schools and Campuses

Page 1 of 6

Date Adopted: 9/90 Revised: _____

This policy is mandated by and complies with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

I. ANNUAL DISTRIBUTION OF POLICY, IN WRITING, TO EACH STUDENT AND EMPLOYEE:

"The Vice President for Student Services will be responsible for providing a copy of the "Drug-Free Schools and Campuses Policy" on an annual basis to all students. The Director of Personnel will provide a copy of this policy to all faculty and staff.

II. STANDARDS OF CONDUCT THAT CLEARLY PROHIBIT, AT A MINIMUM, THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS AND EMPLOYEES ON ITS PROPERTY OR AS PART OF ANY OF ITS ACTIVITIES:

The University is committed to the maintenance of a drug-and alcohol-free workplace and the encouragement of a standard of conduct for employees and students that discourages the unlawful possession, use, or distribution of controlled substances and alcohol on its property or as part of any of its activities.

Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students and employees on property of the University or as a part of any of the University's activities is expressly prohibited. Off-campus activities sponsored by recognized student organizations must abide by all local and state laws.

III. A DESCRIPTION OF APPLICABLE LEGAL SANCTIONS UNDER LOCAL, STATE, OR FEDERAL LAWS.

The following legal sanctions, at a minimum, may occur for violation of law:

Manufacture or Delivery of Controlled Substance: It is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver, a

controlled substance. Penalties for the manufacture or delivery of a controlled substance can range from three (3) years to life in prison, and fines up to \$250,000, depending on the quantity and type of drug. In addition, real and personal property used in the manufacture, delivery, or importing of controlled substances may be forfeited to the government.

Manufacture or Delivery of a Counterfeit Substance: It is unlawful for any person to create, deliver, or possess with intent to deliver, a counterfeit substance purporting to be a controlled substance. Penalties for the creating and/or delivery of a counterfeit substance can range from 1 to 20 years in prison, and fines up to \$15,000 depending on the type of drug being counterfeited.

Possession of a Controlled or Counterfeit Substance: It is unlawful for any person to possess a controlled substance or counterfeit substance. Penalties for possession of a controlled or counterfeit substance can range from 1 to 10 years in prison, and fines up to \$10,000, depending on the type of drug (or counterfeit) possessed.

Underage DUI Law. The State of Arkansas has recently passed an "Underage DUI Law" (Act 863 of 1993) in which it is an offense for a person under the age of 21 with a blood alcohol content of .02 or greater (approximately 1 to 2 beers or hard drinks of liquor) to operate a motorized vehicle. Penalties for a first offense can result in (1) suspension of driver's license for not less than 90 days or more than 120 days; (2) a fine of not less than \$100 nor more than \$500; (3) assignment to public service work; and/or (4) attendance at an alcohol and driving education program.

Driving While Intoxicated: A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated. Penalties for such offense may include:

- (1) Suspension of license for 90 to 120 days for first offense (and additional days for subsequent offenses);
- (2) Placement on probation for first offenders who plead guilty or nolo contendere prior to an adjudication of guilt;
- (3) Imprisonment for no less than 24 hours and no more than one year for the first offense (with additional imprisonment for subsequent offenses);
- (4) Fines of no less than \$150 and no more than \$1,000 for the first offense (with stiffer fines for subsequent offenses);
- (5) Payment of an additional \$250 in court costs;

- (6) Or as an alternative to payment, public service work as deemed appropriate by the court; and
- (7) A requirement to complete an alcohol education program as prescribed and approved by the Arkansas Highway Safety Program, or an alcoholism treatment program as approved by the Office on Alcohol and Drug Abuse Prevention.

(.05 evidence) = A blood alcohol level of 0.5 may be considered with other competent evidence in determining guilt or innocence.

(.10 persuasive) = A blood alcohol level of .10 or more shall give rise to a presumption of intoxication.

Public Intoxication: A person commits the offense of "Public Intoxication" if (1) he appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he is likely to endanger himself or other persons or property, or that he unreasonably annoys persons in his vicinity or (2) he consumes an alcoholic beverage in a public place. Public Intoxication is a Class C misdemeanor, and can result in (1) a fine of up to \$100, and/or (2) imprisonment in the county jail (or other authorized institution) for up to 30 days.

Contributing to Delinquency of a Minor: A person commits the offense of "Contributing to the Delinquency of a Minor" if, being an adult, he knowingly purchases or provides alcoholic beverage for a minor. Such an offense is a Class A misdemeanor, and can result in (1) a fine of up to \$1,000 and/or (2) imprisonment in the county jail (or other authorized institution) for up to one full year.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(c) - 1st conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

21 U.S.C. 881(a)(4) - Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a - Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

19 U.S.C. 922(g) - Ineligible to receive or purchase a firearm.

Miscellaneous - Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

IV. DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL.

Alcohol. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and adult abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Cocaine. Cocaine use can lead to nasal stuffiness and tender, bleeding nasal membranes, seizures, heart and respiratory failure, paranoia, and dependence (addiction).

Marijuana. Marijuana use can lead to major lung diseases, (e.g. emphysema, bronchitis); impairment of the immune system that fights off infection and disease; and reduction of the male hormone, testosterone.

V. DESCRIPTION OF AVAILABLE DRUG OR ALCOHOL COUNSELING, TREATMENT, OR REHABILITATION OR RE-ENTRY PROGRAMS:

There are a number of groups, offices, agencies, and hospitals in central Arkansas that offer drug treatment and rehabilitation services/programs. Information regarding these programs can be located in the yellow pages of the telephone directory under the

headings "Alcoholism Information and Treatment Centers" and "Drug Abuse and Addiction Information and Treatment."

The UCA Counseling Center (313 Bernard Hall, 450-3138) can provide referrals for those with alcohol and other drug problems. The UCA Health Resources Center, (002 Bernard Hall, 450-3133) provides information and Alcohol/Drug Awareness programming.

VI. CLEAR STATEMENT OF THE DISCIPLINARY SANCTIONS THAT WILL BE IMPOSED ON STUDENTS AND EMPLOYEES:

Students violating the University policy on alcohol or drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. Any student allowed to remain in the University will, at a minimum, be required to successfully complete a University sponsored alcohol and drug education course. Any employee violating any criminal drug statute while in the work place will be subject to discipline up to and including termination.

VIII. BIENNIAL REVIEW OF PROGRAM TO DETERMINE ITS EFFECTIVENESS, IMPLEMENT CHANGES, AND ENSURE THAT DISCIPLINARY SANCTIONS ARE CONSISTENTLY ENFORCED.

The Drug-Free Schools and Campuses policy will undergo a biennial review by the University Alcohol and Drug Abuse Prevention Committee. This committee makes recommendations to the Vice President for Student Services.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 507

Subject: Firearms Possession by Faculty or Staff

Page 1 of 1

Date Adopted: 3/93 Revised: _____

The employment of a staff member or non-tenured faculty possessing, storing or using a firearm on university controlled property or at university sponsored or supervised functions, unless authorized by the university, will be terminated upon discovery of such activity unless a waiver of the termination is granted by the President upon the recommendation of the vice president for the division in which the non-tenured faculty or staff member is employed. Any tenured faculty member possessing, storing or using a firearm on university controlled property or at university sponsored functions, unless authorized by the university, will be notified in writing that a second offense will be considered repeated failure to comply with official directives and established university policies within the meaning of the Faculty Handbook and will result in termination of the tenured faculty member, unless a waiver is granted by the President upon recommendation of the Provost.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 508

Subject: Payroll Deductions - UCA Foundation

Page 1 of 1

Date Adopted: 2/87

Revised: _____

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The Board of Trustees directed the administration to permit deductions from the payrolls of University employees for contributions to the University of Central Arkansas Foundation, Inc., when authorized by University employees and so long as such deductions are authorized by the Arkansas General Assembly.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 509

Subject: Personnel Records

Page 1 of 1

Date Adopted: 10/85 Revised: _____

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Personnel records at the University of Central Arkansas will be handled in accordance with the existing state laws concerning public access and personal privacy. Any request to review a personnel record must be made in writing and delivered to the Personnel Director. Such records will be made available, within the context of the law, as soon as reasonably possible but no later than three working days of receipt of the request. Personnel records can be reviewed only during normal working hours when University offices are open. The individual whose record is to be reviewed will be notified prior to the release of that record. Any material which is protected by federal or state law or regulation will be removed from the record before being produced and held confidential.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 510

Subject: Professional Legal Liability Insurance

Page 1 of 1

Date Adopted: 4/83 Revised: _____

The administration is authorized to procure professional legal liability insurance to cover all faculty and staff members of the University against the costs of legal actions brought against such employees while properly acting within the scope of such employment.

Also, employees should be given assurance that should such legal action be brought against an employee while properly acting within the scope of employment, the University shall offer its full support and guidance for the defense of such action.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 511

Subject: Sexual Harassment

Page 1 of 5

Date Adopted: 8/89 Revised: 2/98, 5/99

The University of Central Arkansas Sexual Harassment Policy is as follows:

Sexual harassment by any faculty member, staff member, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972.

The university considers sexual harassment a very serious issue and shall subject the offender to dismissal or other sanctions following the university's investigation and substantiation of the complaint and compliance with due process requirements.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the university or a factor in the educational program of a student;
- b. submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility or threats stemming from acts or language of a sexual nature.











NOTE: Other forms of harassment based upon race, religion, national origin, sex, or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the university encourages the use of the steps and procedures in this policy in reporting other types of harassment and will generally conduct investigations of those complaints in the same manner.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (e.g. faculty member and student, supervisor and staff

member), it may also occur between persons of the same status (e.g. faculty and faculty, student and student, staff and staff). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.

Because of the unique situations which exist between students, faculty, supervisors, and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty are encouraged to remain professional in all relationships with students.

Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It may be manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. A person who consents to sexual advances may nevertheless be a victim of sexual harassment if those sexual advances were unwelcome. Previously welcomed advances may become unwelcome. Examples of sexual harassment may include, but are not limited to, the following:

-  non-sexual slurs about one=s gender;
-  contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender;
-  repeated unwanted touching, patting or pinching;
-  repeated inappropriate social invitations or requests for sexual favors;
-  repeated unwanted discussions of sexual matters;
-  use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation;
-  touching, fondling or deliberate brushing against another person;
-  ogling, leering or prolonged stares at another=s body;
-  display or use of sexual graffiti or sexually-explicit pictures or objects;
-  sexually suggestive jokes, comments, e-mails, or other written or oral communications.

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the university officials designated to receive these complaints. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

In the course of a complaint investigation the university will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

PROCEDURES FOR SEXUAL HARASSMENT CLAIMS

Employees or students of the university who believe they have been subjected to sexual harassment are encouraged to use the following procedures to resolve their complaint.

The university will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the Affirmative Action officer, with the concurrence of the president, may adjust the time frames. Any changes will be immediately communicated to the complainant and respondent by the Affirmative Action officer and where possible their needs will be accommodated.

INFORMAL INVESTIGATION AND RESOLUTION

1. Individuals who believe they have been subjected to sexual harassment (complainant) should report the incident promptly to their immediate supervisor or academic dean or to a departmental supervisor higher up in the chain of command or directly to the Affirmative Action officer, legal counsel or assistant vice president for human resources.
The person to whom the complaint is made shall immediately contact the Affirmative Action officer, legal counsel or assistant vice president for human resources. One or more of these administrators will determine the course of the informal investigation and resolution. The department involved and/or the supervisor to whom the complaint was made may be asked to assist in the informal investigation.
2. If, following investigation, an informal resolution of the matter which is satisfactory to the complainant, the person against whom the complaint is made (respondent) and the university (represented by the Affirmative Action officer, the legal counsel or assistant vice president for human resources) is reached, it shall be considered closed and all parties involved shall be so advised in writing by the Affirmative Action officer, legal counsel or assistant vice president for human resources. If a satisfactory resolution has not been reached within ten (10) working days from the date of the complaint, the complainant, university or respondent may initiate formal complaint/investigation procedures.

FORMAL INVESTIGATION AND RESOLUTION

1. If the sexual harassment complaint has not been resolved through informal procedures and the complainant, university or respondent wish to pursue the matter further, he/she must file a written complaint. The written complaint must be filed with the Affirmative Action officer, legal counsel or assistant vice president for human resources within twenty (20) working days of the termination of the informal procedures. The complainant and respondent shall be entitled to have, at the individual=s own expense, an advisor, who may or may not be an attorney, to assist in preparing the formal complaint.

2. The Affirmative Action officer will notify the parties involved of the sexual harassment complaint, provide copies of the complaint and advise the parties of the procedures for a formal investigation and hearing within three (3) working days of receipt of the formal written complaint. The respondent will then be given five (5) working days to respond in writing to the complaint.
3. Within ten (10) working days of receipt of the formal written complaint the Affirmative Action officer shall refer the complaint and the respondent's response, if any, to the Sexual Harassment Complaint Committee.
4. Within five (5) working days of the Committee's receipt of the complaint, the Committee will meet separately with the complainant and the respondent. The purpose of these preliminary meetings is to inform the Committee about the case, to insure the complainant and respondent are fully aware of their procedural rights and to decide upon the nature of the investigation. Throughout the proceedings the respondent and complainant shall have the right to be accompanied by an advisor, who may or may not be an attorney. Attorneys will not be provided at university expense. The legal counsel may be present but shall act only in an advisory capacity to the Committee.
5. Within five (5) working days of the conclusion of the Committee's preliminary meetings with the complainant and respondent the Sexual Harassment Complaint Committee will hold a formal meeting on the matter. Strict judicial rules of evidence shall not be applied. The committee members may receive any evidence they consider to be relevant.
6. The respondent and complainant, and their advisors, shall have the right to be present at any time testimony is presented and to be provided copies of all evidence considered by the Committee. Neither the respondent nor complainant shall have the right to cross-examine witnesses. Advisors shall not have the right to address or question committee members or witnesses.
7. A written record of the minutes of the proceedings and recommendations of the Committee shall be presented to the president within five (5) working days of the Committee's final meeting.
8. A copy of the minutes and recommendations of the Committee shall be presented to both the complainant and the respondent at the time they are forwarded to the president.
9. Within ten (10) working days of receipt of the Committee's recommendation, the president shall make a final decision concerning what action if any, to take including disciplinary action after considering the recommendation of the Committee, and will notify the complainant and respondent.

Sexual Harassment Complaint Committee:

1. Charge: To serve as the formal committee conducting investigations and making recommendations according to the guidelines of the University of Central Arkansas Sexual Harassment Policy.
2. Procedure: The operating procedures of the committee will be consistent with the formal investigation and resolution process as described in the policy.
3. Membership: The Affirmative Action officer, who will serve as the non-voting chair, the director of the counseling center as a voting member and six (6) voting members, randomly drawn from appropriate categories from a twenty-four (24) person membership pool.

The Faculty Senate, the Staff Senate and the Student Government Association will each select eight (8) members (four (4) male and four (4) female) for the membership pool. A new pool will be established each September and new members will be selected throughout the year as necessary to replace members who separate from the university or who are otherwise unable to serve.

Upon receipt of a written complaint, the chair will arrange for the complainant and the respondent to draw members for the committee from the corresponding pools. The complainant will first draw one member, next the respondent will draw one member and the chair will draw two members each from the appropriate categories.

For example, if the complainant is a student and the respondent is a tenure-track faculty member, the complainant will draw one member from the student pool, the respondent will draw one (1) member from the faculty pool and the chair will draw two (2) members from the student pool and two (2) members from the faculty pool. If the complainant and respondent are both staff members, each will draw (1) member from the staff pool and the chair will draw four members from the staff pool.

4. Meetings: On call.
5. Reporting: To the president.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 512

Subject: Early Retirement - Provisions for Teacher
Retirement System Participants

Page 1 of 1

Date Adopted: 3/94 Revised: 06/08

The early retirement provisions in the Faculty and Staff Handbooks are amended by the addition of the following:

Employees who have thirty (30) or more years of service in the Arkansas Teacher Retirement System, who are at least sixty (60) years of age and who have at least twenty (20) years of service at the University of Central Arkansas will be allowed to retire under the University's early retirement plan by personally paying, until age sixty-two (62), insurance premiums available for regular early retirees. At age sixty-two (62) the University will include the retiree in the University early retirement plan with benefits paid by the University as provided in the Benefits – Eligible Retirement policy.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 513

Subject: Physical Therapy for Employees

Page 1 of 1

Date Adopted: 10/87

Revised: _____

The faculty of the Department of Physical Therapy desire to provide service to the University through the provision of physical therapy to the extent that the physical therapy provided enhances teaching or faculty development in specific instructional areas.

The decision to provide physical therapy to any faculty member, staff personnel or student is determined by the Physical Therapy Department Chairman or the Chairman's designee.

Treatments are provided only upon physician referral.

Faculty, staff and students seen through the "blanket referral" (see attached) from the school physician (rather than through referral from a separate, personal physician) are processed as follows:

- a) Screening is performed by the PT faculty or an intern supervised by PT faculty.
- b) Further PT evaluation and assessment is performed by PT faculty or supervised interns if indicated by initially screening.
- c) All head, neck and spinal dysfunctions discovered through screening are referred to the school physician prior to initiation of treatment.
- d) Injuries resulting in deformity (except as noted below in e.), immediate bruising, excessive swelling or pain are referred to the school physician prior to initiation of treatment.
- e) Dislocations involving finger joints may be reduced. If pain or swelling continues, the client is referred to the school physician.

Written reports of evaluations are sent to the referring physician within two (2) working days. Treatment records are sent to the referring physician each Friday or within two (2) working days of discharge.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 514

Subject: Nepotism

Page 1 of 1

Date Adopted: 6/98

Revised: _____

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No UCA employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination, other employment status or interest of a close relative in accordance with state law. For the purposes of this policy, Aclose relative@ is defined as husband, wife, mother, father, son, daughter, sister, and brother.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 515

Subject: Consensual Relationships Policy

Page 1 of 3

Date Adopted: 5/99 Revised: _____

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Basic functions of a university are the discovery and transmission of knowledge, activities which are founded upon the free and open exchange of ideas. For productive learning and the work that supports it to occur, members of the campus community -- faculty, staff and students -- should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships between faculty, staff and students may involve power differentials that can carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. Trust and respect are diminished when those in positions of authority are perceived as abusing their power. Those who abuse their power in such a context violate a duty to the university community, undermine professionalism and hinder fulfillment of the university's educational mission.

A. Definitions - For purposes of this policy only:

1. Employees are all faculty and staff of the university.
2. Faculty are all full and part-time employees of the university who teach, graduate students with teaching responsibilities, and other instructional personnel.
3. Staff are all full and part-time employees of the university not included in the definition of faculty.
4. Students are all full or part-time students of the university.
5. A consensual relationship is any dating, romantic, or sexual relationship.
6. A position of authority includes, but is not limited to, situations in which an individual is responsible for the evaluation or supervision of instructional personnel, non-instructional personnel, or students.

For purposes of this policy, it is recognized that there are occasions when individuals holding classifications of student, faculty or staff in their regular duties will fall into more than one classification due to certain situations. For example, if a staff member is enrolled in a course and a consensual relationship develops within an instructional context, the staff member will be considered a student for purposes of the requirements of this policy.

B. Guidelines

It should be understood by all members of the campus community that consensual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed unwise because they present serious ethical concerns.

Employees, whether faculty or staff, shall not engage in consensual relationships with students whenever the employee has a **A**position of authority@ with respect to the student in such matters as teaching or in otherwise evaluating, supervising, or advising a student as part of a school program or employment situation.

Even in instances in which the employee, especially a faculty member, has no direct professional responsibility for a student, the employee should be sensitive to the perceptions of other students that a student who has a consensual relationship with a faculty member may receive preferential treatment from the faculty member or the faculty member=s colleagues. Consensual relationships between faculty members and students occurring outside the instructional context may lead to difficulties particularly when the faculty member and student are in the same academic unit or in units that are academically allied. The faculty member may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that reward or penalize the student involved. Further, relationships that the parties view as consensual may appear to others to be exploitive.

Supervisors, whether faculty or staff, shall not engage in consensual relationships with employees when the supervisor has a **A**position of authority@ with respect to the employee. Other faculty and staff may be affected because it places one in a position to favor or advance another=s interest and implicitly makes obtaining benefits contingent on the relationship.

C. Procedures

When a consensual relationship exists or develops between an individual having a **A**position of authority@with respect to another within the university, the person with the greater position shall immediately terminate the **A**position of authority@ and report it to an appropriate supervisor. The supervisor shall make suitable arrangements for the objective evaluation of the student=s academic or employee=s job performance and for the protection of individual and university interests.

D. Noncompliance with Policy

Faculty and staff who fail to remove themselves from a **A**position of authority@ over a student or employee with whom a consensual relationship exists will be deemed to have violated an ethical obligation to students, employees, colleagues, and the university. Credible allegations of a faculty or staff member=s failure to avoid or terminate a relationship involving a **A**position of authority@ while in a consensual relationship obligates the immediate or other appropriate supervisor to conduct a prompt and thorough inquiry to determine whether there is any validity to the allegation. Where it

is concluded that a relationship involving a **Aposition of authority@** exists, the immediate or other appropriate supervisor shall terminate the **Aposition of authority@** and may impose sanctions against the parties involved.

E. Sanctions/Appeal

Persons in violation of this policy shall be subject to sanctions depending upon the severity of the offense ranging from verbal warnings to termination or expulsion from the university. Should it be determined that disciplinary action is appropriate, the action to be taken shall be determined in the case of faculty by the provost after consultation with the dean and chair, in the case of staff by the appropriate vice president after consultation with supervisory personnel, or the president in the event a vice president or one reporting directly to the president is involved, and in the case of students by the appropriate vice president after consultation with the dean of students.

Persons who knowingly make false allegations that an improper relationship exists shall be subject to comparable sanctions.

The imposition of any sanction imposed under this policy is subject to review pursuant to applicable provisions of the *Faculty, Staff and Student Handbooks*.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 516

Subject: Benefits - Eligible Retirement

Page 1 of 2

Date Adopted: 5/99 Revised: 5/00 12/08

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Full-time employees who have completed ten (10) or more years of continuous benefits-eligible employment at UCA or at an Arkansas public higher education institution or state agency and who are age 59.5 or older or full-time employees who have completed twenty-eight (28) or more cumulative years of benefits-eligible employment at UCA or at an Arkansas public higher education institution or state agency at any age shall be eligible for basic benefits-eligible retirement. Employees who intend to retire are strongly encouraged to provide, at a minimum, a ninety (90) day written notice. For faculty, retirement shall begin, at the earliest, at the end of the semester in which notification is provided. For staff, retirement shall begin, at the earliest, at the end of the notification period. Retirement means termination of all employment with the university.

A year of service is defined as a nine-month full-time faculty assignment, twelve-month full-time faculty assignment or twelve-month full time administrative or staff assignment. Completed years may be achieved using any combination of years of full-time faculty or administrative/staff service. For employees qualifying for retirement benefits the last five years of employment must be completed at UCA.;

Qualified retirees shall be eligible to continue participation in health, dental and life insurance plans.

Retirees may purchase health insurance for themselves and their eligible dependents. The retiree will pay the difference between the university's contribution and the cost of the plan as selected by the retiree. For those employees retiring prior to January 1, 2009, the university's maximum monthly contribution for a single plan is \$283 and the university's maximum monthly contribution for a family plan is \$400. For those employees retiring after December 31, 2008, the retiree will pay the difference between the university's contribution of \$150 a month and the cost of the full premium based on their enrollment status (single, family, etc.). At age 65, health insurance coverage for retirees and their dependents will end.

Effective January 1, 2009, current retirees and those retirement eligible employees who retire on or before December 31, 2009, may purchase dental insurance until age 65, by paying the difference between the university's contribution of the lesser of \$25.48 per month or the current year's monthly premium for single coverage, and the cost of the full premium based on their enrollment status (single, family, etc.); retirement eligible employees who retire after December 31, 2009, until age 65, may purchase dental insurance for themselves and their eligible dependents by payment of the full premium. At age 65, dental insurance coverage for retirees and their dependents will end.

Effective January 1, 2009, for those current retirees and those active employees who chose in 1998 the one-times salary as retirement life insurance coverage until age 70, the university contribution will be the cost of the continuation of that life insurance coverage until age 70. Effective January 1, 2009, for those current retirees as of December 31, 2008, and those in

phased retirement as of December 31, 2008, who in 1998 chose the \$15,000 life insurance coverage until age 80 option may continue that coverage until age 80 by paying the difference between the university's contribution of \$10.00 per month and the cost of the full premium for the coverage.

Retirement eligible employees who retire after December 31, 2008, may, until age 80, purchase life insurance through the university plan in accordance with the group policy requirements by assuming the payment of the entire life insurance premium.

Retirees shall be eligible for lifetime passes to athletic events, university athletic and theatre facilities and to other university-sponsored events. Retirees shall be eligible for lifetime passes to the library, free retiree parking decals and other miscellaneous benefits which the university may elect to provide.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 517

Date Adopted: 10/99

Revised: _____

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PURPOSE:

It has been, and shall continue to be, the policy of the university that all employees take affirmative steps to avoid or minimize actual and potential conflicts of interest between their financial or other personal interests and the goals and policies of the university. Each faculty and staff member, by virtue of employment, accepts the responsibility to avoid activities or commitments that are inconsistent with university duties.

APPLICATION:

This policy is applicable to all faculty and staff employed by the university, whether full- or part-time.

DEFINITIONS:

AImmediate family member@ is defined as an employee=s spouse and dependent children as defined by the Internal Revenue Service.

AFinancial interest@ is defined as any relationship, including consultation or other professionally-related employment, entered into by an employee or a member of his/her immediate family, that could result in financial gain to the employee or a member of his/her immediate family, including but not limited to salary or other payments for services, or equity interest.

AEquity instrument@ is defined as preferred and common stock, stock options, warrants, bonds, notes or similar instrument. Investments in mutual funds or other investments in which an independent party has primary decision making control regarding stocks selected or shares held are not included within this definition.

CONFLICTS OF INTEREST:

Because of the complexity and diversity of personal relationships is extensive, the perception of a conflict of interest may vary from one individual to another. The most effective means to address a conflict of interest is to establish a system by which employees disclose and obtain evaluation of actual or potential conflicts of interest. Thus, employees shall disclose any actual or potential conflict of interest.

An employee has a conflict of interest if his/her judgment and discretion in matters affecting the university is or may be influenced by considerations of personal gain or financial benefit. Arkansas law prohibits state employees from using employment positions to gain special

privileges or exemptions for themselves or immediate family members that are not available to the general public.

The following is a partial list of activities or actions that merit case-by-case analysis to determine whether, individually or collectively, they create an actual or potential conflict of interest that should either be managed appropriately or eliminated:

- a. use of an employee=s position or authority to influence or make decisions that lead to any form of financial or personal gain for that employee or an immediate family member;
- (b) consultation and other professionally-related employment;
- (c) purchase of goods or services for the university from businesses in which the employee, or a member of his/her immediate family, has a financial interest, or as a result of such purchase, may directly benefit;
- (d) receipt of gifts, gratuities, loans, or special favors;
- (e) holding of an ownership interest by the employee or a member of the employee=s immediate family in any real or personal property leased or purchased by the university;
- (f) holding of an equity, royalty, or debt instrument by the employee or a member of the employee=s immediate family in an entity providing to the university financial support when such support will benefit the employee or persons supervised, directly or indirectly, by the employee;
- (g) receipt, directly to the employee from non-university sources, of cash, services, or equipment provided in support of the employee=s university activities;
- (h) some memberships on board of directors, committees, advisory groups or similar bodies of governmental, for-profit or not-for-profit entities; and
- (i) use of information received as a university employee for personal purposes.

PROCEDURE:

On an annual basis and no later than January 31st of each year, all employees shall submit a **AConflict of Interest - Financial Disclosure Statement@**. For a limited number of employees, this statement will be in addition to extra income statements and ethics disclosure forms required by state law. All employees are required to update the statement on an as-needed basis, such as when there is a significant change in information that indicates an actual or potential conflict of interest.

For all employees except the president and vice presidents, the completed statement shall be submitted for review through the supervisory line to the appropriate vice president. In the case of vice presidents, the completed statement shall be submitted to the president. The president=s statement shall be submitted to the Board of Trustees. The appropriate vice president, president or Board of Trustees shall review the statement to determine whether an actual or potential conflict of interest exists. In the event it is determined that an actual or potential conflict of interest exists, the appropriate vice president, president or Board of Trustees shall determine what conditions or restrictions, if any, should be imposed in order to manage, reduce, or otherwise eliminate the conflict.

The following is a partial list of conditions or restrictions that may be imposed, individually or collectively, to manage, reduce, or otherwise eliminate the actual or potential conflict of interest:

- (a) monitoring of an employee=s responsibilities, duties or tasks;
- (b) modification of the employee=s responsibilities, duties or tasks;
- (c) public disclosure of the financial interest;
- (d) divestiture of the financial interest;
- (e) severance of the relationship creating the actual or potential conflict;
- (f) termination from the university.

DOCUMENTATION:

The **AConflict of Interest - Financial Disclosure Statement@**, as well as all recommendations, decisions, and actions taken concerning an actual or potential conflict of interest shall be maintained in the office of the appropriate vice president. The president=s office shall maintain all documentation concerning each vice president, and the general counsel shall maintain all documentation concerning the president. Individuals to whom disclosures have been made shall take all reasonable steps to ensure the confidentiality of the disclosures to the extent permitted by state law, including the maintenance of documentation in a confidential manner.

DISCIPLINARY ACTION:

Failure to comply with the requirements of this policy may constitute grounds for disciplinary action consistent with the Faculty and Staff handbooks.

PREVIOUS POLICY STATEMENTS:

This policy supersedes any and all previous conflict of interest statements and/or policies, except Board of Trustees Policy No. 320 Conflict of Interest - Sponsored Programs, and internal departmental policies established by the financial aid office.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 519

Subject: Smoking and Tobacco-use Policy

Page 1 of 1

Date Adopted: _____ Revised: _____

The Board of Trustees of the University of Central Arkansas adopts the following policy, which shall be known as the **Smoking and Tobacco-use Policy**. It is the intent of this policy to establish standards and procedures for smoking and the use of tobacco products on campus.

1. The University of Central Arkansas (**University**) is dedicated to the establishment of a comfortable and healthy environment for all students, faculty and staff. In order to promote and sustain good health, the university advises against the use of all tobacco products.

2. The university is considered to be a **smoke-free** workplace. The use of any tobacco products shall be permitted only outdoors, and only in accordance with this policy.

3. No person shall smoke or use any other tobacco product:

(A) inside any building or structure on the university campus, or any other building or structure under the control of the university. This includes, but is not limited to, all residence halls, education and general buildings, library, student center, cafeteria, leased apartments and buildings.

(B) inside any athletic building and facility, including but not limited to, any gymnasium, arena or other indoor athletic venue. For Estes Stadium this ban includes the grandstands, the concourse areas and the ramps providing access to the stands of the football stadium.

(C) in any bus, van or other vehicle owned or leased by the university.

Every effort will be made to ensure that, if requested, no non-smoking student will be roomed with a smoking student.

4. Smoking and the use of tobacco products is permitted in outdoor areas, but smoking shall be permitted only at a distance of greater than twenty-five (25) feet from any entrance to a building or other structure. Any person smoking or using tobacco products in permitted areas under this policy shall make sure that any unused products are properly disposed of after use.

5. No advertising, sale, or distribution of free samples of tobacco products shall be permitted on the university campus.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 520

Subject: Staff Handbook

Page 1 of 1

Date Adopted: 12/91

Revised: _____

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The December 6, 1991 Staff Handbook was approved by the Board of Trustees. The Handbook contains the Board's policies concerning personnel matters for non-faculty employees. Board policies amending the 1991 Handbook are contained in this section.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 521

Subject: Staff Grievance Procedure

Page 1 of 5

Date Adopted: 12/91 Revised: 5/94, 8/95

I. PURPOSE

A grievance procedure is established to provide employees with a prompt review, impartial consideration and an equitable disposition of their grievances. Any employee who presents a grievance or complaint in good faith and in a reasonable manner shall be free from restraint, interference, discrimination or reprisal.

This procedure is intended to encourage employees to discuss problems with their supervisors, thereby providing a basis to talk over matters of mutual interest, to explain, to reach agreement, to make adjustments if necessary, and to foster better understanding between employees and supervisors.

II. POLICY

It is the policy of this institution that all employees be given the opportunity, through established steps and procedures, to resolve in a timely manner complaints or grievances which they believe adversely affect their employment or working conditions.

It also is university policy that reasonable efforts be made to settle complaints or grievances as quickly as possible. Direct contact on a one-to-one basis between supervisor and employee is encouraged and the grievance procedure is not intended, nor will it be allowed to become a barrier to the supervisor/employee relationship.

Employees should submit only grievances made in good faith, expressed in reasonable terms, containing causes for the grievance, corrective action desired and sufficient information upon which decisions can be based.

Access to this procedure does not create any expectation of continued employment, but provides an avenue of review and resolution of internal situations.

III. DEFINITIONS

- A. EMPLOYEE - an individual who is a full-time employee who occupies a regular salaried position and who works a minimum of 1000 hours per year. This policy shall not apply to employees who are on initial new hire probationary status.
- B. GRIEVANCE - a complaint by an employee regarding an adverse impact on his or her employment; including, but not limited to, annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, disciplinary actions, discrimination or any other work-related problem except compensation and conditions which are beyond the control of agency management or are mandated by law. A grievance must contain a statement in ordinary and concise language of facts showing that the council has jurisdiction of the claim and that the grievant is entitled to relief.
- C. RESPONDENT(S) - person or persons against whom the grievance petition is filed.
- D. GRIEVANCE OFFICER - Director of Affirmative Action.
- E. STAFF GRIEVANCE COUNCIL POOL OF CANDIDATES - a pool of 25 candidates selected by the Staff Senate, 10 of which must hold administrative or managerial positions, with responsibilities that include hiring and evaluating personnel, by January 31 and by July 31 of each year;
- F. STAFF GRIEVANCE COUNCIL - An ad hoc council appointed to review the grievance petition, determine whether to hear the grievance, and issue a recommendation thereon to the university president.

IV. PROCEDURE

The entire grievance procedure shall be completed within sixty (60) working days after the employee files a written grievance, unless an extension is agreed to by all parties involved.

It is recognized that supervisors and employees have frequent discussions of work-related problems or disagreements. These candid conversations are generally healthy and helpful to both participants and this grievance procedure is not intended to inhibit these exchanges. Before filing a written grievance, an employee is encouraged to discuss with his or her immediate supervisor the employee's problem in order to reach a satisfactory solution to the problem.

Under special circumstances, the grievance officer has the authority to modify, waive or otherwise change the grievance procedure in order to fulfill the intent of the procedure, provided such modification, waiver or change is agreed to by the respondent(s) and the grievant. The grievance officer shall prepare a statement stating the justification for, and the details of, any variation from the stated procedure and obtain signatures of the respondent(s) and the grievant.

The grievance process shall be confidential. The records of the grievance shall be maintained in a separate case file and shall not become a part of the employee's personnel file.

STEP 1

To initiate this grievance procedure the grievant must secure a "Staff Grievance Petition" from the director of personnel and submit the completed grievance petition in writing to the immediate supervisor within seven (7) working days of the occurrence of the grievable matter. The grievant shall also send a copy of the grievance to the grievance officer and to the respondent(s), if different from the immediate supervisor.

The immediate supervisor will arrange for a meeting between the grievant and the immediate supervisor to be held within three (3) working days from the time the supervisor received the given petition. The supervisor shall submit a written response to the grievant, with a copy to the grievance officer, within two (2) working days after the conclusion of the meeting. If the immediate supervisor is unavailable, the next supervisor in the chain of command shall be substituted, unless all parties agree to a brief extension and approval of the extension is obtained from the appropriate vice president(s).

STEP 2

If the grievant is not satisfied with the results of Step 1, the grievant will have two (2) working days (after written statement received) in which to submit a copy of the original grievance petition, the supervisor response and a written statement to the next higher level of management stating the reasons for the dissatisfaction (with a copy to the grievance officer). The next higher level of management shall meet with the employee within three (3) working days after receiving the grievant's written statement. The manager will submit a response in writing to the grievant, with a copy to the grievance officer, within two (2) working days after the conclusion of the meeting. If the manager in question is unavailable, the next supervisor in the chain of command shall be substituted unless all parties agree to a brief extension of time and the extension is approved by the appropriate vice president(s).

STEP 3

If the individual hearing the grievance at Step 2 is not the vice president of the division in which the grievant is employed, the grievant, if not satisfied with the response rendered at Step 2, will have two (2) working days from date written response is received to submit a written request for a meeting with the vice president. The vice president shall arrange for such a meeting within three (3) working days from the receipt of the request. If the vice president is unavailable, the parties may agree to a brief extension of time, or the vice president may designate someone to act on his or her behalf. The vice president may require the grievant to set forth the nature of the dissatisfaction with the response in the previous steps, in writing, prior to the meeting. The vice president shall submit a response in writing to the grievant, the grievance officer and to each subordinate manager involved within two (2) working days following the conclusion of the meeting.

STEP 4

If not satisfied with the results of Step 3 the grievant shall have two (2) working days to submit a written request to the grievance officer for a hearing before the Ad Hoc Grievance Council. The

grievance officer will submit the matter to the Ad Hoc Grievance Council and the respondent(s) within five (5) working days after receiving the grievant's written request for a hearing by the council. The respondent(s) will submit a written response to the grievant's vice president within two (2) working days after receiving notification that the matter has been submitted to the council.

1. The ad hoc council shall consist of the following members, all of whom shall be full-time employees of the university:
 - A. five staff personnel chosen at random by the grievance officer, president and president-elect of the Staff Senate from the Staff Grievance Council pool of candidates selected by the staff senate; at least two of the members must hold administrative or managerial positions with responsibilities that include hiring and evaluating personnel;
 - B. one chair person, appointed by the president, who shall be non-voting;
 - C. the grievance officer and the director of personnel, who shall be non-voting and serve only in an advisory capacity.

No member of the ad hoc council shall be an employee of the grievant's or respondent's work unit or office, nor shall any member be a supervisor or manager to whom the grievant or respondent reports in the conduct of his usual work affairs. No employee may serve as a council member in connection with any grievance in which such employee may have a personal involvement, a conflict of interest, or the appearance of a conflict of interest.

The council acts as a body and not as individual members. The council shall not discuss the case outside the grievance hearings and their own deliberations. Individual council members shall not collect evidence or receive any other documents or information relevant to the case. All such items must be presented to the council acting as a body or to the grievance officer.

2. The grievance officer shall ensure that all appointments to the council are completed within five (5) working days from the receipt of the grievant's written request.
3. The council will receive a charge of its responsibilities from the President. Five of the six members present shall constitute a quorum for transaction of business. Decision must be reached by a majority vote with the number of yes, no, and abstention votes being recorded without designating the person who cast each vote.
4. The council shall review the grievant's original written petition and all documents generated by the grievant and the managers at Steps 1, 2, and 3. The respondent(s), if different from the managers, shall submit a response to the grievance. The vice president will be responsible for submitting these materials to the grievance officer for transmission to the council.
5. Should the council find that the petition does not state good cause for a grievance, or is otherwise outside the council's jurisdiction, the grievance shall be dismissed.

6. If the grievance is not dismissed, the council shall hear from the grievant, the grievant's supervisor, the managers who heard the case at Steps 2 and 3, the respondent (if different), and any other persons having relevant information regarding the subject matter of the grievance. The council shall solicit any other evidence it deems appropriate. Any and all oral testimony, witnesses and documentary evidence that the council determines to be necessary and relevant to make a proper determination shall be accepted. All responsibilities for questioning witnesses, securing evidence and determining the order of proof shall be vested in the council. The hearing shall be recorded, and the tape shall become a part of the case file. Council deliberations shall not be recorded, but the council shall state its findings in the written recommendation to the president.
7. Strict judicial rules of evidence shall not be applied. The council may receive all evidence that it determines to be relevant and material to the issues before the council.
8. The right of the grievant and the respondent(s) to be present at all testimony and review all evidence presented is guaranteed. The grievant and the respondent(s) shall not have the right to cross-examine witnesses.
9. The grievant and the respondent(s) may be accompanied by an advisor or attorney, but this person shall only be allowed to function in an advisory capacity. The grievant and the respondent(s) personally shall make all requests, presentations and responses to questions. The university counsel may also be present but shall act only in an advisory capacity to the council.
10. A final written report of the findings and recommendations of the council shall be presented to the president within forty-five working days from the initial filing of the petition, unless an extension is agreed to by all parties involved. A copy of the council's recommendations shall be sent to the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different).
11. The president shall make the final decision after considering the recommendation of the council. The president shall inform the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different) in writing of a decision within fifteen working days from the date of receipt of the recommendation from the council.

V. DOCUMENTATION

All documentation relating to an employee grievance shall be maintained by the grievance officer. No information relating to the grievance shall become a part of any employee's permanent personnel record. However, such records shall be maintained in hard copy for at least five (5) years.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 522

Subject: Disabilities Grievance Policy

Page 1 of 6

Date Adopted: 5/99 Revised: _____

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Title II of the Americans with Disabilities Act (ADA) requires governmental entities to provide reasonable accommodations to qualified individuals with documented disabilities. The university recognizes the wide variation in the needs of individuals with disabilities and the variation of reasonable accommodations. The process of providing a reasonable accommodation should be an informal one, involving the student, faculty, or staff member affected. The director of Disability Support Services (DSS) and/or the assistant vice president for human resources will serve as a resource in the informal process. In the event the informal process fails to establish an acceptable plan, the dissatisfied party, whether student, faculty or staff member, may file an appeal as described below.

Basis for Appeal:

A. Academic

A student must exhaust avenues of review with the faculty member, chair, dean, and director of DSS prior to submitting an appeal involving an academic requirement. A student may appeal on one of the following bases:

- a. The plan does not represent a reasonable accommodation of a documented disability. The basis for appeal must state that the disability, in the absence of the requested accommodation, limits the full participation of a student's accurate evaluation in a specific program or course. The appeal must include a documented rationale for the requested accommodation.
- b. A specific course or degree requirement is not essential to the integrity of a program of instruction. The basis for appeal must state that the disability, in the absence of the requested accommodation, limits a student's full participation in an academic program. The appeal must include a rationale for the requested accommodation.

A faculty member/department head may appeal on the following basis:

1. The accommodation fundamentally alters a course, program, or academic requirement.

B. General Services

A student must exhaust avenues of review with the responsible office/organizational representative and director of DSS prior to submitting an appeal involving general services.

A faculty or staff member must exhaust avenues of review with the responsible office/organizational representative and assistant vice president of human resources prior to submitting an appeal involving general services.

Appeals:

A student, faculty or staff member (grievant) who disagrees with the result of the informal process, may file an appeal, in writing, with the Affirmative Action/Equal Employment Officer (AA/EE Officer) within ten (10) working days of failing to establish a reasonable accommodation. The grievant may, at his/her own expense, submit additional documentation, information, or expert opinion in support of the appeal.

The grievant must submit the following information in the appeal:

1. The accommodation relating to an academic requirement or modification of general services that has been refused, as well as the accommodation or modification requested;
2. Basis for the appeal; and
3. Supporting documentation.

1. Accommodations in Specific Courses:

A student and faculty member should meet and discuss the need for and the specific appropriate accommodation. If assistance is needed, the director of DSS should be consulted to assist in establishing a reasonable accommodation. The director of DSS will review the concerns of both parties in light of the student's documented need for accommodation, the course description and syllabus. Based on the evaluation, the director will provide a list of reasonable accommodations.

If either the student or faculty member disagrees with the recommended accommodations, as determined by the director of DSS, an appeal may be submitted to the chair, and if necessary, to the dean. In the event a satisfactory resolution cannot be reached, an appeal may be submitted, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal to the dean of undergraduate or graduate studies. The respective dean will forward the appeal and call a meeting of the Adjustment & Credentials Committee (if the student is an undergraduate or the appeal concerns an undergraduate level course) or the Graduate Council (if the student is a graduate student or the appeal concerns a graduate level course) to consider the appeal within ten (10) working days of receipt of the appeal. After considering the appeal, the committee/council will submit a recommendation to the provost with copies to the student, faculty member, chair, dean and director of DSS. The provost will render a final decision.

2. Modification of Major/Minor Requirements **and/or Modification of General Education or Degree Requirements:**

A student and departmental chair should meet and discuss the need for and the specific appropriate accommodation. If assistance is needed, the director of DSS should be consulted to assist in establishing a reasonable accommodation. The director of DSS will review the concerns of both parties in light of the student=s documented need for accommodation of a major/minor and/or modification of general education or degree requirements. Based on the evaluation, the director will provide a list of reasonable accommodations.

If either the student or departmental chair disagrees with the recommended accommodation, as determined by the director of DSS, an appeal may be submitted to the dean. In the event a satisfactory resolution cannot be reached, an appeal may be submitted, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal to the dean of undergraduate or graduate studies. The respective dean will forward the appeal and call a meeting of the Adjustment & Credentials Committee (if the student is an undergraduate or the appeal concerns an undergraduate program) or the Graduate Council (if the student is a graduate or the appeal concerns a graduate program) to consider the appeal within ten (10) working days of receipt of the appeal. After considering the appeal, the committee/council will submit a recommendation to the provost with copies to the student, departmental chair and director of DSS. The provost will render a final decision.

3. Accommodation of General Services:

If a requested accommodation involves general services and the grievant (student, faculty or staff member) and responsible office/organizational representative are unable to reach an agreement for reasonable accommodation, he/she should contact the director of DSS if a student or the assistant vice president for human resources if a faculty or staff member, to assist in establishing a reasonable accommodation. The director or assistant vice president will review the concerns of all parties in light of the documented needs, and the purpose of the general service in question. Based upon this evaluation, the director or assistant vice president will provide a plan based upon the grievant=s documented needs.

If either the grievant or responsible office/organizational representative disagrees with the recommended accommodation, an appeal may be filed, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal and call a meeting of the Disabilities Grievance Committee within ten (10) working days of receipt of the appeal. After considering the appeal, the committee will submit a recommendation to the appropriate vice president with copies to the grievant, responsible office/ organizational representative, director or assistant vice president. The vice president will render a final decision.

The Disabilities Grievance Committee:

1. Charge: To serve as the committee to address appeals regarding modifications of general services. The Disabilities Grievance Committee is a standing committee of the university.
2. Membership: In the event the grievant is a student, membership of the committee is as follows: the AA/EE Officer will serve as the non-voting chair, the director of DSS will

serve as a non-voting member, two (2) students, one selected by the Student Government Association and the other selected from ACCESS, one (1) tenured or tenure-track faculty member selected by the Faculty Senate, one (1) non-tenure-track faculty member selected by the Non-Tenure-Track Faculty Senate, and one (1) staff member selected by the Staff Senate.

In the event the grievant is a faculty or staff member, membership of the committee is as follows: the AA/EE Officer will serve as the non-voting chair, the assistant vice president for human resources will serve as a non-voting member, two (2) tenured or tenure-track faculty members selected by the Faculty Senate, two (2) non-tenure-track faculty members selected by the Non-Tenure-Track Faculty Senate, and two (2) staff members selected by the Staff Senate.

3. Procedure: (Adjustment and Credentials Committee, Graduate Council or Disabilities Grievance Committee)
 - A. Upon receipt of an appeal and supporting documentation from the grievant, the AA/EE Officer will forward the appeal, if under section one (1) or two (2), to the dean of undergraduate or graduate studies. The respective dean will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). If the appeal concerns an issue under section three (3), the AA/EE Officer will forward the appeal to the director of DSS or assistant vice president for human resources. The director or assistant vice president will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). The director or assistant vice president will thereafter call a meeting of the appropriate committee/council within ten (10) working days of receipt of the appeal.
 - (B) Four (4) members of the committee/council must be present to constitute a quorum for the transaction of business. Decisions must be reached by a majority of the members present. The chair may cast a deciding vote in the event of a tie. The number of yes, no, and abstention votes will be recorded without designating the members= respective vote.
 - (C) Throughout the proceedings the grievant may be accompanied by an advisor, who may or may not be an attorney. The university legal counsel may be present. All advisors shall act only in an advisory capacity and shall not question witnesses, address the committee/council, or otherwise actively participate in the proceedings.
 - (D) Upon review of the appeal, the grievant and appropriate university official(s) may present witnesses and documentary evidence. Any evidence and/or oral testimony and such documentation, if relevant, will be accepted by the committee/council. The chair may rule on the admissibility of evidence and on the relevance of questions. The responsibility for questioning witnesses, securing evidence, and determining the order of proof will be vested in the committee/council. Strict judicial rules of evidence will not be applied. The committee/council may appoint

an expert to make an independent evaluation of the documentation provided. The expert may be present at the meeting to interpret the results of the evaluation.

- (E) The grievant and appropriate university official(s) may be present at any time testimony is presented and to receive copies of any evidence considered by the committee/council.
- (F) A written record of the minutes of the proceedings and the recommendation of the committee/council will be presented to the provost or appropriate vice president within five (5) working days of the final meeting of the committee/council with copies to the grievant and appropriate university official(s).
- (G) The provost or appropriate vice president will render the final decision after considering the recommendation of the committee/council. Notification will be forwarded to the parties.

Confidentiality and Procedures for Handling Confidential Information:

Individuals involved in the processes described in the policy shall, to the greatest degree possible, ensure the confidentiality of information received. Information regarding an individual's disability is confidential.

When an individual provides documentation he/she will complete a form indicating consent to release specific information to individuals with legitimate interests relative to the appeal. The information is not to be shared with any individual beyond those directly involved in the proceedings. At the conclusion of the matter, all documentation is to be returned to the director of DSS or assistant vice president for human resources.

Disabilities Grievance Petition

Name Student ID No. (If a student)
Department (If a faculty or staff member)

Local Address Home Phone

City State Zip Code Office Phone

Degree Major

Please provide a complete description of your grievance. Attach additional pages, if needed, and include any necessary documentation.

Signature: _____ Date: _____

Please return to the AA/EE Office located in the Administration Building.

Upon request, for persons with disabilities, assistance will be provided to complete the form. Contact the Disabilities Support Services office located in the basement of the Student Center (501) 450-3135 or Human Resources office located in the Administration Building (501) 450-3181.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 523

Subject: Arkansas Whistle-Blower Act

Page 1 of 2

Date Adopted: 2/01 Revised: _____

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This policy regarding the Arkansas Whistle-Blower Act is consistent with Arkansas Code Annotated " 21-1-601 through 609.

An employee will be protected from discharge or retaliation when the employee reports in good faith the existence of any waste of public funds, property or manpower, or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower.

No adverse action will be taken against an employee or a person authorized to act on behalf of an employee, in the following situations:

- \$ if an employee alleges a violation under this Act, and does so in good faith;
- \$ if an employee alleges a violation under this Act, and does so in good faith, and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or
- \$ if an employee alleges a violation under this Act, and does so in good faith, and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An adverse action is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects his/her employment, including compensation, job location, rights, immunities, promotions, or privileges.

Good faith is lacking when an employee does not have personal knowledge of the waste or violation, or when an employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report of waste or violation should be made verbally or in writing to an employee's supervisors or to an appropriate authority, such as:

- \$ a state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc;

- § a member, officer, agent, investigator, auditor, representative, or supervisory employee of the institution (e.g, vice president, university counsel, affirmative action/equal employment officer); or
- § the office of the Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or Prosecuting Attorney=s office.

The report by an employee of such waste or violation must be made prior to any adverse action by the institution. Additionally, the report is to be made at a time and in a manner which gives the institution reasonable notice of the need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that the institution has acted adversely towards him/her because of the allegations, may utilize the grievance procedures available within the *Faculty* and *Staff* handbooks. An employee may subsequently bring a civil action in chancery court within 180 days of the alleged violation of the Act. Should such civil action occur, the employee has the burden of proof in establishing that he/she has suffered an adverse action for an activity protected under the Act. Additionally, the institution shall have an affirmative defense if it can establish that the adverse action taken against an employee was due to misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violations under the Act.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 524

Page 1 of 3

Subject: Discretionary Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/09 Revised: _____

**ASSISTANCE PROGRAM
FOR STUDENTS
WITH EXCEPTIONAL CIRCUMSTANCES**

Creation of Scholarship Program. The purpose of this policy is to create a scholarship program to be known as the “Assistance Program for Students with Exceptional Circumstances” (“APSEC”).

The APSEC shall commence with the fall semester of 2009.

Purpose of the Program. The APSEC program is intended to be a scholarship program to support students who:

- (a) exhibit exceptional financial need and/or extraordinary academic excellence; and
- (b) do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the university or continue their education.

Establishment of APSEC Committee. There is hereby created a committee to administer the APSEC program in accordance with the terms of this policy.

The Chair of the Committee shall be the Vice President for Administration, who shall be an ex-officio member and who shall not vote.

The committee shall consist of the following persons:

- Vice President for Student Services (or designee)
- Vice President for Enrollment Services (or designee)
- Dean of Undergraduate Studies (or designee)
- Dean of the Graduate School (or designee)
- Director of Financial Aid (or designee)
- Two (2) faculty members selected by the Faculty Senate

Budget Amount and Scholarship Guidelines: The following guidelines shall be followed by the committee when granting scholarships pursuant to this program:

- (a) *Budget.* The budget for the APSEC shall be \$_____ for the academic year 2009-2010. No more than one-half of such amount may be used for any semester. Any scholarship

granted under this program shall be granted on a per semester basis and shall not exceed one academic year. No aid shall be granted by the committee for a summer session. These amounts shall not be exceeded, but may be adjusted, from time-to-time, by resolution of the Board of Trustees.

Notwithstanding the budget amount set forth above, if any student proves by clear evidence that he/she has a letter or other written document granting such scholarship, then such scholarship shall be honored and the amounts shall not be applied against the budget set forth above.

(b) Exceptional Financial Need. Each semester, scholarships shall be allocated to students presenting exceptional financial need. For purposes of this policy the term “exceptional financial need” means a clear statement, supported by such evidence as the committee deems appropriate, that the student’s financial situation is such that without assistance from this program the student will be unable to attend the university or continue a course of study. Examples of exceptional financial need could include medical expenses within the family; loss of job by the student or supporting parent/guardian; loss of other financial aid; or such other matters as the committee deems appropriate. The committee should take into account any other scholarships, financial aid, or other support for the applicant.

(c) Extraordinary Academic Excellence. Each semester, scholarships shall be allocated to students exhibiting extraordinary academic excellence. The term “extraordinary academic excellence” shall be defined by the committee.

(d) Requirement That All Other Financial Means Be Utilized. As part of the application process, the committee shall ensure that each applicant has applied for and/or exhausted all other financial means available to such applicant. This should include, but not be limited to, applying for any and all state and federal financial aid and scholarships, as well as any institutional scholarships available from the university or the University of Central Arkansas Foundation, Inc. It is not the intent of this policy to disqualify any student from applying, but the committee should make sure that applicants have first sought other financial sources to further their education prior to making application under this program.

(e) Modification of Allocation Amounts; Failure to Grant Entire Fund. Upon a majority vote of the committee, these allocations can be modified to reflect the applicant pool, but provided however, that not more than seventy-five percent (75%) of the amount for any semester may be used for any one of the categories above. If in any year, the committee does not grant scholarships for the entire budgeted amount, such amounts shall lapse at the end of the spring semester and shall not be carried forward to the next fiscal year.

(f) Per Student Amount. The aggregate amount of the scholarship shall not exceed \$3,000 per applicant for any semester. No student receiving a scholarship under this program shall receive an amount which would result in the student receiving any cash back from any source.

(g) Application Deadline and Procedure. The committee shall cause notice of the program, the application, and the application deadlines to be published on the university’s website, and also, distributed through appropriate university offices so that all students (both incoming and

returning) are aware of the program. The first notices shall be published not later than two weeks after the adoption of this policy.

The application deadline shall be August 1st for the fall semester and December 1st for the spring semester. These deadlines shall be included in the notice.

The committee shall also develop and publish an application for the scholarship program. The application must be filed by the deadline along with any supporting documentation requested. The applicant must submit a letter or other evidence setting forth the student's exceptional financial need and/or extraordinary academic excellence.

(h) Action of the APSEC Committee. After the deadline for each semester, the chair shall convene the committee to review all applications submitted under this program. The committee shall thereafter grant scholarships for the APSEC under the criteria and budget amounts set forth in this policy stating its reasons for the recommendations made. Scholarships under this program shall be granted based upon a vote of the committee according to the criteria set forth in this policy. The decision of the committee is final and cannot be appealed.

Financial Services - 600.00

600	Investments and Collateralization
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647	Fee-Health, Physical Education, Recreation (HPER) Center and Farris Center Pool
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UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 600

Page 1 of 3

Subject: Investments and Collateralizations

Date Adopted: 12/88 Revised: 2/00 , 11/01

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INVESTMENTS

Subject to the direction of the President, the Vice President for Financial and Administrative Services shall be responsible for the management of the cash assets of the University of Central Arkansas. The Vice President, or in his absence the Controller, is authorized and directed to invest all funds not needed to meet current cash flow requirements.

In investing University funds, the University shall seek to obtain the highest possible rate of return, with due consideration given to the dollar yield after taking into account the date of maturity, date the funds will be needed, the interest rate quoted, and the default risk factor of the investment.

- I. The University may invest in certificates of deposit with a depository institution that is a member of the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, provided that all invested monies in excess of the FDIC/FSLIC limit be collateralized according to the requirements of the University's collateralization policy.

Before investing in certificates of deposit, a formal bid shall be required from depository institutions. The institution submitting the highest stated rate of interest and complying with the collateralization and other investment requirements will be awarded the bid. In the event the highest rate offered results in a tie, the bid will be awarded at the discretion of the Vice President for Financial and Administrative Services based on which institution currently holds the investment and/or other objective methods which are in the best interest of the University.

- II. The University may invest in Treasury Bills or other direct and fully guaranteed obligations of the United States and its agencies. However, funds may be also invested to enhance the investment productivity of endowment, donated, and other funds as follows:
 - A. The University may invest endowment and other funds with an investment management service, such as the Common Fund, that provides asset allocation assistance for colleges and universities. Under this service the funds chosen for

investment will be limited to obligations of the United States; Federal agency obligations; domestic and foreign bank certificates of deposit; commercial paper; high quality stocks and bonds; Euro-dollar obligations of U.S. banks; and repurchase agreements.

- B. The University may invest cash or other gifts donated to the University directly in fully guaranteed obligations of the United States or its agencies; in high quality stocks and bonds; or in other equities and interests.

In order to facilitate in the management of University investments, the President is authorized to enter into the appropriate agreements with investment management services or brokers. In all investment transactions, the University's priority will be in the safety, liquidity, and control of its invested cash.

COLLATERALIZATIONS

In order to assure the security of the University of Central Arkansas' demand deposit accounts and its investments, the University's monies shall be fully, and continuously, collateralized whenever such investments/deposits exceed the limits of Federal Deposit Insurance Corporation/Federal Savings and Loan Insurance Corporation or other insurance. Pledged collateral for the University's deposits/investments must meet the following minimum requirements :

1. The Vice President for Financial and Administrative Services will have authority to enter into a collateral agreement with depository institutions and custodian banks which conforms to the collateral requirements stated in this resolution.
2. Pledged security shall be placed in a custodian bank's trust department and a safekeeping receipt shall be issued to the University or if an irrevocable standby letter of credit is chosen, then the letter shall be sent to the University Vice President for Financial and Administrative Services. The receipts or letter shall be imprinted with the notice that the security is pledged to the University of Central Arkansas.
3. The custodian shall deliver the pledged security to the University upon the sole order of the University's Vice President for Financial and Administrative Services when supported by a verified certificate of the FDIC/FSLIC certifying under seal that the depository institution has failed or refused to pay all or a portion of the deposit due the University by the depository institution and that under the terms of the pledge agreement executed by the depository institution the University is entitled to delivery of the security described in the receipt(s) or the proceeds thereof. Otherwise the security shall be delivered only upon the written order and instructions of the University Vice President for Financial and Administrative Services and depository institution.
4. Eligible security for deposits must consist of the following: direct obligations of the United States Government; obligations of agencies and instrumentalities created by act of the United States Congress and authorized thereby to issue securities or evidences of

indebtedness; bonds of the University of Central Arkansas and; general obligations of the State of Arkansas and Arkansas municipalities and political subdivisions with a Standard & Poor's and/or Moody's rating of at least AA@; an irrevocable standby letter of credit issued by a Federal Home Loan Bank.

5. All pledged security shall be valued at market (not par) value, and the aggregate must be equal to at least 110% of the deposits/investments. However, in instances where the President deems it to be in the best interest of the University, he is authorized to require the security be not less than 100% of the deposits/investments. The collateral is to be adjusted immediately by the depository institution when its market value falls below the minimum percentage requirements.
6. Failure to maintain the minimum collateral requirements may jeopardize the future banking relationship between the University and the depository institution.
7. The Vice President for Financial and Administrative Services, or in his absence the Controller, has the right to accept or disallow specific security offered by the depository institution as pledged collateral. In no event shall the acceptance conflict with the University's minimum collateral standards as stated herein.
8. The depository institution shall provide a monthly pledge report detailing the pledged security, their respective market value, and ratings (Standard & Poor's and/or Moody's). This report shall be furnished by the 10th working day of the following month.
9. Responsibility for the University's adherence to this policy rests with the Vice President for Financial and Administrative Services with the assistance of the Controller. The Internal Auditor has the responsibility to monitor compliance.

The collateral requirements as stated above shall not apply to: (a) investments with investment management services such as the Common Fund; or (b) equity investments representing funds donated to the University from private sources.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 600.1

Subject: Investments - The Common Fund

Page 1 of 2

Date Adopted: 4/95

Revised: _____

(1) The University of Central Arkansas shall become a member of the Common Fund for nonprofit organizations ("The Common Fund"), a New York membership corporation, pursuant to the constitution, by-laws and rules of the Common Fund, thereby becoming entitled to invest in the various investment funds established and maintained or sponsored by the Common Fund.

(2) To authorize the person holding the office of Vice President for Financial Services, referred to herein as an authorized person, to act on behalf of and in the name of the institution in matters relating to the Common Fund and, in particular, to specify to the Common Fund the investment fund(s) of the Common Fund in which assets of the institution should be invested or to which they should be transferred, to specify the distribution option or options applicable to such investments, to withdraw all or any portion of the assets from any one or more of the investment funds, to make representations and warranties and to extend covenants binding upon the institution, and generally to conduct affairs with the Common Fund on behalf of the institution, subject, however, to the understanding that any withdrawal shall be limited to a remittance by the Common Fund to a bank or other depository institution for credit to an account of the institution.

(3) To authorize the Vice President for Financial Services (I) to designate one or more additional persons, who may or may not be officers of the institution, to act for and on behalf of the institution as if directly authorized pursuant to paragraph 2 hereof, and (II) to certify to the Common Fund, and, in the case of the short term fund, to Corestates Bank, N.A., as trustee (The "Trustee") the identity and the authenticity of the signatures of the persons so designated. Persons so designated are each intended to be included in references in later paragraphs of this resolution to authorized persons.

(4) This resolution shall supersede prior resolutions concerning the subject matter hereof to the extend inconsistent herewith and shall continue in full force and effect until written notice of any amendment or rescission hereof has been received by the Common Fund, and, in the case of the short term fund, The Trustee.

(5) The secretary of the Board of Trustees or any one of the authorized persons designated herein or pursuant hereto may certify to the Common Fund and to The Trustee and to any affiliate of either, as to the adoption of this resolution and the text hereof and as to the identity and authenticity of the signatures of each person authorized in paragraph 2 and pursuant to paragraph 3

to exercise one or more of the powers conferred herein. Such certification as to identity and authenticity may be made on fund transfer agreements or money transfer agreements or otherwise. The Common Fund

and The Trustee shall be entitled as against the institution to presume conclusively that the persons so certified shall continue to be authorized to act on behalf of the institution until otherwise notified in writing by an authorized person.

(6) Each authorized person listed in paragraph 2 is authorized to enter into a trust agreement (The "Trust Agreement") with The Trustee for the purpose of arranging for the management of that portion of the institution's funds that are normally invested in short to intermediate term fixed dollar securities. Each authorized person may from time to time transfer such funds to The Trustee with the understanding that the Trustees will invest the funds, in accordance with the terms of the trust agreement, in the Common Fund for short term investments (The "Short Term Fund"), under the terms set forth in the plan dated September 9, 1974, as amended, such funds, as so deposited, being referred to herein as the "Trust Fund." Each authorized person is authorized, in respect of the institution's investments under the trust agreement, to make contributions to, and withdrawals from, the Trust Fund, and to give instruction to, and otherwise to effect transactions with the Trustee, subject, however, to the understanding that any withdrawal of funds shall be limited to a remittance by the Trustee to a bank or other depository institution for credit to an account of the institution.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 601

Subject: Expenditures - Official Functions

Page 1 of 1

Date Adopted: 10/85

Revised: _____

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1. No expenditure charged under the heading of Official Functions can be incurred without the prior approval of the President of the University.
 2. Those activities for which expenditures under the heading of Official Functions are incurred would be expected to involve at least one of the following objectives:
 - A. Staff Development,
 - B. University Advancement,
 - C. Activities of the Board of Trustees in Fulfilling its Responsibilities,
 - D. Faculty and/or Student Recruitment,
 - E. Faculty and/or Student Orientation.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 602

Subject: Minority Purchasing Program

Page 1 of 3

Date Adopted: 12/91

Revised: _____

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Policies and Goals: The University of Central Arkansas, hereafter called the "University" or "UCA", acknowledges and supports the policy of the State of Arkansas to support equal opportunity, as well as economic development in every sector. The University of Central Arkansas recognizes that it is the purpose of Act 698 of 1991 to support to the fullest, all possible participation of firms owned and controlled by minority persons in all state funded programs and in the purchase of goods and services for the University. The University hereby commits to use minority businesses in contracting to the maximum extent feasible. An annual procurement goal of ten percent (10%) of business with minority businesses each year is hereby established. The University shall, within the limits of state statutes and regulations, pursue the award of a fair share of all contracts with minority businesses and shall encourage and assist minority businesses in the methods of doing business with the University.

Definitions:

1. "Advisory Council" or "council" means the Advisory Council to the Division of Minority Enterprise created under Arkansas Code 15-4-303;
2. "Division" means Minority Business Development Division of the Arkansas Industrial Development Commission;
3. "Director" means Director of the Minority Business Development Division of the Arkansas Industrial Development Commission;
4. "Exempt" and "non-exempt" means goods and services classified as either exempt or non-exempt for the purpose of administering this program as shall be determined by the Office of State Purchasing and the Division of Minority Business Development submitted to the Advisory Council for their review and consideration for the purpose of Act 698 of 1991;
5. "Minority" means a black citizen or black lawful permanent resident of the state of Arkansas;
6. "Procurement" means buying, purchasing, renting, leasing, otherwise acquiring any goods or services;

7. "State Agency" means all departments, offices, boards, commissions and institutions of the State, including the state-supported institutions of higher education;
8. "State Contract" means all types of state agreements, regardless of what they may be called, for the purchase of commodities and services not otherwise exempt;
9. "Agency Contract" means all types of agency agreements, regardless of what they may be called, for the purchase of commodities and services and for the disposal of surplus commodities and services not otherwise exempt.

The following is the plan the University of Central Arkansas will be using to implement the above policies and goal. This plan will be subject to change as regulations are promulgated by the various regulatory state agencies.

Minority Purchasing Plan:

1. A Minority Purchasing Program shall be established within the UCA Purchasing Department to administer the provisions of Act 698 of 1991.
2. A buyer within the UCA Purchasing Department will be designated to be the Minority Business Officer.
3. The UCA Purchasing Official will advise UCA departments of the minority purchasing program and encourage their participation to the fullest in assisting with meeting our goals.
4. The University has named Mr. Paul Totten as the coordinator for developing and administering the compliance plan and Ms. Cassandra McCuien as the Minority Business Officer for UCA.
5. The UCA Minority Business Office shall encourage and assist minority businesses to enroll on the minority vendor listing with the University.
6. UCA will maintain accurate and complete records regarding minority business procurement activity.
7. The Purchase Request/Order form currently being used by UCA will be revised to reflect, on the file copy, minority business data.
8. All requests for "small orders" will be reviewed by the Minority Business Officer to identify any goods or services that can be procured from a minority business prior to the processing of a Purchase Order.
9. When UCA obtains goods or services by utilizing the competitive bidding procedure, at least one of the three or more bids considered shall be solicited from a minority business if

a minority business is identified which sells the type of commodity or service being procured.

10. The Minority Vendor List, provided by the Office of State Purchasing, will be converted to a listing by commodity and service to further assist UCA in identifying the vendor in each area.
11. The University will submit to the Division, the council and the Office of State Purchasing, within fifteen (15) days of the close of each six (6) month period, beginning with the period of July 1991, and ending with December 31, 1991, a report summing up total procurement for all contracts, except exempt contracts of the University awarded to minority businesses.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 603

Subject: Collection Agencies

Page 1 of 1

Date Adopted: 6/75

Revised: _____

Collection agencies used by the University are authorized to utilize legal counsel when necessary for the collection of delinquent loans, student accounts, and bad checks.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 604

Subject: Credit Cards

Page 1 of 1

Date Adopted: 3/89

Revised: _____

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The Board authorizes the President to approve the use of credit cards as a method of paying the University for various fees and purchases of goods and services from the University.

The Division of Continuing Education is also authorized to charge a processing fee for all persons enrolling in correspondence courses.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 605

Subject: Travel Reimbursement

Page 1 of 1

Date Adopted: 6/81

Revised: 1/94*, 12/94, 11/01

Individuals who travel as official representatives of the University may be reimbursed for actual lodging expenses if they exceed the authorized daily maximum.. A request for actual expense reimbursement must be completed in advance of the trip and be approved by the applicable Vice President and the Travel Administrator. Requests made after-the-trip will not be approved unless an exceptional situation has occurred and that exception is approved by the applicable Vice President and the Travel Administrator.

Individuals who travel out of country as official representatives of the university may be reimbursed for actual food and lodging expenses if they exceed the authorized daily maximum. This request must be completed in advance of the trip and be approved by the applicable Vice President and the Travel Administrator. Requests made after-the-trip will not be approved unless an exceptional situation has occurred and that exception is approved by the applicable Vice President and the Travel Administrator.

*DFA regulations.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 606

Subject: Acquisitions - Promotional Items

Page 1 of 1

Date Adopted: 5/96

Revised: _____

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The Board of Trustees approves a maximum expenditure of \$25,000 per fiscal year for promotional items. This authorization shall continue in effect in future fiscal years, until modified by the Board of Trustees.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 607

Subject: UCA Board of Trustees Endowment Fund

Page 1 of 1

Date Adopted: 8/95

Revised: _____

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The University of Central Arkansas Board of Trustees Endowment Fund is hereby established. The endowment fund will contain only those monies that are recommended by the president and specifically designated by the UCA Board of Trustees.

The purpose of the fund is to provide long-term support for scholarships and other university operations; therefore, the university is prohibited from spending any portion of the principal. Expenditures from the fund=s income will require approval by the Board of Trustees. However, \$25,000 of the Endowment Fund, not to exceed 5% of the beginning balance, may be spent at any time at the Chair=s discretion without Board approval.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 610

Subject: Student Aid Satisfactory Progress

Page 1 of 1

Date Adopted: 6/81

Revised: 12/84, 5/93, 6/96, 2/97

The Board of Trustees hereby establishes that the Student Aid Satisfactory Progress Policy of the University of Central Arkansas will ensure fairness to all students and will be in compliance with all applicable federal guidelines adopted by the U.S. Department of Education. Otherwise, the Board of Trustees delegates the authority to establish specific procedures to ensure that students are making satisfactory progress toward the completion of their degree to the President and his designees.

A copy of the procedures may be obtained from the Office of the Vice President for Financial Services.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 611

Subject: Student Credit

Page 1 of 1

Date Adopted: 9/76

Revised: 12/91, 5/97, 8/99

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Upon authorization by the vice president for financial and administrative services or his designee, credit for registration and other fees, room, board and books beyond the established four installments per semester, will be approved only when a student's short-term financial circumstances and credit history may warrant such action. The university expects students to discharge financial responsibilities promptly and cooperatively. Failure on the part of the student to meet the terms of the credit agreement may result in denial of university services such as registration of classes, official transcripts, etc. and may conclude in the student being administratively withdrawn from the university and possibly liable for all or part of the fees.

BOARD POLICY

Policy Number: 612
Subject: Student Withdrawal and Refund
Date Adopted: 12/84 Revised: 10/92, 5/99, 8/03, 5/07, 2/08

Page 1 of 2

Withdrawals and Refunds

For this policy, Monday through Friday classes are considered regular class days. The refund period starts on the first regular class day for each semester, term, or parts of a term less than 11 weeks in duration.

Fall and Spring Semesters

Students who officially withdraw from the university or make schedule adjustments before the sixth regular class day for the fall and spring semesters will receive a 100% reduction in the charges for registration and mandatory fees, if applicable.

Students who officially withdraw from the university or make schedule adjustments after the fifth regular class day but before 4:00 p.m. on the fifteenth-day of classes will receive a reduction in their charges for registration and fees as follows:

Withdrawals-Registration and mandatory fees, if applicable, will be reduced by 75% based on the difference between the hours of the original class enrollment and the modified class enrollment.

Schedule adjustments - Students may be entitled to a 75% reduction in registration and mandatory fees, if applicable, based on the difference in the hours of the original class enrollment and their modified class enrollment.

The Post Office box rent is not refundable

All Terms or Parts of a Term Less Than 11 Weeks in Duration

Students who officially withdraw from the university or make schedule adjustments before the third regular class day for all terms or parts of a term less than 11 weeks in duration, will receive a 100% reduction in the charge for registration and mandatory fees, if applicable.

Students who officially withdraw from the university or make schedule adjustments after the second regular class day but before 4:00 p.m. on the fifth day of classes will receive a refund as follows:

Withdrawals - Registration and mandatory fees, if applicable, will be reduced by 75% based on the difference between the hours of the original class enrollment and the modified class enrollment.

Schedule Adjustment - Students may be entitled to a 75% reduction in registration and mandatory fees, if applicable, of the difference in the hours of the original class enrollment and

their modified class enrollment.

The Post Office box rent is not refundable.

To meet the requirements of the Higher Education Amendments of 1998, any student who is either attending or withdrawing from the university, and is in receipt of Title IV funds: i.e., Federal William D. Ford Direct loans, Federal Perkins loans, Federal Stafford loans, Federal PLUS loans, Federal Pell grants, Federal Supplemental Educational Opportunity grants, and Federal College Work Study will, when eligible, be entitled to refunds as prescribed under the federal regulations governing these funds.

All other students who withdraw from the university, or who drop classes during a semester, intersession, or a summer term, may receive a reduction in charges, if eligible, according to the current refund policy.

Room and board may be adjusted/refunded for all students on a weekly basis according to the provisions of the housing contract.

A student may appeal the refund reduction of charges made by the Student Accounts department to the Student Refund committee. The Student Refund committee will make a recommendation based on their review of the case to the vice president for financial services, who will consider the committee's recommendation and provide a written decision to the student.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 613

Subject: Fee Payment Deadline for Pre-registered Students

Page 1 of 1

Date Adopted: 8/89 Revised: _____

The earliest date which may be designated as the deadline for payment of fees by pre-registered students will be "not more than fifteen working days prior to arena registration."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 620

Subject: Guidelines for Awarding Academic and Performance Scholarships Page 1 of 2

Date Adopted: 9/76 Revised: 12/94, 8/96

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The Board of Trustees delegates to the President the authority to establish academic and performance scholarship levels. The following guidelines should be taken into account as scholarship levels are established.

(Athletic scholarships are governed by NCAA regulations and are not covered by this policy.)

Philosophical Basis for Scholarships:

The purpose of the scholarship program is to identify and support superior ability and achievement. The program is likewise a testimony to the University's dedication to education and the honoring of scholarly effort.

Students who come to the University with highly developed competencies, talents, and skills deserve to be recognized for those achievements and promise, and be provided with the opportunities to further develop their potential.

Guidelines for Scholarship Selection:

1. University Scholarship Committee:

- a. The committee formulates and recommends policy covering academic and performance scholarships. The committee consults with departments concerning the development and award of departmental scholarships, and with the undergraduate and graduate deans concerning the award of general university scholarships and fellowships.
- b. The membership of this committee will include three administrators appointed by the Provost and five faculty members appointed by the Faculty Senate, serving rotating four-year terms. The Dean of Undergraduate Studies serves as an ex officio voting member. The Director of Admissions serves as Chair and non-voting member.

2. Funding:

- a. A budget will be developed each year by the Director of Admissions, working with the Provost, the Vice President for Academic Services, the Vice President for Financial Services and the Dean of Undergraduate Studies.
- b. The amount of money allocated to all scholarships will be included in the annual University budget.
- c. Scholarships will be grouped into two areas: academic and performance.

3. Awarding of Scholarships:

- a. The individual directly responsible for the activity involved will have the primary responsibility for awarding scholarships in that activity. The awarding of scholarships will be the responsibility of the following:
 - (1) Academic: Director of Admissions and the Dean of Undergraduate Studies.
 - (2) Performance: Department chairman in which the activity falls.
- b. The director of admissions, the dean of undergraduate studies and the department chair for the performance scholarships will be responsible for preparing appropriate student application forms and developing appropriate criteria for selection and renewal for the performance scholarships. Student application forms and criteria for selection and renewal will be reviewed by the University Scholarship Committee.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 621

Subject: Fee Waiver - Military Personnel

Page 1 of 1

Date Adopted: 8/04

Revised: _____

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The university waives 25% of general registration and fees, not to exceed \$1,300 per academic year, for members of the following Arkansas military units: Army National Guard, Air National Guard, Army Reserve, Navy Reserve, Marine Reserve, Coast Guard Reserve and Air Force Reserve. The total aid provided by the applicable unit when combined with the waiver provided by UCA will not exceed 100% of general registration and fees.

Eligibility for this fee waiver will be determined based upon certification by the administrators of the various guard and reserve units. Eligible military personnel must also meet all university requirements.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 622

Subject: Fee Waiver - Miscellaneous

Page 1 of 2

Date Adopted: _____ Revised: _____

Members of Student Government Association - Adopted 12/75, Revised 6/96, 8/00, 8/01, 12/05, 11/08

The Board of Trustees authorizes a scholarship equal to one-half of tuition and fees and full room (double-occupancy rate if residing in university housing) and board (19-meal plan) charges each Fall, Spring, Summer I and Summer II semester for the Student Government Association positions of Executive Vice President, Vice President of Finance, and Vice President of Operations; and the Student Activities Board President during their term of office.

The Board of Trustees also authorizes a scholarship equal to full tuition and fees and full room (double-occupancy rate if residing in university housing) and board (19-meal plan) charges each Fall, Spring, Summer I and Summer II semester for the Student Government Association President during his/her term of office.

The fee waiver is available to the summer executives serving by appointment in the place of the elected executive officers.

If in any fall or spring semester the Student Government Association executives have reached scholarship stacking as defined by AR Code Ann. 6-80-105, the Board of Trustees authorizes a stipend equal to \$1,500 for the positions of executive vice president, vice president of finance, and vice president of operations; and the Student Activities Board president during their term of office and a stipend equal to \$2,000 for the position of executive president during his/her term of office.

Governors of Boys and Girls State - Adopted 2/65

A four-year fee remission scholarship is established for the governors of Boys State and Girls State.

Cooperating Teachers - Adopted 3/86, 8/00

The University of Central Arkansas will provide three hours of fee waiver (registration and mandatory fees) to a teacher who serves as a cooperating teacher in any semester. These hours must be used within one calendar year following the end of the semester in which they are earned. The hours are not transferable. A cooperating teacher must use the first three hours of tuition waiver earned to enroll in a special graduate level course designed to assist the teacher in supervising student teachers. There is no requirement that the course be taken as a part of a degree program. Following completion of that course, the cooperating teacher would be eligible to use any additional hours earned as he or she desires.

Professional Registration Category - Adopted 3/71, Revised 12/94

The Board established a professional registration category for highly technical programs in which students render a service as a part of their educational activities. Students enrolling in programs covered by the professional registration would pay no registration fee. This would cover students in the senior year of nuclear medicine, radiologic technology and medical technology. It is not necessarily intended to be limited to these two fields, but they are the fields that are currently approved.

Series: 600

Policy Number: 623

Policy Name: Fee Waiver - Employees

Adoption Date: 4/67

Revision Date: 6/67, 6/68, 11/68, 11/72, 3/73, 9/75, 1/77, 8/77, 6/83, 6/84, 12/85, 4/87, 8/91, 8/91, 4/95, 6/96, 2/97, 8/97, 5/98, 10/98, 5/00, 10/02, 8/03, 12/05, 5/08, 7/08, 3/09

Policy Text:

Undergraduate and Graduate Registration Discount Program

As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount on required fees applies only to the Facility fee, Co-op fee, AAGE Test fee, Student Center fee, HPER fee, Athletic fee, Technology fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other University-sponsored tuition scholarships. The discount will not apply to study-abroad programs. However, the fee-waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with private scholarships and assistance

Eligibility and Restrictions

Only courses taken for college credit qualify for the discount.

Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees. Members of the Board of Trustees, their spouses and dependent children are not eligible for the fee waiver.

The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an employee's hire date is October 1, their fee-remission privileges will begin at the start of the spring semester.

Employees

During normally-assigned work hours, employees may take no more than six (6) credit hours in the fall and/or spring semesters and no more than three (3) credit hours during each summer term.

The first three (3) credit hours taken during assigned work hours will not require any leave time. If the employee so chooses, the employee may, during the fall and spring semesters, take an additional class of up to three (3) credit hours during his/her lunch period. Time-off for courses taken during normal work hours, including the lunch period, must be approved by the employee's

supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal work loads or exceptionally busy periods of the work day.

Children

Children are defined as the unmarried children of benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25 and who may be claimed as dependents for federal tax purposes by that employee. An employee may receive a fee waiver for a child meeting the aforementioned definition of children through and including the semester in which the child turns age 25.

Costs

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to twenty (20) percent of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees will pay an amount equal to twenty (20) percent of the regular in-state registration and applicable eligible fees for graduate courses.

Graduate degree fee discounts are not available for spouses or children.

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

Exceptions

If an employee dies or becomes disabled (as determined by the University's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining. Spouses and dependents who are not receiving the discount at the time of the employee's death or disability will be eligible for the discount for five (5) years from the date of death or disability.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 624

Subject: Authorization to Open Bank Accounts and Execute
Signature Cards

Page 1 of 1

Date Adopted: 8/96 Revised: _____

The Vice President for Financial Services or his designee is authorized to enter into agreements with financial institutions for the purpose of opening accounts and to execute signature cards on behalf of the University of Central Arkansas for accounts to be established at the various financial institutions.

BOARD POLICY

Policy Number: 630

Page 1 of 2

Subject: Fees - General Registration and Other

Date Adopted: 3/94

Revised: Passim (most recent 05/09)

**GENERAL REGISTRATION AND OTHER MANDATORY FEES
UNDERGRADUATE
2009-10**

General registration and other required fees on a per-hour and per-semester/term basis for undergraduate students are as follows:

Per-Hour Fees (Notes 5A&B)

General Registration	\$161.00
Athletics	12.00
Cooperative Education	.50
Facilities/Infrastructure	9.00
Fine/Performing Arts	2.00
HPER (Health, Phys. Ed., Recreation Ctr.)	4.00
Student Center	4.00
Technology	<u>7.50</u>
Total Per-Hour Fees	<u>\$200.00</u>

Per-Semester/Term Fees

Assessment	\$ 5.00
Access & Security (Note 6)	27.00
Health Services (Note 1)	65.00
Publications (Note 4)	6.00
Radio Station (Note 4)	5.00
SAB (Student Activity Board) (Note 2)	8.00
Student Activity (Note 3)	<u>13.50</u>
Total Per-Semester/Term Fees	<u>\$129.50</u>

Out-of-State (in addition to above fees) **\$161.00 per hour** (Notes 5A&B)

Explanatory Notes:

	<u>Fall/Spring</u>	<u>Interession</u>	<u>Summer I & II</u>	<u>10-week Session</u>
Note 1- Health Services	\$65.00	\$32.50	\$32.50	\$65.00
Note 2- SAB (student events)	\$ 8.00	-0-	\$ 1.50	\$ 3.00
Note 3- Student Activity (student government)	\$15.50	\$ 3.50	\$ 3.50	\$ 3.50

Note 4 - Charged fall and spring semesters only.

Note 5A - Beginning with the fall 2006 semester, newly-enrolled undergraduate students will be charged for each credit hour for general registration and out-of-state fees with no maximum charge. All other hourly-rate fees will continue to be calculated on a maximum of 15-credit hours per semester. Out-of-state fees are waived for undergraduate students residing in university housing beginning with the fall 2007 semester.

Note 5B - Beginning with the fall 2008 semester, all undergraduate students will be charged for each credit hour for general registration and out-of-state fees with no maximum charge. All other hourly-rate fees will continue to be calculated on a maximum of 15-credit hours per semester.

Note 6 - Beginning with the fall 2009 semester, all students will be charged a per semester fee of \$27.00 for each fall/spring semester and \$15.00 for the summer term.

GENERAL REGISTRATION AND OTHER MANDATORY FEES

**GRADUATE
2009-10**

General registration and other required fees on a per-hour and per-semester/term basis for graduate students are as follows:

<u>Per-Hour Fees</u>		<u>Per-Semester/Term Fees</u>	
General Registration	\$201.00	Access and Security (Note 5)	\$27.00
Athletic	12.00	Health Services (Note 1)	\$65.00
Facilities	9.00	Publication (Note 4)	6.00
Fine/Performing Arts	2.00	Radio Station (Note 4)	
HPER (Health, Phys. Ed., Recreation Ctr.)			5.00
	4.00	SAB (Student Activity Board) (Note 2)	
Student Center	4.00		8.00
Technology	<u>7.50</u>	Student Activity (Note 3)	<u>13.50</u>
Total Per-Hour Fees	<u>\$239.50</u>	Total Per-Semester/Term Fees	<u>\$124.50</u>

Out-of-State (in addition to above fees) **\$201.00 per hour**

Explanatory Notes:

	<u>Fall/Spring</u>	<u>Intersession</u>	<u>Summer I & II</u>	<u>10-Week Session</u>
Note 1- Health Service Fee	\$65.00	\$32.50	\$32.50	\$65.00
Note 2- SAB (student events)	\$ 8.00	-0-	\$ 1.50	\$ 3.00
Note 3- Student Activity (student government)	\$13.50 (8+hrs)	\$ 3.50	\$ 3.50	\$ 3.50
	\$ 3.50 (1-7 hrs)			

Note 4- Charged fall and spring semesters only.

Note 5 – Beginning with the fall 2009 semester, all students will be charged a per semester fee of \$27.00 for each fall/spring semester and \$15.00 for the summer term.

Series: 600

Policy Number: 631

Policy Name: Fees - Academic Outreach and Extended Programs

Adoption Date: 12/75

Revision Date: 8/89, 4/90, 4/92, 3/93, 3/94 5/95, 8/96, 8/97, 2/00, 8/00, 05/01, 8/01, 3/02, 11/02, 2/04, 5/05, 5/06, 8/06, 05/08

Policy Text:

Off-Campus Credit Classes

Students enrolling in off-campus credit classes offered through the Division of Academic Outreach will pay the general registration fee, facility fee, and technology fee based on the current Board approved rates for regularly enrolled students as provided for in Board Policy No. 630. In addition to the fees listed above, students enrolling in off-campus credit classes offered through Academic Outreach will pay a special division fee, called an academic support fee, of \$22.00 per credit hour. Students enrolled in Academic Outreach courses may pay an additional support fee necessary to cover the costs associated with serving remote locations as provided for in Board Policy No. 648.

On-Campus Credit Classes

Students enrolling in on-campus credit classes offered through Academic Outreach will pay the general registration fee and all mandatory fees at the same rates for regularly enrolled students as provided for in Board Policy No. 630.

On-Line Instruction Fee

Students enrolling in on-line courses will pay a technology fee of \$25.00 per semester credit hour. This on-line instruction fee is in addition to any general registration or other mandatory course fees.

Off-Campus and On-Campus Credit Classes

If a student is enrolled in off-campus or on-campus undergraduate Academic Outreach classes, these hours are included in the calculation to determine the maximum charge. Students enrolled in health sciences classes offered through Academic Outreach, either on campus or off campus, will pay the same per credit hour health sciences course fee as students who are enrolled in regular on-campus health science classes as provided for in Board Policy No. 639.

Grant-Funded and Institute Classes

Students enrolled in grant-funded classes and classes connected with institutes offered through Academic Outreach will pay only the general registration fee or other fee(s) required to meet funding criteria.

Contract Training and Not-For-Credit Service Fees

The administration is responsible for establishing fees and charges for contract training and not-for-credit events and services that the Division of Academic Outreach originates and sponsors.

Late Payment on External Contracts

The Division of Academic Outreach and may impose a ten percent late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty days of the date of billing.

Alumni Association Discount

UCA Alumni Association members enrolling in non-credit courses originated by Academic Outreach will receive a 40% discount.

Subject: Fees – Room and Board
 Date Adopted: 3/94

Revised: Passim (most recent 2/09)

ROOM RATE SCHEDULE

<u>Fall & Spring</u> <i>Semester Rates</i>	<u>2009-10</u>	<u>(Current)</u>
Double Occupancy Room Rate	\$1,390.00 per semester	(\$1,360.00)
Private Room Rate	\$2,090.00 per semester	(\$2,030.00)
RA Room	\$1,390.00 per semester	(\$1,360.00)
Greek Room Rate	\$ 25.00 per semester	(\$ 22.00)

Apartment – Academic Year Double Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20	\$1,675.00 per semester	(\$1,670.00)
All other complexes	\$1,575.00 per semester	(\$1,570.00)
Apartment – Academic Year Private Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20	\$2,400.00 per semester	(\$2,380.00)
All other complexes	\$2,300.00 per semester	(\$2,280.00)

<u>Twelve-Month Apartment Rates</u> <i>Annual Rates</i>	<u>2009-10</u>	<u>(Current)</u>
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Apartment – 12 Month Double Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20	\$4,140.00 annually	(\$4,040.00)
All other complexes	\$3,940.00 annually	(\$3,840.00)
Apartment – 12 Month Private Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20	\$5,500.00 annually	(\$5,350.00)
All other complexes	\$5,300.00 annually	(\$5,160.00)

Summer Terms 2009

Any Double Room Rate	\$ 375.00 per summer term	(\$ 350.00)
Any Private Room Rate	\$ 515.00 per summer term	(\$ 465.00)

Summer Conferences 2010

Youth Rate (Double)	\$ 11.50 per person/night	(\$ 11.25)
Adult Rate (Double)	\$ 16.00 per person/night	(\$ 15.50)
Adult Rate (Single)	\$ 22.00 per person/night	(\$ 22.00)
UCA Student Groups	\$ 7.00 per person/night	(\$ 6.80)
UCA Sponsored Groups (Double)	\$ 9.50 per person/night	(\$ 9.25)
UCA Sponsored Groups (Single)	\$ 15.00 per person/night	(\$ 14.50)

RENT FOR FAMILY HOUSING

<u>Apartment</u>	<u>2009-10</u>	<u>(Current)</u>
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2003 Bruce #1	\$ 465.00	(\$ 465.00)
2003 Bruce #2, #5	\$ 445.00	(\$ 445.00)
2003 Bruce #3, #4	\$ 395.00	(\$ 395.00)
2005 Bruce	\$ 495.00	(\$ 495.00)
229 Elizabeth	\$ 495.00	(\$ 495.00)
Donnell Ridge (3030A,B) (3040 A,B)	\$ 550.00	(\$ 550.00)
Donnell Ridge (3020 A,B) (3044 A,B)	\$ 515.00	(\$ 515.00)
Caldwell Street Apartments		
1-Bedroom	\$ 435.00	(\$ 395.00)
2-Bedroom	\$ 515.00	(\$ 445.00)

BOARD RATE SCHEDULE

<u>Fall & Spring</u>	<u>2009-10</u>	<u>(Current)</u>
Unlimited	\$ 1,050.00 per semester	(\$ 1,010.00)
Any 15-meals per week + \$30 DCB	\$ 1,050.00 per semester	(\$ 1,010.00)
Any 10-meals per week + \$50 DCB	\$ 1,050.00 per semester	(\$ 1,010.00)
Any 8 meals per week + \$140DCB	\$ 1,050.00 per semester	(\$ 1,010.00)
Senior Plan 65 Block +\$500 DCB*	\$ 1,050.00 per semester	(\$ 1,010.00)
220 Block Plan	\$ 1,135.00 per semester	(\$ 1,090.00)
135 Block + \$160.00DCB	\$ 1,135.00 per semester	(\$ 1,090.00)
\$900.00 DCB**	\$ 900.00 per semester	(\$ 900.00)
\$600.00 DCB	\$ 600.00 per semester	(\$ 600.00)

*Students must have completed 90 credit hours to be eligible for Senior Plan option

*Students in the apartments purchasing the \$900.00 DCB will receive a \$50.00 bonus.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 633

Page 1 of 2

Subject: Fees – Food Service Contract

Date Adopted: 3/94

Revised: Passim (most recent 2/09)

The following rates under the food service contract with ARAMARK, Inc., are approved for the 2008-2009 contract year. UCA will receive the commission listed below on the sales.

TERM	MEAL PLAN	2008-09 Rates Per Day	2009-10 Rates Per Day	% INCREASE
Fall & Spring	Unlimited	\$6.60	\$6.86	4%
	15 Meal Plan	\$6.18	\$6.43	4%
	10 Meal Plan	\$5.94	\$6.18	4%
	8 Meal Plan	\$5.02	\$5.22	4%
	220 Block	\$7.35	\$7.64	4%
	135 Meals	\$5.25	\$5.46	4%
	Senior Plan	\$3.15	\$3.28	4%

GROUP	MEAL	2008-09 Rates Per Meal	2009-10 Rates Per Meal	% INCREASE
Casual Meals	Breakfast*	\$6.10	\$6.34	4%
	Brunch*	\$7.55	\$7.85	4%
	Lunch*	\$8.20	\$8.53	4%
	Dinner*	\$8.75	\$9.10	4%

* Faculty/Staff card user discount applies to each of the above amounts.

Special Groups & Summer Camps	Breakfast	\$4.20	\$4.37	4%
	Brunch	\$5.12	\$5.32	4%
	Lunch	\$5.12	\$5.32	4%
	Dinner	\$5.12	\$5.32	4%

UCA will receive the commission listed below on the sales.

ROYALTY CHART:

Type of Sales	Commission Percentage
Off-Campus Special Groups – Camps	15%
Cafeteria – Non-Cash	12%
Cafeteria – Cash	18%
Chick-fil-A	10%
Pizza Hut	10%
Quizno's	7%
Java City	12%
Starbucks	7%
Commuter Meal Plans	12%
Inclining Balance	12%
Declining Balance	12%
Athletic Concessions – Football	15%
Athletic Concessions – Non-Football	12%
Catering	12%
C-Store – Cash and DCB	14%

Administrative Policies

Series: 600

Policy Number: 634

Policy Name: Fees - General Administrative

Adoption Date: See Below

Revision Date: See Below

Policy Text:

Graduation Fees - Adopted 4/92

Undergraduate Degree \$25.00

Graduate Degree \$35.00

Late Registration Fee - Adopted 1/67 Revised 4/85, 3/94

The late registration fee is \$25.00.

Late Payment Fee - Adopted 3/02, REVISED 5/08

The late payment fee is \$25.00

Graduate School Application Fee - Adopted 5/91 Revised 2/98

An application fee of \$25.00 will be charged for domestic graduate students (Masters, Specialist and doctoral) and \$40.00 for international graduate students (Masters, Specialist and doctoral) effective with the Fall semester, 1998.

Academic Transcript Fee - Adopted 5/91 Revised 11/08

Academic Transcript Fee was eliminated on 11/07/08

Returned Check Fee - Adopted 5/91

A fee of \$15.00 will be charged for each returned check.

Post Office Box Fee - Adopted 5/91

4 x 5 box \$ 5.00 per semester

5 1/2 x 6 box \$20.00 per year

6 1/2 x 11 box \$20.00 per year

4 x 5 box \$ 3.00 per summer term

Series: 600

Policy Number: 635

Policy Name: Fees - International Programs

Adoption Date:

Revision Date:

Policy Text:

Student Activity/Administration Fee - Adopted 5/91, Revised 3/94, Revised 8/98, Revised 5/99, Revised 5/06, Revised 07/08

International students (non-resident aliens) will be charged an activity/administration fee of \$250.00 per semester for spring and fall semesters and \$100.00 per summer semester.

This provision will be effective with the spring 2009 semester.

Student Health Insurance Fee

International students (non-resident aliens) will be charged an amount sufficient to cover mandatory health insurance coverage during their status as students at the university, inclusive of holiday and vacation periods.

Student Application Fee - Adopted 5/91, Revised 5/99, Revised 5/06

International students (non-resident aliens) will be charged a \$50.00 application fee to cover the costs of additional materials and processing necessary for the admission of international students.

This provision will be effective July 1, 2006.

Sponsored Student Administrative Fee - Adopted 8/92

International students on sponsored student scholarships will be charged an administrative fee of \$250.00 per semester to cover the additional costs of administering the scholarships.

Study Abroad Administration Fee - Adopted 12/95

All students participating in Study Abroad Programs sponsored by UCA will be charged a study abroad administration fee of \$40.00 per program.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 636

Subject: Fees - Music Department

Page 1 of 1

Date Adopted: _____ Revised: 05/09 _____

Key Deposits

In order for students to access practice and instrument storage facilities, the Music Department may collect a \$25.00 deposit to cover the replacement costs if keys are lost, stolen, or otherwise not returned. When keys are returned, as required by the department, deposits will be refunded to students.

Music Lesson Fees for UCA Students - Adopted 1940's*

A fee of \$29.00 will be charges for a one hour lesson, an da fee of \$46.00 for two hours.

Additional practice facilities fees are listed in the current undergraduate bulletin.

* On information and belief, the fee was approved by the Board during the late 1940's and has been levied by UCA since that time.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 637

Subject: Fees - Child Study Center

Page 1 of 1

Date Adopted: 4/80

Revised: 4/90, 5/94, 8/97, 8/00, 3/02, 5/05

Fee Schedule for Child Study Center

Program	Ages	Tuition Rate
PreKindergarten B 5 days	4-5	\$260 month / \$13.87 day
PreKindergarten B 3 days	4-5	\$175 month / \$15.55 day
PreKindergarten B 2 days	4-5	\$120 month / \$16 day
PreKindergarten B 2 days	3	\$120 month / \$16 day

Families with multi-child enrollment will have a \$10.00 per month discount. A late fee of \$5.00 per day will be charged for payments not received by the 10th of each month, September through April. A non-refundable registration fee of \$75.00 will be collected at the time of registration for all classes. Fees must be paid through personal check, money order, or cashier=s check. If the balance and all related fees are not remitted by the end of the month in which they are due, the child may be dismissed from the program.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 638

Subject: Fees - Student Teacher

Page 1 of 1

Date Adopted: 4/80

Revised: _____

Student teachers and other education practicum students who request and receive assignments more than 60 miles from Conway are charged a supervision fee as follows:

60 to 80 miles	\$15.00
81 to 100 miles	30.00
Over 100 miles	45.00

Series: 600

Policy Number: 639

Policy Name: Fees – College Specific Fees

Revision Date: Passim (most recent 5/08)

Policy Text:

A. Health and Behavioral Sciences

I. Application Fee

In addition to other applicable fees, the following non-refundable application fees will be collected from students applying to the programs identified. UCA students enrolled as full-time students at the time of application or who were enrolled as full-time students in the immediately preceding semester will be exempt from the application fee listed below.

Program	Application Fee
Speech-Language Pathology (MS)	\$25.00
Occupational Therapy (BS)	\$50.00
Physical Therapy (DPT)	\$50.00
Nursing (BSN-\$50)(MS-\$25)	*\$50.00/\$25.00

*Graduate Program (MS) already assesses a \$25.00 application fee.

II. Health Sciences Fee - effective Fall of 2008

Students enrolled in Health and Behavioral Science courses will be assessed a special course fee, called a Health Sciences Fee, of \$14.00 per credit hour for courses as designated by this college.

III. Laboratory Fees – Effective June 1, 2005

A laboratory fee of \$5.00 per credit hour will also be assessed in designated courses. These funds will be deposited in an account for the department which generated the fee.

B. Natural Science and Mathematics – effective Fall of 2008

Students enrolled in Natural Science and Mathematics courses will be assessed a special course fee, called a Natural Science and Mathematics Fee, of \$7.50 per credit hour for courses as designated by this college.

C. Business Administration – effective Fall of 2008

Students enrolled in Business Administration courses will be assessed a special course fee, called a Business Administration Fee, of \$12.00 per credit hour for courses as designated by this college.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 640

Subject: Fees - Library Usage/Lost Book

Page 1 of 1

Date Adopted: 3/94 Revised: 12/94

A library usage fee of \$50.00 per fiscal year will be charged to all persons who are not members of the university community (students, staff, faculty) for the receipt of library services, such as checking out materials or requesting bibliographic services. Individuals may enter the library and browse without paying the fee as long as they do not request any library services.

Dues paying members of the Friends of the Library and the UCA Alumni Association are exempt from the library usage fee.

The charge for a lost library book is the cost of the book plus a twenty dollar processing fee. The charge for lost reserve articles is the cost of replacing the article plus a five dollar processing charge. A book may not be replaced with a book brought in by the patron. If a lost book is returned the university will refund the cost of the book but not the processing charge.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 641

Page 1 of 2

Subject: Athletic Ticket Prices

Date Adopted: 5/94

Revised: 10/94, 5/01, 5/02, 12/05, 09/07

Following is the schedule of ticket prices for UCA football, basketball, baseball and volleyball games on the UCA campus:

Ticket Prices - 2007-08

	<u>Non-UCA Students</u>	<u>Adults</u>	<u>Reserved Bench Seats</u>	<u>Reserved Chair Seats</u>
Football	\$7.00	\$11.00	\$13.00	\$16.00
Basketball	\$7.00	\$11.00		\$13.00
Baseball	\$6.00	\$ 8.00		
Volleyball	\$2.00	\$ 5.00		

Ticket Prices - 2008-09

	<u>Non-UCA Students</u>	<u>Adults</u>	<u>Reserved Bench Seats</u>	<u>Reserved Chair Seats</u>
Football	\$8.00	\$12.00	\$14.00	\$17.00
Basketball	\$8.00	\$12.00		\$14.00
Baseball	\$6.00	\$ 8.00		
Volleyball	\$2.00	\$ 5.00		

Ticket Prices - 2009-10

	<u>Non-UCA Students</u>	<u>Adults</u>	<u>Reserved Bench Seats</u>	<u>Reserved Chair Seats</u>
Football	\$9.00	\$13.00	\$15.00	\$18.00
Basketball	\$9.00	\$13.00		\$15.00
Baseball	\$6.00	\$ 8.00		
Volleyball	\$2.00	\$ 5.00		

Ticket Prices - 2010-11

	<u>Non-UCA Students</u>	<u>Adults</u>	<u>Reserved Bench Seats</u>	<u>Reserved Chair Seats</u>
Football	\$10.00	\$14.00	\$16.00	\$19.00
Basketball	\$10.00	\$14.00		\$16.00
Baseball	\$ 6.00	\$ 8.00		
Volleyball	\$ 2.00	\$ 5.00		

Ticket Prices - 2011-12

	<u>Non-UCA Students</u>	<u>Adults</u>	<u>Reserved Bench Seats</u>	<u>Reserved Chair Seats</u>
Football	\$11.00	\$15.00	\$17.00	\$20.00
Basketball	\$11.00	\$15.00		\$17.00
Baseball	\$ 6.00	\$ 8.00		
Volleyball	\$ 2.00	\$ 5.00		

Option to Increase Ticket Prices

The university administration reserves the option to increase ticket prices for individual home

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 642

Subject: Fees - Small Business Advancement National Center Satellite
Transmission

Page 1 of 1

Date Adopted: 12/94

Revised: _____

Usage for Monday through Friday from 8:00 a.m. to 4:45 p.m.

1. UCA Classroom or academic use with attendees consisting of 100 percent UCA students, staff, or faculty - \$50 setup fee (per room and event) plus \$30/hour.
 2. Government, not-for-profit, and UCA mixed groups from outside the campus - \$50 setup fee (per room and event) plus \$60/hour.
 3. Private for-profit outside entities - \$50 setup fee (per room and event) plus \$75/hour.
- * an additional \$50 setup fee will be charged if equipment or room adjustments are necessary.

Taping Fee

One original copy for a flat fee of \$75 for 3 hours or less and \$12/hour for each additional hour.

Additional Charges

Transmissions on Monday through Friday before 8:00 a.m. or after 4:45 p.m. - \$50/day.

Transmissions on Saturday or Sunday - \$150/day.

- * If any abnormal arrangements are required, related fees will be charged on a cost recovery basis.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 644

Subject: Rental Rate for Use of University Facilities

Page 1 of 1

Date Adopted: _____ Revised: _____

See Board Policy No. 400.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 645

Subject: Fees - Baum Gallery Traveling Exhibits

Page 1 of 1

Date Adopted: 8/00 Revised: _____

The Baum Gallery of the University of Central Arkansas is authorized to establish a traveling exhibit service. The administration is further authorized to establish a reasonable fee for this service.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 646

Subject: Fees - UCA Ticket Central

Page 1 of 1

Date Adopted: 05/01 Revised: 09/07

NOTE: Ticketing services and fees are addressed in this policy. Facility rental fees are addressed in Board Policy No. 400.

Charges for UCA Ticket Central services are as follows:

University Organizations including Student Organizations

Box office set-up fee of \$500.00 per event plus ticket-printing fee of \$0.75 per ticket.

Theatre Department and Other University Units (excluding Athletics)

Box office set-up fee of \$500.00 per season of shows plus ticket-printing fee of \$0.75 per ticket.

Athletics

Box office set-up fee of \$500.00 per season for each sport/venue plus ticket-printing fee of \$0.75 per ticket.

External Organizations that choose or are required to use UCA Ticket Central=s ticketing services

Box office set-up fee of \$500.00 per event plus ticket-printing fee of \$1.50 per ticket.

The Manager of Reynolds Performance Hall shall have the discretion, subject to prior approval of the administration, to require external organizations/individuals to utilize UCA Ticket Central services when tickets are required for an event.

The Manager of Reynolds Performance Hall shall have the discretion, subject to the prior approval of the administration, to enter into contracts with commercial ventures renting the Performance Hall that involve the sale of tickets. The Manager is authorized to negotiate a contract that will allow the university to participate in any and all revenues associated with the commercial venture, including a percentage of ticket revenue. No university funds shall be invested or placed at risk as a result of these contracts.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 647

Subject: Fees - Health, Physical Education, Recreation (HPER) Center
and Farris Center Pool

Page 1 of 2

Date Adopted: 8/01 Revised: 5/03, 10/03, 2/05, 09/07

Membership Period: Fall membership - Fall academic term
Spring membership - Spring academic term
Summer terms - end of spring term to beginning of fall term

HPER Center and Farris Center Pool Fee Structure: Per Semester

Student:

Student only* (fall and spring)	Board Policy No. 630
Student (summer terms) **	\$4.00 per credit hour/maximum of 3 credit hours per term
Spouse (fall and spring)	\$52.00
Spouse (summer terms)	\$36.00
Family*** (fall and spring)	\$78.00
Family (summer terms)	\$54.00
Single Parent Family**** (fall and spring)	\$26.00
Single Parent Family (summer terms)	\$18.00

*Board Policy No. 630 provides a \$4.00 per credit hour fee for students, and sets the maximum hours charged each semester.

**Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$36.00 (\$36.00 per spouse) to access HPER Center for May, June, July, and August (until fall classes begin).

***For a student's family, the fee is calculated as follows: \$52.00 (spouse) and \$26.00 (children), for a total of \$78.00, in addition to the fee assessed for a student pursuant to Board Policy No. 630.

****For a single parent family, the fee is calculated as follows: \$26.00 (children), in addition to the fee assessed for a student pursuant to Board Policy No. 630.

Faculty and Staff:

Employee/Retiree only*	Fringe benefit paid
Spouse(fall and spring)	\$52.00
Spouse (summer terms)	\$36.00
Family(fall and spring)	\$78.00
Family (summer terms)	\$54.00
Single Parent Family (fall and spring)	\$26.00
Single Parent Family (summer terms)	\$18.00
HPER locker rental	\$10.00 (annual per locker)

*For purposes of this policy, employees enrolled in courses offered by the university will be assessed the fee as per Board Policy Nos. 623 and 630.

University Affiliates:

Fees assessed for current full-time students will be the same for employees and/or residents of the following UCA affiliates:

- \$ ARAMARK, Inc.;
- \$ Barnes and Noble;
- \$ *Oxford American*;
- \$ UCA=s Recognized Student Organizations (RSO) - employment of half-time or more; and
- \$ College Square.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 648

Subject: Fees - Academic Outreach Support

Page 1 of 1

Date Adopted: 10/98 Revised: 12/04

The Division of Academic Outreach and Extended Programs is authorized to assess a support services fee necessary to recover the costs associated with delivering instruction to remote locations.

Because the fees charged at remote locations vary based on the costs of providing instruction at each remote location, a specific fee cannot be established. However, fees will be assessed only as necessary to recover costs associated with serving these remote locations.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 649

Subject: Fees - Natural Sciences and Mathematics
Laboratory Fee

Page 1 of 1

Date Adopted: 5/04 Revised: _____

A Natural Sciences lab fee of \$20.00 per lab course is established, not to exceed \$45 per student per semester.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 650

Page 1 of 1

Subject: Fees - Disciplinary Sanctions

Date Adopted: 5/99 Revised: _____

The UCA student conduct system makes significant use of educational sanctions to help change or redirect behavior of students who violate university policies. The most commonly used sanctions are alcohol and drug education programs for students involved in alcohol and drug offenses and referrals to the Academic Advising Center to complete a study skills/learning inventory for students involved in noise, visitation, and other related offenses.

Students will be informed in writing that if they fail to complete their assigned educational sanction, they will automatically be assessed a monetary fee that must be paid within 30 days from the time they are notified. Failure to pay the fee will result in university records being flagged preventing re-enrollment at the university until the fee is fully paid.

Educational Sanction Fee Structure

Failure to complete Alcohol Education Program	\$50.00
Failure to complete Drug Education Program	\$50.00
Failure to complete Violence Prevention Program	\$50.00
Failure to complete counseling program	\$50.00
Failure to complete Study Strategies Homepage	\$25.00
Failure to organize assigned educational program	\$25.00
Failure to complete research paper	\$25.00
Failure to perform assigned work detail	\$25.00
Failure to complete poster campaign	\$15.00
Failure to do letter of apology	\$15.00
Failure to complete community/work service hours	\$3/hour assigned (max. \$75)

This policy will become effective with the fall 1999 term.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 651

Page 1 of 1

Subject: Fees - Honors College Participation Fee

Date Adopted: 5/04 Revised: _____

2004 - 2005 (per semester)

Seniors	\$ 20.00
Juniors	\$ 20.00
Sophomores	\$ 50.00
Freshmen	\$100.00

2005 - 2006 (per semester)

Seniors	\$ 20.00
Juniors	\$ 50.00
Sophomores	\$100.00
Freshmen	\$100.00

2006 - 2007 (per semester)

Seniors	\$ 50.00
Juniors	\$100.00
Sophomores	\$100.00
Freshmen	\$100.00

2007 - 2008 (per semester)

Seniors	\$100.00
Juniors	\$100.00
Sophomores	\$100.00
Freshmen	\$100.00

This fee will not be covered by scholarship.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Numbers: 652

Page 1 of 1

Subject: Fees - Testing Services

Date Adopted: 05/07

Revised: _____

University Testing Services provides a variety of testing and assessment services to UCA students, the university's academic and other departments, and members of the community. Therefore, the testing services department is authorized to charge reasonable fees for such services and to adjust them from time to time as necessary to cover direct and administrative costs. New fees and adjustment of existing fees will require written approval by the Provost or appropriate vice president.

Student Services - 700.00

- 700 Student Residency Regulations
- 701 Mandatory Residence Hall Requirements
- 702 Mandatory Residence Hall Requirements for International Programs Students
- 703 Student Organizations Scheduling University Facilities
- 704 Leasing University Property to Student Organizations
- 705 Approval for Greek Organizations to Purchase or Rent Property Off Campus
- 706 Involuntary Administrative Withdrawal
- 707 Student Possession, Storage or Use of Firearms
- 708 Parental Notification Policy: Alcohol and Controlled Substances
- 709-end (Reserved)

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 700

Subject: Student Residency Regulations

Page 1 of 1

Date Adopted: 11/71 Revised: 12/89, 10/95, 6/01, 11/02

It is the purpose of this policy to set forth the guidelines pursuant to which the administrative offices of the University of Central Arkansas will comply with the law in classifying students as either **Ain-state@** or **Aout-of-state@** students. In carrying out this policy, it is the intent of the Board to accord equity and fairness to the students, while being mindful to protect the interests of the taxpayers of Arkansas and institutions of higher education in Arkansas.

The president is hereby authorized and directed to develop and implement a plan for the classification of students (both domestic and international) as either **Ain-state@** or **Aout-of-state.@**

In the development of the plan for such classification, the following factors shall be taken into account:

- (a) the length of time a student has lived or otherwise resided in the State of Arkansas;
- (b) the intentions of the student, as expressed to the University on such forms and/or applications submitted requesting the waiver;
- (c) if an unemancipated minor, where the minor=s parents and/or legal guardian, resides
- (d) other factors, such as voting records; drivers license; payment of taxes; being employed in Arkansas;
- (e) whether the student will, if admitted to the University, reside in University-sponsored housing and participate in the board program;
- (f) whether the student is from counties in states bordering Arkansas; and,
- (g) whether the student is a dependent of a person who has earned a degree from the University.

The President is authorized to develop any and all forms, applications or other criteria as may be necessary in carrying out this policy.

Notwithstanding any of the foregoing, however, no plan for the classification of students as either **Ain-state@** of **Aout-of-state@** shall contain any provision or be implemented which:

- (i) violates or contravenes any provision of the Constitutions of the United States or the State of Arkansas, the laws of the State of Arkansas or the regulations of the Arkansas Department of Higher Education; or
- (ii) would result in the diminution of tuition and fees to the University to an extent that existing or future operations of the University would be adversely affected.

UNIVERSITY OF CENTRAL ARKANSAS

* Revised to conform with SBHE policy.

BOARD POLICY

Policy Number: 701

Subject: Mandatory Residence Hall Requirements

Page 1 of 1

Date Adopted: 4/71

Revised: 8/83, 2/88

All unmarried full-time freshmen students who enter with less than 21 semester hours credit are required to live in a residence hall for two semesters. (However, freshmen are not required to live in any particular residence hall.) UCA feels that the residence experience adds to the students' overall academic and personal development and, therefore, is an essential and vital part of the total college experience. There will be numerous programs for the new students in the halls, coordinated through the central Housing Office, which will encompass the academic, social, and recreational areas of development.

Students living with parents, legal guardians, or close relatives are exempt from this policy. Living with a close relative is defined as any place of abode owned, rented, or leased and occupied by a grandparent, married brother or sister, aunt, or uncle.

Also, any individual who is over 21 years of age at the beginning of his/her first semester at UCA, or a transfer student who has lived in a residence hall at another campus for two or more semesters, will be exempt from this requirement.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 702

Subject: Mandatory Residence Hall Requirements for International
Programs Students

Page 1 of 1

Date Adopted: 12/92 Revised: 10/95

All international students are required to spend two semesters living in a UCA residence hall. Only students who meet the following criteria will be exempt from this policy:

- A. Student is 21 years of age or older, or
- B. Student is married and is residing with spouse, or
- C. Student is in graduate school.

Students with special requirements may petition the housing exemption committee to gain exemption from this policy.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 703

Subject: Student Organizations Scheduling University Facilities

Page 1 of 1

Date Adopted: 6/85

Revised: 10/95

Effective July 1, 1985, it will be the policy of the University that student organizations scheduling activities in University facilities (except regular meetings held in space assigned to organizations exclusively for that purpose) will be expected to meet the following requirements:

- 1) the faculty/staff adviser of the student organization must sign the request for the reservation of space;
- 2) the faculty/staff adviser must agree that he/she will be present throughout the scheduled activity acting both as an adviser and as the University's representative at that particular event;
- 3) the adviser agrees that in the event of an unforeseen emergency that prevents his/her attending, an acceptable substitute faculty/staff adviser will be secured and will have the approval of the Vice President for Student Services or the Vice President's designee in advance of the activity. Failure of the adviser to attend or failure to secure an acceptable substitute will cause the organization to cancel the scheduled event.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 704

Subject: Leasing University Property to Student Organizations

Page 1 of 1

Date Adopted: 6/84 Revised: _____

The administration is authorized to negotiate leases of University property to student organizations for the purpose of constructing facilities. Each lease must have prior approval of the Board before it is effective. All facilities constructed under such leases will be considered University facilities and will be governed by applicable regulations in the UCA Student Handbook.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 705

Subject: Approval for Greek Organizations to Purchase or Rent
Property Off Campus

Page 1 of 2

Date Adopted: 8/89

Revised: _____

The Board of Trustees hereby authorizes the Administration to allow Greek organizations to purchase or rent property off campus, if done under the following standards which will be required in order to maintain official recognition by UCA:

(1) The organization will obtain the approval and support of its local alumni board, national office, or appropriate governing body.

(2) The organization will develop a set of "house rules" and have these rules approved by the appropriate governing body. Additionally, these rules must be approved and placed on file with the Vice President for Student Services prior to occupancy of the property. Approved "house rules" must contain a minimum of the following:

- (a) Appropriate visitation policy;
- (b) policies concerning alcoholic beverages and prohibiting the possession or use of illegal drugs and controlled substances;
- (c) procedures for regular safety and maintenance inspections;
- (d) identification of items that cannot be used, possessed, or stored on fraternity property;
- (e) provisions for parking; and
- (f) identification of quiet hours.

(3) The organization will have a Resident Counselor who is selected by the appropriate governing board.

(4) The organization will establish procedures to appropriately discipline members who violate "house rules" or local or state laws.

The Administration is hereby authorized and directed to consider the following criteria in granting approval to purchase or rent property off campus: size of organization, financial stability, "house rules," support of governing body, location or property, and agreement to work with local city officials to meet local zoning requirements.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 706

Subject: Involuntary Administrative Withdrawal

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Date Adopted: 9/90 Revised: _____

I. STANDARDS FOR WITHDRAWAL

1. A student will be subject to involuntary administrative withdrawal from the University, or from University housing, if it is determined, by a preponderance of evidence, that the student is suffering from a mental disorder (as defined by the current American Psychiatric Association Diagnostic Manual), and, as a result of the mental disorder:
 - (a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or,
 - (b) engages, or threatens to engage, in behavior which would cause property damage, or directly and substantially impede the lawful activities of others and the University's accomplishment of its mission.
2. These standards do not preclude removal from the University, or University housing, in accordance with provisions of the residence hall contract, or other University rules and regulations.

II. REFERRAL FOR EVALUATION

1. The Dean of Students may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution, if the Dean, after consultation with the Director of Counseling Services, reasonably believes that the student may meet the criteria set forth in Section I., 1., or if a student subject to disciplinary charges wishes to introduce relevant evidence of any mental disorder.
2. Students referred for evaluation in accordance with this section shall be so informed in writing, either by personal delivery or by certified mail and shall be given a copy of these standards and procedures. The evaluation must be completed within five business days from the date of the referral letter, unless an extension has been granted by the Dean in writing. Students may be accompanied by a licensed psychologist or psychiatrist of their choice, at their own expense, who may observe but not participate in the evaluation process. Legal representation will not be permitted.
3. Any pending disciplinary action may be withheld until the evaluation is completed, in the discretion of the Dean of Students.

4. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, as set forth in Section III. 1-4, or referred for disciplinary action, or both.

III. INTERIM WITHDRAWAL

1. An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation, as provided by Section II., 1-2, of these standards and procedures. Also, an interim withdrawal may be implemented immediately if the Dean of Students or a designee, in consultation with the Director of Counseling Services or designee, determines that any student may be suffering from a mental disorder, and the student's behavior poses an imminent danger of:
 - (a) causing serious physical harm to the student or others, or,
 - (b) causing property damage, or directly and substantially impeding the lawful activities of others and the University's accomplishment of its mission.
2. A student subject to an interim withdrawal shall be given notice of the withdrawal either by personal delivery, by certified mail, or by verbal notice with written confirmation provided within 24 hours and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Dean of Students, or a designee, within two business days from the effective day of the interim withdrawal, in order to review the following issues only:
 - (a) the reliability of the information concerning the student's behavior;
 - (b) whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, causing property damage, or directly and substantially impeding the lawful activities of others and the University's accomplishment of its mission;
 - (c) whether or not the student has completed an evaluation, in accordance with these standards and procedures.
3. A student subject to interim withdrawal may be assisted in the proceeding specified at Section III, 2., by a family member and a licensed psychologist or psychiatrist, or in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of the institution.* Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student. Students will be expected to speak for themselves whenever possible.
4. An informal hearing, as provided in section IV, will be held within five business days after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within two business days after the student submits a proper request for an appointment. The student will remain withdrawn on an interim basis pending completion of the

informal hearing, but will be allowed to enter upon the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the Dean of Students.

*In this section, and in Section IV, 1.(d), a university faculty or staff member who is an attorney will be regarded as "legal counsel."

IV. INFORMAL HEARING

1. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Dean of Students, or a designee. The following guidelines will be applicable:

(a) Students will be informed of the time, date and location of the informal hearing, in writing, either by personal delivery or certified mail, at least three business days in advance.

(b) The entire case file, including an evaluation prepared pursuant to Section II, 1., of these standards and procedures, and the names of prospective witnesses, will be available for inspection by the student in the Dean of Students' office during normal business hours.

That file, which should be available at least two business days before the informal hearing, need not include the personal and confidential notes of any institutional official or participant in the evaluation process.

(c) The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.

(d) The student may choose to be assisted by a family member and a licensed psychologist or psychiatrist, provided at his/her own expense, or, in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student.

(e) Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.

(f) The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.

(g) The informal hearing shall be tape recorded by the Dean or designee. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the institution.

(h) A written decision will be rendered by the Dean or designee within five business days after the completion of the informal hearing. The written decision, which will be mailed

or personally delivered to the student, will contain a statement of reasons for any determination leading to involuntary withdrawal. The student will also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.

- (i) The decision of the Dean or designee shall be final and conclusive and not subject to appeal.
- (j) If the student has been charged with a disciplinary violation, and a decision is made not to involuntarily withdraw the student, the student will be returned to the disciplinary process for a hearing on the charges.

V. PROCEDURES IF STUDENT IS CHARGED WITH A VIOLATION OF DISCIPLINARY REGULATIONS

- 1. A student accused of violating University disciplinary regulations may be diverted from the disciplinary process and withdrawn in accordance with these standards, if the student, as a result of mental disorder:
 - (a) lacks the capacity to respond to pending disciplinary charges, or
 - (b) wishes to introduce relevant evidence of any mental disorder. The student must so inform the Dean of Students in writing at least two business days prior to any disciplinary hearing. If the Dean determines that the evidence may have merit, the case shall then be resolved in accordance with these standards and procedures. Thereafter, if it is determined that the student does not meet the criteria set forth in part three, the case will be returned to the disciplinary process. Evidence of any mental disorder may not be admitted into evidence or considered by the hearing panel at any disciplinary proceeding.

VI. DEVIATIONS FROM ESTABLISHED PROCEDURES

- 1. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 707

Subject: Student Possession, Storage or Use of Firearms

Page 1 of 1

Date Adopted: 12/92 Revised: 8/93

Any student possessing, storing, or using a firearm on university controlled property or at university sponsored or supervised functions, unless authorized by the university, will be suspended from UCA for a period of not less than three years unless a waiver of the suspension is granted by the President upon the recommendation of the Vice President for Student Services.

The statutory definitions are as follows:

- (1) "Purposely." A person acts purposely with respect to his conduct or a result thereof when it is his conscious object to engage in conduct of that nature or to cause such a result;
- (2) "Knowingly." A person acts knowingly with respect to his conduct or the attendant circumstances when he is aware that his conduct is of that nature or that such circumstances exist. A person acts knowingly with respect to a result of his conduct when he is aware that it is practically certain that his conduct will cause such a result;
- (3) "Recklessly." A person acts recklessly with respect to attendant circumstances or a result of his conduct when he consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of a nature and degree that disregard thereof constitutes a gross deviation from the standard of care that a reasonable person would observe in the actor's situation;
- (4) "Negligently." A person acts negligently with respect to attendant circumstances or a result of his conduct when he should be aware of a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that the actor's failure to perceive it, considering the nature and purpose of his conduct and the circumstances known to him, involves a gross deviation from the standard of care that a reasonable person would observe in the actor's situation."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 708

Subject: Parental Notification Policy: Alcohol and Controlled
Substances

Page 1 of 1

Date Adopted: 5/99 Revised: _____

The university will notify, in writing, a parent or legal guardian of a student who is a freshman (initial two (2) semesters) and under twenty-one (21) years of age, if he/she violates any rule or policy of the university governing the use or possession of alcohol or controlled substances while on university property, or at a university-sponsored or sanctioned event. Notification to the parent or legal guardian will be in addition to other disciplinary action provided for in the *Student Handbook*.

Athletics - 800.00

800	Role of Athletic Programs
801	UCA Athletic Affiliations
802	UCA Purple Circle
803	Summer Athletic Camps
804-end	(Reserved)

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Series: 800

Policy Number: 800

Policy Name: Role of Athletic Programs

Adoption Date: 5/92

Revision Date: 5/08

Policy Text:

The Board of Trustees adopts the following statement of the role of athletic programs for the University of Central Arkansas:

Varsity and intramural athletic programs play a significant role at the University of Central Arkansas. They provide students with valuable extra-curricular activities and other individuals and groups with an important sense of community.

Individuals who participate in collegiate athletics must be, first and foremost, students, subject to the same privileges and requirements as other students. As members of the University community, they should not be segregated by policy or practice from others in the student body, in housing accommodations or otherwise. Athletic events and activities should, to the extent possible, be scheduled to avoid conflict with academic programs and requirements.

Although athletic programs may open professional opportunities for some students, the recreational and social aspects should predominate at the varsity level. The University and its athletic programs should avoid excessive emphasis upon winning and should give all students reasonable opportunities to participate in either varsity or intramural events.

Athletic programs are significant activities for all segments of the University community, and each segment may be appropriately involved in various aspects of their operations. In all instances, however, the University should ensure that rules and regulations are scrupulously followed and that the programs and activities are consistent with the University's academic mission.

The Board of Trustees retains responsibility for the policies under which athletic programs operate, and the President is primarily responsible for administration. However, the faculty, staff and students should also be closely involved in the development of policy and in the periodic review of program operations.

Administrative structures which would allow athletic programs to operate outside the University's normal rules and procedures of governance should not be allowed to develop. The focus of the programs should be upon the University community rather than upon entertainment of large audiences unaffiliated with the University.

The Board of Trustees fully supports compliance with all NCAA, Southland Conference and University policies.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 801

Subject: UCA Athletic Affiliation

Page 1 of 1

Date Adopted: 8/91

Revised: 5/92, 8/95, 3/07

The University shall be a member of NCAA Division I and will comply with the rules and regulations of that Division.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 802

Subject: UCA Purple Circle

Page 1 of 1

Date Adopted: 4/85

Revised: 6/85, 8/95

The following is UCA's Purple Circle Policy Statement:

- I. UCA's athletic policy on non-school organizations supporting the Athletic Department will be:
 - A. The NCAA requires that the University of Central Arkansas have complete control over all funds being given to assist the school's athletic program and be coordinated with the Athletic Department's budget. Expenditures from this fund will be used by the Athletic Office for athletic purposes.
 - B. The institution must remain in control of its destiny, and local organizations have no authority to act on their own, other than in those instances specifically authorized by the University.
- II. The objectives of the Purple Circle Club are:
 - A. To assist in the planning and implementation of annual fund drive of the Purple Circle group.
 - B. To create better understanding and support of UCA's athletic program.
 - C. To encourage athletes and non-athletes to attend UCA.
 - D. To obtain some goals for the UCA Athletic Department that it could not otherwise accomplish without outside aid.
- III. The Purple Circle Club will have its own slate of officers which will consist of President, Vice President, and Secretary.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Series: 800

Policy Number: 803

Policy Name: Summer Athletic Camps

Adoption Date: 4/77

Revision Date: 8/89, 3/90, 3/91, 8/95, 8/08

Policy Text:

Policy on Summer Athletic Camps

Members of the University athletic staff are invited to develop and conduct athletic camps for junior and senior high school students utilizing University facilities during summer months. There are three primary purposes for developing such activities.

1. As a public service to youngsters throughout the state by providing intensive instruction in athletic skills.
2. As a source of supplementary income for the members of the athletic staff who develop and conduct these programs.
3. As a supplemental source of income for the athletic department of the University.

The summer athletic camps involve no conflict of interest with the mission and purpose of the University of Central Arkansas. They will bring to the campus a significant number of persons who are potentially future students who might tend to enroll at the University as a result of their exposure to its facilities and its personnel while engaged in these activities. The summer athletic camps will generate funds to be paid to the University of Central Arkansas for housing, meals, and for the use of other institutional facilities and resources which will produce significant revenues in support of the auxiliary functions of the campus.

The camp director will have the administrative responsibility for the camp including recruitment, selection of staff, organization of the program, and oversight of the day-to-day activities of the camp.

The athletic director will be responsible for coordinating dates and establishing cost factors for each camp.

Essential and fixed costs of operation of the camp will be developed in detail between the athletic director and the camp director no later than April 15 of each year. These costs will include room and board charges to the participants, salary scale for the camp staff, a salary for the camp director, costs of advertising and enrolling campers, and the costs of any items to be given to campers. From these essential and fixed costs a fee for each camper for each camp will be established.

The University can assume no responsibility for underwriting the cost of these camps. Therefore, if sufficient campers are not enrolled one month prior to the beginning of the camp to offset the fixed costs the camp will be cancelled.

An accounting will be made at the conclusion of the camp to determine the income over and above the established and fixed costs. That profit will go to the operating budget of the athletic department. The income to the athletic department will be assigned to the budget of that sport for which the camp was held.

All summer athletic camp activities conducted on the University campus are to be coordinated and scheduled through the Master Calendar Office in the Division of Continuing Education.

Employees of the University are to participate in the summer athletic camps for compensation only after they have discharged fully their employment responsibilities to the University.

The Camp Directors and Athletic Compliance Staff will meet to ensure all NCAA, Southland Conference and University policies are followed.

