

UNIVERSITY OF CENTRAL ARKANSAS**STUDENT HANDBOOK
AND
DAILY PLANNER****2001-2002**

If found please return to:

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PHONE NUMBER

Calendar of Events	6
Intramural Activity Calendar	12
ORIGINS OF THE	
UNIVERSITY OF CENTRAL ARKANSAS	13
Welcome From The President	14
Welcome From The Vice President For Student Services	14
GENERAL RULES & REGULATIONS	15
Student Rights And Responsibilities	15
Selling/Peddling On University Property	15
Use Of Amplifying Equipment	15
Use Of The Institutional Name	15
Identification Cards	15
UNIVERSITY RECORDS	16
Family Educational Rights & Privacy Act (FERPA)	16
Record Inspection	16
Challenge to Educational Record	16
Record Disclosure	18
Directory Information	20
Academic Awards	19
Filing Complaint	19
Computer Use Policy	19
Policy of Non-Discrimination on the Basis of Disability	22
Disabilities Grievance Policy	22
ACADEMIC POLICIES	25
Entering Freshman Admission Policy	26
Admissions From Other Colleges	26
Academic Clemency Policy	26
Adjustment & Credentials Committee	26
Student Academic Appeals	26
Definition of Academic Misconduct	27
Academic Misconduct Appeals	28
Faculty Advisor	30
Transcripts	30
Withdrawal from the University	30
Inclement Weather Policy	31
DEPARTMENTS & SERVICES	31
University Center for Academic Success	32
ARAMARK Campus Dining Services	32
Athletics	33
Intramural Sports and Recreation	34
HPER Center	34
Student Accounts/Cashier's Office	34
Career Services Center	35
Cooperative Education	36
Continuing Education	36
Counseling Services	37
Disability Support Services	38
Financial Aid	39
Veterans Benefits	43
Speech-Language-Hearing-Center	43
Student Health Services	43
Health Promotion & Wellness Services	44

International Programs	44
Institutional Testing	45
Torreyson Library	45
Minority Services	46
University Police	46
Student Center	47
Campus Information Center	47
Post Office	48
Bookstore	48
Student Insurance	48
COMMITTEES & ORGANIZATIONS	48
Arts Advisory Committee	48
Student Life Committee	48
UCA Series Committee	49
Publications	49
Radio Stations	50
Student Government Association	50
Student Organizations	51
Leadership Development	51
Forming New Recognized Student Organizations	51
CAMPUS ACTIVITIES	55
Dances And Social Events On Campus	55
Off-campus Social Events Policy	56
Alcoholic Beverages & Party Planning	56
Dead Week Policy	57
Bands and Artists Contracts	57
Distribution Of Literature On Campus	57
Fund Raising (By <u>Recognized</u> Student Organizations)	58
Greek Structure	58
Greek Housing	62
Responsibilities Of Greek Organizations & The University	63
Recruitment Information	63
UCA Facility Usage Policies	64
STANDARDS OF STUDENT CONDUCT	66
Purpose/Goals	67
Delineation of Responsibilities	67
Interpretation of Standards of Student Conduct	67
Inherent Authority	67
Discipline Procedures	67
Assignment of Alleged Violations	68
Hearing Procedures	68
Appeals	69
Offenses Subject to Disciplinary Action	70
Disciplinary Action	72
Disciplinary Fees for Non-Compliance	73
Group Offenses	74
Mediation Option	74
Firearms Policy	75
SAFETY, SECURITY & HEALTH	75
Safety Programs	76
Safety Services	76
University Police Department	77

UCA Staff	77
Facilities	78
Safety Policies	78
Crime Awareness	78
Reporting Of Crime And Other Emergencies on Campus	78
Reporting Of Off-campus Offenses	79
Response To On-campus Crime Reports	79
Reporting Offenses To Other Campus Offices	80
Campus Security Act Report	81
DRUG FREE SCHOOLS AND COMMUNITY POLICY	82
Alcohol And Drugs	82
Health Risks	82
Counseling And Treatment Programs	83
Statement Of Disciplinary Action	83
Applicable Legal Sanctions For Alcohol And Drugs	83
SEX OFFENSE PROGRAMS AND POLICIES	85
Education Programs	85
Preventing a Sex Offense	86
Definitions for Sex Offenses	86
Procedures for Occurrence of a Sex Offense	87
University Disciplinary Action	88
Counseling And Other Services	88
SEXUAL HARASSMENT POLICY	88
Procedures for Sexual Harassment Claims	89
Informal Investigation and Resolution	91
Formal Investigation and Resolution	91
Sexual Harassment Complaint Committee	92
CONSENSUAL RELATIONSHIPS POLICY	93
STUDENT HOUSING & RESIDENCE LIFE	96
Housing and Residence Life Mission Statement	96
UCA COMMUNITY STANDARDS	96
Resident's Rights and Responsibilities	97
GENERAL HOUSING INFORMATION	98
Housing Deposit Information	98
Reactivating a Deposit	98
Freshmen Residency Requirement	98
Withdrawing from UCA Housing	98
RESIDENCE HALL STAFF	99
RESIDENCE HALL ACTIVITIES	100
Residence Hall Council	100
Residence Hall Association	100
Residence Hall Judicial Board	100
RESIDENCE HALL FACILITIES AND POLICIES	101
Alcohol and other Drugs	101
Bicycles, Motorcycles, In-Line Skates and Skateboarding	101
Cable Television	101
Candles, Incense, Potpourri	101
Care of Residence Hall Rooms	101
Care of Residence Hall Furnishings	101
Checking Out of Residence Halls	102
Closing Notice	102
Community Standards	102

Computer Labs	103
“Dead” Hours	103
Decorations	103
Electrical Appliances	103
Explosives and Firearms	104
Fire Alarms	104
Fire Safety	104
Fire Equipment-Tampering	105
Hall Roofs	105
Illness	105
Lofts	105
Off-Campus Housing	105
Outdoor Campus Noise Policy	105
Overnight Guest Policy	105
Pets	106
Private Rooms	106
Quiet Hours	106
Recycling and Energy Conservation	106
Removal of Personal Belongings	106
Residence Hall Door Alarms	107
Residence Hall Lobby Use Alarms	107
Residence Hall Visitation	107
Residents Without Roommates	107
Respect for University Officials	108
Right of Privacy and The Investigation of Student Conduct	108
Room and Hall Changes	109
Room Keys/Access Cards	109
Sick Trays	109
Smoking	109
Solicitation Policy	109
Summer School Housing	109
Telephone Services	109
Throwing or Dropping Objects from a Residence Hall	110
Vacation Periods	110
Vending Machines and Laundry	110
Visiting Children	110
Windows/Screens	110
SAFETY AND SECURITY GUIDELINES	111
Security Precautions	111
Thefts	111
Severe Weather	111
STUDENT CONDUCT &	
RESIDENCE HALL JUDICIAL PROCEDURES	111
Informal Disciplinary Process	112
The University of Central Arkansas Alma Mater	114
Study Schedule	125
Budget Planning Guide	116
UCA Programs & Services	117

Calendar of Events

Fall Semester 2001

August	4	8:00 p.m. Panhellenic Softball Tournament/Cookout - Softball Fields	
	16	Instruction begins;	
	21	Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit	
	24	3:00 p.m. Southwest Baptist @ Bolivar, MO - WS; 5:00 p.m. Southwest Baptist @ Bolivar, MO - MS	
	26	Time TBA So. Illinois-Edwardsville @ IL MS; 2:00 p.m. Missouri-St.Louis @ St. Louis - WS	
	28-31	7:30 p.m. EVITA - Snow Fine Arts Centre Stage	
	30	7:00 p.m. All Greek Information Night, SC Ballroom	
	31	4:00 p.m. OBU vs. Lincoln @ UCA - MS Time TBA Lincoln Univ. @ UCA - MS	
	September	1	6:00 p.m. Abilene Christian @ UCA - FB
		2	2:00 p.m. Angelo State @ UCA - WS
3		Labor Day Holiday	
4		Instruction resumes; Panhellenic Scholarship Banquet	
5		4:00 p.m. Univ. of the Ozarks @ UCA - WS	
7		Final date to receive a refund for fall semester withdrawals and schedule adjustments	
8		7:00 p.m. UCA @ Southeast Oklahoma - FB	
9		Time TBA SE Missouri @ Cape Girardeau, MO-WS	
10-15		Purple Power Week	
10		4:00 p.m. Williams Baptist @ UCA - MS	
11		6:00 p.m. Athletic Dept. Community Social, Centennial Valley	
13		6:00 p.m. Student Pep Rally, Estes Stadium; 5:00-11:00 p.m. Laser Tag (SAB), SC Ballroom	
14		Final date to make degree application for December graduation; Time TBA Eckerd College @ CBU Memphis - MS; Time TBA Eckerd College @ CBU Memphis - WS; 7:00 p.m. UCA Unplugged VII, SC Ballroom	
15		6:00 p.m. Ouachita Baptist @ UCA - FB	
16		1:00 p.m. Missouri-Rolla @ UCA - MS; Time TBA EC Oklahoma @ UCA - WS	
20		10:00 a.m.- 2:00 p.m. "Don't Get Singled Out", Student Center Courtyard; 10:00 a.m. - 3:00 p.m. RSO Fair, SC Lawn	
21-22		UCA sports Hall of Fame Weekend	
21		2:00 p.m. Texas Wesleyan @ Ft. Worth - WS; 4:00 p.m. Texas Wesleyan @ Ft. Worth - MS	

- 22 11:30 a.m. UCA Hall of Fame Induction Banquet - Student Center Ballroom;
6:00 p.m. Valdosta State @ UCA - FB;
Time TBA Dallas Baptist @ Dallas, TX - MS;
Time TBA Dallas Baptist @ Dallas, TX - WS
- 23-29 International Housekeepers Week
- 28 1:30 p.m. Ouachita Baptist @ UCA - WS;
Time TBA Ouachita Baptist @ UCA - MS
- 29 1:30 p.m. UCA @ Univ of North Alabama - FB;
7:30 p.m. Cherish The Ladies, Reynolds Performance Hall
- 30 2:00 p.m. Missouri Southern @ UCA - MS;
1:00 p.m. North Alabama @ Florence, AL - WS
- October**
- 2-4 Homecoming Queen Elections, SC Lobby
- 4 1:00 - 3:00 pm Majors Fair, SC Ballroom
- 5 Time TBA Univ of Montevallo @ AL - WS;
Time TBA Univ of Montevallo @ AL - MS
- 6 7:00 p.m. UCA @ Harding University - FB
- 7 Time TBA West Florida @ FL - WS;
Time TBA West Florida @ FA - MS
- 11 10:00 p.m. - 2:00 p.m. National Depression Screening, Student Center Ballroom
- 12 Time TBA, St. Leo Univ. @ UCA - MS;
8:30 a.m. Monte Coleman Celebrity Golf Classic - Centennial Valley
- 13 Homecoming 2001
3:00 p.m. Henderson State University @ UCA - FB
- 14 Time TBA, Univ. of Tampa @ UCA - WS;
Time TBA, Univ. of Tampa @ UCA - MS
- 17 Mid-term grade report date;
7:30 p.m. Theatre of Voices, Reynolds Performance Hall
- 17-19 7:30 p.m. AN EXPERIMENT WITH AN AIR PUMP - Snow Fine Arts Centre Stage
- 19 Time TBA, Lincoln Memorial @ UCA - WS;
Time TBA, Lincoln Memorial @ UCA - MS
- 20 3:00 p.m. UCA @ U of A - Monticello - FB
- 21 12:30 p.m. Alabama-Huntsville @ UCA - WS;
Time TBA, Alabama-Huntsville @ UCA - MS
- 25 Time TBA, Harding University @ UCA - WS;
Time TBA, Harding University @ UCA - MS
- 27 3:00 p.m. UCA @ Delta State University - FB;
7:30 p.m. LUMA, Reynolds Performance Hall;
Time TBA, Christian Brothers @ UCA - WS;
Time TBA, Christian Brothers @ UCA - MS
- 31 Final date to drop a course with non-punitive grade
- November**
- 3 1:30 p.m. Southern Arkansas @ UCA - FB;
Family Day/Walk of Champions
- 3-4 Time TBA, Gulf South Tournament @ TBA - MS & WS

	5-29	(Tentative) Advance Registration for Spring 2002
	7	9:00-2:00 Career Fair, Student Center Ballroom
	8-9	7:30 p.m. THE CADRON COMPANY, Snow Fine Arts Centre Stage
	10	Governor's Football Classic - 1:30 p.m. Arkansas Tech. Univ. @ UCA - FB
	17	7:30 p.m. Ricky Skaggs & Kentucky Thunder in Concert, Reynolds Performance Hall
	16-17	Time TBA, UCA Classic @ UCA - MB; 6:00 & 2:00 p.m. Landmark Classic-Lane College @ Columbus, MS - WB
	20	Tentative Date 7:30 p.m., Central OKLA @ Edmond, OK - MB
	21	Thanksgiving Holiday begins at Noon
	23-24	Time TBA, Grand Canyon @ Phoenix, AZ - MB
	23	6:00 p.m. UAM Classic-TBA @ Conway - WB;
	24	2:00 p.m. UAM Classic-MUW @ Conway - WB
	26	Instruction resumes; 7:00 p.m. Northeastern State @ OK - WB
	27	7:00 p.m. Philander Smith @ Conway - MB
	30	Final date to officially withdraw from the University for the fall 2001 semester; 8:00 Pepsi Classic-TBA, Farris Center- WB; Time TBA St. Edwards Classic @ Austin, TX - MB
December	1	6 & 8 p.m. Pepsi Classic-MUW, Farris Center- WB; Time TBA St. Edwards Classic @ Austin, TX - MB
	6-8	7:30 p.m. SIR GAWAIN & THE GREEN KNIGHT, Reynolds Performance Hall
	7-8	Time TBA Harding Classic @ Searcy, AR - MB
	8	Final Exams - Saturday classes
	10-14	Final Exams - day and night classes
	14	6:00 p.m. Lyon College @ Batesville- WB
	15	Winter Commencement 10:30 a.m. (BUSN, EDUC, FA & COMM) 3:00 p.m. (HLTH, LIT ARTS, SCI/MATH);
	17	Instruction Resumes - Winter Intersession
	18	Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit
	24-25	Holiday break
	26	Instruction resumes
	29	1:00 p.m. W. Florida Classic-Valdosta @ FL - WB
	30	3:00 p.m. W. Florida Classic-W. Florida @ FL - WB
	31	Holiday break

SPRING SEMESTER 2002

January	1	Holiday break	
	2	Instruction Resumes - Winter Intersession; Final date to drop a course with a non-punitive grade	
	3	8:00 p.m. Oklahoma Panhandle @ Conway - MB	
	5	6:00 p.m. So. Arkansas Univ. @ Magnolia - WB; 8:00 p.m. So. Arkansas Univ. @ Magnolia - MB	
	7	6:00 Harding University @ UCA - WB; 8:00 Harding University @ UCA - MB	
	11	Final Examinations - Winter Intersession	
	10	6:00 p.m. Christian Brothers @ UCA - WB; 8:00 p.m. Christian Brothers @ UCA - MB	
	12	6:00 p.m. Delta State Univ. @ Cleveland, MS - WB 8:00 p.m. Delta State Univ. @ Cleveland, MS - MB	
	14	Instruction begins - Spring Term; 6:00 p.m. Ouachita Baptist Univ. @ UCA - WB; 8:00 p.m. Ouachita Baptist Univ. @ UCA - MB	
	17	Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit; 6:00 p.m. Arkansas Tech @ Russellville - WB	
	17-20	Formal Recruitment for Sororities	
	19	8:00 p.m. Arkansas Tech @ Russellville - MB	
	21	Martin Luther King, Jr. Day Holiday; 6:00 p.m. Univ. of AR-Monticello @ UCA - WB; 8:00 p.m. Univ. of AR-Monticello @ UCA - MB	
	22	Instruction resumes	
	28	6:00 p.m. Henderson State @ Arkadelphia - WB; 8:00 p.m. Henderson State @ Arkadelphia - MB	
	31	7:30 p.m. The Taming of the Shrew, Reynolds Performance Hall; 6:00 p.m. Southern AR Univ. @ UCA - WB; 8:00 p.m. Southern AR Univ. @ UCA - MB	
	February	1	Final date to receive a refund for spring semester withdrawals and schedule adjustments
		2	6:00 p.m. Harding University @ Searcy - WB; 8:00 p.m. Harding University @ Searcy - MB
		4	6:00 p.m. Christian Brothers @ Memphis - WB; 8:00 p.m. Christian Brothers @ Memphis - MB
		7	6:00 p.m. Delta State Univ. @ UCA - WB
8		Final date to make degree application for May graduation	
9		8:00 p.m. Delta State @ UCA - MB	
11		6:00 p.m. Ouachita Baptist @ Arkadelphia - WB; 8:00 p.m. Ouachita Baptist @ Arkadelphia - MB	
12		7:30 p.m. Three Mo- Tenors, Reynolds Performance Hall;	

	12	10:00 a.m. - 2:00 p.m. Eating Disorder Clinic, Bernard Hall 313
	14	6:00 p.m. Arkansas Tech @ UCA - WB; 8:00 p.m. Arkansas Tech @ UCA - MB
	16	6:00 p.m. Univ of AR-Monticello @ Monticello- WB; 8:00 p.m. Univ of AR-Monticello @ Monticello-MB
	18	SOS Applications available, SC Information Desk
	21	6:00 p.m. Henderson State @ UCA - WB; 8:00 p.m. Henderson State @ UCA - MB
	28	7:30 p.m. FOOTWORKS, Reynolds Performance Hall; Time TBA, GSC Tournament @ Tupelo, MS - WB; Time TBA, GSC Tournament @ Tupelo, MS - MB
March	1-2	Time TBA, GSC Tournament @ Tupelo, MS - WB
	8-9	6:30 pm - 6:30 am "Up 'Til Dawn", Student Center
	12	7:20 p.m. Strike Up The Band, Reynolds Performance Hall; 4:00 p.m. SOS Applications due, SC Info. Desk
	13	Mid-term grade report date
	21	10:00 a.m. - 2:00 p.m. "Don't Get Singled Out", Student Center Lobby
	25-29	Spring Break
April	1	Instruction resumes
	3	Final date to drop a course with non-punitive grade
	11-13	7:30 p.m. LOVE'S LABOR'S LOST, Reynolds Performance Hall
	13-18	Greek Week
	15	Advance Registration Begins (TENTATIVE)
	20	8:00 a.m. - 4:00p.m. History Day in AR competition
	25	Noon - 8:00 p.m. Finals Fest, Parking lot south of Cafeteria
May	3	Final date to officially withdraw from the University for the Spring 2002 semester
	10	Last date to advance register (TENTATIVE)
	11	Final Exams - Saturday classes
	13-17	Final Exams - day and night classes
	18	Spring Commencement 10:30 a.m. (BUSN, EDUC, FA & COMM) 3:00 p.m. (HLTH, LIB ARTS, SCI/MATH)
	20	Instruction Begins - May Intersession
	21	Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit
	27	Memorial Day Holiday
	28	Instruction resumes
	31	Final date to drop a course with non-punitive grade

June	7	Final examinations - May Intersession
	10	Instruction begins Ten Week Summer Session and Summer I Session
	12	Last date to register, add classes, change from credit to audit or audit to credit for Ten Week Summer Session and Summer I Session
	14	Final date to make degree application for August graduation
	28	Final date to drop a course with non-punitive grade
July	4	Independence Holiday Break
	5	Instruction resumes; Final date to withdraw from the University for the Summer I Session
	12	Final Exams - Summer I Session
	15	Instruction Begins - Summer II Session
	17	Last date to register, add classes, change from credit to audit or audit to credit for the Summer II Session
August	2	Final date to drop a course with non-punitive grade
	9	Final date to withdraw from the University for Ten Week Summer Session or Summer II Session
	16	Final Exams - Summer II Term and Ten Week Term; Summer Commencement

UCA INTRAMURAL ACTIVITY CALENDAR 2001-2002				
	Place	Date To	Entry	Manager's
Activity	of Event	Begin	Deadline	Meeting
<i>Fall Semester 2001</i>				
Cross Country	Farris Fields	Aug. 27	Aug. 24	
Tennis	Tennis Courts	Aug. 28 & 29	Aug. 24	
Fall Co-Rec Softball	Farris Fields	Sept. 4		Aug. 28 & 29
Flag Football Jamboree	Farris Fields	Sept. 17		
Flag Football	Farris Fields	Sept. 18		Sept 11 & 12
Bowling	Conway Bowl	Oct. 8	Oct. 5	
Swimming	UCA Pool	Oct. 8	Oct. 5	
Volleyball	HPER	Oct. 22		Oct. 16 @ 1:40
				Oct. 17 @ 4:00
Co-Rec Volleyball	HPER	Nov. 12		Nov. 6 @ 1:40
				Nov. 7 @ 4:00
<i>Spring Semester 2002</i>				
Basketball 3-on-3	HPER	Jan. 22 & 23	Jan. 18	
Basketball 5-on-5	HPER	Jan. 28		Jan. 22 @ 1:40
				Jan. 23 @ 4:00
Table Tennis	HPER	Mar. 4 & 5	Mar. 1	
Badminton	HPER	Mar. 6 & 7	Mar. 1	
Soccer	Farris Fields	Mar. 11		Mar. 5 @ 1:40
				Mar. 6 @ 4:00
Softball	Farris Fields	Apr. 8		Apr. 2 @ 1:40
				Apr. 3 @ 4:00
Horseshoes	IM Fields	Apr. 14 & 15	Apr. 12	

ORIGINS OF

THE UNIVERSITY OF CENTRAL ARKANSAS

The University of Central Arkansas has served the state and the nation for nine decades. Established (1907) by the General Assembly as the Arkansas State Normal School, the institution was charged with the responsibility for training teachers. Both the terms of the act establishing the school and the location in central Arkansas recognized the state-wide scope of the service it was expected to render.

Instruction began in 1908 with 107 students, a faculty of ten, and physical plant consisting of one partially completed building. Today, 9,000 students attend classes taught by an instructional staff of 400. Thirty-nine major buildings, valued at \$120 million, occupy the 262-acre campus.

The autonomy of its Board of Trustees gave the institution freedom to expand and diversify its academic programs to meet the growing needs of the State. The first diploma granted was the Licentiate of Instruction, followed in 1920 by the establishment of curricula leading to a baccalaureate degree. A graduate program was inaugurated in 1955.

The evolving character of the institution was affirmed in 1925 with a change in name to Arkansas State Teachers College (ASTC). Growth and development continued as the university added and broadened liberal arts programs and increased its specialized offerings and degrees. In 1967 ASTC became the State College of Arkansas to reflect the institution's varied and comprehensive curricula. An extensive reorganization was affected in 1969 with the establishment of four colleges to provide administration for academic programs. In 1975 the institution became the University of Central Arkansas.

**Welcome from Winfred L. Thompson,
UCA President . . .**

The University of Central Arkansas has occupied a unique position in higher education since its founding early in this century.

From its beginning as a teacher college to its current status as a comprehensive university, this institution has offered students from every section of Arkansas the opportunity for significant personal growth intellectually, culturally, and socially. We strive to provide this opportunity in an environment that stimulates you to the greatest possible development of your capabilities.

We are pleased that you are part of UCA. On behalf of the faculty, staff and administration, I warmly welcome you. I urge you to take full advantage of your years here.

**Welcome from Ronnie Williams,
Vice President for Student Services . . .**

Welcome to the University of Central Arkansas! We are excited that you chose UCA as the place to further your education. Whether you are beginning or continuing your studies here, many opportunities for involvement in campus life await you. The Division of Student Services encourages you to take advantage of those opportunities. By becoming involved, you will learn valuable skills and develop long-lasting friendships with faculty, staff, and fellow students.

Many services are provided through the Division of Student Services to help you in adjusting to university life and to smooth your way toward the successful completion of your program of studies. We are committed to working with you to help make your time at UCA enjoyable and productive.

UCA is what you, the students, make it. Accept the challenge to become involved in campus life and help us continue our tradition of quality education.

GENERAL RULES & REGULATIONS

! STUDENT RIGHTS AND RESPONSIBILITIES

A general statement - The University of Central Arkansas holds that the student, upon enrollment, neither loses the rights nor escapes the duties of a citizen. Enjoying great opportunities, at partial expense of the State of Arkansas, the student-citizen has a responsibility to himself/herself, fellow students, to the laws of the land, and to the institution in which, by choice, he/she enrolls. The rights and responsibilities of students include:

! RIGHTS

1. The right to expect an education of the highest quality.
2. The right to develop their potential to the best of their abilities.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is best exercised through the fullest use of the appropriate facilities provided through student government and in university offices.
4. The right to a campus environment characterized by safety and order.
5. The right to a fair hearing when disciplinary action is applied to an individual or a group.

! OBLIGATIONS AND RESPONSIBILITIES

1. The obligation to be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
2. The obligation of knowing that one's conduct reflects not only upon one's self but also upon the institution and its citizenry.
3. The obligation to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
4. The obligation to respect the rights and property of others.

! SELLING OR PEDDLING ON UNIVERSITY CONTROLLED PROPERTY

Unauthorized selling or peddling on University controlled property is prohibited. Vendors or salespersons who wish to offer their wares for sale on university property must obtain approval from the director of the student center.

! USE OF AMPLIFYING EQUIPMENT

The use of amplifying equipment, including sound trucks, on university controlled property, is prohibited.

! USE OF THE INSTITUTIONAL NAME

No student organization or individual student may use the institutional name in the solicitation of gifts from persons or agencies off campus without the written permission from the office of Student Services.

! IDENTIFICATION CARDS

The ID card is the property of the university and must be returned to the university when a student withdraws. The card must be surrendered upon request to any official of the university in performance of their duty. The student may request that the official furnish identification. Anyone not possessing a valid ID card will be treated as a non-student.

Students are required to show their university Identification Card when conducting any financial transactions with the UCA Business Office.

UNIVERSITY RECORDS

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their educational records.

! Record Inspection - Students have the right to inspect and review their education records. Access to education records should occur within a reasonable period of time, not to exceed 45 days from the time the request was made. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

! Challenge to Educational Record - FERPA was never intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow an eligible parent or student to contest, as an example, a grade in a course because it is believed a higher grade should have been assigned. However, in the event an eligible parent or student believes education records contain inaccurate or misleading information, or are otherwise in violation of a student's privacy, a request for amendment may be made.

In the event an eligible parent or student believes that an amendment is appropriate, he/she should place such request, in writing, to one of the following university officials (registrar, dean of undergraduate studies, dean of graduate studies or dean of students), clearly identifying the specific part of the record he/she believes needs to be changed, and specifying the reason(s) it is inaccurate, misleading or otherwise in violation of his/her privacy.

In the event the university official determines that no amendment needs to be made to the records, as requested, an eligible parent or student will be notified, in writing, of the decision and advised of the right to a hearing before an ad hoc committee. The committee will submit a recommendation to the provost/vice president for student services, depending upon the particular type of record being challenged.

An eligible parent or student's request for hearing must be submitted, in writing, to the provost or vice president for student services within ten (10) working days from the date the eligible parent or student was notified that his/her request for amendment was denied.

Membership of the ad hoc committee will be as follows: a non-voting, except in the case of a tie, chair selected from the membership of the committee; four (4) faculty members, two (2) tenured or tenure-track faculty and two (2) non-tenure-track faculty selected by the Faculty Senate; one (1) managerial staff member selected by the Staff Senate; and two (2) students, one (1) undergraduate and one (1) graduate student selected by the Student Government Association.

The procedures attendant to a hearing before the ad hoc committee for consideration of challenges to education records are as follows:

1. A copy of the request for hearing and charge of responsibility will be given to the committee by the provost/vice president for student services. A copy will also be forwarded to the university official and eligible parent or student.
2. A hearing will be scheduled within ten (10) working days from the date the request is filed by the eligible parent or student. The eligible parent or student and university official(s) denying the request for amendment, will be informed, in writing, of the date, place, and time of the hearing.
3. Four (4) members 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 person who cast each vote.
4. After the committee considers the matters referred to it by the provost or vice president for student services, the eligible parent or student and the university official(s) will have the right to present witnesses and documentary evidence. Any and all oral testimony and such documentary evidence as is necessary to make a proper determination will be accepted by the committee. The chair may rule on the admissibility of evidence and on the relevance of questions. Responsibility for questioning witnesses, securing evidence, and determining the order of proof will be vested in the committee.
5. Strict judicial rules of evidence will not be applied. The members are to receive all evidence felt to be relevant and material to the issue. The eligible parent or student and the university official(s) will have the right to be present any time testimony is presented and to secure copies of all evidence considered.
6. The eligible parent or student and university official(s) may be assisted and/or represented by an individual of his/her choosing, such assistance may be provided by an attorney at his/her own expense. The university legal counsel may be present.
7. The committee will have five (5) working days from the date of the final hearing to forward a recommendation to the provost/vice president for final decision. A final decision will be rendered within ten (10) working days after receipt of the committee's recommendation.
8. A written record of the minutes of the proceedings and the recommendation of the committee will be made available to the eligible parent or student and university official(s).
9. In the event the provost/vice president for student services determines that the information in the education records is not accurate, misleading, or otherwise in violation of the privacy rights of the student, the eligible parent or student will be provided an opportunity to place a statement in the education record commenting on the contested information, or a

statement setting forth why he/she disagrees with the decision of the university, or both.

10. In the event the university places a statement in the education records of a student that the records did not contain inaccurate or misleading information, or that the records did not violate the privacy rights of the student, the university will maintain the eligible parent or student's statement contesting the decision in the record and upon disclosure of the education records to an authorized individual, the university will include the statement submitted by the eligible parent or student.
11. The time-frames may be adjusted when the university is not open for instruction or upon extraordinary circumstances, upon approval of the provost/vice president for student services.

! Record Disclosure - In general, the University does not disclose personally identifiable information contained in a student's education records unless the student provides written permission for disclosure. FERPA does permit the University, however, to disclose record information without the student's consent to the following parties:

1. To university officials who have legitimate educational interests. A university official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
2. To other college or university officials of another school in which a student seeks or intends to enroll.
3. To certain governmental officials in order to carry out lawful functions.
4. To appropriate parties in connection with financial aid to the student.
5. To organizations doing certain instructional testing, and student aid studies for the University.
6. To accrediting organizations.
7. To parents of entering freshmen under the age of 21 who violate the university's alcohol or drug policies. (Non-academic information.)
8. To individuals who obtain court orders or subpoenas.
9. To persons who need to know in case of health or safety emergencies.
10. To State or local authorities to who disclosure was required by state laws adopted before November 19, 1974.

! Directory Information - The University may disclose, without consent, "directory" type information as defined in this paragraph. However, the

University must tell eligible students of the information that is designated as “directory” information, and provide a reasonable amount of time to allow the eligible student to request the University not to disclose the information. “Directory” information at the University of Central Arkansas consists of the student’s name, major, class level, dates of attendance at the University, date and place of birth, marital status, permanent home address and telephone number, university address and telephone number, university e-mail address, degrees and awards received, and whether they are a full or part-time student, participation in recognized activities and sports, and weight and height of individuals on athletic teams.

The student’s name, university residence, home address, and telephone number are routinely published in the UCA Students, Faculty and Staff Directory that is available to all members of the university community, and may be available to members of the general public.

Students who do not wish the University to disclose “directory” information about them and/or publish information in the UCA Students, Faculty and Staff Directory should notify the Office of the Registrar, in writing, no later than ten (10) calendar days from the first official class day of the University. Students may request the non-release of “directory” information at any time; however, requests submitted after the published deadline may not be guaranteed exclusion from publication in the UCA Students, Faculty and Staff Directory.

! Academic Awards - Students who meet required academic criteria are periodically identified as Dean’s List students or recipients of various academic awards. Students wishing not to be listed or recognized in this way should notify the provost and the dean of students in writing by October 30th of the academic year.

! Filing Complaint - Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Central Arkansas to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

I COMPUTER USE POLICY

The university provides an opportunity for students and other members of the university community to enhance educational experiences and expand academic knowledge by making available access to computer facilities and resources, including the Internet, e-mail, and the world wide web. Thus, technology places a significant amount of power and information in the hands of its users that carries an equal amount of responsibility. Therefore, the following policy has been adopted to define responsible and ethical behavior relating to use of computing facilities and resources at the university. The policy is applicable to all university faculty, staff, and students. As a user of these resources, all faculty, staff and students are responsible for reading and understanding the policy.

As a part of the physical and social learning infrastructure, the university acquires, develops, and maintains a computing infrastructure consisting of computers, networks, and a variety of related support systems. These computing resources are to be utilized for university-related purposes, including but not limited to, the following:

- Direct and indirect support of the university's teaching, research, and service missions;
- Support of university administrative functions;
- Support of student and campus life activities;
- Support of the free exchange of ideas among members of the university community, as well as the university community and the local, national, and world communities.

All information technology resources are the property of the university. Except for personally-owned computers, the university owns, or has responsibility for, all of the computers and internal computer networks used on campus. Users of university computing resources and facilities do not own the systems or the accounts they use when accessing university computers or systems. All existing federal and state laws and university regulations and policies apply, including not only those regulations that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property. Rules prohibiting misuse, theft, or vandalism apply to all software, data, and physical equipment, including university-owned data as well as data stored by individuals on university computing systems.

Appropriate use guidelines: The rights of academic freedom and freedom of expression apply to the use of university computing resources. So too, however, do the responsibilities and limitations that are associated with those rights. The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior.

Employee and student access to and use of electronic tools such as e-mail and the Internet is intended for university business and educationally-related purposes. Limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as the use does not result in additional cost or loss of time or resources for intended business purposes.

Inappropriate uses: Faculty, staff, and students must use good judgment in the use of all computing resources, including but not limited to Internet access and e-mail use. E-mail messages must be appropriate in type, tone and content. Employee and student use of e-mail and the Internet must be able to withstand public scrutiny without embarrassment to the university or the State of Arkansas. Computing and telecommunications may be used only for legal purposes and may not be used for any purpose which is illegal, unethical, dishonest, damaging to the reputation of the university or likely to subject the university to liability.

Inappropriate uses of computing resources at the university include, but are not limited to, the following:

- Any activity that would negatively affect the use of the network by others (e.g., games, excessive chat, etc.);
- Copying or transmitting copyrighted software or other material licensed or otherwise protected by copyright;
- Any activity that would cause another user to lose control or usage of a computer or account;
- Commercial or profit-making activities unrelated to the university's mission;
- Creating, transmitting, executing, or storing malicious, threatening, harassing, obscene, or abusive messages, images, programs, or materials;

- Misrepresenting an identity or affiliation;
- Violating university security, damaging university systems, or using computing privileges to gain unauthorized access to any university computer system and/or any computer system on the Internet;
- Any activity that violates federal, state, and local laws, policies or regulations;
- Fundraising for any purpose unless sponsored by an official university organization with appropriate university approval;
- Promoting political or religious positions or activities unless sponsored by an official university organization with appropriate university approval;
- Permitting another person to use an account;
- Accessing or using another person's account for any reason;
- Removing or defacing hardware, software, manuals, etc. from open computing labs;
- Abusing computer networks or computers at other sites connected to the networks.

The individual account owner is responsible for proper use of the account, including password protection.

Right to privacy: The right to privacy of e-mail and other electronic files against unwarranted or unreasonable entry or search is a basic tenet of university policies. Authorized university officials may access or enter electronic files (including e-mail files) under one or more of the following conditions:

- The user requests or gives permission to the university to access an account;
- Pursuant to a valid search warrant or court order;
- An emergency situation exists in which the physical safety and/or well-being of a person(s) may be affected or university property may be damaged or destroyed. Responsibility for authorizing access lies with the appropriate vice president;
- Reasonable grounds exist to suspect that a violation of law or university policy is occurring. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authorizing access lies with the appropriate vice president;
- If necessary to maintain the integrity of the computer system or to protect the rights or property of the university. Responsibility for authorizing access lies with the appropriate vice president.

Disclaimer: The university does not manage the Internet and is not responsible for offensive material that may be encountered. It is the policy of the university to abide by and follow federal and state laws. Disclaimers regarding departmental and individual pages are addressed in the Web Site Usage Policy. Views and opinions expressed in e-mail are strictly those of the authors. The university is not responsible for the content of e-mail communications.

Disciplinary Action: Engaging in any activity that violates the Computer Use Policy may result in the immediate suspension of an individual's computer access privileges, other disciplinary and/or legal action. The imposition of any sanction imposed under this policy is subject to review pursuant to applicable provisions of the *Faculty, Staff and Student Handbooks*.

! POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The University of Central Arkansas does not discriminate on the basis of the admission or access to, or treatment or employment in, its programs or activities. The ADA Coordinator has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, is available from the ADA Coordinator. The ADA Coordinator's office is located in the basement of the Student Center, room 01A.

I DISABILITIES GRIEVANCE POLICY

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:

1. 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.

2. 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.

ACADEMIC POLICIES

The University of Central Arkansas Bulletin is the official publication for all academic programs and policies. Students are urged to study the Bulletin, especially the sections entitled "Academic Programs and Policies" and "Academic Regulations."

I ENTERING FRESHMAN ADMISSION POLICY

The University of Central Arkansas will admit entering freshmen on the basis of performance in four areas: the student's high school GPA,

standardized test scores (ACT or SAT), the academic rigor of the high school curriculum, and evidence of special abilities, talents or achievements.

! ADMISSIONS FROM OTHER COLLEGES

An individual who has attended another college or university must apply for admission as a transfer student. An application for admission form may be obtained from the Office of the Director of Admissions (Bernard 101) and must be returned to that office with all required information completed. An official transcript of record from each institution attended must be sent directly to the director of admissions at the request of the candidate. Falsification of any record, including the Application for Admission, is cause for immediate dismissal.

Entering transfer students must have at least a 2.0 cumulative grade point average on all previous course work attempted, and a minimum of 12 semester hours of transferable college level credit. After enrollment at UCA, the grade point average accumulated in residence at the university will be the cumulative grade point average. Only credits with A, B, or C grades are transferable.

! ACADEMIC CLEMENCY POLICY

The Academic Clemency Policy provides a second chance to a student who, having left college after a disappointing experience, has grown to appreciate education and seeks admission or readmission to the university. The Academic Clemency Policy requires that, as a minimum, an individual must not have been enrolled in any institution of college or university rank for a period of at least five calendar years (60 months) immediately preceding enrollment or re-enrollment at the University of Central Arkansas. An individual must be an undergraduate student seeking the initial undergraduate degree from the University of Central Arkansas in order to be eligible for academic clemency consideration. (See the office of the University Registrar for further information).

! ADJUSTMENT & CREDENTIALS COMMITTEE

A student is entitled to petition the University Adjustments and Credentials Committee for relief of an unfair hardship brought about by academic regulations when warranted by special circumstances. The petition form is obtainable from the Dean of Undergraduate Studies Office.

! STUDENT ACADEMIC APPEALS

The university provides students an opportunity to appeal decisions or policies affecting their academic standing. Avenues of appeal should be as follows:

Grade Appeals

1. Faculty member.
2. Chairman - the student should provide the department chair with a written description of the reason or reasons why an appeal is justified.
3. Dean of the college.
4. Provost.

Student Educational Record Appeals

1. Informal (registrar, dean of undergraduate studies, graduate dean).
2. Adjustments and Credentials Committee.

Academic Policy/Requirements Appeal

1. Department Chairman (for major/minor degree requirements).
2. Adjustments and Credentials Committee (undergraduate university requirements); Graduate Council (graduate university requirements).
3. Provost.

Professional Program Selection Appeals

Applicants denied admission to professional programs who feel **they were treated differently from other candidates** in the selection process must first contact the chair of the department. **All appeals begin at the department level.** The appeal process is as follows:

1. Department chair - the student should provide the department chair with a written description of the reason or reasons why an appeal is justified. Following submission of the letter the student schedules a meeting with the department chair to discuss the basis for the appeal. The chair may convene a faculty advisory committee prior to making a decision. The chair sends a letter to the student with the decision.
2. Dean of college-in the event the student feels there is basis for advancing the appeal to the next level, the student is to follow the same process as in the appeal to the department chair.
3. Provost-same procedure, submit letter, and schedule meeting with the provost.

Definition of Academic Misconduct:

1. In connection with the taking of, or in contemplation of the taking of any examination, any student who (a) knowingly discovers or attempts to discover the contents of an examination before the contents are revealed by the instructor; (b) obtains, uses, attempts to obtain or use any material or device dishonestly; or (c) supplies or attempts to supply to any other person any material or device dishonestly; or (d) during the course of an examination obtains or attempts to obtain unauthorized information from another student or from another student's test materials.
2. Any misrepresentation of academic work by a student as the product of their own study and efforts.
3. The unauthorized possession, taking, or copying of solutions manuals or computerized solutions for homework or research problems assigned by a professor and/or instructor.

Notification of Charge of Academic Misconduct:

In the event an instructor determines that a student has engaged in academic misconduct, the instructor will meet with the student and inform him/her of the action or sanction the instructor deems appropriate.

Academic Misconduct Appeals:

1. **Informal Procedure:** The student is advised by the instructor involved of the academic misconduct and what action or sanction the instructor is taking because of the student's academic misconduct. Within five business days of having been advised of the finding of academic misconduct, and of the action or sanction by the instructor, a student may informally attempt to resolve the matter with the instructor. If the student is unable to informally resolve the matter with the instructor, then within five business days he/she may attempt to resolve the matter with the chair of the department. If the student is unable to informally resolve the matter with the department chair, the student must notify the instructor, in writing within

five business days, that he/she wishes to exercise the right to a formal appeal pursuant to the procedures set forth below.

2. **Formal Procedure:** Within five business days of being notified by the student of an intent to invoke the formal procedure, the instructor must advise the student, in writing, of the academic misconduct involved and the action or sanctions taken.
 - a. The student must then submit a written appeal to the instructor within five business days. The instructor will submit a written decision to the student and to the department chair within five business days of receipt of the appeal.
 - b. If not satisfied with the action of the instructor, the student may appeal to the department chair within five business days of receipt of the instructor's decision. The department chair will submit a written decision to the student with copies to the instructor within five business days.
 - c. If not satisfied with the action of the department chair, the student may within five business days appeal to the dean of the college. The dean will submit a written decision to the student with copies to the instructor and to the department chair within five business days.
 - d. If not satisfied with the action of the dean of the college, the student may within five business days appeal to the provost. The provost may designate an associate provost to act on his/her behalf.
 - e. Within ten business days of receipt of the student's appeal, the provost will refer the appeal to the Academic Misconduct Appeals Board for a due process hearing and recommendation. The composition of the Board and the procedures to be followed are set forth below.
 - f. The provost will receive the report of the hearing and recommendations of the Board before taking final action on the appeal.

Academic Misconduct Appeals Board – The Board will consist of a non-voting chair selected by the provost, one tenured faculty member from each of the colleges selected by the provost from three tenured faculty members from each college nominated by the Faculty Senate, and one student nominated by the Student Government Association and appointed by the provost.

Procedures for the Academic Misconduct Appeals Board

1. A copy of the appeal and charge of responsibility will be given to the Board by the Provost, with copies to the instructor, department chair, and college dean.
2. Four members of the Board 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.
3. The student and instructor will be entitled to three (3) calendar days notice of the date, time, and place of hearing.
4. After the Board considers the matters referred to it by the provost, the student and instructor may present relevant witnesses and documentary evidence. Any and all oral testimony and such documentation, if relevant, will be accepted by the Board. The chair may rule on the admissibility of the 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 Board.

5. Strict judicial rules of evidence will not be applied. The Board members are to receive all evidence felt to be relevant and material to the issue. The student, instructor, department chair, or college dean may be accompanied by an advisor, who may or may not be an attorney. The university general counsel may be present to advise the Board. An attorney will not be provided at university expense. Advisors will not address the Board, question witnesses, or otherwise actively participate in the hearing. All advisors will only function in an advisory capacity.
6. The student, instructor, department chair, and college dean may be present at any time testimony is presented and to secure copies of all evidence considered by the Board.
7. A written record of the minutes of the proceedings and the recommendation of the Board will be presented to the provost within five (5) business days of the final meeting of the Board.
8. A copy of the minutes and the recommendation of the Board will be provided to the student and instructor.
9. The provost will render the final decision after considering the recommendation and minutes of the Board. The provost will notify the student, instructor, department chair, and college dean, in writing, of the final decision.
10. Extensions of the time frames noted in these procedures may be modified due to extraordinary circumstances as determined by the provost.

Penalties for Academic Misconduct

Any student deemed guilty of an act of academic misconduct may be subjected to one or more of the following penalties:

1. The students' grade in the course or on the examination or assignment affected by the misconduct may be reduced to an extent, including reduction to failure.
2. The student may be placed on probation or suspended from the university for a specific period of time.
3. The student may be expelled from the university.

! DISRUPTION OF CLASS

Students who are disorderly, and/or disrupt class may be referred to the dean of students for disciplinary action. Such action could result in removal from the class or other disciplinary sanction.

! MAINTENANCE OF STANDARDS

The university reserves the right to deny further attendance to a student who lacks the personal qualities, professional characteristics, or scholastic attainments essential for success. Such a student desiring to re-enroll will supply the university with evidence that the difficulties have been corrected.

! FACULTY ADVISOR

All freshmen, new undeclared transfer students, and undeclared majors (regardless of rank) are advised in the Academic Advising Center located in the Division of Undergraduate Studies in Harrin Hall. All other students are advised within the department which offers their major.

Academic advising is an integral component of the educational process, and students are encouraged to maintain contact with their academic advisors throughout their university experience.

It is the sole responsibility of the student to be familiar with and comply with major, minor and graduation requirements of the university listed in the applicable catalog. Students must be familiar with and carefully monitor their academic progress toward the desired degree.

! TRANSCRIPTS

A university transcript is a complete and unabridged academic record, without deletions or omissions, prepared for the purpose of communicating information concerning a student. The University prepares and issues two categories of transcripts:

Official - includes a statement of students' status, the signature of an authorized official and the legal seal of the University. An official transcript is sent directly from the University to an institution, agency, or individual upon receipt of a written request of the student. There is a nominal charge for an official transcript.

Unofficial - presents a listing of courses for which the student enrolled. The academic achievement of the student is indicated in terms of a grade for each course. An unofficial transcript is issued on request to students for their personal use. It does not include the authorized signature or the official seal of the University.

One official transcript of a student's record is furnished without charge upon receipt of a written request. A graduating student receives two official transcripts free of charge with the diploma. There is a nominal charge for each additional copy.

! WITHDRAWAL FROM THE UNIVERSITY OF CENTRAL ARKANSAS

Commuting students - A student not residing in campus housing who wishes to withdraw from UCA must process the application for withdrawal through the Registrar's Office in McCastlain Hall. The student will surrender his/her ID card.

Resident students - A student who is living in campus housing and withdrawing from school must first check out of the residence hall by contacting the residence hall coordinator. The student must process the application for withdrawal through the Registrar's Office in McCastlain Hall. The student will surrender his/her ID card.

Graduate students - A graduate student must go to the Graduate Office, Torreyson Library room 328, to withdraw from the University. The same procedures as above will be followed.

Involuntary administrative withdrawal - 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 and Statistical Manual), and, as a result of the mental disorder:

1. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others; or
2. 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.

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.

NOTE: The Involuntary Administrative Withdrawal policy can be found in its entirety in the Office of the Vice President for Student Services.

! INCLEMENT WEATHER POLICY

The university does not close due to bad weather during academic terms. Only in extraordinary circumstances will classes be canceled. Under some circumstances, the university may close during periods when classes are not in session when weather hampers operation and/or when the residence halls and food services are closed. In the event of inclement weather, you may tune to KCON 1230 AM, the student operated radio station, for closings and cancellations.

During inclement weather, the important decision for the commuter is a personal one: Can the trip to campus be made safely? **No student will be penalized for non-attendance on bad weather days.**

All university personnel are expected to be on duty when the University is open. Other than designated essential personnel, employees must use their best judgment to determine if it is safe to come to work. Those who earn annual leave must use that leave for absences during inclement weather, unless the employee is on approved sick leave at the time of inclement weather.

If there are questions concerning canceled classes or the closure of the University, contact 450-5000, the campus LAN, voice mail, or appropriate departmental office.

DEPARTMENTS AND SERVICES

! UNIVERSITY COLLEGE

University College and the University of Central Arkansas are committed to academic excellence as evident in the array of academic support services available to every student. All services are administered by the University and offered to students without charge.

Peer Assisted Tutoring (PAT)

This tutoring program is staffed by undergraduate tutors and is open to all UCA students. Tutoring is available during the day in Harrin Hall and in the evenings at Conway Hall. While a student may request assistance in a number of areas, the program is staffed to accommodate those courses with the greatest demand for tutoring. Currently, such courses include intermediate algebra, college algebra, calculus, chemistry, accounting and statistics.

Through tutoring, computer-assisted instruction, and video and audio tapes, students learn how to manage time, study effectively and take exams successfully. The PAT Center houses information on study strategies, managing stress and improving memory and concentration.

The tutors are interviewed, selected and must attend training sessions as well as maintain a cumulative 3.0 GPA. In addition, the tutors are required to have taken each course that they tutor in here at UCA. This insures that they know something about the course requirements and instructor expectations.

The PAT Center is a collaborative effort between University College, Housing and Athletics.

University Center for Academic Success (UCAS)

The UCAS, under the supervision of University College, is a computer lab in Harrin Hall (Room 211) that is staffed by undergraduate computer lab assistants. The lab is open during day and evening hours, Monday through Friday. The lab specializes in helping students learn how to use a variety of computer programs such as word processing, database management, spreadsheets, course tutorials, email, and internet access.

University Studies (UNIV 1100)

While this is a required course for all University College students and others who score below 19 on the ACT exam in reading and English, it is open to all UCA students. This course is designed to assist freshmen to make a smooth transition into university life. It fosters connections between students and the university. The course provides learning opportunities that include presentations from campus resource offices and personnel, fostering student-to-student and student-to-faculty interactions and introducing students to important learning strategies that will enhance their academic performance.

! ARAMARK CAMPUS DINING SERVICES

The University of Central Arkansas food service program assures students of a healthful and balanced diet essential to successful studies and healthy mental and physical well-being. All students who reside in university owned residence halls are required to buy a meal plan of their choosing.

Students who require a special diet should bring their doctor's request and recommended diet to the Office of the Director of Food Service in Christian Cafeteria for approval and clearance. Every effort is made to meet the special dietary needs of our students. A doctor's excuse is not necessarily an exemption from the meal plan.

Christian Cafeteria - The University offers its students a food plan which includes an unlimited 'seconds' policy. Students with a valid meal ticket may personally eat as much food as they want. The policy of unlimited seconds applies to all meals offered except special events, but does not mean food can be carried out of the building. There is no carry-out service provided.

Four standard and four new optional meal plans are offered. Sign up for any of these plans in the Housing Office, 209 Bernard Hall.

Standard Meal Plans

Any 19 meals per week plan;
Any 15 meals per week plan;
Any 10 meals per week plan; and
Any 7 meals w/\$125.00 DCB

Optional Meal Plans

Unlimited Meal Plan
Any 19 meals per week w/\$50.00 DCB
Any 15 meals per week w/\$50.00 DCB
Any 10 meals per week w/\$75.00 DCB

Note: UCA room and board scholarships can only be used on the standard meal plans.

Students may choose the plan they want at the beginning of each semester.

Because of the large number of students using the university food service, certain rules are important and strictly enforced. Observance of the following rules will make dining service run smoothly:

1. Students must possess and present a valid I.D. card at each meal.
2. Line cutting or holding a place in line for another student will not be tolerated.
3. Meal tickets are not transferable. In the event that another student uses another student's meal ticket, the ticket will be confiscated.
4. Meal passes are issued only if an I.D. card is lost. These passes are issued only when the Business Office is closed. After the pass is issued, a student must purchase a new I.D. from the Business Office (\$5.00) and have a new bar code placed on the I.D.
5. Off-campus students who plan to eat in the University Cafeteria may purchase a meal ticket at the Business Office or pay the cashier when they go through the cafeteria line. Special meal plans or booklets, which will provide reduced rates, may be purchased in the cafeteria office.

STUDENT CENTER FOOD COURT - This food court offers Chick-fil-A, Pizza Hut Express, Grill Works, The Corner Deli, Gretels Bakery, and The Java Joint featuring Starbucks coffee and Colombo Yogurt.

BEAR EXPRESS - The Bear Express is located on the first floor of the Burdick Business Building. It offers Montagues Deli, Yarnells frozen ice cream novelties, and Gretel's Bake Shop.

COMMUTER MEAL PLANS - These plans are designed for students living off campus. Sign up for these meal plans in the dining service office located in the Christian Cafeteria.

Any 50 meals w/\$175.00 DCB

Any 30 meals w/\$125.00 DCB

Straight declining cash balance (DCB)

! ATHLETICS

Intercollegiate - The men's and women's programs compete in NCAA Division II within the Gulf South Conference. Men's competition includes golf, football, basketball, baseball, and soccer. Women compete in basketball, volleyball, golf, cross-country, softball, tennis, and soccer. Scholarships are available for men's and women's teams. Athletics have long been a tradition at the University of Central Arkansas. The UCA varsity program is designed for all students as participants or spectators, as well as excellent student support programs such as cheerleading (2 squads), Royal Rooters, and mascots.

Equity Funding - The UCA Athletics Department and the Dean of Students Office house information regarding athletic expenditures for men's and women's sports programs at the University of Central Arkansas. This information is made available in compliance with the Equity in Athletics Disclosure Act. Individuals interested in reviewing or receiving a copy of this information should contact the Athletic Office or Dean of Students Office.

! INTRAMURAL SPORTS AND RECREATION

Intramural Sports- Not everyone can be a college athlete, but all can participate in intramural sports at UCA. The program is designed to provide an

opportunity for every student, faculty and staff to participate in organized recreational sports competition. Long a tradition on the UCA campus, programs are conducted for men and women, while some are co-ed. Activities include: flag football, tennis, cross country, softball, swimming, bowling, basketball, volleyball, racquetball, table tennis, badminton, horseshoes, and soccer. These activities are governed by the Intramural Council made up of men and women representatives from each team.

Recreation - The Office of Recreation provides recreational opportunities that aid in the sociological, psychological, and physiological development of the university's students, faculty and staff. An indoor pool, softball complex, soccer, informal recreation, racquetball, badminton, table tennis, walleyball, aquatic programs, basketball, and sport clubs are just a few of the recreational opportunities available through the Office of Recreation. Because of these programs and our indoor and outdoor facilities, this is one of the most popular operations on campus.

HPER Center - A 65,000 square feet recreation facility that houses a gymnasium, fitness center, walking/jog track, aerobic studios, recreation check-out, and separated locker rooms. The gymnasium has three regulation wood floor basketball and volleyball courts that can be converted into nine badminton courts. The fitness center is 5,500 square feet with state of the art fitness equipment. The equipment includes cardiovascular machines with an audio-visual entertainment system, selectorized weight machines, and free weights. The walk/job track has a rubberized surface for effortless workouts. The HPER Center is a must for any student interested in fun and fitness.

! STUDENT ACCOUNTS/CASHIER'S OFFICE

STUDENTS ARE REQUIRED TO SHOW THEIR UNIVERSITY IDENTIFICATION CARDS WHEN CONDUCTING ANY FINANCIAL TRANSACTION WITH THE UCA BUSINESS OFFICE.

The Student Accounts/Cashier's Office is located in McCastlain Hall 144.

Student Accounts - The goal of the university Business Office is to offer the best possible service consistent with reasonable policies and regulations. This requires a university/student partnership where the student follows the directions contained in university publications. Probably the most important publication in regards to the Business Office is the "Schedule" which is published three times annually and contains information about registration and fee payment. The dates, times and instructions for paying fees in the "Schedule" are extremely important to ensure that none of your pre-registered classes are dropped. Students who do not complete fee payment as indicated may lose their class schedule and will be required to register again. The Schedule of Classes may be reviewed at www.uca.edu by clicking on the **QuickLink Menu** and selecting **Class Schedules**. The Schedule of Classes is available for purchase at the bookstore located in the Student Center.

All required student fees and first installment of room and board must be paid at the beginning of the semester with the subsequent three room and board installments scheduled in approximately 30 day intervals. Students using the installment plan must pay by the deadlines or make other arrangements with the Housing Office. If payment is not received, food service will be terminated until such payment or arrangement is made. There is no

adjustment to the student's account for meals missed due to delinquent payment.

UCA allows those students who do not receive scholarships, grants and loans to pre-pay their tuition. Pre-payment may be made in person or by telephone using your VISA, MasterCard or Discover. Because of certain State and Federal requirements, students who are receiving scholarships, grants, and loans must complete the fee payment process in person during the scheduled periods. Please watch the "Schedule" for updates on these procedures.

Any student who withdraws from the university by certain dates may be entitled to a partial refund of fees paid. Student refunds will be used to pay outstanding university debts or fines.

Check Cashing - The university will cash personal checks, money orders and cashier checks which are made payable to the university in amounts up to \$50.00 per day. These checks may be cashed at the cashier's window located in McCastlain. Students should be sure that there are sufficient funds to cover all checks written to the university. Failure to do this may result in the termination of a student's check cashing privilege if their checks are returned as "insufficient." Students who do not redeem checks returned to the University by the financial institutions may face disciplinary actions including expulsion and criminal prosecution. There is a \$15.00 charge for each returned check.

Financial Responsibility - The University expects students to discharge financial responsibilities in compliance with commonly accepted practices. This includes prompt response and cooperative relationships with creditors and those with whom business is transacted.

! CAREER SERVICES CENTER

The Career Services Center, located at 314 Bernard Hall, provides services to assist students in determining career and educational choices. Through both group and individual counseling, the Center tries to help students better understand themselves, their interests, and abilities. Through a better self-understanding the student can determine career objectives which are most meaningful and satisfying. This can be accomplished through a computerized career guidance program (Discover).

The Center will (1) provide information on careers, current job trends, colleges and graduate schools and (2) develop, sponsor and coordinate career-oriented programs for all students throughout the school year. The Center maintains a current library which includes directories of colleges, graduate schools and employers, the latest books on interview preparation and job hunting techniques, literature on specific companies and government agencies, and literature on any career. Career-oriented programs may include seminars on interview preparation, careers for women, career opportunities for minorities, and job hunting techniques.

Placement services are provided for students and alumni to help them find full time, part-time, temporary, and summer employment in business, industry, government and education.

All students are encouraged to establish a placement file with the Center before graduation. Placement records are maintained in the Center under the supervision of the director. These records are released to agencies, institutions, business firms, industrial organizations and individuals only after authorization of the student. Placement credential files will be kept in the center for three years. After that time, the file must be updated to reactivate it.

The placement file contains the following: (1) resume, (2) letters of recommendation, and (3) transcript at the student's request.

! COOPERATIVE EDUCATION

The Office of Cooperative Education, located in Room 314 of Bernard Hall, helps UCA undergraduate students by providing paid skill-based employment off-campus that is major-related or career-related and allows students the opportunity to earn academic credits toward graduation. A Cooperative Education Program allows undergraduate students opportunities beyond the boundaries of the campus, enhancing self-confidence, and clarifying career direction. Students are given the opportunity to apply classroom theories to real-world situations, acquire essential practical skills and gain exposure to the reality of the world of work *before* graduation. Students must meet minimum participation criteria to be eligible to participate in this program, and must provide a completed application to the program, a resume, and a cover letter. The Office of Cooperative Education will help identify opportunities for student employment, and pass that information onto the applicant pool. Students submit resumes, interview, and are hired by external agencies in their academic emphasis field. Cooperative Education is an unrivaled plan of education meshing classroom study with paid, planned, supervised work experience and academic credits toward graduation.

! CONTINUING EDUCATION

The Division of Continuing Education is the special administrative unit that responds to the University's public service role. The Division's mission is to provide quality lifelong learning opportunities through credit courses, non-credit programs and conference services which address market needs. Programs of the Division include: 1) Academic Programs, which offer students the opportunity to earn academic credit through off-campus classes, some of which are delivered through distance technology, and on-campus credit courses, which are grant funded or held on a non-traditional schedule. Extended Study courses are available for college of CEU credit; 2) Community Education Programs, which offer participants the opportunity for personal growth and leisure learning through non-credit courses, travel seminars, or media-based learning; 3) Youth Programs, which are designed for young people and offered during the summer months through camps designed to enhance educational experiences; 4) Business and Industry Training Programs, which include organizational assessment, customized workplace training, seminars, and contract projects; 5) Professional Development Programs, which include training designed for career professionals to meet professional certification and licensure requirements; 6) Government Training and Community Development through institutes, seminars, and special projects. The Community Development Institute, which includes three one-week sessions, is designed to train individuals in the techniques of leadership and management as its key educational experience for professional certification.

The Division of Continuing Education coordinates the new Brewer-Hegeman Conference Center and provides on and off-campus management of conferences for faculty, professional organizations, and business customers.

The Brewer-Hegeman Conference Center is part of a \$22 million complex that includes the Donald W. Reynolds Performance Hall, the UCA Mass Communications Center, and the AETN Center for Educational Telecommunication. The Conway Corporation contributed \$2.25 million for the Conference Center to be a part of the complex. This generous donation was brought about primarily through the efforts of James Brewer and William

Hegeman, former employees of the Conway Corporation for whom the Center is named.

The Conference Center includes 6,500 square feet of meeting space divided into seven meeting rooms. Four of the rooms may be opened into two larger areas, the largest of which will accommodate over 275 guests with theatre-style seating. Each room is equipped with computer access ports and telephone outlets. A teleconference room that includes the latest video conferencing equipment is available for interactive meetings with audiences at remote locations, distance learning, or professional interviews. State of the art multimedia/audio visual equipment is available to support meetings and special events. The larger conference rooms are equipped with automatic drop-down screens in multiple locations.

! COUNSELING SERVICES

The Counseling Center, located on the third floor of Bernard Hall, provides students, faculty, and staff with a variety of services designed to facilitate personal development. All services of the Center are free and confidential in nature. Appointments can be made by calling 450-3138 or coming by the Center Monday through Thursday, 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to 4:45 p.m. A detailed brochure describing the full scope of activities provided by the Center is available upon request or the Center can be accessed on the internet at www.uca.edu/divisions/student/counseling.

Personal Counseling - The Counseling Center is a place where a student can receive individual support and guidance with concerns such as personal adjustment, improving relationships, and clarifying alternatives. Students can explore their feelings, values, and concerns in an atmosphere of understanding and confidentiality. The Counseling Center uses a brief counseling model with a limit of ten (10) sessions/year per person. Individuals who require longer term therapy will be provided with information on referral sources. Group counseling is available during the academic year in areas such as interpersonal skills, relationships, stress management, and coping with loss.

Outreach Programs - The Counseling Center makes presentations to classes, residence halls, and other groups upon request. Programs include skills building, personal growth, and emotional well-being.

Consultation - Counseling Center staff meets with individuals, small groups, and organizations to assist them to define issues and develop strategies to deal with their concerns.

Referral - The Counseling Center maintains an extensive list of resources available in the state and can provide suggestions for referral. Private practitioners, physicians, substance abuse treatment centers, and human service agencies are among some of the resources the Counseling Center can help a person locate.

! DISABILITY SUPPORT SERVICES

The Office of Disability Support Services is located in the Student Center basement, room 01A. The University of Central Arkansas seeks to be in compliance with both the spirit and letter of the law as stated in Section 504 of the Rehabilitation Act, as amended, and the Americans with Disabilities Act. This office's primary goal is to provide access to all programs and reasonable accommodations to qualified students. It is the responsibility of the students to notify the University of any disability or disabilities. We fully anticipate that

students will be self-advocates and assist the office to respond to their particular needs. Students are required to provide documentation of disabilities. The University will provide auxiliary services and aids to individuals to ensure equal access to educational programs and effective communication. We will not provide attendants, readers, tutors, devices, or other services of a personal nature for personal use.

The Office of Disability Support Services was established to coordinate efforts with regard to this population and to ensure compliance with state and federal laws. This office works cooperatively with the State Rehabilitation Services to meet the needs of particular students. In order to continue developing and inviting an open environment of persons with disabilities, the office will present programs and information to broaden our community's awareness and sensitivity to persons with disabilities. A detailed handbook describing the full scope of services is available upon request.

Identification of Disabilities - Students who attend UCA and have a disability should register with the Support Services Office to receive special services. The office can then make arrangements to provide appropriate support services to students who require assistance. At the time of initial registration, students should complete a confidential self-identification form and make an appointment to meet with an office staff member to discuss the program and any accommodations that will be necessary. All reasonable accommodations are made at no additional expense to students.

Students with sensory, physical, psychological, or other health impairments are required to provide written documentation of their disability. Such documentation can be in the form of medical reports, a letter from a physician, etc. Students with learning disabilities (LD) are required to provide current (i.e., within the past three years) documentation of the LD diagnosis and psychological evaluation.

Services Provided to Students with Disabilities - The director and staff work with the students (as well as with faculty and staff members) to provide all necessary classroom accommodations. Academic accommodations include: taping textbooks, enlarging textbook print, reader's services, interpreters, and alternative testing procedures. Other services are also arranged, depending upon the student's particular needs.

! FINANCIAL AID

The Financial Aid Office, located in McCastlain Hall Room 1, encourages all students to apply for financial assistance to help fund the cost of education. Students may apply for merit based assistance such as scholarships, for need based assistance such as grants, loans, or work programs and for one of the non-need based loans. The student's enrollment status, cost of education, family resources and the sources of financial aid which the student may receive are considered when determining the student's eligibility. Students who receive Title IV aid such as Pell Grants, Supplemental Educational Opportunity Grants, subsidized Direct Loans, Perkins Loans and Federal College Work Study must demonstrate financial need as well as maintain satisfactory progress toward a degree.

Grants:

Federal Pell Grants: This is the basic grant available to undergraduate students who have not earned a bachelors or professional degree and who

have demonstrated an exceptional financial need on the Free Application for Federal Student Aid. Funding comes from the federal government. Awards will range from \$400 to \$3,750 for the 2001/2002 academic year.

Federal Supplemental Educational Opportunity Grant (SEOG): Federal SEOG grants are intended to supplement Pell Grants. These awards are federally funded with each school receiving a fixed amount each year. Funds are awarded to undergraduate students with exceptional financial need. Awards vary in amount but generally do not exceed \$1,000 per academic year depending on the availability of funds.

Arkansas Student Assistance Grant (ASAG): These state grants are administered by the state of Arkansas. This grant is available for qualifying full time, undergraduate students.

Loans:

Federal Perkins Loans: Federal Perkins loans are long-term, low interest (5%) loans from the federal government administered by UCA. Undergraduate and graduate students who show financial need may borrow up to \$2,000 annually. Cumulative loan limits for undergraduates is \$20,000 and \$40,000 for graduates including undergraduate loans. Funding is limited.

Federal Direct Loans (Subsidized and Unsubsidized): This program provides low interest loans (variable interest rate) to students who are attending UCA at least half-time. The federal government will provide the loan capital and the school will be executing the tasks previously performed by lenders. Lenders do not participate in this program. Eligibility for the subsidized and unsubsidized loans differ. Yearly loan limits are based on grade level. Aggregate limits differ for undergraduate and graduate students.

Campus Employment: UCA offers two work programs on campus. One is need based Federal College Work Study and the other is non-need based UCA employment. Both programs require students to provide documentation of their eligibility to work including a copy of their social security card. Please contact the Student Financial Aid Office for more information about working on campus.

How and When to Apply

All students applying for federal student aid must complete the Free Application for Federal Student Aid (FAFSA) and UCA's Application for Financial Aid. Applicants must reapply for financial aid annually. In addition, students will be required to submit certain additional documents. Once the University has received the results of the FAFSA, these additional documents, if any, will be requested.

It is important that students respond to requests for information and documents as soon as possible. It is difficult to identify a single deadline for submitting all requested application materials because numerous scenarios exist. The basic rule is that you need to submit all requested documents so that your file will be complete, accurate and awarded prior to the end of the semester/term for which you are applying. The processing of the FAFSA by the federal government takes about four weeks and you need to allow for an additional two to four weeks for UCA to process their paperwork (in case corrections need to be made). Students who want to ensure that their

application is processed and funds are available prior to the beginning of the fall semester, should submit all application materials no later than June 1.

The award year begins with the fall and ends with the summer. This means that the Financial Aid Office will determine a student's eligibility for Fall, Spring and Summer, in that order using the same federal aid application.

Eligibility

To receive federal student aid you must:

- ~ Be enrolled in a degree or certificate program or other program leading to a recognized educational credential, or in a program of study abroad approved for credit at UCA.
- ~ Be a U.S. citizen or an eligible non-citizen.
- ~ Be registered with or exempt from registration with Selective Service.
- ~ Be making satisfactory academic progress.
- ~ Not be in default on any loan or owe a repayment on any grant made under Title IV of the Higher Education Act of 1965 as amended, at any institution.
- ~ Sign a statement of educational purpose saying that you will use your federal student aid funds only for expenses related to attending the University of Central Arkansas.
- ~ Not have borrowed in excess of annual or aggregate limits on any Title IV loan.
- ~ Not be simultaneously enrolled in an elementary or secondary school.
- ~ Have financial need.

Satisfactory Academic Progress Policy: Federal regulations require students to be making satisfactory progress toward the completion of a degree in order to receive Title IV aid. Title IV programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Arkansas Student Assistance Grant, Federal Work Study, William D. Ford Federal Direct loans, and Federal Direct Parent Loan for Undergraduate Students. Student Aid Satisfactory Progress standards for the undergraduate, graduate and post baccalaureate students are outlined below. Failure to comply with the satisfactory progress policy results in financial aid suspension.

I. UNDERGRADUATES PURSUING FIRST UNDERGRADUATE DEGREE:

Students must: (1) be enrolled in a degree program; (2) meet the completion percentage requirement; and (3) meet the University's retention requirement to be eligible to receive Title IV aid.

MAXIMUM ATTEMPTED HOURS: Undergraduate students must finish their degree program within 150 percent of the program's required credit hours for completion. For instance, if the program requires completion of 124 credit hours, the maximum number of hours allowed to earn a degree will not exceed 186 attempted hours (124 hours x 1.5 = 186 hours). **Students who do not complete their degree within 150 percent of the program's credit hours for completion will not be eligible to receive further federal aid.**

COMPLETION PERCENTAGE REQUIREMENT: Undergraduate students **must receive credit** for hours attempted according to the following completion percentage.

Hours Attempted	Completion Percentage Required of Hours Attempted
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Up to 59 hours	50%
60 - 74 hours	55%
75 - 89 hours	60%
90 hours or more	67%

Credit hours will be considered attempted as of the last day of the late registration period. All periods of enrollment at UCA, including transfer hours accepted, will be counted in the completion percentage. **All courses attempted for credit will be used to determine the student's progress. Classes attempted where grades of "X", "WP", "W", "F", or "NC" are received will be used in computing all hours attempted, but will not be used in computing the earned hours.**

CONDITIONAL ELIGIBILITY: The completion percentage will be measured at the end of the Spring semester. Students who do not complete the minimum required credit hours will be conditionally eligible through the following term of attendance without appeal for **one time only**. Aid recipients who do not earn the required completion percentage at the end of the conditional term will not be eligible for aid until the completion percentage has again been met. Students must notify the Financial Aid Office when the completion percentage has again been attained to have aid reinstated. The student's eligibility will be assessed beginning with the semester in which the student notifies the Financial Aid Office. Students must submit all requested documents to have aid reinstated.

ACADEMIC REQUIREMENTS: In addition to Financial Aid Satisfactory Progress requirements, you must meet established university academic standards.

ACADEMIC PROBATION OR SUSPENSION: Students **are** eligible for federal aid while on academic probation, unless they are also on financial aid suspension. Students on academic suspension **will not** be eligible to receive Title IV financial aid. Academically suspended students must notify the Financial Aid Office when they return from academic suspension if they are interested in applying for financial aid.

II. GRADUATE STUDENTS: Graduate students must be fully admitted to a graduate program and seeking a graduate degree. Students must complete their graduate degree program within 150 percent of the program's required credit hours, and maintain the required cumulative GPA according to the University's Graduate Department policy. A student who carries at least nine (9) graduate credit hours in any semester is considered a full-time graduate student. A graduate student enrolled in five (5) graduate credit hours in any semester is considered a half-time graduate student. Students must be enrolled at least half-time in graduate level credit hours to be eligible for Title IV aid.

III. POST-DEGREE STUDENTS: Students who have completed their first bachelor's degree must be seeking teacher certification, a second baccalaureate degree or a second graduate degree. Students will not be eligible for aid once they have attempted the number of hours remaining to complete their program as certified on the post-degree form. All hours in which the student enrolls after

completion of the most recent degree are considered attempted hours. Students pursuing a second bachelor's degree or Teaching Certificate must carry at least twelve (12) undergraduate credit hours in any semester to be considered a full-time student and six (6) undergraduate credit hours to be considered half-time. Students pursuing a second graduate degree must carry at least nine (9) graduate credit hours each semester to be considered a full-time graduate student and five (5) graduate credit hours each semester to be considered half-time. Students must be enrolled at least half-time to be eligible for Title IV aid and must complete and receive credit for a minimum of half-time hours each semester to maintain eligibility for aid.

IV. PRE-REQUISITE COURSES: Students taking pre-requisite courses necessary for admission to a degree program must contact the Financial Aid Office to determine if they are eligible to apply for Financial Aid and the conditions necessary to maintain funding.

V. WITHDRAWAL OR COMPLETION OF ZERO HOURS: For any semester/term in which a student withdraws or completes zero hours, they will automatically be placed on Financial Aid suspension for their next semester/term of attendance.

VI. APPEAL PROCEDURE: All students on financial aid suspension may appeal in writing to the Director of Financial Aid. The Financial Aid Director's decision may be appealed to the Financial Aid Committee. The Committee reviews/hears the appeal and forwards a recommendation to the Vice President for Financial and Administrative Services. Contact the Financial Aid Office to request an appeal.

Return of Title IV Funds

If the student enrolls, receives financial aid and later withdraws from the University, all or part of the financial aid award may require repayment according to federal regulations and University policy. Aid recipients withdrawing from the University must notify the Financial Aid Office and obtain appropriate clearance.

Veterans Benefits- Financial aid is available through the various veterans' programs. The Cold War Benefits, War Orphans Educational Law, the Children of Disabled Veterans, and Work Study are some of the programs that aid those who qualify. Contact the U.S. Department of Veterans Affairs Regional Office in Atlanta, Georgia for information about these programs. Toll-free telephone number: 1-888-442-4551. World Wide Web address: <http://www.gibill.va.gov>. E-mail: atlrpo@vba.va.gov. The Office of the Registrar certifies student enrollment status information only to the Veterans Administration. It does not provide VA benefits, advising or counseling.

! SPEECH-LANGUAGE-HEARING-CENTER

The Speech-Language-Hearing-Center provides speech, language, and hearing services (therapy and/or evaluations) for the University and surrounding community. The Center serves clients of all ages who have communication/hearing disorders. Services are provided by graduate and undergraduate students under the direct supervision of faculty who hold state licensure and the Certificate of Clinical Competence from the American Speech Language Hearing Association.

The Center is located at the northeast corner of Bruce and Donaghey. The Center provides services between the hours of 8:30 a.m. and 6:00 p.m. during the Fall and Spring semesters, as well as 8:30 a.m. and 3:30 p.m. during the

Summer. Appointments can be made by calling 450-5776, or coming by the Center, Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday from 8:00 a.m. to 4:45 p.m. All services are confidential in nature. A detailed brochure describing the full scope of activities provided by the Center is available upon request.

! STUDENT HEALTH SERVICES

Student Health Services is located in the basement of Bernard Hall. Hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Services available include: measles, mumps, and rubella and tetanus/diphtheria immunizations, examination and treatment of minor illness or injury, blood pressure checks, tests for pregnancy, blood sugar, cholesterol, strep throat, urinalysis, mononucleosis, pulse oximetry, and peak flow measurements as ordered by the nurse practitioner. Immunizations for hepatitis-B and meningitis are available for a fee. Routine physical examinations and PAP smears are available by appointment only. EKG, laceration repair, removal of simple lesions, IV re-hydration, IM injections of a limited formulary and prescriptions on Schedule III, IV, and V are also provided upon the order of an Advanced Practice Nurse (Nurse Practitioner). Health education and counseling, loan of crutches, student health insurance forms, and assistance in obtaining appointments with health care providers outside the University are also available.

Student Health Services does not routinely provide emergency care outside the office. Emergency care is obtained by calling 911 or at Conway Regional Medical Center Emergency Room. Non-emergency care required outside office hours may be obtained from local health care providers or Health South. Students are responsible for all charges, prescriptions, and tests.

Student Health Services does not provide excuses for missed classes. Should a student be unable to attend classes for three (3) days or more, Student Health Services will notify the student's instructors of the expected absence (but not the specific reason) and possible return date. The instructor may then decide what work, if any, may be performed at a later time. Extended absences may be reported by calling the Student Health Services (501- 450-3136). Students who are confined to their residence hall room or require a temporary special diet due to illness may obtain meal slips from the residence hall director or Student Health Services.

Proof of Immunization - Arkansas state law (Act 141, 1987) requires proof of immunity against measles and rubella for all full-time students and part-time students living on campus. UCA requires students to provide proof of immunization before registering for classes. If you cannot provide proof, immunizations are available free of charge in Student Health Services.

! HEALTH PROMOTION AND WELLNESS SERVICES

Health Promotion and Wellness Services is located in Room 002 (basement) of Bernard Hall. The office is open from 8:00 a.m. to 4:45 p.m. Monday through Friday. The main function of UCA Health Promotion and Wellness is to promote healthy behavior in the UCA community. Community assessments are conducted such as the CORE Alcohol and Drug Survey. Educational programs are developed, implemented, and evaluated that impact health choices. The office acts as a resource for health information and it is provided through a variety of brochures on various topics free of charge.

The primary focus of Health Promotion and Wellness activities is prevention. One goal is to create conditions at UCA where negative health behaviors are

less likely to occur. Educational events and healthy alternative activities are held each semester and are free to all UCA students. The events include but are not limited to: Alcohol and Drug Awareness Week, Great American Smokeout, World Aids Day, Volunteer Fair, Health Fair, and Volunteer Day.

Health Promotion and Wellness Services provides programs on alcohol and other drugs, stress management, sexually transmitted diseases, and other topics. Programs can be developed upon request. These programs may be presented by members of the Wellness Club; a group of students trained to present programs in these areas. Although prevention is the main goal, alcohol and drug intervention classes are also taught for those students who violate the Alcohol and Drug Use Policy.

Students interested in volunteerism can gather information about volunteer needs. The office serves as a referral source for all non-profit agencies in Faulkner county.

! INTERNATIONAL PROGRAMS

The Office of International Programs, located in 304 Torreyson, provides a variety of support services for international students. Advisory services are available regarding academic, cultural, social, financial issues, health insurance claims, and the regulations and requirements of the U.S. Immigration and Naturalization Service (INS). Other services include a comprehensive orientation, testing and registration program for new international students, the American Host Program, and the Speakers Bureau.

STUDY ABROAD - The Office of International Programs encourages all UCA students to include at least one study abroad experience in their university curriculum and offers extensive information to any student interested in studying abroad. Students may choose to participate in the many programs sponsored by UCA, including the UCA-Netherlands Campus in Maastricht, Netherlands, or programs sponsored by other U.S. or foreign institutions and organizations. Information is available in the Study Abroad Library located on the third floor of Torreyson Library.

! INSTITUTIONAL TESTING

Most institutional tests such as the Certified Health Education Specialist (CHES), College Level Examination Program (CLEP), Graduate Record Exam (GRE.), Praxis Examination (NTE, PPST), Law School Admissions Test (LSAT), Medical College Admission Test (MCAT), Allied Health Profession's Admissions Test (AHPAT) and American College Testing (ACT), are coordinated and/or administrated through the Office of the Provost. The Testing Office is located in Bernard Hall, Room 201. Contact 450-3209 for more information.

! TORREYSON LIBRARY

Torreyson Library is UCA's information center, providing local and remote access to information in electronic, microform, and print formats. As information specialists at a teaching and research library, Torreyson staff provides information and research support services to students seven days a week: Monday through Thursday, 8:00 a.m. to 11:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; Saturday, 8:30 a.m. to 4:00 p.m.; and Sunday 2:00 p.m. to 11:00 p.m.

Information Services Desk- This is a walk in, "on demand" style information service. Students may receive training and assistance with the research process, with information gathering techniques, and with identifying information required for course assignments. This service, also available by phone and e-mail, includes access to an excellent collection of digital resources as well as an internet and cd-rom work stations.

Periodicals- Current issues of magazines and journals are available in the Periodical Room. Older, bound volumes are located in the periodical stack area, arranged by Library of Congress shelf numbers.

Microforms-Materials in microform are kept in the Microforms Room. Printer/Readers are available.

Government Documents- As a federal and Arkansas document depository, Torreyson Library collects information published by both the U.S. and Arkansas governments. Much of this material is now available in computer format.

Document Delivery- A document delivery service allows students to use books and journals located at other libraries.

Archives and Special Collections- This collection of material focuses on Arkansas history and culture.

Circulation- Books may be checked out when a student presents his/her valid UCA ID card. The normal borrowing period is one month, and up to ten items may be charged to a student's card. The Library will bill students for books that are not returned. The bill will include the current replacement cost of the book plus a \$20 processing fee.

Microcomputer Lab- The Library microcomputer lab provides students with access to UCA's local area network (includes word processing, spreadsheet, and database applications) plus to the Internet via the World Wide Web, telnet, e-mail and similar applications. Lab assistants are available for training and consultation.

Music Collection/Listening Lab- This unique area contains sound recordings, music scores, visual materials, and books for student and faculty use. Complete with private or dual listening capabilities, the listening lab provides students and patrons with compact discs, long play records, and recital tapes of UCA performances. They can view laser discs, DVDs, music videos, and videos of recitals as well. The Music Collection contains musical scores, performance scores, composer biographies, music history, and analytical works. All materials support the curriculum offered by the Department of Music.

! MINORITY SERVICES

The Office of Minority Services, located in room 01A of the Student Center basement (450-3135), is available to provide resources and support services for UCA students. The Minority Mentorship Program, the Umoja Leadership Institute, APT Summer Academy, and the Transitions Workshop are coordinated through the office. Each of these programs is designed to assist students, particularly African-American students, in making the adjustment to college life and succeeding at UCA. In addition, the office offers multicultural training and workshops for students, faculty and staff.

! UNIVERSITY POLICE

The UCA Police Department is committed to providing quality service and protection to students, faculty, staff and visitors of the University of Central Arkansas. University police officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission of Law Enforcement Standards and Training. The Department employs 22 full-time police officers who have full investigative and arrest authority on the campus and contiguous streets and highways pursuant to A.C.A. 25-17-305. The Department's sophisticated 24-hour 9-1-1 Communications Center and the Parking and Traffic Business Office employs additional support personnel who provide public safety services to the academic community.

The University Police Department maintains and promotes respect for the individual rights and dignity of all persons and is dedicated to excellence in all

of the services that are offered on a year-round basis. The university police are trained to understand the needs of students, faculty and staff. Police officers, equipped with two-way radios, patrol the campus by vehicle, foot and bicycle. Preventative patrols are also provided by campus service officers who are primarily student aids.

Arkansas law permits university police officers to stop individuals suspected of criminal activity and question their identity, business and destination. In addition, university police may make arrests or issue a summons for traffic or criminal violations which are referred to the City or County Prosecutor. All members of the campus community are encouraged to cooperate fully with police personnel for the safety and convenience of everyone involved. Resistance to detention or arrest may result in a more serious charge.

The University Police Department employs the philosophy of community policing within its jurisdiction. This philosophy is based upon the concept that police officers and the campus community as a whole can work together in creative ways to solve problems related to crime prevention. The primary focus of community policing is to foster positive interactions between the police, students, and staff. Comments or suggestions are always welcome by contacting the chief of police at 450-3111.

The University Police Department is located on campus between State and Hughes Hall. Persons needing EMERGENCY assistance at any time may call the University Police CommCenter by dialing 8-9-1-1 from campus office telephones or 9-1-1 from residence hall telephones. General assistance can be obtained by calling 450-3111. Assistance can also be summoned by pushing the call button on any blue light emergency telephone located throughout the campus. The dispatcher instantly knows the location of the caller and will ask what type of assistance is needed. The University Police Department's lobby is open 24-hours a day. The on-duty dispatcher is available to assist at the lobby window. A local access telephone and a library of free crime prevention, safety and health brochures are also available in the lobby.

Office of Parking and Traffic Services (University Police) - Students may operate and park automobiles on the UCA campus in accordance with the University's Parking and Traffic Regulations. Detailed copies of these regulations are available at the University Police Department and at the time of purchase of a parking permit.

A vehicle parked on campus must display a current UCA parking permit and must be parked in accordance with regulations. The university police maintains a Motorist Assistance Program (MAP). Motorists who need assistance because of a disabled vehicle or who are locked out of their vehicle are encouraged to call the University Police Communications Center at 450-3111.

Vehicles not displaying a proper permit and those found parked in violation of regulations may be cited or towed and impounded. Violators must pay all citation fines and tow, impound and storage charges. A traffic or parking citation or any other communication from a university police officer is an official university notice. The recipient who does not respond to such a communication is subject to disciplinary action.

Motorcycles and motorbikes must be parked in areas designated for "motorcycle parking." Skateboarding or rollerblading is not allowed near buildings or on most streets and sidewalks on the university campus.

The University Police Parking and Traffic Business Office is open from 8:00 a.m. - 4:00 p.m. Monday through Friday.

! STUDENT CENTER

The Student Center is the community center of the university serving students, faculty, staff, alumni, and guests. The Student Center offers a variety of programs, activities, services, and facilities. In the basement are offices for Minority Student Services, Disability Support Services, and the studios for KCON and KUJA radio stations. On the first floor is a food court, Post Office, University Bookstore, Campus Information Center, lounges, and the Java Joint featuring Starbucks Coffee and Columbo Yogurt. On the second floor of the Student Center are meeting rooms, a ballroom, lounge space, and offices for the ECHO (school newspaper), SCROLL (school yearbook), Student Government Association, Greek Services, Student Organizations, Student Activities Board, Orientation, Student Center Administration, and Food Service Catering.

The Student Center also offers full service meeting and conference facilities for student organizations, university departments and conferences for the Central Arkansas area. The meeting rooms accommodate from ten to five hundred people, with portable staging, a variety of sound systems, and other services.

! **CAMPUS INFORMATION CENTER**

The Campus Information Center/Desk is located in the Student Center. The Campus Information Center provides students, faculty, staff, and university guests with literature and information regarding the university and campus activities. Additional services of the Campus Information Center/Desk are lost and found, information concerning campus activities and assistance to departments and organizations in the distribution and collection of information, and vending machine refunds. The Campus Information Center/Desk telephone number is 450-5890

! **POST OFFICE**

The University Post Office is located on the first floor of the Student Center. Resident students may receive their mail at the campus Post Office and are required to rent a Post Office Box.

! **BOOKSTORE**

The University Barnes & Noble Bookstore is located on the first floor of the Student Center. Everyone is welcome to browse through the selection of new and used textbooks, trade books, school supplies, gifts, UCA apparel, greeting cards, and more. Textbook reservations are available.

Hours of operation are 7:30 a.m. to 4:30 p.m. Monday through Friday with extended hours during Rush and Buyback. Visit the bookstore Web site at <http://uca.bookstore.com> or email the bookstore at bksuca@bncollege.com. For more information call 450-3166 or the Textbook Desk at 450-3414.

! **STUDENT INSURANCE**

An **optional** student insurance plan, provided through a private carrier, is made available to UCA students. The plan is designed to cover both accident and sickness. Benefits may be paid in addition to benefits received from any other policy.

To enroll in the plan, simply pick up a Student Health Insurance Plan brochure in Student Health Services (Bernard Hall room 001), complete the enrollment card attached to the brochure, and mail it along with a check or money order to the address listed on the brochure.

Be sure to retain the brochure as it outlines the provisions of coverage. No individual policies will be issued. Retain the student ID card attached to the enrollment form, no individual ID cards will be issued.

The University of Central Arkansas is not responsible for any policy matters or contractual functions between students and the insurance carrier.

UCA international students are **required** to obtain health insurance. Students should contact International Programs for further details.

COMMITTEES & ORGANIZATIONS

! ARTS ADVISORY COMMITTEE

The Arts Advisory Committee of the Student Government Association provides advice and assistance to the Dean of the College of Fine Arts and Communication in the selection and implementation of activities and initiatives associated with the arts fee. The committee is comprised of four students, two of whom are majoring in the fine and performing arts.

! STUDENT LIFE COMMITTEE

The Student Life Committee is a standing committee of the University. The purposes of the committee are:

1. To serve as a channel of communication between students, faculty and administration of the University.
2. To stimulate and guide student participation in policy and decision-making in areas affecting student welfare.
3. To provide a means for students to communicate their ideas and concerns to the appropriate university personnel.
4. To give assistance to existing student organizations.
5. To review recognition materials if the Assistant Dean's Office finds them to be incomplete or questionable.
6. To review appeals concerning recognition.

The functions and responsibilities of the Student Life Committee are:

1. Conduct a review of university policies and regulations governing student life in the area of Student Services as stated in the Student Handbook and other university publications, and make recommendations to the vice president for student services for possible needed changes and revisions.
2. Review any proposed changes in Student Services policies and regulations submitted by the Student Government Association or the Faculty Senate, and make recommendations to the vice president for student services when such changes are feasible and constructive.
3. Establish and administer all policies that govern the functioning of UCA organizations.
4. Assist student organizations to fulfill their purposes and to function effectively.

The Student Life Committee membership shall be:

1. The Chair who will be the dean of students and who shall vote in case of a tie.
2. Five (5) students appointed by the Student Government Association president, with Student Government approval.
3. Three (3) faculty members and two (2) administrative staff members appointed by the respective Faculty/Staff Senates, with the approval of the president of the university.
4. A representative from the Division of Student Services, as appointed by the vice president for student services.

! UCA SERIES COMMITTEE

Public Appearances each year brings to campus a variety of concerts and performances that entertain and enrich the University community. The UCA Series is the part of the Public Appearance series designed specifically for the UCA Community with each faculty, staff and student eligible for two free tickets (subject to availability). The UCA Series advisory committee is comprised of faculty and staff members as well as two student representatives selected by the Student Government Association student representatives. The committee advises and assists the Director of Public Appearances in presenting the UCA Series.

! PUBLICATIONS

The Scroll (Yearbook) - "A good yearbook has a number of good editorial goals" says a former Scroll staff member, "but they boil down to one essential--to tell it like it was." The Scroll attempts to tell the story of the school year through careful selection of eye-catching photography and balanced written accounts. The idea is to produce a book that will be of immediate interest to readers, yet have lasting value as a historical document by accurately recording growth and change in the University. Achieving these goals while trying to turn out a yearbook that is typographically beautiful, is a job that keeps editors and staff members busy to the final deadline. Working on the Scroll is open to all students. Students may volunteer or earn one-credit hour in Print Media Applications through the Mass Communications area. The book supported by a student publication fee is issued at the end of the spring term, and is free to students. The Scroll office is in the Student Center.

The Echo (Newspaper) - The Echo is a student-run, independent newspaper for the campus community. The newspaper is supported by student fees although most of its costs are borne by advertising revenues. It presents a weekly picture of university life and issues, featuring news, editorials, columns, photos and feature stories. At times it has looked at issues that interest students and the college community. The staff members are students from all areas of the campus, and most have an interest in journalism. The Echo office is located in the Student Center.

Vortex - is a literary and art magazine published at UCA. The Editorial Board is composed entirely of students. Department of Writing & Rhetoric faculty serve as advisors only. Vortex contains student work in short fiction, poetry, essays, art, and photography. One volume a year is published during the spring term.

! RADIO STATIONS

KCON 1230 AM is the student operated radio station at UCA and is located in the Student Center basement. KCON broadcasts contemporary adult music, campus news, weather, & UCA athletic events. The station also does live remote broadcast of campus events. For more information on remote broadcast or advertising, you may contact Monty Rowell or Jack Womack at 450-3326.

KUCA 91.3 FM is the public non-commercial educational station at UCA and was relocated during the summer of 2001 to the Student Center basement where it is being operated with KCON. The station will also be broadcasting contemporary adult music along with news, weather, UCA athletic events, along with educational and public affairs programs.

In the event of inclement weather, you may tune to KCON 1230 for closing and cancellation information and for severe weather announcements.

! STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the representative voice for UCA students. SGA formulates policies, allocates student activity fees to student organizations and university departments, and works closely with administration on issues that directly affect UCA students.

SGA meetings are held on Monday evenings in the Student Center and are open to the public. Elections for various offices are held in the fall and spring, SGA offices are located on the 2nd floor of the Student Center. The office telephone number is 450-3195. Students are encouraged to get involved in SGA leadership positions and sponsored activities.

SGA Officers for 2001-2002:

Executive President: Serena Jeffery
Executive Vice President: Hal Jones
Executive VP for Operations: Elliott Carr
Executive VP for Finance: Courtney Shearer
Senior Class President: Matthew Huff
Junior Class President: Joseph McSpadden
Soph. Class President: W. Bart Shaw
Freshman Class President: To be determined

! STUDENT ORGANIZATIONS

The student's first priority at UCA is to study so that he/she may succeed academically. However, there is much more to college life than just classes, homework, exams and grades. There are student organizations, special events, athletic events--you name it! Through these co-curricular activities, students develop leadership and communication skills; interact with other leaders, administrators and faculty; increase their awareness of available campus resources; and enhance their development while at college.

There are over ninety registered student organizations at UCA in which you can become involved. A complete listing of currently recognized student organizations is available in the Activity Center, Student Center Room 207.

! LEADERSHIP DEVELOPMENT

The various student organizations on UCA's campus add an important dimension to the college experience. We encourage students to get involved and take advantage of the opportunities to learn more about themselves and develop leadership skills.

The Division of Student Services offers various leadership development workshops throughout the academic year. Guest speakers from around the country, as well as experts on our own campus, speak on important topics that assist students in developing their leadership skills. In addition, Student services annually sponsors "Leadership Academy" and "Leadership Institute", intense, 24-hour leadership retreat for student organization leaders. Other helpful information including videotapes, pamphlets, and articles are available to student leaders in the Activity Center located in the Student Center. For more

information on upcoming leadership programs, contact the Student Organizations Office in the Activity Center.

! FORMING NEW RECOGNIZED STUDENT ORGANIZATIONS

There are procedures which must be followed in forming a University of Central Arkansas student organization. A group wishing to be recognized by the University must submit to the assistant dean of students (Student Center Room 207) a typed copy of a constitution stating the purposes for which the organization is to be formed. A sheet with the signatures of at least eight (8) qualified members and the faculty/staff advisor must also be submitted. The following information is required in the constitution:

1. Name of the organization (no organization shall use a name identical to or closely similar to the name of a previously recognized organization).
2. A declaration of the purposes, goals, activities, (purpose statement) of the organization.
3. A listing of officers by title and any specific functions of the officers. Officers must have at least a 2.000 cumulative grade point average and not be on disciplinary probation.
4. A statement of terms of the office and the time and method of election.
5. Membership eligibility requirements. Membership in recognized student organizations shall be limited to enrolled students.
6. Frequency of meetings. Specifications for a special or called meeting and what constitutes a quorum must be stated.
7. Provisions for a primary advisor. Full-time and part-time faculty/staff are eligible to serve as primary advisors. Residence hall coordinators are eligible to serve as advisors. Who will choose the advisor and what will be the role of the advisor must be stated. (In case of severe hardship in finding an advisor, the Assistant Dean's Office may permit a group to complete the recognition process; however, the organization will be inactive until one is obtained.)
8. Section on finance. A statement of membership dues, agreement of where all funds will be received and disbursed and provision for disposition of any funds in the event of dissolution of the organization must be included. It must also state what constitutes a fiscal year, a binding contract and who needs to sign a check before it can be processed. The University requests that all university organizations have the signature of the appropriate officers and advisor.
9. Arrangements for standing or other special committees must be specified.
10. Provisions for amendments to the constitution and what is a majority vote to amend must also be included.

Recognition Process - The "Request for Recognition Form" and all required informational items should be returned to the Office of the Assistant Dean of Students. The assistant dean will verify that all university requirements for recognition have been met. If everything is in order, the assistant dean will notify the Student Government Association and the Student Life Committee of the group's request to be recognized. Two weeks from the date of this notification, the group will be recommended to the administration for recognition if the Student Government Association and Student Life Committee do not challenge the application for recognition.

Before it is officially recognized, the new group may reserve space for one organizational meeting and conduct publicity for that meeting only.

Recognition requires that local organizations affiliated with a national organization must have a local constitution and/or by-laws that are in

accordance with and do not conflict with the University of Central Arkansas' policies and procedures. National constitution/by-laws imposed upon the local organization may not conflict with the University of Central Arkansas' policies and procedures. If there are any questions involving the above stated conditions, recognition of the group will not be completed until it is referred to the Student Life Committee for review.

Recognition signifies that the organization agrees:

- a. To provide equal opportunity to all students.
- b. To prohibit discrimination against any potential member because of race, sex, color, religion, age, national origin, disability, or veteran's status.

Maintaining Recognition Status - Recognition of a student organization will be on an academic year basis and shall be subject to renewal through the Assistant Dean's Office. To keep recognition current, the organization shall:

1. Adhere to the purposes, aims and activities as stated in the recognition documents.
2. Continue to meet all of the requirements for initial recognition.
3. Remain in compliance with all rules and regulations of the University, Student Handbook, and all federal, state and local laws.
4. Submit any changes in its purpose statement, constitution, or recognition documents to the Assistant Dean's Office.
5. Submit to the assistant the organization's officers list and the number of organizational members.
6. Submit the officer/advisor information form to the Assistant Dean's Office the beginning of each semester (September 15, February 1st).

Role of Advisor - All student organizations must have one faculty/staff advisor. This advisor must be a faculty or staff member of the University. When the membership exceeds twenty-five, organizations are urged to obtain additional advisors. A secondary advisor may be selected from the community, but only if the organization already has a faculty/staff advisor. An organization that does not have an advisor will immediately become inactive until one is obtained. Any faculty or staff member who agrees to the request of a student organization to serve as its primary advisor thereby accepts responsibility for seeing that the student organization's purposes, activities, and projects are within the limits of the university policy. Therefore, advisors should be familiar with:

1. This policy and other university regulations pertaining to student organizations;
2. The constitution and purpose statement of the student organization they are advising; and
3. The activities and projects of their organization.

A faculty/staff advisor is expected to attend business meetings of the organization and actively participate in the organization. All actions of an organization are subject to review by the advisor and/or the University.

Before making a selection, keep in mind the following: (a) find someone who will take the role willingly and seriously; and (b) find someone who will commit the time.

When approaching a potential advisor for the first time, make sure that he or she has a clear understanding of the organization's purpose, as well as what would be required pertaining to the duties and time involved.

Allow the person a reasonable length of time to consider a decision.

Recognition of Student Organizations - Recognized student organizations receive the following privileges:

1. Use of university meeting facilities, equipment and services on a regular basis.
2. Use of the university's name in publicity and press releases, subject to the requirement that the organization secure approval for use of the institutional name in off-campus fundraising events.
3. Listing of the organization in appropriate university publications.
4. Opportunity to participate in the Organizational Fair, Bear Facts Days, Leadership Academy, Officer Training Workshop, and other campus-wide events.
5. Receipt of leadership materials and other informational publications.
6. Free consulting by professional staff.
7. Fund raising privileges.
8. A post office box in the Activity Center.

Affiliation - Recognized student organizations may be affiliated with organizations off campus, where affiliation is:

1. Clearly indicated, either by title or by its constitution at the time of recognition.
2. Consistent with the purposes set forth in the constitution/purpose statement of the organization, and with university guidelines for student organizations.
3. Not such as to change significantly the nature of the organization as an association of students, with primary interests on campus.

Withdrawal of Recognition - Recognition and all privileges thereof may be withdrawn for just cause. Withdrawal of recognition will be decided upon by the Student Life Committee or through the University discipline process. Requests for withdrawal of recognition or for lesser sanctions are filed with the dean of students. The dean of students will assign the case to the discipline system or the Student Life Committee, whichever is appropriate.

Grounds for Withdrawal of Recognition -

1. When a recognized student organization fails to conduct its activities in accordance with its constitution/purpose statement and/or the procedures and limits set forth by the university for student organizations.
2. When an organization does not comply with the university regulations set forth in the Student Handbook.
3. When a recognized student organization fails to submit Officers' Form or other required reports. Any organization failing to file a current list of officers by September 15 and February 1st will automatically have its UCA recognition suspended.

An organization must request reactivation by application to the Dean of Students' Office by reaffirming its existing constitution/purpose statement and showing reasonable prospects of organizational continuity.

CAMPUS ACTIVITIES

! DANCES AND SOCIAL EVENTS ON CAMPUS

The following is more specific information regarding on campus dances and social events.

Registration of Events. The sponsoring organization must register any on-campus event in the Calendar Office, which is located at the Physical Plant, and must pick up an on-campus event form. The event form must have the signature of the president, advisor of the organization, faculty or staff who will attend the event, and doorpersons. This form must be returned to the Calendar Office at least seven (7) days before the event.

Number of Events. Only one major student social event is allowed on campus per day. Any exceptions to this policy must be approved in advance of the event by the vice president for student services.

Event Times. Dances should be held on Friday and Saturday nights on campus. Events must be scheduled to end no later than 1:00 a.m., unless special permission is received from the vice president for student services. Requests for any other night must have the approval of the vice president for student services, with the understanding that the event or activity occurring on a week night must be over by 11:00 p.m., unless extended by the vice president.

Outdoor Events. Outdoor events should not disturb or interfere with academic classes, other university events, residence hall quiet hours, or residents living near the campus. Students should consult with the vice president for student services for appropriate times and locations for such events.

Guests. All UCA student organization social events held on campus (dances, step-shows, parties, proms, etc.) are restricted to UCA students. Each student is allowed to bring one (1) and only one guest to the activity. Any exceptions to this restriction must be approved in advance by the vice president for student services.

Advisor. It is the responsibility of each organization to have an advisor of the organization to be present at the event. In cases where the advisor cannot attend, another faculty/staff member may be substituted. The role of the advisor is to: (a) be present from the beginning to the end of the event; (b) work with and through the leaders of the organization in implementation of university policies; and (c) act in accordance with the regulations of the University of Central Arkansas, and call to the attention of students in charge of the event undesirable situations for which corrective measures are needed. The organization will be responsible for canceling the event if an advisor cannot attend the entire activity.

Doorpersons. The organization will provide four (4) doorpersons for the event, unless specified otherwise by the vice president for student services. Duties of the doorpersons are to: (a) introduce themselves to the advisor and university police officer; (b) administer admission procedures established for the event; (c) assume responsibility for the supervision of the event in keeping with

policies governing the use of the building and university regulations; and (d) report any infraction of school policy to the advisor or university police officer.

University Police. University police must be present at all dances, and at other social events as determined by the University Police Department.

Facility Use. Any organization that sponsors a student dance in the Student Center Ballroom must cooperate with the Student Center director by adhering to those regulations listed under "Facility Usage Policies" and "Student Center Facilities Policy" in the Student Handbook.

! OFF-CAMPUS SOCIAL EVENTS POLICY

Recognized student organizations are required to abide by local, state, and federal laws concerning alcohol and other drugs when sponsoring social events off campus. Organizations affiliated with national groups must follow any additional alcohol or open events policies set forth by their respective national organizations.

Defined: Social events are defined as any function or activity, open or closed to the public, that are provided by an organization to meet the social needs of members and/or guests. Such events may include, but are not limited to, dances, movies, card games, casino nights, comedy nights, picnics, camp-outs, canoe trips, mixers, exchanges, walkouts, member/date functions, and membership recruitment functions.

Registration: All off-campus social events open to non-members or where alcohol will be present must be registered with the Dean of Students' Office (108 Bernard Hall) at least five (5) calendar days prior to the date of the scheduled event. Registration must include the signatures of the advisor and president of the organization sponsoring the event. Organizations who register an off-campus event must sign a statement indicating that they have read and understand the Off-Campus Social Events Policy, and agree to abide by the policy.

Organization Responsibility: Student organizations who sponsor off-campus social events shall at all times be responsible for the actions of their members, pledges or associates and guests.

Alcohol: In order to sponsor an event where alcohol will be present, the executive officers, social chair, and pledge chairman must complete an alcohol education program sponsored by the UCA Health Promotion and Wellness Services. This program will include information on local, state, and federal laws, as well as responsible party planning. In addition, a copy of the organization's national policy on open parties and alcohol related events must be on file with Student Services.

Monitoring: Student organizations sponsoring off-campus events are responsible for establishing admission guidelines and procedures (i.e., door monitors, guest lists, check I.D.s, identification of minors, possession and consumption of appropriate amounts, etc.) to ensure that all local, state, and federal laws, (national organization guidelines, if appropriate) are followed.

Enforcement: In addition to any civil or criminal action taken by local authorities, alleged violations of this policy will be dealt with through the university discipline system. If the organization is affiliated with a national group, the national office will be notified of alleged violations of this policy.

! ALCOHOLIC BEVERAGES AND PARTY PLANNING

University regulations prohibit any student organization from serving or permitting the consumption or possession of alcoholic beverages or illegal drugs at anytime by anyone on university controlled property or at university sponsored

activities. This policy is a part of UCA's effort to participate in a national program to reduce problems associated with alcohol and other drugs. UCA seeks to assure a healthy environment for students, faculty, and staff where the use of alcohol and other drugs do not interfere with the learning experience. In the event of an off-campus party where alcohol is consumed, the following guidelines should be followed.

Organizations are responsible for:

1. **Actively advocating for the rights of the non drinker.** Recognize a person's right not to drink and discourage those who would try to influence people to drink against their will.
2. **Providing alternative non-alcoholic beverages other than water.** When alcoholic beverages are served there should always be beverages available for those who choose not to drink and for those who are under age 21.
3. **Discouraging abusive drinking.** Drinking should never be the primary focus of an activity. Drinking games and unlimited drinks should be prohibited.
4. **Complying with the law.** No person under the age of 21 should be served an alcoholic beverage. A certified bartender should check identification. Be sure to measure drinks. Allow no self serve.
5. **Providing transportation.** Never allow an individual to drive who has had too much to drink. Remember, a person can be legally drunk without seeming to be drunk. Don't let that person become a statistic.
6. **Hosting the party in a responsible way.** Serve plenty of food during the party but especially during the last hour of the party as the food absorbs some of the alcohol.

Additional information may be obtained by contacting the UCA Health Promotion and Wellness Center in Bernard Hall (basement) (450-3133). Also, See UCA Drug Free Schools and Communities Policy.

! DEAD WEEK POLICY

During the last two (2) weeks of each semester, no UCA student social events (dances, step-shows, proms, parties, etc.) will be permitted on the UCA campus; nor will social events be permitted by student organizations sponsoring activities off campus. This "dead week" period will begin the Sunday prior to the last week of scheduled classes, and shall last throughout final exams week. The intent of this policy is to provide an environment conducive to study and for preparation of final exams.

! BANDS AND ARTISTS CONTRACTS

Contracts for bands and artists must be signed by the designated representative of the contracting organization and a sponsor of the organization.

Materials on agencies representing bands and artists are available in the Student Activities Office.

! DISTRIBUTION OF LITERATURE ON CAMPUS

Organizations chartered by the university, or individual students wishing to display or distribute literature or other materials to students and faculty on university controlled property, will be governed by the following rules and regulations:

1. Literature and materials for distribution on university property must not contain:
 - a. Writings which are libelous, obscene, or in violation of federal, state, or local laws;
 - b. Materials which attempt to exploit for commercial purposes the name, image, or reputation of the University of Central Arkansas through the sale of subscription copies or the sale of advertising space.
2. Literature and material for distribution on university property should contain:
 - a. The name of the organization or individual responsible for the printed material;
 - b. An expiration date informing when the literature is outdated.
3. Materials should not overlap or conceal other advertising.
4. No advertising or announcement may:
 - a. Be painted or chalked on any campus building or structure or onto the sidewalks or curbs;
 - b. Be affixed to any glass, doorways or windows;
 - c. Be affixed to the exterior of any building;
 - d. Be affixed to any painted surfaces within buildings;
 - e. Be nailed or wired to trees on the campus in any manner that would damage or mar them;
 - f. Be placed on vehicles, vending machines, trash cans, light posts, etc., on campus.
5. Persons or organizations who advertise or post are responsible for removal of the material when the date for posting has expired. An expiration date will be considered as one day following the date of the posted event.

! FUND RAISING (by RECOGNIZED STUDENT ORGANIZATIONS)

Fund raising projects, including the sale of merchandise in and around the area of the campus, must be registered on a solicitation policy form with the Student Center Administrative Office (Student Center, Room 206) and scheduled with the Calendar Office. Approval of such projects will be based on the following guidelines:

1. The activity does not conflict with the educational purposes of the University.
2. The activity does not conflict with another activity already approved.
3. The activity does not violate the law by including a drawing, raffle, lottery, or other games of chance;
4. The activity does not involve door-to-door solicitations;
5. The activity in no way conflicts with university policies;
6. The activity that raises funds for philanthropic purposes is directed to non-profit, tax-exempt organizations and that no funds are made directly available to an individual or individuals.

! GREEK STRUCTURE

Governing Bodies - The Greek structure at UCA consists of 10 national fraternities and 9 national sororities governed by three coordinating bodies: Interfraternity Council (IFC), Panhellenic Council and National Pan-Hellenic Council (NPHC). These three organizations are nationally-affiliated and report on campus to the Division of Student Services.

IFC, Panhellenic, and NPHC act in accordance with their individual constitutions and by-laws, membership requirements and recruitment regulations which must meet the approval of the vice president for student

services and be in compliance with their respective national guidelines. All social Greek-letter fraternities and sororities at UCA are required to maintain membership in the appropriate association as recognized by their national organization.

Greek Judicial Board - The Greek Judicial Board has been established to conduct disciplinary hearings for violations of university policy involving Greek organizations. The dean of students assigns appropriate cases to the Board. Decisions of the Board are recommendations to the vice president for student services.

Order of Omega - The Order of Omega is a national honor society for fraternity men and women which recognizes individuals in the Greek community for their service to the Greek community and the University. This prestigious organization is made up of our most outstanding Greek leaders and is limited to 3% of the UCA Greek population. UCA's chapter of the Order of Omega serves to unify the 18 social Greek-letter organizations on campus through the coordination of Greek Week, the annual Greek awards program and Greek Steering Committee.

Expansion Committee - Each Greek governing body at the University shall maintain a functioning Expansion Committee. Each Expansion Committee shall be composed of chapter presidents, governing body president and advisor(s), the dean of students, and one member from the Student Life Committee. The functions of the Expansion Committees are:

1. To review annually the status of the sorority/fraternity community and make recommendations concerning expansion. The committee will use the following criteria to help prepare their recommendations:
 - a. University enrollment figures;
 - b. Number of students going through recruitment or intake process;
 - c. Number of students pledged;
 - d. Number of students failing to receive an invitation for membership;
 - e. The total size of the Greek community;
 - f. The total size of the sororities/fraternities;
 - g. Student body interest in the sorority/fraternity; and
 - h. Current level of effectiveness of existing Greek organizations.
2. To accept requests for expansion and serve as a liaison between the sorority/fraternity and interested parties.

Each Greek governing body reserves the right to contact national sororities/fraternities for colonization at the University. Any national sorority/fraternity wishing to colonize at UCA must address their request to the appropriate Expansion Committee.

Colonization Information - When two or more groups are simultaneously petitioning to expand at the University, they will be reviewed in the following order:

1. First priority will be given to those groups wishing to re-charter at the University.
2. Next priority will be given to those groups wishing to charter for the first time at the University. A request for colonization from a national fraternity or sorority must include the following:
 - a. A statement of the number of active collegiate members and alumni in the state of Arkansas, central Arkansas area, and at UCA.

- b. A plan of consultations and supervision for establishing the colony and an estimate of financial support available to the colony from both the national group and alumni.
- c. A copy of the national constitution and by-laws and other rules, regulations and/or policies pertaining to the colony.
- d. Samples of all literature and/or publications available for use by the colony.
- e. A statement of the degree of responsibility for colony and chapter financial liabilities, the number of colonies supported by the national during the UCA colonization period, and any other informative financial data.
- f. A formal presentation to the Expansion Committee and respective governing body.

Agreement of National Fraternity/Sorority - The request for colonization must contain an agreement by the national group to abide by the following conditions:

1. The national organization must agree to allow the colony to update its membership information (membership and officers) with the Greek Advisor's Office.
2. The national organization must agree to a probation status of not less than one semester and no more than four semesters from the date of invitation. Inherent in this agreement is the understanding that if, at the conclusion of the fourth semester, the chapter cannot or will not meet all requirements stated in this document and those set by the Expansion Committee, it will withdraw the colony from the University.
3. The national organization must allow chapter members to sign an agreement to follow university regulations of sororities and fraternities.
4. The national organization must ensure its charter will not contain any clause requiring discrimination on the basis of race, creed, national origin, or color. In addition to these guidelines the charter must agree to the following:
 - a. Potential charter member may not be on disciplinary probation or suspension and must be a student of UCA during the time of petition.
 - b. A cumulative quality grade point average of 2.000 shall be required of each potential charter member and elected officer, other than first semester freshmen.
 - c. A faculty/staff advisor shall be approved by the Greek advisor.
 - d. Co-advisors may include members of the community who have shown an interest in the organization and the university. Alumni as well as spouses of faculty/staff members may qualify as co-advisors.

Action by the University - The following is action that may be taken by the University once a request for colonization is made:

1. If preliminary information is acceptable to the Expansion Committee, and the membership number totals the average membership number of the national group to which it would belong on campus, the request for colonization will be granted.
2. If the numbers are questionable and/or unacceptable, the request for colonization will be considered by the appropriate governing body. A two-thirds vote, taken via roll call, is required for approval to colonize.
3. If approval to colonize is granted, the national organization and the existing fraternities and sororities will be notified of the action and of the recommendations. The notification will specify the conditions of colonization as well as the requirements for installation as an active chapter. The Greek advisor will assume responsibility for this notification.

4. If approval to colonize is not granted, the national organization may appeal to the Student Life Committee.

Organizing Process - Within two weeks of its first organizational meeting, the colony must petition to become a recognized student organization at the University. In addition:

1. The colony must provide the Student Organizations Office with the names of one University faculty or staff member and one alumni, both of whom agree to serve as advisors to the group while it is a colony and a chartered organization.
2. The colony must provide the Student Organizations Office with lists of its members and officers. The colony must verify, by university standards, the eligibility of the officers. (Membership, hereafter, is defined to include all persons enrolled as students at the University who are new members/associates or who have been initiated by the chapter.)
3. Upon final approval, the organization will immediately be accepted into the respective governing body.

Chartering Procedures - Procedures for obtaining a charter are as follows:

1. When all colonization requirements are met, the colony must submit a request to the Greek Advisor's Office to secure permission for petitioning the national for a charter. This request must be filed with the Greek Advisor's Office at least one month before the petition for chartering is forwarded to the national.
2. The request to the Greek Advisor's Office must contain a letter of approval and support from the national showing that the colony may begin to petition for being chartered by the national organization.
3. A statement from the national must be provided which indicates the number, length, and plan of consultations by the national staff with its UCA chapter.

Action by the University - The following is action that may be taken by the University regarding an organization's charter:

1. If the petition is approved by the Greek Advisor's Office, the colony will receive written notification.
2. When the Greek Advisor's Office receives official notice from the national that a charter has been granted to the colony and an official chapter name assigned, the colony will become recognized under its new name.

Dissolution of Fraternities and Sororities -

The following is action the University may take to dissolve a fraternity or sorority:

1. Any time the total membership of a fraternity or sorority declines to the point that it cannot function normally (below individual national requirements), the respective Greek governing body will report the condition of the fraternity or sorority to its national office recommending to the dean of students that the fraternity or sorority be placed on membership probation for a designated period of time, or that the fraternity or sorority be dissolved. Action of probation or dissolution will be taken by the Division of Student Services.
2. In the event a fraternity or sorority is accused of violation(s) of University regulations, the dean of students shall investigate the complaint, and if deemed appropriate, submit the alleged violation for disciplinary action. Disciplinary cases regarding Greek organizations are normally assigned to the Greek Judicial Board.

3. When a fraternity or sorority is dissolved, it must surrender its charter, constitution, by-laws and all other official documents to the Student Services Office. The fraternity or sorority will also follow the guidelines of their national organization.
4. Upon the dissolution of a fraternity or sorority and reconciliation of all accounts, any remaining assets are to be distributed according to arrangements specified in the organization's constitution.

! GREEK HOUSING

Off-campus Housing - The University Board of Trustees has authorized the university 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. Identification of items that cannot be used, possessed, or stored on fraternity property.
- d. Provisions for parking.
- e. Identification of quiet hours.
3. The organization will have a resident counselor who is selected by the appropriate alumni board or governing body.
4. The organization will establish procedures to appropriately discipline members who violate "house rules" or local or state laws.
5. Alcohol related social functions at off-campus Greek houses are prohibited. Any Greek organization hosting a social event shall be responsible for monitoring and enforcing the ban of alcohol at the event. Failure to actively enforce this policy will result in disciplinary action through the University Greek judicial system, and notification of the organization's national office.

The university also considers the size of the organization, financial stability, "house rules", support of governing body, location of property, and agreement to work with local city officials to meet local zoning requirements when reviewing requests for off-campus housing,

On-campus Housing - Many fraternities and sororities have chapter rooms located in UCA residence halls. A contract is established between the Department of Housing and each Greek organization to regulate use of these rooms. For more specific information about residence hall chapter rooms, contact the director of housing (209 Bernard Hall).

The University also owns several houses that can be leased to fraternities and sororities. For further information about lease arrangements, contact the director of housing or vice president for financial services.

! RESPONSIBILITIES OF GREEK ORGANIZATIONS & THE UNIVERSITY

The following are general responsibilities of Greek organizations and the University with respect to Greek life.

1. The policies stated in this document shall be the conditions under which the organization may be recognized and operated on campus.
2. The Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council shall have complete authority for recruitment/intake procedures, subject to approval of the vice president for student services.
3. The University, through the advisors of IFC, Panhellenic and NPHC, will supply information to the sorority/fraternity regarding the academic and disciplinary status of their members, new members, associates, and rushees. The students involved must give written permission to the sorority/fraternity for the release of grade information to the respective advisors.
4. No fraternity or sorority may arrange for ownership of real or chattel property without prior approval of the University.
5. No fraternity or sorority shall employ a program of education which includes hazing.
6. It is the responsibility of fraternities and sororities to comply with university policies and regulations concerning organization and individual member behavior. The University may determine whether fraternities or sororities, as well as Greek governing bodies, are meeting their responsibilities.
7. Fraternities and sororities must submit, at the beginning of each semester, an accurate list of officers to the Greek Advisor's Office, as well as a list of new and initiated members. Changes on this information must be reported at the time these changes occur.
8. The University is responsible for keeping Greek organizations informed of policies and actions which affect them.

! RECRUITMENT INFORMATION

Policy on Deferred Recruitment - Eligibility for participating in the recruitment or intake process is limited to students in good standing with the university who have completed a minimum of 12 college credit hours and have achieved a minimum 2.300 grade point average. Beyond this minimum standard established by the University, individual fraternity and sorority chapters may have higher standards for eligibility. This information is available by contacting the director of Greek Services (207 Student Center) or Office of Minority Services (room 01A Student Center).

Consequences for organizations found in violation of this policy include:

- (1) Organization will be fined \$500 per individual violation;
- (2) Organization's membership/recruitment chair must resign from office;
- (3) Organization will be suspended from intramural participation for one semester.

Sorority Recruitment - There are nine national sororities at the University of Central Arkansas. Five of the sororities are governed by the Panhellenic Council: Alpha Sigma Alpha, Alpha Sigma Tau, Delta Zeta, Sigma Kappa, and Sigma Sigma Sigma. Four of the sororities are governed by the National Pan-Hellenic Council (NPHC) for historically African-American fraternities and sororities: Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho, and Zeta Phi Beta.

Sorority recruitment is coordinated for the five Panhellenic sororities in mid-September and again in January. Panhellenic also allows "continuous open

bidding" throughout the year for sororities which are not at the total allowable size of 85 members. For more specific information regarding recruitment schedule and cost of membership, contact the director of Greek Services (207 Student Center).

Membership intake is the selection process of the four National Pan-Hellenic Council sororities. Membership intake is conducted at various times during the year by the individual sororities. For specific information and eligibility requirements, contact the Office of Minority Services (Room 01A Student Center).

Fraternity Recruitment - There are ten national fraternities currently recognized at the University of Central Arkansas. Four of the fraternities are governed by the Interfraternity Council (IFC): Alpha Kappa Lambda, Pi Kappa Alpha, Sigma Nu, Sigma Phi Epsilon, Sigma Tau Gamma, and Phi Sigma Kappa. Six of the fraternities are governed by the National Pan-Hellenic Council (NPHC) for historically African-American fraternities and sororities: Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, and Phi Beta Sigma.

Recruitment for IFC fraternities is coordinated for member fraternities in September and January. Fraternities are also eligible to extend "open bids" throughout the academic year. For more specific information regarding recruitment dates, contact the director of Greek Services (207 Student Center).

Fraternities belonging to National Pan-Hellenic Council (NPHC) go through a "membership intake" process to recruit new members. Membership intake is conducted at various times during the year by the individual fraternities. For specific information and eligibility requirements, contact the Office of Minority Services (Room 01A Student Center).

UCA FACILITY USAGE POLICIES

GENERAL STATEMENT

This policy applies to all facilities, for all activities, and for all groups.

RESERVATIONS

1. Recognized student organizations may schedule two (2) social activities that require a fee on the calendar at one time.
2. They may schedule other events that don't require a fee, as needed.
3. Student organizations may not reserve any campus facility longer than one (1) week, other than for regularly scheduled meetings.
4. During the last two weeks of each semester, no UCA student social events (dances, step shows, proms, parties, etc.) will be permitted on the UCA campus, nor will social events be permitted by student organizations sponsoring activities off campus. This "dead week" period will begin the Sunday prior to the last week of scheduled classes, and shall last throughout final exams week.
5. Guidelines for the use of UCA facilities are available through the University Calendar Office in the Physical Plant.

FEE FOR FACILITIES

1. On-campus student groups will not pay a facility use fee for regular meetings or special events if there is no admission charge for the event, and the identified space does not have a special fee attachment.
2. On-campus student groups who schedule a space and require special services, but will not be charging admission to the event, must pay the cost of labor, lighting, maintenance, etc.

3. On-campus student groups who schedule a space and charge admission must pay for direct costs plus a facility use fee for the following facilities:

Student Center Ballroom ((\$25.00 each additional hour)	\$150.00/day
Mirror Room	\$25.00/4 hrs
Health Science Center Aud. (or \$75.00 for 8 hours)	\$10.00 hour
Recital Hall (or \$50.00 additional hour)	\$125.00/8 hrs
Center Stage (or \$50.00 additional hour)	\$125.00/8 hrs
Farris Center (Gym floor only)	\$250.00/8 hrs
Farris Center Pool	Determined by number of participants & lifeguards
Old Gym (Gym floor only)	\$125.00/8 hrs
Ida Waldran Auditorium (or \$50.00 additional hour)	\$250.00/8 hrs
Estes Stadium (Includes track & field)	\$125.00/8 hrs
Student Center Meeting Rooms ((\$10.00/additional hour)	\$50.00/8 hrs
Softball Fields (1 Day Tournaments)	
A. One field	\$40.00
B. Two fields	\$60.00
C. Three fields	\$80.00
D. Four fields	100.00
E. Soccer Fields	\$25.00

4. All student organizations will pay the direct cost for repair of facilities or replacement of equipment resulting from damage during the sponsored activity.
5. Fee waivers may be obtained for special activities, and are available through the Calendar Office. All fees, except for direct costs, will be waived for Student Government activities.

! SCHEDULING PROCEDURES

- All meetings and activities sponsored by a student organization must be on the University Calendar. All activities must be completely scheduled and fees paid no later than **two weeks** prior to the activity. Failure to be on the calendar and to pay fees will result in the cancellation of the event.
- All reservations are made by completing a request form which requires the following information.
 - The name of the activity
 - Sponsoring group
 - Date, time, place
 - Location desired
 - Opening and closing times.
 - Special arrangements required (e.g. tables, chairs, mikes)
 - Anticipated attendance number and age range
 - Person in charge; phone number; address

- I. Advisor signature
3. After receiving a request for usage of any facility, the Calendar Office will then coordinate all requests with other campus offices that are responsible for some aspect of the proposed event such as security, building administrators, maintenance, etc.
4. In the event a contract or usage agreement is required for the requested space, it must be signed **BEFORE** any reservation is confirmed.
5. When advisors are required for the activity, the completed registration form **MUST** be submitted to the Calendar Office no later than **two weeks** before the event. The activity **WILL NOT** be confirmed until this form has been completed. If the registration form has not been received, the activity will automatically be canceled.
6. All changes or cancellations in reservations must be given to the Calendar Office one (1) full week in advance. If less notice is given, the University will not be responsible for arrangements which cannot be changed or rearranged. The sponsoring organization **WILL** be billed for any costs of preparing for the activity, and/or other charges which cannot be canceled (e.g. pool party at the Farris Center).

In order to ensure a proper learning atmosphere and a safe environment for the entire UCA student body, the Student Life Committee, composed of students, faculty, staff, and the Council of Vice Presidents, will be the governing bodies in regulating and updating the policies, and they will also be responsible for maintaining a balanced blend of growth-producing experiences without jeopardizing the normal education process of the university.

The rules and regulations under this section of the Student Handbook are subject to change should the University Facility Usage Rules and Regulations change.

For additional information on usage of the UCA campus, please contact the University Calendar Office, Physical Plant, Ext. 4-5270.

STANDARDS OF STUDENT CONDUCT

! GENERAL STATEMENT

Students of the University of Central Arkansas are expected to obey the laws of the land, the State of Arkansas, the regulations of the university, and conform to the accepted customs of civilized society in their conduct.

! PURPOSE/GOALS

The UCA student judicial system has three primary purposes or goals: to change or redirect student behavior, protect the university environment, and protect the rights of students involved in the disciplinary process.

More specifically, the University endeavors to change student behavior that is considered unacceptable in the university community. To meet this goal, the University makes extensive use of student judicial boards, so students are judged and provided feedback by their peers; and educational sanctions, so students are provided with alternatives to inappropriate behavior.

The University strives to protect the university environment against acts of violence, destruction and vandalism; and to provide a quality living and learning environment, one that is safe, secure and conducive to academic

pursuits. Therefore, it may be necessary on occasion to remove students from the university community when the behavior is severe.

Finally, the University seeks to protect the rights of students involved in the disciplinary process by providing specific due process procedures, including appeals, to promote fair and just hearings.

! DELINEATION OF RESPONSIBILITIES

The authority to establish and enforce regulations of the University is vested in the Board of Trustees. The responsibility to initiate, implement, and supervise the disciplinary process for students is delegated to the president who in turn has designated the vice president for student services as the person to conduct the non-academic disciplinary proceedings of the University. The vice president for student services and his/her staff shall be responsible to the president of the University for disposal of all cases.

! INTERPRETATION OF STANDARDS OF STUDENT CONDUCT

The University's Standards of Student Conduct are set forth in writing in order to give students general notice of non-academic prohibited conduct. The standards should be read broadly and are not designed to define non-academic misconduct in exhaustive terms.

! INHERENT AUTHORITY

The university reserves the right to take necessary and appropriate action for on or off campus behaviors, to protect the safety and well-being of the campus community. Such action may include but is not limited to the immediate removal of a student from the campus premises. The authority for such decisions rests with the vice president for student services, or designee.

! DISCIPLINE PROCEDURES

Anyone wishing to report an alleged incident of behavioral misconduct may make such report in writing to residence hall staff, if the incident occurs within the residence halls, or the Dean of Students Office located in 108 Bernard Hall. There are four committees and several hearing officers which hear violations of university policy.

1. **The University Discipline Committee** - serves as the chief review body of disciplinary decisions of the institution. Disciplinary appeals are reviewed by this committee. The committee consists of three (3) faculty and three (3) administrators appointed by the Faculty/Staff Senates and approved by the president of the University and three (3) students appointed by the president of the Student Government Association. The president of the University may appoint temporary members of the committee to serve during summer sessions or at such other times as necessary to assure full membership of the committee. The chairperson is elected by the committee from the administrative or faculty members.
2. **University Student Judicial Board** - generally hears serious offenses of university policy. The board is comprised of eleven (11) student members who are chosen through a selection process set up by the dean of students. A chairperson is appointed by the dean of students to coordinate board activities. The dean of students or designee(s) serves as a non-voting advisor to the board.
3. **Greek Judicial Board** - hears offenses involving social Greek organizations. The board is comprised of nine (9) to twelve (12) Greek members representing the three (3) governing bodies. A chairperson is

selected by the Greek board members, in conjunction with the board advisors. The two (2) advisors from the three (3) Greek governing bodies serve as non-voting advisors to the board.

4. **Residence Hall Judicial Board** - hears non-suspendable offenses of residence hall policy. The board is comprised of two residents from each hall who are chosen through an application and interview process within the hall. A chairperson is appointed from among board members to coordinate board activities. A residence hall coordinator or designee serves as non-voting advisor to the board.
5. **Housing Hearing Officers** - are residence hall coordinators who hear housing offenses of a less serious nature.
6. **Administrative Hearing Officers** - include the dean of students and his/her designee who hear non-housing infractions of university policy.

! ASSIGNMENT OF ALLEGED VIOLATIONS

Violations that occur outside the residence halls or are serious (i.e., suspendable) in nature are filed with the dean of students. Such offenses are normally assigned to the University Student Judicial Board or an administrative hearing officer. Group offenses are also filed with the dean of students, who assigns such cases to the Greek Judicial Board or other appropriate council.

Violations that occur within the residence halls and are non-suspendable in nature are filed with a residence hall coordinator or the director of housing. Violations of hall policy that are minor in nature normally are heard by the residence hall coordinator in the residence hall where the offense occurred. An "informal disciplinary process" has been established to handle minor hall offenses (**please see UCA Student Housing section of handbook under Student Conduct and Residence Hall Judicial Procedures for more specific information**). More serious but non-suspendable hall violations are normally heard by a Residence Hall Judicial Board.

! HEARING PROCEDURES

All non-academic discipline hearings shall be informal and strict rules of evidence shall not apply. The student(s) accused shall be notified, in writing, of the alleged charge and of the date, time and place of the hearing. When possible, a hearing will be set up within ten (10) working days after an incident occurs; however, factors - such as holiday breaks, end of academic term, ongoing investigation, etc. - may prevent the university from meeting this guideline.

Notice of hearing will be mailed or delivered to the student(s) three (3) days prior to the hearing. The accused and the complainant have the right to:

1. Be present at the hearing. However, if either or both the accused and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absences and a decision rendered accordingly, based on evidence presented.
2. Present evidence by witness, or by signed written statement if a witness is unable to attend the hearing. It is the responsibility of the accused student and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
3. Bring an advisor to the hearing. The advisor (who may be a faculty member, friend, family member, attorney, etc.) may not participate in examination of witnesses or presentation of materials or information to the

hearing officer/board. The advisor's role is limited to providing advice and consultation to his/her client.

4. Challenge the ability of a board member to serve on the judicial board, due to knowledge or bias in the case. The decision of whether the board member shall serve rests with the judicial board as a whole.
5. Question all witnesses.
6. Be informed of the disciplinary outcome.

Disciplinary hearings are closed to the public. (Note: many of these procedures do not apply in the "informal disciplinary process," as outlined in the UCA Student Housing section of this handbook.)

! APPEALS

A student found guilty of a disciplinary violation by a judicial board or hearing officer may file an appeal with the University Discipline Committee. Appeals must be filed in writing within three (3) days after a disciplinary decision is rendered, and delivered to room 108 Bernard Hall. Appeal consideration is based on one or more of the following reasons:

1. Deprivation of due process;
2. Inadequate evidence to justify decision; and/or
3. Sanction not in keeping with gravity of wrong-doing (i.e., too harsh).

Upon receipt of the appeal, the University Discipline Committee may respond in the following ways:

1. Deny the appeal after reviewing the written information.
2. Continue with the appeal by gathering information (e.g., interviewing person filing the appeal, hearing officer or board chair, etc.) After completing the review, the Committee may:
 - a. Affirm the original decision and sanction;
 - b. Affirm the original decision of guilt, but lessen the sanction;
 - c. Find the accused not guilty; or
 - d. Remand the case to the Dean of Students for a new hearing.

A disciplinary sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the vice president for student services. All actions taken by the University Discipline Committee are recommendations to the vice president for student services. The vice president will make the final decision regarding all university discipline concerns.

! OFFENSES SUBJECT TO DISCIPLINARY ACTION

The following acts are prohibited by the university. Any student or non-student who is found to have committed any of the following prohibited acts is subject to university disciplinary action:

1. Forgery, alteration, unauthorized possession, or misuse of university documents, records, or instruments of identification.
2. Misrepresenting information or furnishing false information to the University.
3. Knowingly presenting a worthless check or forging a money order in payment to the University or to a member of the University community acting in an official capacity, or failure to make satisfactory arrangements for the settling of accounts with the University.
4. Threatening, attempting, or committing physical harm to any person.

5. Destruction or damage or attempted damage to personal or university property, including acts of arson or vandalism.
6. Theft, attempted theft, or possession of stolen personal or university property, including acts of larceny, burglary, breaking and entering, or robbery.
7. Possession, use, or distribution of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Arkansas statutes, except as expressly permitted by law. **Students found guilty of using or possessing hard drugs or large quantities of marijuana are subject to suspension from the University. Students found guilty of using or possessing a small quantity of marijuana (for personal use) will be required to complete a drug education program, and are subject to parent notification (for entering freshmen) and other disciplinary action.**
8. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages on university property or university sponsored events. **Students found guilty of using or possessing alcohol will be required to complete an alcohol education program, and are subject to parent notification (for entering freshmen) and other disciplinary action.**
9. Unauthorized possession, storage, use of weapons, firearms, knives, fireworks, or other explosive devices. **(See firearms policy for additional information).**
10. Gambling on university-controlled property.
11. Participation in hazing. Hazing shall be defined as any intentional action taken or situation created, whether on or off university property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities shall include (but not be limited to): paddling, beating, scavenger hunts, road trips, any activity resulting in fatigue, physical or psychological shock, wearing apparel which is uncomfortable to the individual or which is conspicuous and not normally in good taste, engaging in public stunts or buffoonery, morally degrading or humiliating games or activities, giving of food or drink which is distasteful or designed to provoke nausea, any form of verbal harassment, any action created subjugating an individual to a condition in which the person might tend to lose self-respect, suffer injury to personal dignity, or is required to compromise personal values, any activity which interferes with scholastic duties, threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetuated) of the IFC, NPHC or Panhellenic Hazing Code and/or Constitution.
12. Disorderly conduct, including violent, noisy, or drunken behavior and the use of abusive or obscene language on university controlled property or while representing the University or attending a university function.
13. Any interference with functions or activities of the University and the educational programs, including interferences as follows:
 - a. Unauthorized occupancy of university facilities and blocking accesses to or from such facilities; or
 - b. Infringements on the rights of students, faculty, staff, or other authorized personnel to gain access to any university facility for the purpose of attending class, participating in an interview, university conferences, or other university activities.
14. Disrupting the peace and good order of the University by other things such as fighting, quarreling, inciting to riot or other disruptive behaviors.

15. Any violation of university rules regarding the operation and/or parking of motor vehicles.
16. Violation of visitation or closing hour regulations.
17. Lewd and lascivious behavior, indecent exposure, and illicit sexual relations or perversions.
18. Malfeasance or misuse of elective or appointive office in a student organization, which is injurious to the organization, its members, or the welfare of the university community.
19. Violation of state, federal or local laws or ordinances, or of any university rules, regulations, or policies as approved by the officers of the University.
20. Failure to comply with directions of University officials acting in the performance of their duties.
21. Failure of the student to respond to requests from university officials for conferences on matters pertaining to the person's status in the University, including, but not limited to, failure to respond to mail and telephone messages.
22. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.
23. Unauthorized presence on or use of university premises, facilities or property.
24. Harassing, annoying, or alarming another person; this includes, but is not limited to, racial and sexual harassment, attempting or threatening to strike, kick or otherwise subject another person to physical contact; making an offensive coarse utterance, gesture, or display; addressing abusive language to any person; following a person in or about a public place or places; or engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person.
25. Intentionally engaging in sexual conduct with another person without the consent of the person. **(See Sex Offense Programs and Policies for additional information).**
26. Engaging in sexual harassment. **(See Sexual Harassment Policy for additional information).**
27. Threatening, harassing or obscene telephone calls.
28. Submitting false information on admissions documents.
29. False reporting of an emergency including (but not limited to) false fire alarms and bomb threats. **Students found guilty of false reporting of an emergency are subject to a two semester suspension from the University.**
30. Showing disrespect to university officials while carrying out their assigned duties. Disrespect to a university official may involve acts of violence or threatened violence (to include physically striking, making verbal or written threats, etc.); inciting others to violence; failure to follow directives; intimidation or harassing behavior (including invading personal space, yelling, screaming, etc.); or yelling obscenities or making obscene gestures.
31. Violation of the computer use policy. **(See Computer Use Policy in handbook for further details.)**
32. Acting disorderly or disrupting the classroom.
33. Filming or videotaping individuals engaged in sex, nudity, or similar behaviors without their knowledge or permission.
34. Threatening, intimidating, or harassing individuals involved in the disciplinary process, including complainant, witnesses, accused, hearing officer, or board members.
35. Aiding or abetting any conduct described above.

36. Student organizations conducting functions that unreasonably endanger the health or well-being of any person.

! DISCIPLINARY ACTION

The vice president for student services reserves the right to review all cases. All preliminary decisions of hearings serve as recommendations to the vice president for student services. The following disciplinary actions may be imposed by the University:

1. **Disciplinary Warning** - Notice, oral or written, that a specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action, such as probation or suspension. The student is officially warned that further unacceptable behavior will result in more serious action.
2. **Disciplinary Probation** - The student's participation in university life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of university regulations may lead to more serious disciplinary action, such as suspension or expulsion. Restrictions on privileges may also be conditions of probation.
3. **Residence Hall Probation** - The student's participation as a resident in the University of Central Arkansas housing system is placed on a provisional basis.
4. **Relocation to Another Residence Hall**. The student is relocated from one residence hall to another.
5. **Removal from UCA Residence Hall** - The student's participation as a resident in the University of Central Arkansas housing system is denied.
6. **Removal from Academic Class**. The student is removed from an academic class for behavioral reasons.
7. **Disciplinary Suspension** - When a student's behavior is unacceptable to the extent that it reflects most unfavorably upon character, judgment, and maturity and/or harmful to the well-being of the student body and the University, the student may be suspended from the University.
 - a. **Active Suspension** - the student is separated from the University and must leave the campus for a specified period of time after which the student is eligible to petition for readmission. The Vice President for Student Services' Office must be notified when a student requests readmission.
 - b. **Immediate Suspension** - a student is subject to instantaneous suspension pending an official disciplinary hearing when conduct jeopardizes the safety of the student, other members of the university community, or institutional property. A hearing will be scheduled as soon as possible, but no later than five (5) calendar days after the immediate suspension.
8. **Disciplinary Expulsion** - The student shall be separated from the University on a permanent basis.
9. **Additional Sanctions** - In addition to the previously stated actions, any of the following may be included as a part of any action taken:
 - a. Reparation for damages;
 - b. Loss of privileges;
 - c. Restricted intervisitation;
 - d. Denial of participation in social or extracurricular activities;
 - e. Removal from elective or appointive office;
 - f. Ineligibility for pledging, initiation or representation of the University;

- g. Periodic interviews with a Student Services staff member for the purpose of counseling; and
 - h. Work, self-improvement, community service, or educational projects.
10. **Loss of Access** - Any student who has been separated from the University by suspension or expulsion as a result of disciplinary action shall be denied the privileges of the University and of university organizations during the period of such expulsion or suspension. Such students shall not be permitted to participate in any university recognized function or stay in any residence hall or other university housing.
 11. **Ban from Campus or Facilities.** A non-student may be banned from campus for an indefinite or specified period of time, and is subject to arrest for criminal trespass if the ban is violated. A student may be banned from specified campus facilities, including residence halls, and is subject to arrest and/or further disciplinary action if the ban is violated.
 12. **Parent Notification.** The University will notify, in writing, a parent or legal guardian of a student who is an entering freshman (initial two 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.
 13. **Disciplinary Fee for Non-Compliance.** Students who fail to complete an assigned educational sanction will automatically be assessed a monetary fee that must be paid within 30 days from the time they are notified. Assessment of a monetary fee does not relieve students of the requirement to complete the assigned educational sanction. The assigned educational sanction must be completed during the following semester. In the event a student fails to pay the monetary fee and complete the assigned educational sanction, all university records will be flagged preventing re-enrollment. Upon fulfillment of the above-stated requirements, students will then be eligible for re-enrollment. Fees that will be assessed for specified sanctions are as follows:

<u>Educational Sanction</u>	<u>Fee</u>
Alcohol Education Program	\$50
Drug Education Program	\$50
Violence Prevention Program	\$50
Counseling Program	\$50
Study Strategies Homepage	\$25
Organized Assigned Program	\$25
Research Paper	\$25
Work Detail	\$25
Posters Campaign	\$15
Letter of Apology	\$15
Community/Work Service	\$3/hr
	(Max. \$75)

! GROUP OFFENSES

1. Student societies, clubs, living groups, school sponsored activities, and other student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the University. Such responsibilities include:
 - a. Complying with all university regulations;

- b. Taking reasonable steps, as a group, to prevent violations of law or university regulations by members of a group; and,
 - c. Being willing to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the University.
2. Failure to accept the responsibilities of group membership may subject that organization to permanent or temporary suspension of charter, withdrawal of university recognition and/or support, social probation, denial of use of university facilities, or other appropriate actions. All university organizations are subject to disciplinary actions administered by the vice president for student services' designee. The vice president for student services reserves the right to monitor all university student organizations.

! MEDIATION OPTION

In some behavioral situations, it may be more appropriate to mediate behaviors than to take formal disciplinary action. Type of behaviors eligible for mediation include conflicts between two or more individuals, such as verbal harassment, abusive language, non-serious threats, non-severe physical confrontations, and non-payment of telephone bills. More severe behaviors will go through the normal disciplinary process.

In order for mediation to work, it must be voluntary. All parties involved in a conflict must agree to go through mediation and abide by agreements reached by the parties. If one or both parties do not agree to mediation, then formal disciplinary action may be taken.

Conflicts will be mediated by the dean of students or designee. The role of the mediator is to (1) clarify the conflict and determine why it exists, and (2) help all parties to reach an agreement on resolving the conflict and preventing future occurrences.

Written records of the conflict and agreements reached by all parties will be kept on file in the Dean of Students' Office, and may be used in future disciplinary actions.

! FIREARMS POLICY

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 (3) years unless a waiver of the suspension is granted by the president upon the recommendation of the vice president for student services. In order to be guilty of violating this policy, a student must have a culpable mental state of negligence or greater as defined in A.C.A. 5-2-202.

The statutory definitions are as follows:

1. "Purposely." A person acts purposely with respect to his/her 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/her conduct or the attendant circumstances when he/she is aware that the conduct is of that nature or that such circumstances exist. A person acts knowingly with respect to a result of his/her conduct when he is aware that it is practically certain that his/her conduct will cause such a result.

3. "Recklessly." A person acts recklessly with respect to attendant circumstances or a result of his/her conduct when he/she 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/her conduct when he/she 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/her conduct and the circumstances known to him/her, involves a gross deviation from the standard of care that a reasonable person would observe in the actor's situation.
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SAFETY, SECURITY & HEALTH

The University of Central Arkansas wishes you a safe and enjoyable experience while on campus. The following is a review of programs, services, staff, facilities, and policies made available to promote a safe and secure environment in the UCA community.

Safety is the primary responsibility of each community member. In order to promote a safe environment, it is important that students and staff lock their room doors, do not prop open doors, walk at night only in well lighted areas and with friends, and report suspicious behaviors to appropriate university staff. We can work together to promote a safe environment, and make your stay an enjoyable one.

SAFETY PROGRAMS - UCA offers a number of educational programs to promote safety on campus.

! Residence hall security programs are offered each fall semester to promote safety and security in the halls.

! The University sponsors violence prevention activities usually held in the fall semester.

! University police officers, who are "adopted" by residence halls, serve as a resource to the adopted hall staff and residents.

! University police bike team officers patrol residence halls both day and night to provide a highly visible deterrent to crime and to enhance communication with students.

! Residence hall fire drills are conducted once each semester, and tornado and severe weather drills once per year to educate students on proper procedures in case of fire or severe weather emergencies.

! Residence halls frequently offer programs on sexual assault prevention, alcohol and other drugs, theft prevention, sexually transmitted diseases and others to educate students about personal safety and health related issues.

! University Police sponsors a campus RAD (Rape Aggression Defense) program for female students to learn effective and simple ways to defend themselves against an attack.

! The University Police Speakers Bureau provides crime prevention and awareness programs for campus community groups, faculty and staff, student and other organizations, and campus residents.

SAFETY SERVICES - UCA offers many services to promote safety on campus.

! UCA closes the campus at night and staffs two campus entrances or checkpoints to restrict access to campus by non-university persons during late night hours.

! UCA supports a system of "blue light" emergency telephones throughout the campus on walkways and parking lots to provide instant communication with the University Police Department.

! University Police provide escorts of cash transfers and of persons who desire the security of a police officer when traversing the campus or returning to their vehicles at night.

! Engravers are available through University Police which allows students to engrave belongings with personal identification numbers, making it easier to retrieve stolen property.

! On-site examinations of physical facilities and surrounding property are conducted by university police officers for the purpose of determining security status, identifying deficiencies, and defining and recommending the protection needed.

! Student Health Services are available on campus to treat minor injuries and illnesses.

! The University Police Department is tied into the "9-1-1" emergency network, enabling University Police to respond to any police, fire, or medical emergency and to dispatch appropriate services instantly.

UNIVERSITY POLICE DEPARTMENT - The UCA Police Department is committed to providing quality service and protection to students, faculty, staff and visitors of the University of Central Arkansas. University police officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission on Law Enforcement Standards and Training. The Department employs 22 full-time police officers who have full investigative and arrest authority on the campus and contiguous streets and highways pursuant to A.C.A. 25-17-305. The Department's 24-hour 9-1-1 Communications Center and the Parking and Traffic Business Office employs additional support personnel who provide public safety services to the academic community.

The University Police Department maintains and promotes respect for the individual rights and dignity of all persons and is dedicated to excellence in all of the services that are offered on a year-round basis. The University Police are trained to understand the needs of students, faculty and staff. Police officers are equipped with two-way radios and patrol the campus by vehicle, foot and bicycle. Preventive patrols are also provided by campus service officers who are student aids and provide certain security functions.

Arkansas law permits university police officers to stop individuals suspected of criminal activity and question their identity, business and destination. In addition, University Police may make arrests or issue a summons for traffic or criminal violations which are referred to the City or County Prosecutor. All members of the campus community are encouraged to cooperate fully with

police personnel for the safety and convenience of everyone involved. Resistance to detention or arrest may result in a more serious charge.

The University Police Department employs the philosophy of community policing within its jurisdiction. This philosophy is based upon the concept that police officers and the campus community as a whole can work together in creative ways to solve problems related to crime prevention. The primary focus of community policing is to foster positive interactions between the police, students, and staff. Comments or suggestions are always welcome by contacting the chief of university police at 450-3111.

UCA STAFF - Other university staff have responsibility for promoting a safe and secure campus environment.

! Residence halls are staffed by professional live-in residence hall coordinators and upper class resident assistants who live on residential floors. These individuals are responsible for enforcing residence hall and university policies, presenting programs on a variety of issues, handling students' personal concerns, and responding to emergency situations. Residence hall staff are on call 24-hours a day. The Housing and Residence Life Office is open from 8:00 a.m. to 4:45 p.m., Monday through Friday. The telephone number is 450-3132.

! The University has four professional counselors who are available free of charge to assist students with their personal concerns. In addition, one counselor is "on call" at night to respond to personal crisis situations and emergencies. The daytime Counseling Center number is 450-3138. Night time emergencies should be reported to residence hall staff or university police.

! Student Health Services is staffed by three nurse practitioners who are supervised by a practicing physician in Conway. The nurses handle minor illnesses and injuries, and make referrals to local physicians when necessary. Night time emergencies should be reported to residence hall staff, or University police.

FACILITIES - Residence hall and campus facilities are continually being upgraded to enhance safety and security. Changes that have occurred on campus in recent years include:

! Construction of a new, state of the art University Police facility in the middle of campus (between two residence halls) to provide greater visibility and quicker response to safety issues.

! Increased lighting throughout the University.

! Installation of emergency phones, marked by a blue light, which are tied directly to University Police.

! Security gates and security checkpoints.

Changes that have occurred in residence hall facilities to promote safety and security include:

! The keying of student room doors so each student's key fits only his or her room. Students who lose their key will have their room re-cored as quickly as possible after the key is reported missing.

! Installation of outside door locks cored to residents' room key, or computerized card access system, both of which restrict non-residents access to the residence halls during late night hours.

! Installation of security alarms on rear exit doors to minimize the propping open of doors.

SAFETY POLICIES - A number of policies have been implemented to promote safety and security on campus and in the residence halls.

! Normally, only university students, or individuals who have a legitimate purpose are allowed on campus at night in motorized vehicles.

! Non-residents are not permitted in the halls unless they are a guest of a resident, or have other legitimate purpose for visiting a hall.

! Alcohol and drugs are banned from campus. Students are not permitted to possess or consume alcohol or illegal drugs in the residence halls or other parts of the university campus.

! Weapons, firearms, and explosive devices are not allowed on campus or in the residence halls (see UCA Firearms Policy for additional information).

! UCA enforces a 10:00 p.m., quiet hour policy outside the residence halls.

! Residence hall exterior doors are normally locked at night. Residents must use their room key or computerized access card to enter their building when doors are locked.

! Academic classroom buildings are normally locked after the last class or scheduled event.

! Non-students who come onto campus and violate university policies are normally banned from campus, after a disciplinary hearing is conducted.

CRIME AWARENESS - It is an unfortunate fact that criminal incidents of all types occur on college campuses. Many campuses around the country investigate and make public the nature of crimes, the quantity, and how they are investigated. The University of Central Arkansas subscribes to that approach and further believes that the public should know how active the university police are in crime prevention and detection.

REPORTING OF CRIME AND OTHER EMERGENCIES ON CAMPUS - The University Police Department is located on campus at the intersection of Marian Ross Avenue and W. J. Sowder Street, between State and Hughes Hall. Persons needing EMERGENCY assistance at any time should call the University Police CommCenter by dialing 9-1-1. General assistance can be obtained by calling 450-3111. Assistance can also be summoned by pushing the call button on any blue light emergency telephone located throughout the campus. The dispatcher instantly knows the location of the caller and will ask what type of assistance is needed. The University Police Department's lobby is open 24-hours a day. The on-duty dispatcher is available to assist at the lobby window. A local access telephone and a library of free crime prevention, safety and health brochures are also available in the lobby.

REPORTING OF OFF-CAMPUS OFFENSES - The UCA Police Department works closely with the Conway Police Department, Faulkner County Sheriff's Department, and other law enforcement agencies in sharing information and investigating crimes that involve university students and organizations. Student organizations who (1) sponsor activities off campus; (2) violate local, state or federal laws; and (3) are confronted by law enforcement officials will be reported to the University Police Department, and are subject to university disciplinary action.

INSTITUTIONAL RESPONSE TO ON-CAMPUS CRIME REPORTS - Upon receipt of a call or other notification of a crime, a university police officer will be

dispatched to handle the complaint. The officer will investigate each reported incident and prepare an initial report. Follow-up investigation will also be conducted by the University Police Criminal Investigations Division as required. The initial and follow-up police reports will be prepared for use by UCA authorities, city, county and federal prosecutors, and other law enforcement agencies. It is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved.

Offenses which are committed by students, faculty, staff, or visitors may be referred for criminal prosecution. These same individuals may also be dealt with by the University through student or employee disciplinary proceedings, which may impose sanctions up to and including expulsion of students, termination of employment, and ban from the university campus.

TIMELY REPORTS OF CRIME TO UCA COMMUNITY - Each day the notable incidents (crime reports, emergencies, and other major police activities) from the previous day are summarized and faxed to several administrative offices on campus. These reports are also released to The Echo, the campus newspaper, and to other media upon request. Each month a complete accounting of reported criminal offenses and police activity are summarized and reported to the vice president for financial services and are available upon request. In addition, selected offenses used to gauge fluctuations in the overall volume and rate of crime are reported each month to the Arkansas Crime Information Center and the Federal Bureau of Investigation in an identical summary as reported by city, county and state law enforcement agencies. Each year, the Federal Bureau of Investigation publishes a book of crime statistics called "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the UCA campus as well as other campuses within the state and the nation. Similarly, each year the Arkansas Crime Information Center publishes crime statistics in a book called Crime In Arkansas.

In the event of a serious crime that may create a future concern for the safety and security of persons and property, a Crime Alert will be issued by the University Police Department and distributed to all campus building administrators and residence hall coordinators for immediate posting on public bulletin boards. In addition, the Crime Alert will be posted to the campus computer system e-mail listserv and will be released to the campus newspaper, radio station, and other media as appropriate. Awareness is the best form of crime prevention, and it is the policy of the University of Central Arkansas to be pro-active in soliciting the assistance of the campus community in crime prevention efforts and to promote safety and security by notifying the community of potential crime and other hazards.

REPORTING OFFENSES TO OTHER CAMPUS OFFICES - Victims of crime are encouraged to report incidents immediately to the University Police Department. Other campus offices/administrators to which offenses may be reported include:

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| ! Dean of Students | |
| Dr. Gary Roberts | 450-3416 |
| ! Director of Counseling Services | |
| Dr. Ernie Ness | 450-3138 |
| ! Director of Housing & Residence Life | |
| Dr. Tom Pilgreen | 450-3132 |

- ! Assistant Vice President for Human Resources
Mr. Steve Wood 450-3181
- ! University Provost
Dr. Samuel Buchanan, Interim 450-3126
- ! Director of Student Health Services
Candace Welcher 450-3136
- ! Director of Health Promotion and Wellness
Carin Dehmer, Interim 450-3133

2000 Campus Security Act Report- University of Central Arkansas												
Reported Offenses	2000				1999				1998			
	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	1	0	0	0	0	0	0	0	0	0	0	0
<i>Forcible</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Non-Forcible</i>	1	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	1	0	0	1
Burglary	33	0	0	28	16	2	0	8	12	2	0	10
Motor Vehicle Theft	1	0	0	0	2	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Arson	2	0	0	2	3	0	0	1	2	0	0	1
Arrests For	2000				1999				1998			
	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls
Liquor Law Violations *	12	0	6	4	29	5	15	4	17	3	2	3
Drug-related Violations	15	0	13	4	18	3	8	3	12	1	4	8
Weapons Possessions	1	0	1	0	3	0	1	0	0	0	0	0
Referrals to J-Board	2000				1999				1998			
	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls	On Campus	Non-Campus	Public Property	Residence Halls
Liquor Law Violations *	45	0	4	27	36	0	22	34	37	1	1	32
Drug-related Violations	14	0	0	2	27	0	2	24	17	0	0	15
Weapons Possessions	8	0	0	0	0	0	0	0	1	0	0	0
*DWI and Public Drunkenness is not a part of the total Liquor Law Violations												

Campus= (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).

Non-campus= (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm, and all buildings not on the main campus).

Public Property= all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus, contact UCAPD for an exact description of all areas- sidewalks and parking facilities are on campus).

Residence Halls= on campus residence halls and Baldrige Apartments. This number represents a subtotal of the total on campus incidents listed in this report.

UCA DRUG FREE SCHOOLS AND COMMUNITIES POLICY

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).

! UNIVERSITY STATEMENT ON ALCOHOL AND DRUGS - The University is committed to the maintenance of a drug and alcohol free work place 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 a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol on university property 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.

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

Alcohol - Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle. Extremely heavy consumption of alcohol, in a short period of time, may result in alcohol poisoning and death.

Cannabis (Marijuana, Hashish) - The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens - Lysergic Acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even

when use has ceased. Phencyclidine (PCP) effects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack - Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or free base rock cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamines - Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin - Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

! COUNSELING AND TREATMENT 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 Promotion and Wellness Services, (002 Bernard Hall, 450-3133) provides information and Alcohol/Drug Awareness programming.

! STATEMENT OF DISCIPLINARY ACTION - 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. Students who use or possess hard drugs or large quantities of marijuana are typically suspended from the University. Any student allowed to remain in the University will, at a minimum, be required to successfully complete a university sponsored alcohol and drug education program and, if an entering freshman, will have his or her parents notified. Employees violating any criminal drug statute while in the work place will be subject to discipline up to and including termination.

! APPLICABLE LEGAL SANCTIONS FOR ALCOHOL AND DRUGS

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 creating and/or delivering a counterfeit substance can range from one (1) to twenty (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 one (1) to ten (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 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 one (1) or two (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 a state sponsored 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 the first offense (and additional days for subsequent offenses); (2) placement on probation for first offenders who plead guilty or nolo contendere prior to the 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, or as an alternative to payment, public service work as deemed appropriate by the courts; and (6) 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. A blood alcohol level of .05 may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of .08 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, 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 \$150, 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 beverages 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© - First conviction: up to one (1) year

imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After first prior drug convictions: at least 15 days in prison, not to exceed two (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 three (3) years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: mandatory at least five (5) years in prison, not to exceed 20 years and fined up to \$250,000, or both if: (a) first conviction and the amount of crack possessed exceeds 5 grams, (b) second crack conviction and the amount of crack possessed exceeds 3 grams, (c) third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram. 21 U.S.C. 953(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 one (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. 844(a) - Civil fine of up to \$10,000. 21 U.S.C. 853(a) - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second or subsequent offenses. 19 U.S.C. 922(g) - Ineligible to receive or purchase a firearm. Misc. - Revocation of certain Federal licenses and benefits, (e.g., pilot license, public housing, etc.) are vested within the authorities of individual Federal agencies.

! OTHER POLICIES REGARDING ALCOHOL, TOBACCO, AND OTHER DRUGS AT UCA - For information regarding other alcohol or drug policies, consult other sections of the UCA Student Handbook & Daily Planner. Other policies include: Off Campus Social Events Policy, Alcoholic Beverages and Party Planning, and UCA Housing Policy with regard to Offenses Subject to Disciplinary Action.

! BIENNIAL REVIEW OF PROGRAM - The Drug-Free Schools and Communities program will undergo a biennial review by the Health and Wellness Promotion Council. This committee makes recommendations to the vice president for student services.

SEX OFFENSE PROGRAMS AND POLICIES

EDUCATION PROGRAMS - The following are educational programs and resources UCA makes available to promote awareness of rape, acquaintance rape, and other sex offenses.

Sponsored programs - Programs on sex offenses are generally offered in the fall as part of residence hall safety & security week sponsored by Housing & Residence Life, and violence prevention week sponsored by the Division of Student Services.

Optional programs - Programs on sex offenses are traditionally offered throughout the academic year by the following offices, departments, and groups:

- ! Counseling Center outreach programs
- ! Residence hall programs
- ! Greek speakers/programs

Literature - Literature on rape and sex offenses are available at the Health Promotion and Wellness Services, University Counseling Center, and University Police.

PREVENTING A SEX OFFENSE - There are many steps men and women can take to prevent a sex offense from occurring.

What can you do?

- ! Think ahead. Know your desires, limits and intentions ahead of time before you meet an acquaintance or go out on a date.
- ! Communicate your intentions clearly. Inform your date or acquaintance what your intentions and limits are. "No" means no, and "yes" means yes. Be clear, firm and specific. Polite approaches may be misunderstood or ignored.
- ! Be assertive. Passivity may be interpreted as permission. Be direct and firm with someone who is sexually pressuring you.
- ! Avoid excessive use of alcohol. Alcohol interferes with judgment and communication. Most incidences of date rape involve the use of alcohol.
- ! Do not place yourself in vulnerable situations. Walk in well lighted areas and with friends. Keep your room door and windows locked. When dating a person for the first time, double date, and do not allow yourself to be alone for any period of time.
- ! Trust your intuition. If you sense you are in danger, leave the area or situation immediately and find a friend.
- ! Respect the wishes of the person. If a person says "no" it means no. Do not read other meanings into an answer. Even if a person initially gives permission but then changes his/her mind, respect his/her wishes.
- ! Do not assume previous sex gives permission for future sex. Again, listen to what the person has to say.
- ! Do not assume a person enjoys force or pressure to have sex. People wish to be treated with care and respect. Forced sex is nothing more than a violent and criminal act.
- ! Do not assume a person who dresses in a particular fashion and acts provocatively wants to have sex.
- ! Realize that alcohol and drugs are not an excuse to have sex. You do not have the right to take advantage of a person who is intoxicated or incapable of saying no.

DEFINITIONS FOR SEX OFFENSES

Sexual Assault - is a generic term that is defined as any involuntary sexual act in which a person is threatened, coerced, or forced to engage against his/her will to include (but not limited to rape, acquaintance rape, date rape, and gang rape).

Arkansas legal definition of rape - A person commits rape if he/she engages in sexual intercourse or deviant sexual activity with another person: (a) by forcible compulsion; (b) who is incapable of consent because he/she is

physically helpless; or, (c) who is less than fourteen years old (the assailant must be two years older than the victim for this to apply).

Acquaintance rape refers to a rape committed by a non-stranger who is known to the victim, and can include a friend, acquaintance, family member, neighbor, classmate, or co-worker.

Date rape refers to a type of acquaintance rape where the victim has consented to accompany or go on a date with the perpetrator.

Gang rape is a rape that involves more than one perpetrator.

The Arkansas statute on rape is gender less, which means that both men and women can be rape victims and perpetrators. Sexual assault can occur whenever consent is not freely given by the victim; whenever the victim fears that he/she will be injured if he/she does not submit; whenever the victim is incapable of giving consent or resisting due to alcohol or drugs; and whenever the perpetrator uses physical force, threat, coercion, or intimidation to overpower the victim.

PROCEDURES FOR OCCURRENCE OF A SEX OFFENSE

A student who is a victim of a sex offense is strongly encouraged to do the following:

Tell someone. Talk to a friend, relative, faculty member, resident assistant, or anyone who cares. Do not keep it to yourself. Residence hall staff and university counselors are available to provide support, refer you to appropriate persons or agencies, and inform you of your options.

You are encouraged to immediately report the offense to the university police (or local city police if the offense occurs off campus) to gather and preserve evidence, in case you wish to pursue criminal or civil charges. If you wait to report an offense, evidence will be lost. The decision to file charges is up to you. Please be aware that information reported to any police official is public information, and is available to local media upon completion of any investigation. It is, however, the general practice of journalists not to release names of victims of sex offenses.

Preserve evidence. Do not shower, wash, change clothes, douche, urinate, brush teeth, or place anything in your mouth. Do not disturb items in the area where the offense occurred. Keep people away from the scene so evidence is not disturbed.

Seek medical attention. It is recommended that you go directly to the Conway Regional Medical Center for a health exam and to gather evidence. The exam is free if you report the offense to law enforcement officials within 24 hours. Take along extra clothing, tooth paste and tooth brush to clean up after the exam.

UNIVERSITY DISCIPLINARY ACTION

Students committing sex offenses, whether on or off campus, are subject to university disciplinary action as well as criminal action. The accused student

and victim shall be notified in writing of a hearing. The hearing may be conducted by a student judicial board, or an administrative hearing officer, as determined by the University.

Both the accused student and victim may have witnesses and an advisor present at the hearing. The advisor - who may be a friend, family member, faculty or staff, attorney, etc. - may provide advice and consultation to his or her client. However, the advisor is not permitted to cross examine witnesses or address the hearing body.

The accused student and victim shall be informed of the outcome of the disciplinary hearing, including sanctions if imposed. Disciplinary sanctions are commensurate with the severity of the offense. Sanctions range from disciplinary warning to expulsion (permanent removal) from the University. Other possible sanctions include (but are not limited to) probation, removal from residence halls, suspension, loss of privileges, denial of participation in activities, counseling, and/or education projects. Individuals should consult the "Standards of Student Conduct" section of this handbook for more specific information on disciplinary sanctions and procedures. Faculty and staff members committing sex offenses are subject to appropriate disciplinary measures, up to and including termination.

COUNSELING AND OTHER SERVICES - There are a number of services available at UCA and in the local area to assist victims of sex offenses.

UCA Counseling Center (UCA Bernard Hall 313 - 450-3138) provides short term counseling for a variety of personal problems. The service is free to students, faculty and staff at the University.

Counseling Associates, Inc. (2515 College Ave., Conway - 336-8300 or 1622 N. Donaghey, Conway - 327-7706 - for emergencies call 1-800-844-2066) - Provides short and long term counseling for a variety of personal problems. A fee is charged on a sliding scale, dependent upon income.

Conway Regional Medical Center (2301 College Ave - 329-3831) - Provides medical exam for rape victims. Exam is free if offense is reported to law enforcement officials with 24 hours.

Faulkner County Victims Service Center (Faulkner County Courthouse located at the corner of Robinson and Locust - 450-3051) - Provides advice and assistance to Faulkner County victims who file reports with law enforcement officials. Victims need not prosecute to receive assistance. Service is free to victims.

University Police (Corner of W.J. Sowder Street and Marian Ross Avenue - 450-3111 - for emergencies, dial 911) Provides assistance in investigating and prosecuting sexual assault crimes that occur on the UCA campus.

City of Conway Police Department (1105 Prairie Street - 450-6120 - for emergencies dial 911) Provides assistance in investigating and prosecuting sexual assault crimes in the Conway area.

Faulkner County Sheriff's Department (Faulkner County Courthouse located at the corner of Robinson and Locust - 450-4914 - for emergencies dial 911)

Provides assistance in investigating and prosecuting sexual assault crimes in Faulkner County area (outside the Conway city limits).

Many churches also provide personal counseling services. Please check with your minister or pastor for available services.

OTHER ASSISTANCE AVAILABLE

There are other services available at the university to assist victims of a sex offense.

Room/hall change - A victim can make an on-campus room or hall change (as long as space is available) if necessary for appropriate personal safety. The victim should contact his/her residence hall coordinator or the director of housing & residence life to request a change.

Academic assistance - The University will work with the victim, within reason, to address any academic problems resulting from an assault.

University directive - Depending on severity of the offense, the University may direct the accused not to have any contact with the victim, until the matter is resolved.

UCA SEXUAL HARASSMENT POLICY

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:

- C non-sexual slurs about one's gender;
- C contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender;
- C repeated unwanted touching, patting or pinching;
- C repeated inappropriate social invitations or requests for sexual favors;
- C repeated unwanted discussions of sexual matters;
- C use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation;
- C touching, fondling or deliberate brushing against another person;
- C ogling, leering or prolonged stares at another's body;
- C display or use of sexual graffiti or sexually-explicit pictures or objects;
- C 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 thirty-two (32) person membership pool.

The Faculty Senate, the Non-Tenure-Track 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 one (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.

CONSENSUAL RELATIONSHIPS POLICY

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. "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 "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 "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 "position of authority" with respect to another within the university, the person with the greater position shall immediately terminate the "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 "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 "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 "position of authority" exists, the immediate or other appropriate supervisor shall terminate the "position 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*.

Housing & Residence Life

UCA's Housing & Residence Life staff welcome you to your new home!

We believe the time you spend outside class can be as meaningful as the time you spend studying and in class. The friends you make and the relationships you start in the residence halls can continue for the rest of your life!

The Residence Life staff will work with you to make your time at UCA both personally and academically rewarding. Our staff has received extensive training to assist in your overall college experience.

Leadership positions are available to give you career skills and personal development in areas of time management, communication, and decision making. You will be planning events and making decisions that affect your community.

The residence halls are filled with opportunities. Take a risk - get involved! Good luck with the new year. Make it the best year yet!

Housing & Residence Life Mission Statement

The Department of Housing and Residence Life at the University of Central Arkansas' mission is to provide a residential experience which supports the academic mission of the University which extends the student's educational experience beyond the classroom. The mission of the department includes insuring the highest forms of the following fundamental functions:

- ** Provide a safe, secure, clean environment with adequate lighting, air conditioning, heat, water, study areas, and furnishings, all in compliance with ADA requirements.
- ** Provide a learning environment conducive to academic success through role modeling of ethical principles, counseling, and programming with the cutting edge trends of higher education..
- ** Encourage responsible individual growth within community living by providing opportunities for human awareness, leadership, respect, and community service.
- ** Provide the student development profession with leadership by active participation in regional and national professional organizations, research, and through various professional service opportunities.

UCA COMMUNITY STANDARDS

The Residence Hall community at the University of Central Arkansas is dedicated to the integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and abide by a code of behavior.

RESIDENT'S RIGHTS AND RESPONSIBILITIES

The following is a list of your "rights" – what you are entitled to as a student living in one of UCA's residence halls, and your "responsibilities" – what is expected of you as a member of a residence hall unit and community.

YOU HAVE THE RIGHT to a safe, clean, and well-maintained residence hall space;

YOU HAVE THE RESPONSIBILITY to keep your door and hall doors locked, not prop them open or allow in strangers, and to clean up common areas after usage.

YOU HAVE THE RIGHT to a quality learning environment conducive to your academic and social pursuits;

YOU HAVE THE RESPONSIBILITY to observe quiet hours, keep your stereo and voice at a reasonable volume in the residence halls, and to remind others that you expect the same of them.

YOU HAVE THE RIGHT to privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room;

YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preferences for hours of sleep, study, and visitation, and to work through any differences you may have in a peaceful manner.

YOU HAVE THE RIGHT to choose your means of recreation and relaxation;

YOU HAVE THE RESPONSIBILITY to know and abide by the laws of the State of Arkansas, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living community in the halls.

YOU HAVE THE RIGHT to confront another's behavior which infringes on your rights;

YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner.

YOU HAVE THE RIGHT to influence policy which affects you by participating in floor meetings, student government, and University organizations;

YOU HAVE THE RESPONSIBILITY to participate in floor meetings, and sharing responsibility for adhering to and enforcing community policies and guidelines.

These are some of your rights and responsibilities – think about them; talk about them; and make them a part of what you do during your stay here.

GENERAL HOUSING INFORMATION

The Department of Housing & Residence Life office is located in Bernard Hall, Room 209 and our staff handles all aspects of on-campus university housing. The housing staff strives to maintain a positive living-learning community environment in the halls.

Housing Deposit Information

The housing deposit reserves a space for the student, insures against damages if the deposit is refundable, and insures that the student checks out properly with housing staff (completes room condition report, removes belongings, and returns room key and access card). *Please review a copy of the Academic Year Residence Hall Lease for specific information concerning cancellation and forfeiture of deposit.*

Reactivating a deposit

In general, students who leave the residence halls before the end of the academic year, forfeit their deposit. However, if returning to a UCA residence hall the following spring semester, or the beginning of the next academic year, one may request, *in writing*, to have the deposit reactivated upon your return. Requests should be directed to the Department of Housing & Residence Life, Bernard Hall Rm. 209. A student who reactivates a deposit but then cancels, is not eligible for a deposit refund. Deposits will not be reactivated beyond the beginning of the next academic year.

Freshman Residency Requirement

Freshman are required to live on campus for their first academic year, until space is exhausted. Freshmen may petition the Housing Office to live off campus if they meet one of the following criteria:

- twenty-one years of age
- married
- currently enrolled in less than 12 semester hours of credit
- completed 21 hours of credit
- living with parents or legal guardian and commuting to campus
- living with grandparent, married brother, sister, aunt or uncle and commuting to campus
- have lived in a residence hall at another campus for two or more semesters

As a freshmen student, you may petition the Housing Exemptions Committee to be released from the residency requirement. Exemption forms are available from the Housing Office. Completed forms are to be returned to the Housing Office, 209 Bernard.

Withdrawing from UCA

If you are living in University housing and withdrawing from school, you must first check out of the hall by contacting the residence hall staff. Then you check out with the Housing Office and proceed to the Registrar's Office to make application for withdrawal.

RESIDENCE HALL STAFF

Area Coordinator

The Area Coordinator is a full-time, live-in professional with a master's degree in college student personnel, counseling, or a related field, plus experience working with students and residence hall management. The Area Coordinator is responsible for all activities in the residence halls in their 'area' of campus, which include Residence Hall Coordinator and Resident Assistant supervision and crisis intervention. Both the Area Coordinator and Residence Hall Coordinator live in apartments in their area of campus and can be reached at the main desk during office hours or by scheduling an appointment through the desk.

Residence Hall Coordinators

Residence Hall Coordinators are staff members who supervise Resident Assistants and assist in the program management of the residence halls. RHC's are chosen for their interest in students and experience in residence hall living. His/her duties include directing and enforcing residence hall policies, helping residents with problems, clarifying university practices and policies, developing and preserving a harmonious group living situation, and working with students in the development of programs and activities.

Assistant Residence Hall Coordinator's

Assistant Residence Hall Coordinator's are returning RA's who have been chosen for their commitment to students and the Housing program, as well as their desire to have more advanced leadership opportunities. These undergraduate students typically reside on the floor with students and assist the Area Coordinator in the daily operations of the building they reside in.

Resident Assistants (RA's)

RA's are student employees that are carefully selected by the University. RA's live on floors with their fellow residents and receive special training to assist residents in a variety of ways. They facilitate floor meetings, help initiate and organize floor programs and activities, are a resource for campus information, and document university policy violations. Among their most important tasks is helping floor members feel that they all belong to a group or community that shares common interests, concerns, and activities.

At least one RA per hall is "on duty" every night of the week. Duty schedules are posted at the front desk and near each RA's room door. If there is a problem, find your RA or go see the duty RA .

Most of all -- your RA is a student, a person, and a friend!

Hall Assistants

Each hall operates an information desk that is staffed by student hall assistants. Hall assistant duties include answering the phone, taking messages, overseeing the visitation policy, checking out equipment the hall purchases for student use and various other duties assigned by the RHC. If you're interested in working at a residence hall front desk, talk to your Area Coordinator.

Custodians

Each residence hall has custodians who are assigned to clean public areas in your hall, Monday through Friday. As a member of the residence hall community, you are expected to help maintain a clean environment. If you see some trash, help out the custodians and throw it away.

Housing Maintenance

The Department of Housing employs several full-time staff who perform routine maintenance repairs. Staff will enter your room occasionally to perform requested or emergency repairs. If you have a maintenance problem, either a daytime or nighttime emergency, you should inform your RA, the RA on duty, or your Residence Hall Coordinator. The goal of UCA's housing maintenance staff is to respond to any problem within 24 hours.

RESIDENCE HALL ACTIVITIES

Each residence hall seeks to promote the exchange of ideas, experiences, attitudes, and interests as well as being a place to study. We encourage you to actively participate in your community by serving on hall committees and becoming involved in the planning of special activities, programs, and intramural competitions. The more you risk, the more you gain!

Residence Hall Council

Are you interested in meeting creative people, making new friends, developing your leadership abilities AND having a great time? Residence Hall Council is a student organization in each residence hall, which develops and presents many types of activities.

Each Hall Council has a hall-elected president, vice-president, secretary, treasurer, and representatives from each floor. Hall Council's primary responsibilities include budgeting the hall's activity funds; planning fundraisers to purchase equipment; improve the facilities; planning social, educational, and cultural events; forming teams and participating in intramural athletics; and involvement with other programs or activities that happen campus-wide. Your Residence Hall Coordinator serves as the advisor to this group.

Residence Hall Association

The Residence Hall Association (RHA) is the coordinating body for the hall communities and is composed of voting representatives from each residence hall council. Everyone who lives in a residence hall is automatically a member!

Each year, RHA is involved in a number of projects. BearFest is one of the biggest campus social events and is hosted each Spring.

On the serious side, RHA acts as a liaison between the residents and the Department of Housing, especially when it comes to changing policies that affect every hall. Recent topics which have kept RHA busy include UCA's Visitation Policy, laundry facilities, cable TV.

Residence Hall Judicial Board

The Residence Hall Judicial Board is comprised of students from the residence halls who are chosen through an application process. The board hears non-suspendable offenses of residence hall policies. A chairperson is appointed from among board members to coordinate disciplinary actions, and a residence life staff member serves as non-voting advisor to the board.

RESIDENCE HALL FACILITIES AND POLICIES

Alcohol and other Drugs

Use, possession, and/or distribution of alcohol is a violation of university policy and is strictly prohibited in the residence halls. Students found guilty of using or possessing alcohol will be required to complete an alcohol education course, and if an entering freshman, will have their parents notified of the violation.

Possession, use, or distribution of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Arkansas statutes, except as expressly permitted by law, is strictly prohibited. Students found guilty of using or possessing hard drugs or large quantities of marijuana (with intent to deliver as defined by the State of Arkansas) are subject to suspension from the University.

Bicycles, Motorcycles, In-Line Skates and Skateboarding

Motorcycles and mopeds may not be stored in the residence halls due to fire safety regulations. They should be parked in designated areas of the campus. Bicycles may be stored in student rooms, if agreeable with both roommates. Bicycles, motorcycles, in-line skates or skateboards are not to be ridden or used in the residence halls. All motorcycles, mopeds and bicycles should be registered with University Police.

Cable Television

Basic cable TV service is provided in each student room, and is included in the room and board fee. Students are asked to provide their own cable adapter, available in most merchandise stores. Periodic checks for cable signal leakage occur throughout the year. Outside antennas/satellite dishes for any use are prohibited in the residence halls.

Candles, Incense, Potpourri

Possession of candles of any kind, burning of incense and potpourri are not permitted in student rooms due to the danger of fire. These items will be confiscated if found.

Care of Residence Hall Rooms

Custodians clean the lobby, lounge, halls, laundry rooms, and community baths (not private baths in suites.) All public areas are off limits to sports, horseplay, and other non-sanctioned activities. Each resident is responsible for cleaning his/her own room. Periodic room checks will be made for maintenance purposes. Students are asked to assist custodians in keeping the residence halls clean.

Care of Residence Hall Furnishings

The University of Central Arkansas has provided each room with basic furnishings. It is understood that each student will care for this furniture as if they were his/her own. Damage to room or room furnishings beyond the limits

of reasonable wear will be charged to the occupants of that room. A Room Condition Report (RCR) will be provided to protect against improper charges to a student's account. It will be assumed that any damage to the room or room furnishings which is not noted on the RCR will have occurred during occupancy. **Failure to properly complete the form will make the occupant liable for all repair and replacement costs.** The cost of repairing and replacing damaged furniture, fixtures, room equipment, or other property will be assessed against the student responsible. If the person responsible cannot be determined, the cost of the damages will be divided among the room occupants.

If there is damage in a hall by a group of students, and it is possible to identify the students, the charge will be prorated between those involved. If those responsible cannot be identified, the cost may be charged to the residents of the floor. In case of damage to public areas, the cost may be divided among all residents unless those responsible are known. The residents should be aware of the possibility of charges and should be willing to help identify, if necessary, certain individuals who are responsible for damage.

Residents are not permitted to remove furniture or other residence hall belongings from their original location. Any resident with 'lobby' furniture or other university property in their room, that was not originally in the room upon the student's arrival, will be charged with 'unauthorized use of University property' and subject to disciplinary sanctions.

Checking out of Residence Halls

When students check out due to a room change, or to leave the residence halls, they must check out with the Residence Hall Coordinator or Resident Assistant on duty. Residents will need to sign their RCR, return the key, and remove all personal belongings. Failure to properly check out will result in a \$40.00 fine as well as a \$35.00 charge to re-core the lock if the key is not returned and a \$10.00 charge if an access card is not returned

Any student who leaves the residence hall at mid-semester must notify staff immediately; otherwise, room and board charges will continue until official notification is received. The student cannot be reimbursed from the time he or she leaves.

Closing Notice

Notice of residence hall closings will be posted on bulletin boards in advance of a holiday. The halls will be closed at Thanksgiving, Semester, Spring Breaks, and between Spring/Summer terms. Students' room and board does not include holidays. Therefore, each student must vacate the residence hall during these periods. This does not apply to Minton Hall residents.

Community Standards

The residence hall community at UCA is dedicated to the integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and abide by a code of behavior. Specific individual community policies will be advertised within each hall on each floor to ensure that all community members are informed of these policies. An example of a specific community policy would be creating a smoke-free floor. Residents wanting to initiate a change in policy should talk to their Residence Hall Coordinator.

Computer Labs

Computer labs are located in every residence hall. The labs have IBM compatible PCs available for student use. All computers are hooked up to the university computer system, giving students access to the library, Internet, and a variety of software. Students must have a CUB account and should apply for the account at the Data Processing office, BBA 107.

"Dead" Hours

Dead hours are established to promote maximum studying during finals week. Dead hours begin the Saturday before finals begin and last throughout the week. Noise heard one door down will result in an automatic documentation by a residence life staff member.

Decorations

Students are encouraged to decorate their rooms in a manner that makes them feel at home. However, a few restrictions apply:

- ** **No nails, hooks, or screws may be used**
- ** No open flames are allowed in resident's rooms
- ** Posters may be hung, but tape marks left on walls or ceilings may result in charges
- ** Painted murals are not permitted. Students are not allowed to paint their rooms
- ** Students are permitted to lay down their own carpet, but should not tape down the carpet. Students bringing carpet should put their names and room numbers on the center back of the carpet. Staff will place names on carpet when necessary.
- ** Contact paper is prohibited except where it has already been placed
- ** Students are asked not to decorate their room with alcohol items. All alcohol items found as decorations will be removed upon staff knowledge of these items.

Electrical Appliances

The capacity of the residence hall electrical system is limited. Students may use only UL approved surge protectors (no more than 2 surge protectors are permitted per room) which contain their own fuse to increase their number of outlets. Vanity light receptacles should only be used for 'cosmetic' appliances (curling iron, blow dryer, electric razor, etc).

The following are examples of **permitted appliances**:

- computers
- radios / stereos
- televisions
- VCR's
- desk lamps
- small refrigerators (must not exceed 3.8 cubic feet or 1.5 amps)

The following are examples of appliances **not permitted**:

- open element appliances, i.e. toasters, hot plates, broilers, space heaters, kerosene heaters, toaster ovens, electric grills, electric fry pans/skilletts
- microwave ovens
- sun lamps
- air conditioners (personally owned units)
- outside antennae/satellite dishes
- potpourri pots (candles and electric)
- halogen lamps

Explosives and Firearms

Fireworks, firearms, and explosive devices are not permitted in the residence halls and, depending upon potency, can result in immediate suspension of the student. **Please see Firearms Policy for additional information.**

Fire Alarms

Each building is equipped with fire alarms. They are there for your protection and should not be tampered with. Everyone must leave the building whenever an alarm is sounded. If a fire alarm goes off, you should:

- Put on a coat and shoes quickly.
- Close your windows.
- Take a wet towel with you to put over your face to prevent smoke inhalation.
- Lock your door on the way out.
- Walk quickly, but in an orderly manner, through the exit for your area and continue 150 feet from the residence hall or to the designated location for your floor.
- Report to hall staff when outside so they know your whereabouts.
- Do not re-enter the building until allowed to do so by a residence hall staff member.

Fire Safety

Open flames or lit candles are not allowed in the residence halls. Anyone found in violation of this policy may be subject to the same sanction as tampering with fire equipment.

A fire drill is conducted at least once a semester for each residence hall. All persons in the building must participate in the drill and evacuate the building. The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. ***Residents who do not comply with this regulation are subject to disciplinary action and possible arrest.***

The Department of Housing conducts Safety & Security checks each semester. Additionally, room to room security checks occur each time the halls close for vacation periods.

Fire Equipment - Tampering

Any misuse or tampering with fire extinguishers, alarms, or equipment jeopardizes residents' safety and should be reported immediately to a residence hall staff member. Fire equipment includes (but is not limited to) room and hallway smoke detectors, exit signs, fire alarms, breaker panels, and fire extinguishers. Students are reminded that removing batteries from their smoke detectors is a violation. **Students found guilty of tampering with fire equipment are subject to suspension from the university and civil liability for damages.**

Hall Roofs

Residents are not allowed on the roof, room ledges or window sills of the residence halls. Sports equipment that lands on the roof must be reported to a residence hall staff to be removed.

Illness

If there is an emergency medical situation during the hours of Student Health Services, the Residence Hall Coordinator should be notified and he/she will in turn call Student Health Services. If the emergency occurs after the Student Health Services office has closed, the Residence Hall Coordinator should evaluate the situation and help the student make a decision concerning his/her medical needs.

Lofts

The construction of wooden lofts in student rooms is permitted if the wood has been treated with fire retardant material, and certain dimensions and structural designs are met. Loft designs must be submitted and approved by the Housing office, Bernard 209.

Off-Campus Housing

Students that are searching for off-campus housing should contact the Housing Office, Bernard Hall, room 209. The information includes cards which individuals have filled out indicating dwellings for sale, rent or lease, and roommate situations needed. You may contact those listed in the file or fill out a card so that they may contact you. In addition to the file, a free off-campus housing guide is available which lists local housing options.

Outdoor Campus Noise Policy

The university has established outdoor quiet hours from 10:00PM to 7:00AM, Sunday through Thursday, and from 11:00PM to 7:00AM on Friday and Saturday. Exceptions to these hours for group activities (i.e. outdoor dances, step shows, etc.), must be approved by the vice president for student services. The purpose of outdoor quiet hours is to provide a reasonable environment for academic pursuits.

Overnight Guest Policy

Residents are welcome to bring overnight guests of the same sex into the residence halls. Guests are required to check in with the Residence Hall Coordinator or RA on duty. All Housing policies must be observed and guests must be constantly escorted while in living areas. *(Residents are responsible for the behavior of their guest(s) at all times).* In the case of double rooms, prior consent of the roommate is required. Guest must not infringe on the rights of roommates or other residents. Guests are limited to three night visits in an academic year. Visits of greater than three nights, even with breaks in between or in different resident's rooms, are prohibited.

Pets

Fish are the only pets allowed in student rooms, due to sanitary, health, and safety reasons. Aquarium size is limited to 10 gallons. The only exception to the pet rule would be guide dogs for the visually impaired. Residents requiring guide dogs must provide written documentation to Disability Support Services and inform residence hall staff.

Private Rooms

Upperclass students interested in a private room should contact their Residence Hall Coordinator, or the Residence Hall Coordinator in the hall they wish to reside. Private room contracts are available by the semester only. There is an additional charge for students who are offered a private room contract. Private rooms are not available to first semester freshmen. *Specific private room request information will be available at the beginning of each semester.*

Quiet Hours

Quiet hours are those times during which noise should be kept at a minimum within the halls. Residents should assume that other residents may be either sleeping or studying and conduct themselves in such a manner as not to disturb anyone. Radios, stereos, and TVs should not disturb others. *Noise heard more than one door down is considered too loud.*

Quiet hours will be determined by each hall at the beginning of each school year. The voting of quiet hours will occur at the same time as visitation voting. The minimum hours of quiet hours will be 8:00PM to 10:00AM daily. Quiet hours in individual buildings will be posted throughout the hall.

Courtesy Quiet Hours are in effect at all times, and residents are expected to be aware that their actions and behaviors affect other community residents.

Recycling and Energy Conservation

Halls that participate in recycling programs vary from year to year. The residence hall council must sponsor the residence hall recycling program. If you are interested in hosting a recycling effort in your residence hall, please seek sponsorship from your residence hall council.

Energy and resource conservation is a major concern with the Department of Housing. Your housing costs are significantly affected by utility costs. It is in everyone's best interest to be conscious of energy consumption. Turn off lights and electrical appliances when not in use. Keep windows, hallway doors, and entrance doors closed during cold and hot weather. Your help in conserving energy throughout the residence hall will be a significant benefit in reducing costs. If your room is too hot or too cold, report this problem to the hall staff as soon as possible.

Removal of Personal Belongings

Students who leave the residence halls must remove all personal belongings. Personal belongings include carpet, furniture, clothing, and other personal items. Belongings that are left will be stored by the Housing Department for up to 30 days, and then will be discarded. Failure to remove items from the halls will result in removal charges and storage fees.

Residence Hall Door Alarms

Residence Hall side doors are alarmed. Side doors are kept locked at all times. The front doors in the lobby area are locked at various times depending on the building. Propping doors open is prohibited at all times. Students should not attempt to compromise residence hall security at any time.

Residence Hall Lobby Use Policy

The residence hall lobby (and other public spaces) is for the benefit and enjoyment of building residents. Non-residents must be a guest of a resident, or have other legitimate purpose for remaining in the building. Exceptions must be approved by the Residence Hall Coordinator. Non sanctioned activities (sports, rollerblading, etc.) are not allowed in public areas.

Residence Hall Visitation

Visitation hours and regulations are posted in each hall. Residents are responsible for the actions of their guests -- if a guest violates University or Residence Hall policies, the resident may be held responsible for any judicial charges. **Guests of the opposite sex must be escorted at all times by the student they are visiting.**

Residents Without Roommates

When a resident is left without a roommate, the resident has several options:

1. The resident may decide to have a private room at an additional charge; (not available to first semester freshmen or when overcrowding situations exist);
2. The resident may find someone to move into the room;
3. The resident may move in with another resident within the hall or into another hall; or
4. If the resident occupies the last single in the building, he/she may remain in the room without paying the private room charge. Never will the student be required to move out of his/her building. The resident must realize that a roommate may be assigned at any time.

The Residence Hall Coordinator will inform the resident that these options exist and provide the names of students within the hall who are in the same situation. After five school days, the Residence Hall Coordinator will contact each resident to determine if progress has been made. If a resident fails to take any action, the Residence Hall Coordinator will require students in the same building to consolidate (i.e., move together). During consolidation, the resident with the earliest deposit date has the option of staying in his/her present room and being assigned a roommate. The resident with the latest deposit date will be the person who is asked to move. ***If residents refuse to consolidate they will be assessed the private room charge.***

These procedures have been developed to create space for students who desire a private room, and to keep students from forcing their roommate out with the intent of obtaining a private room without charge.

Respect for University Officials

In order to maintain an orderly environment, students must show respect for and follow the requests of residence hall staff, university police, and other university officials as they carry out their assigned duties. Students who show disrespect to university officials are subject to university disciplinary action

(which may include suspension or expulsion) and possible criminal prosecution.

Disrespect to a university official may involve acts of violence or threatened violence (to include physically striking, making verbal or written threats, etc.); inciting others to violence; failure to follow directives; intimidation or harassing behavior (including invading personal space, yelling, screaming, etc.); or yelling obscenities or making obscene gestures. Students should comply with the requests of university officials at all times. Individuals who believe they are treated unfairly should still comply with an official's request, and then express their concerns to an appropriate supervisor at a later date.

Right of Privacy & The Investigation of Student Conduct

All students shall be afforded the right to privacy and shall be protected from unreasonable search and seizure. In order to protect student's rights the following search and seizure procedures have been developed:

- All searches of residence hall rooms by law enforcement officials for the purpose of searching for contraband items will require the resident's permission or a properly executed search warrant. Whenever possible, a university official* or University police officer should accompany off-campus law enforcement officers to insure protection of the student's rights.
- In certain situations, university officials or campus police may enter a student's room for enforcement of university regulations or for health or safety reasons. Contraband that is found in plain or open view may be confiscated and used in university disciplinary and/or criminal hearings. In certain situations, the RHC may search a student's room regardless of whether or not consent has been granted.
- University maintenance personnel, university officials, or contractors of the University may enter a student's room to perform maintenance services and periodic maintenance checks. Students normally will receive two days notice when periodic checks are to be performed. However, notice may not be given in cases of emergency repairs or services that need to be performed (i.e., changing filters, spraying for insects, making repairs, etc). Again, contraband found in plain or open view may be confiscated and used in disciplinary and/or criminal hearings.

** Deans, directors, residence hall staff, or other individuals who are responsible for enforcing university regulations.*

Room and Hall Changes

Students interested in changing rooms should speak with their Residence Hall Coordinator. Room changes may not occur prior to the first day of classes.

Room Keys / Access Cards

Every resident is issued a room key. Students who reside in a residence hall with card access capability will have their student ID activated as an 'access card' for their building. *STUDENTS SHOULD KEEP THEIR ROOM KEY AND ACCESS CARD ON THEIR PERSON AT ALL TIMES.* If a key or card is lost, see the Residence Hall Coordinator. A charge of \$35.00 will be made for any lost key and \$10.00 for an access card. Any student found giving their access card or key to another person to enter their room or building will be subject to disciplinary action.

Sick Trays

If a student is ill enough to be confined to his/her, a request can be made from the nurse on duty in Student Health Services or the Residence Hall Coordinator for a meal to be picked up from the cafeteria. After the request is made, another student may pick up the meal by presenting the sick student's ID.

Smoking

Smoking is not allowed in any public areas of the residence halls. Public areas include: hallways, bathrooms, lobbies, computer labs and kitchens. Other areas may be determined by the Residence Hall Coordinator. In the event that one roommate objects to smoking in the room, the smoker must adhere to the roommates request and refrain from smoking in the room. *The right to live in a smoke free environment takes precedence over the right to smoke.*

Solicitation Policy

Selling or soliciting is not permitted in the residence halls unless they have written permission from the vice president or designee. This includes the attempted sale of cosmetics, magazines, insurance, credit cards, etc. Political and religious solicitors are also included. Violations should be reported to the Residence Hall Coordinator or to university police immediately.

Summer School Housing

There is limited housing available for students interested in summer school housing. Summer school students need to make separate application to the Housing Office.

Telephone Service

Upon check-in, each room will have an active telephone line providing basic, local service in the Conway area. Students must supply their own telephone instrument to receive service. Long distance is available through a preferred long distance carrier selected by the Department of Housing. Credit card calling is the only way to make long distance calls on the UCA residence hall phone system.

Throwing or Dropping Objects from a Residence Hall

Under no circumstances will the throwing of objects from any window in the residence halls be tolerated. Such actions pose a threat to the health and safety of other residents. Occupants of a room from which an object is thrown will be subject to disciplinary action. This also holds for yelling obscene remarks from windows and stairways.

Vacation Periods

Residence halls, except Minton Hall, are closed and no meals are served during Thanksgiving, semester break, spring break, and the period between spring semester and summer school. Closing dates and times are posted in the residence halls. Please check with your Residence Hall Coordinator or the Housing Office. ***Buildings are locked and there is no access during breaks.***

Vending Machines and Laundry

Vending machines and coin operated washing machines and dryers are located in each hall for residents' use. Refunds for vending machines are made at the Student Center Game Room. Laundry refunds are arranged at the residence hall front desk. Report any problems with the machines to the RHC or RA. Tampering with vending machines is prohibited.

Visiting Children

Children are permitted to visit the residence halls. However, in order to protect against injury, promote their safety, and provide privacy for residence hall students, the following restrictions must apply:

- Children are permitted to visit during daytime and evening hours only, and must leave by the end of visitation hours. Children, under 12 years of age, are not permitted to stay overnight (unless approved by the Residence Hall Coordinator and/or the assistant director of housing).
- Children must be attended at all times. They are not permitted to run up and down hallways, stairwells, or in public areas unattended.
- Residents who have children that disturb other residents may be asked to remove the children from the halls.
- Residents may not provide paid babysitting service in the halls.

Please be aware that the UCA Housing Department cannot assume responsibility or liability for children visiting the residence halls.

Windows / Screens

Window screens must not be unfastened or removed. *Any windows or screens broken or not in at the end of the year will be charged back to the residents of that room regardless of whether it was broken from the inside or outside.*

The University of Central Arkansas and the Department of Housing and Residence Life reserves the right to make other policies as deemed necessary and appropriate for the safety and cleanliness of the premises and for securing the comfort and convenience of all residents.

SAFETY AND SECURITY GUIDELINES

Security Precautions

Since residence halls are public buildings that serve as a private residence for a large number of students, security is an important concern. You, as a student, are expected to observe the following guidelines:

- Keep entrance and exit doors closed and locked at appropriate times, and do not prop open these doors for any reason.
- Do not loan keys to others. Report lost or misplaced keys immediately to a residence hall staff member (Residence Hall Coordinator or RA).
- Report any suspicious people or behavior to a residence hall staff member or call university police, 450-3111.
- Report incidents of vandalism or property destruction to the residence hall staff.

Thefts

Hopefully you will never be a victim of theft, but if this should happen to you, find an RA or Residence Hall Coordinator immediately. In addition, you should also make a report with university police. In order to prevent a theft:

- Lock your room door at all times when no one is in the room.
- Lock doors when you are sleeping.
- Never leave money or valuables lying out in plain view.
- Do not leave laundry unattended.
- Engrave valuables with a personal ID number, such as your social security number.
- Report all losses to your Residence Hall Coordinator and university police (450-3111) immediately.

As stated in the UCA Student Housing Lease, the Department of Housing is not responsible for any stolen or missing items.

Severe Weather

Local radio and TV stations announce **tornado watches** when the weather conditions are right for a tornado but none have been sighted; **tornado warnings** when a tornado has been sighted in the area; and **storm alert** when a severe thunderstorm is approaching. You should take these steps if a tornado warning is issued:

- Go to the designated area for your hall before high winds or a tornado strikes.
- Take pillows and blankets if time permits.
- Stay away from windows.
- Try to stay calm.
- Do not move from your safe position until your residence hall staff tells you it is safe.

STUDENT CONDUCT AND RESIDENCE HALL JUDICIAL PROCEDURES

Policies for the residence halls have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of fellow residents. Ideally, you as a resident accept the responsibility involved with living in a community, and should make an effort to be aware of how your actions affect your neighbors and suitemates.

You are encouraged to confront and report violations of policy to your resident assistant. Resident assistants are required to report violations of university and residence hall policy to a Residence Hall Coordinator. Depending on severity, an alleged violation can be handled in several ways.

Informal Disciplinary Process

An informal disciplinary process has been developed to provide a non-adversarial atmosphere for adjudicating violations of residence hall policy.

Assignment of Case - A student who violates hall policy that is minor in nature (i.e., noise, visitation, etc.) may have the case heard informally by the Residence Hall Coordinator or Area Coordinator (housing hearing officer) where the violation occurred.

Investigation of Report - Upon receipt of a disciplinary report, the Residence Hall Coordinator/Area Coordinator may conduct a brief investigation by contacting the complainant (person filing the report) and witnesses if necessary.

Notice of Informal Hearing - Upon completion of investigation, the Residence Hall Coordinator/Area Coordinator will send written notice to the accused student requesting his/her presence at an informal hearing. The notice will specify what the student is being charged with. ***The Residence Hall Coordinator need NOT give 72 hours notice of hearing (as normally provided for a formal hearing).***

Informal Hearing Procedures - The informal hearing is normally conducted on a one-on-one, individual basis between the Residence Hall Coordinator /Area Coordinator and accused student. During the informal hearing, the hearing officer must inform the student of the nature of the complaint, and that information the student shares may be used in a formal hearing should he/she reject the findings of the hearing officer. The accused student is permitted to present witnesses and/or other evidence during the informal hearing. The student, however, may **not** have an advisor present, as permitted in formal proceedings.

Recommended Decision - After conducting the informal hearing, the hearing officer shall render a decision of in violation or not in violation, and sanction (if applicable). Prior disciplinary records will be taken into consideration when determining sanction. The accused student has until the end of the next administrative working day to accept or reject hearing officer's decision. If accepted, the decision is recorded onto a decision/sanction form and given to the student, with a copy filed with the Dean of Students' Office. If the accused student rejects the decision, the case is referred to the appropriate judicial board for a formal hearing. If the accused student fails to specify a preference, the hearing officer's decision shall stand as given. *The vice president for student services will make the final decision regarding all university discipline concerns.*

Failure to Appear – A student who fails to appear for an *informal hearing* is subject to the following: The hearing officer may follow up by telephone or other means to reschedule the hearing, or the student's case may be referred directly to a judicial board for a *formal hearing*.

Group Cases - When several students as a group are involved in violation of residence hall policy, the hearing officer may visit with the accused students individually, as a total group, or any combination thereof, to determine each student's involvement.

Cases Involving Non-Students - Non-students, or individuals not enrolled at the University, are subject to the same disciplinary proceedings as for students of the University.

THE UNIVERSITY ALMA MATER

Music by Homer F. Hess

Words by Ora Blackmum

*From the hills and from the lowland,
Comes the song of praise anew;
Sung by thousands of our children,
Alma Mater we sing to you.*

*From thy loved ones gone before us,
We, thy present children true;
Take the beacon light of service,
Alma Mater, we pledge to you.*

*Down the years that lie before us,
May thy spirit lead us through;
With our love and true devotion,
Alma Mater, we honor you.*

Chorus

*Then we'll unfurl our colors the Purple and the
Gray,
And in the breezes see them ever proudly sway:
They lead us upward, they lead us onward,
They lead us to victory.
Then let us gather round with loyal hearts and
true,
Our Alma Mater's call obey;
Our dear old colors will live forever,
The royal Purple and the Gray.*

Study Schedule

Academic success is determined, in part, by the amount of time you devote to your studies. Experts indicate that for every hour in class, students should spend two hours outside of class studying. We recommend you fill out the information below indicating times you are in class, working, and studying. Try to build in 20 or more hours per week of study time. Then keep this information in a visible location to act as a daily, study reminder.

Day	Class Schedule	Study Schedule	Work Schedule
MON			
TUE			
WED			
THUR			
FRI			
SAT			
SUN			

Budget Planning Guide - for month of _____

Use the following budget planning guide to keep track of your monthly income and expenses. It is recommended that you review and revise your budget at the middle of the month. **Make copies as needed.**

<u>Income</u>	<u>Date</u>	<u>Date</u>
Current checkbook balance.....	\$ _____	\$ _____
Cash on hand.....	_____	_____
Monthly work income.....	_____	_____
Family contribution.....	_____	_____
Financial Aid (grant, loan., etc.)	_____	_____
Other _____	_____	_____
Total	\$ _____	\$ _____

<u>Expenses</u>	<u>Date</u>	<u>Date</u>
College tuition.....	\$ _____	\$ _____
College books.....	_____	_____
Fees/student organization dues	_____	_____
Room/Apt. rent.....	_____	_____
Board/food expenses.....	_____	_____
Cleaning/personal supplies.....	_____	_____
Conway Corp. Utilities.....	_____	_____
Reliant Energy Gas Utilities.....	_____	_____
Telephone.....	_____	_____
Internet service.....	_____	_____
Car payment.....	_____	_____
Gas.....	_____	_____
Car insurance.....	_____	_____
Car main. & other expenses.....	_____	_____
Health insurance.....	_____	_____
Other insurance _____	_____	_____
Medical expenses.....	_____	_____
Entertainment expenses.....	_____	_____
Fitness center expenses.....	_____	_____
Clothing expenses.....	_____	_____
Laundry expenses.....	_____	_____
Furniture & equipment.....	_____	_____
Church/other donations.....	_____	_____
Taxes.....	_____	_____
Misc. _____	_____	_____
Misc. _____	_____	_____
Total	\$ _____	\$ _____

UCA PROGRAMS & SERVICES

CAMPUS PROGRAMS/ SERVICES

Admissions

101 Bernard Hall
(501)450-3128

- Admission to UCA
- Academic Scholarship Information

ARAMARK Campus Dining

Christian Cafeteria
(501)450-5981

- Cafeteria Food Service
- Student Center Food Court
- Bears Express in BBA

Career Services & Cooperative Education

314 Bernard Hall
(501)450-3134

- Career Exploration & Information
- Resume Writing
- Job Listings (PT & Permanent)
- Coop Jobs for Academic Credit
- On-Campus Work Study Job Listings

Counseling Center

313 Bernard Hall
(501)450-3138

- Personal & Group Counseling
- Outreach Programming
- Self-Help Center

Dean of Students

108 Bernard Hall
(501)450-3416

- Student Conduct
- Student Handbook
- Emergency Student Loan
- UCA Family Association

Disability Support Services

Student Center Basement
(501)450-3135

- Provides Resources for Students with Disabilities
- Coordinates Services with Faculty
- Support Group for Students with Disabilities

Financial Aid

1 McCastlain Hall
(501)450-3140

- Federal Financial Aid Programs
- Student Employment

Greek & University Programs

207 Student Center
(501)450-3137

- Panhellenic Sorority Information
- IFC Fraternity Information
- NPHC Fraternity & Sorority Information
- Family Day
- Up 'til Dawn

SERVICES OFFERED

**CAMPUS PROGRAMS/
SERVICES**

Health Promotion & Wellness
002 Bernard Hall
(501)450-3133

Housing & Residence Life
209 Bernard Hall
(501)450-3132

**Intramural Sports &
Recreation**
HPER Building
(501)450-5712

KCON Radio (1230 AM)
Student Center Basement
(501)450-3326

KUCA Radio (91.3 FM)
Student Center Basement
(501) 450-3326

Math Lab
Main 106
(501) 450-3147

Minority Student Services
Student Center Basement
(501)450-3135

**Orientation, Student
Organizations, & Leadership
Development**
207 Student Center
(501)450-3137

Registrar
McCastlain Hall
(501)450-5200

Student Accounts/Cashiering
144 McCastlain Hall
(501)450-5015

SERVICES OFFERED

- Alcohol & Drug Education
- HIV/AIDS Prevention
- Wellness Programming
- Volunteer & Community Service

- Housing Assignments
- Residence Life Programming

- University Intramural Sports
- Recreation Activities
- Farris Field Softball Complex
- Farris Swimming Pool

- Student Operated Radio Station
- Campus News, Information, Weather
- UCA & Conway High Sports
- Adult Contemporary Hit Music

- Public Non-commercial Station
- Contemporary adult music
- News, Weather, Athletic events
- Educational & Public Affairs Prog.

- Tutor, Freshman Mathematics

- Minority Mentorship Program
- Umoja Leadership Institute
- Transition Skills Workshop

- Orientation for New Students
- Information on
90+ Organizations
- Leadership Program &
Workshops

- Class Registration/Drop & Add
- Grade Information
- Academic Transcript
- Student Withdrawals

- Billing Information/Fee Payment
- Student Picture ID
- Check cashing

**CAMPUS PROGRAMS/
SERVICES**

**Students Activities Board
& Programming**

206 Student Center
(501)450-3235

Student Center Administration

206 Student Center
(501)450-3235

Student Health Services

001 Bernard Hall
(501)450-3136

Student Services

108 Bernard Hall
(501)450-3416

**University Center for
Academic Success/
Academic Advising Center**

Harrin Hall
(501)450-3125 or 450-5160

University College

224 Harrin Hall
450-3220

University Police

Between State Hall &
Hughes Hall
(501)450-3111
(501)450-3147

SERVICES OFFERED

-Campus Concerts & Events
-Lecture, Comedy, Film Programs
-Royal Rooters
-Final Fest

-Special Room set ups
-Solicitation Permits
-SCTV

-Treatment for Minor Illness & Injury
-Physician Referrals
-Pregnancy, Hepatitis-B, TB Skin, &
Cholesterol Tests
-Selected Drug Prescription
-Selected Immunizations

-Clearinghouse for General
Information
-Notify Professors for Student
Illnesses
-Contact Students for Family
Emergencies

-Academic Advising &
Registration
-Tutors, Reading & Writing Labs
-Learning Style Inventories
-Study Skills Workshops &
Information
-Residence Instruction Program
-Hughes & State Residential
College

-Peer Assisted Tutoring
-University Center for Academic
Success,
-University Studies

-Campus Security & Crime
Prevention
-Criminal Investigations
-Parking & Traffic

**CAMPUS PROGRAMS/
SERVICES**

University Writing Center
Irby 118
(501) 450-5123

SERVICES OFFERED

- Works with Students on Writing Skills
- Using a Word-Processing Program
- Sending and Receiving E-Mail
- Searching Effectively for Information on the Internet