

UNIVERSITY OF CENTRAL ARKANSAS

**STUDENT HANDBOOK
AND
DAILY PLANNER**

2011 - 2012

If found please return to:

NAME

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

**Welcome from Dr. Allen C. Meadors,
UCA President . . .**

Welcome to the 2011-12 academic year at the University of Central Arkansas. You and your fellow students are entering UCA at one of the most exciting times in its history. All of our colleges are experiencing amazing national recognition for their breadth and depth but especially for their commitment to our students. You join students from every county in Arkansas and from 66 countries world-wide. You will receive a true global education at UCA.

The faculty and staff are here to assist you make your experience a rewarding and challenging endeavor. Our commitment to you is to provide the opportunities for you to grow academically, culturally, socially and spiritually, but only you can take advantage of these opportunities.

As a student at UCA, you are the most important individual in the world to our faculty and staff. You are the reason that this university exists. We will never forget this and everyday we seek to make your educational journey as enriched and fulfilling as possible.

I ask each of you to challenge yourself and us to make this year and all of your college years a period of both intellectual and social growth. We will provide you with an extremely high quality academic education, but we must work together to make it a truly quality and learning experience for you.

On behalf of the faculty and staff, I welcome you to UCA and wish you a wonderful and exciting year.

**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 is responsible for assisting students in their college experience. To achieve these goals, the Student Services Division has developed many programs and services which are designed to facilitate your assimilation into our University family.

As a student, your participation in a wide range of educational, cultural, recreational, and social programs will determine the value of your collegiate experience.

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

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, nearly 12,000 students attend classes taught and served by over 900 faculty and staff. Forty major buildings, valued at \$200 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.

NOTICE OF COMPLIANCE

The University of Central Arkansas, in making decisions regarding employment, student admission, and other functions and operations, adheres to a policy of nondiscrimination and complies with federal regulations and requirements as set forth in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title IV of the 1992 Amendments to the Higher Education Reauthorization Act, the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Persons having questions or seeking information regarding the university's compliance with and implementation of the regulations and requirements should contact:

Affirmative Action Officer
University of Central Arkansas
201 Donaghey Avenue
Conway, Arkansas 72035
(501) 450-3170

Director of Disability Support Services
University of Central Arkansas
Student Health Center
Conway, Arkansas 72035
(501) 450-3613

University of Central Arkansas

Statement of Vision, Mission and Core Values

Vision

The University of Central Arkansas aspires to be a premiere learner-focused public comprehensive university, a nationally recognized leader for its continuous record of excellence in undergraduate and graduate education, scholarly and creative endeavors, and engagement with local, national, and global communities.

Mission and Core Values

The University of Central Arkansas, a leader in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university's faculty and staff promote the intellectual, professional, social, and personal development of its students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas is dedicated to academic vitality, diversity, and integrity.

In carrying out this mission, the university is guided by the following core values:

Intellectual Excellence

We believe in lifelong intellectual development of students, faculty, and staff. We are committed to the free pursuit of knowledge and continuous growth in learning and teaching.

Educated Citizens: We believe in student success and in preparing students to engage complex issues and express informed opinion through critical thinking, writing, and speech. Given our institution's historical roots in teacher education, this foundation inspires all of our colleges to work together to ensure our faculty and students promote instructional excellence and lifelong learning.

Scholarship: We believe that students and faculty should engage in professional development and scholarly endeavors that promote the creation and application of knowledge in all disciplines.

Cultural Competence: We believe that students should experience cultural activities as they grow in their appreciation for the diversity of ideas and peoples, both inside and outside the classroom.

Learning Environment: We believe that an outstanding physical infrastructure, along with a culture of excellence in all of our endeavors, provides an environment in which our students and faculty can thrive personally and intellectually. We further believe in providing state-of-the-art learning spaces.

Community

We value and respect as our greatest asset the people who make up our community—students, faculty, and staff, as well as the people connected to us through ties to our local community and region, the state of Arkansas, our nation, and the world. That is, we believe people are the focus of our institution.

Collegiality: We believe in processes of shared decision making based on productive synergistic interactions among our students, faculty, and staff, and disciplines in the pursuit of institutional goals.

Partnerships: We are dedicated to promoting outreach activities, community education, and partnerships with surrounding entities. We believe in collaborating with the citizens of

our region, the state, the nation, and the world as well as those organizations and constituents with whom we work.

Safe and Healthy Environment: We promote a safe, healthy, and sustainable environment where our community members can flourish personally and socially as whole beings with obligations to improve their environment.

Service: We believe in sharing our academic and cultural resources and expertise with the public, educational institutions, businesses, cultural centers, and public and non-profit agencies, when appropriate. We work to enable students to integrate into the larger world to promote a commitment to public service through experiential education. Faculty and staff serve our state and local constituents by sharing their energy, talents, and experience.

Diversity

We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective.

Recruitment and Retention: We actively pursue and seek to retain a diversified student body, faculty, and staff.

Support: We maintain the highest academic quality and ensure that our programs remain innovative and responsive to the ever-changing and diverse needs of those we serve.

Knowledge: We seek to enhance interaction and understanding among diverse groups and cultivate enriched learning opportunities in a global community.

Integrity

We are committed to ethical and responsible behavior in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility, and trust.

Ethics: We believe in acting with honesty, courage, and trustworthiness.

Respect: We support a community and climate of respect and thoughtfulness among students, faculty, staff, and the people of our community, state, nation, and the world.

Responsibility: We commit to being responsible and accountable in our operations at all levels of the institution, including continuous assessment of our academic programs and transparency in our fiscal and operational proceedings.

Trust: We value and continually seek to earn the public's trust in all of our actions and words.

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**ACADEMIC CALENDAR and CRITICAL DATES
FALL 2011 THROUGH SUMMER 2012**

FALL SEMESTER 2011

August 21-24, Sun-Wed	Welcome Week Activities for new freshman and transfer students
August 22, Monday	Opening Convocation
August 25, Thursday	Instruction begins - day and evening classes
August 26, Friday	Change-of-course period ends for Aug 25-Oct 14 classes; Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit
August 27, Saturday	Instruction begins - Saturday classes
August 30, Tuesday	Change-of-course period ends for Aug 25-Dec 17 classes; Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit
September 5, Monday	Labor Day Holiday
September 23, Friday	Final date to make degree application for December graduation and be included in commencement program
September 30, Friday	Final date to officially withdraw from a Aug 25 - Oct 14 course with a W grade unless already dropped for non-attendance.
October 7, Friday	Final date to officially withdraw from a Aug 25-Oct 14 course with a WP or WF grade unless already dropped for non-attendance.
October 18, Tuesday	Change-of-course period ends for Oct 17-Dec 17 classes; Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit.
October 19, Wed – NOON	Mid-term grades report date
October 20-21, Thur/Fri	Fall Break
October 31-November 21	Advance Registration for spring 2012
November 4, Friday	Final date to officially withdraw from a Aug 25 - Dec 17 course or the university with a W grade unless already dropped for non-attendance

November 18, Friday Final date to officially withdraw from a Oct 17 - Dec 17 course with a W grade unless already dropped for non-attendance.

November 23-27 Thanksgiving Break

December 2, Friday Final date to officially withdraw from a Oct 17 - Dec 17 course with a WP or WF grade unless already dropped for non-attendance;
Final date to officially withdraw from a Aug 25 - Dec 17 course or the university with a WP or WF grade unless already dropped for non-attendance.

December 5, Monday Recommended date to make degree application for December 2012 graduation

December 9, Friday Study Day

December 10, Saturday Final Exams - Saturday classes

December 12-16, Mon – Fri Final Examinations - day and night classes

December 17, Saturday Winter Commencement

December 19, Mon – NOON Final grades report date

SPRING SEMESTER 2012

December 19, Monday Instruction begins for the Winter Intersession

December 20, Tuesday Change-of-course period ends;
Last date to register;
Last date to add classes;
Last date to change from credit to audit or audit to credit.

January 3, Tuesday Final date to officially withdraw from a course or the university with a W grade unless already dropped for non-attendance.

January 4, Wednesday Final date to officially withdraw from a course or the university with a WP or WF grade unless already dropped for non-attendance.

January 6, Friday Final examinations for the Winter Intersession

January 10, Tues – NOON Winter Intersession final grades report date

January 12, Thursday Instruction begins for the Spring semester - day and evening classes.

January 13, Friday Change-of-course period ends for Jan 12-Mar 9 classes;
Last date to register;
Last date to add classes;
Last date to change from credit to audit or audit to credit.

January 14, Saturday	Instruction begins - Saturday classes
January 16, Monday	Dr. Martin Luther King, Jr. Holiday
January 18, Wednesday	Change-of-course period ends for Jan 12-May 5 classes; Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit.
February 10, Friday	Final date to make degree application for May graduation and be included in the commencement program.
February 17, Friday	Final date to officially withdraw from a Jan 12 - Mar 9 course with a W grade unless already dropped for non-attendance
March 2, Friday	Final date to officially withdraw from a Jan 12 - Mar 9 course with a WP or WF grade unless already dropped for non-attendance.
March 13, Tuesday	Change-of-course period ends for Mar 12-May 5 classes; Last date to register; Last date to add classes; Last date to change from credit to audit or audit to credit.
March 14, Wednesday	Mid-term grade report date
March 17-25, Sat-Sun	Spring Break
March 30, Friday	Final date to officially withdraw from a Jan 12 - May 5 course or the university with a W grade unless already dropped for non-attendance.
April 2-23	Advance Registration for Summer and Fall 2012
April 13, Friday	Final date to officially withdraw from a Mar 12 - May 5 course with a W grade unless already dropped for non-attendance
April 20, Friday	Final date to officially withdraw from a Mar 12 - May 5 course with a WP or WF Grade unless already dropped for non-attendance; Final date to officially withdraw from a Jan 12 - May 5 course or the university with a WP or WF grade unless already dropped for non-attendance.
April 20, Friday	Recommended date to make degree application for May 2013 graduation;
April 27, Friday	Study Day
April 28, Saturday	Final Exams - Saturday classes
April 30-May 4, Mon-Fri	Final Examinations - day and night classes
May 5, Saturday	Spring Commencement

May 8, Tuesday-NOON Final grade report date

SUMMER 2012

May 14, Monday	Instruction begins for the May Intersession and the 13 Week Summer Session.
May 15, Tuesday	Change-of-course period ends for May Intersession classes; Last date to register, add classes, change from credit to audit or audit to credit.
May 16, Wed	Change-of-course period ends for 13 Week Summer Session classes Last date to register, add classes, change from credit to audit or audit to credit.
May 23, Wed	Final date to officially withdraw from a May Intersession course or the university with a W grade unless already dropped for non-attendance
May 28, Monday	Memorial Day Holiday
May 30, Wed	Final date to officially withdraw from a May Intersession course or the university with a WP or WF grade unless already dropped for non-attendance
June 1, Friday	Final examinations for May Intersession classes
June 4, Monday	Instruction begins for the 1st Five Week Summer Session and 10 Week Summer Session classes
June 5, Tue-Noon	May Intersession final grades report date
June 5, Tuesday	Change-of-course period ends for 1st Five Week Session classes; Last date to register, add classes, change from credit to audit or audit to credit.
June 6, Wed	Change-of-course period ends for 10 Week Session classes. Last date to register, add classes, change from credit to audit or audit to credit.
June 8, Friday	Final date to make degree application for August graduation and be included in the commencement program
June 22, Friday	Final date to officially withdraw from a 1st Five Week Session course or the university with a W grade unless already dropped for non attendance.
June 29, Friday	Final date to withdraw from a 1st Five Week Session course or the university with a WP or WF grade unless already dropped for non-attendance
July 4, Wed	Independence Day Holiday
July 6, Friday	Final date to withdraw from a 13 Week Session course with a W grade unless already dropped for non-attendance; Final examinations for 1st Five Week Session classes

July 9, Monday	Instruction begins for 2nd Five Week Session classes
July 10, Tues-Noon	1st Five Week Session final grades report date.
July 10, Tuesday	Change-of-course period ends for 2nd Five Week Session classes; Last date to register, add classes, change from credit to audit, audit to credit.
July 20, Friday	Final date to officially withdraw from a 10 Week Session course with a W grade unless already dropped for non-attendance.
July 27, Friday	Final date to officially withdraw from a 2nd Five Week Session course with a W grade unless already dropped for non-attendance
August 3, Friday	Final date to withdraw from a 13 Week Session course, 10 Week Session course, or a 2nd Five Week Session course with a WP or WF grade unless already dropped for non-attendance
August 10, Friday	Final examinations for 13 Week Session classes, 10 Week Session classes, and 2nd Five Week Session classes.
August 10, Friday	Summer Commencement
Aug14, Tue-Noon	13 Week Session, 10 Week Session, and 2nd Five Week Session final grades report date.

CALENDER OF EVENTS

FALL SEMESTER 2011

- August**
- 21 **UCA Move-In Day, 9-10am;**
Freshman Welcome Lunch, 11am-2pm, Crafton Alumni Pavilion;
Family Ice Cream Welcome Reception, 11:30am-1pm, Student Center Lounge 103;
Countdown to Classes, Mandatory Student Session, 3:30-4:15pm, Ida Waldran Auditorium-Main Hall;
PLAYFAIR! **New Students Only**, 9pm- Midnight, HPER Center
- 22 **Opening Convocation, Mandatory Student Session, 9:30-10:25am, Reynolds Performance Hall;**
Picnic Lunch with Faculty, 11:45am-1:30pm, Student Center Lawn;
Student Center Midnight Madness, New Students Only!, 9:30pm- Midnight, Student Center
- 23 The Ultimate College Experience, 9:30am-12pm, Ida Waldran Auditorium;
Greek Life at UCA, 3pm, Student Center Ballroom;
Battle of the Halls, 4:30-6:15pm, McAlister Hall Lawn;
E Komo Mai Luau (Welcome Luau), 6:30-9:30pm, Arkansas Hall Lawn;
Mike Super-2011 Entertainer of the Year (illusionist), 10:30pm- Midnight, Reynolds Performance Hall
- 24 Guess Who's Coming to Breakfast, 9:30-11am, Student Center Ballroom;
Coca Cabana in the Café, 11am-1pm, Christian Cafeteria;
Conway Daze, 3-5:30pm, UCA Practice Field;
Back to School Pep Rally and Scrimmage, 5:30-7:30pm, UCA Practice Field
- 25 UCA Writing Center Opening Day, 8am, Thompson Hall 109;
Transfer and Non-Traditional Student Services Fair, X-period (1:40-2:30pm), Location TBA
- 26 Fraternity Recruitment Sign-Up begins
- 27 TBA, MS
- 28 Foundation Competitive Exhibit, opens, 10am, Baum Gallery, McCastlain Hall
- 30 Foundation Competitive Exhibit, reception, X-period, Baum Gallery, McCastlain Hall;
Radio Station Meeting, X-period, Student Center 225, all students interested in a radio show on "The Bear 91.3" are urged to attend;
UCA @ Oral Roberts, 6pm, MS
- September**
- 1 Henderson State @ UCA, 7pm, FB;
Foundation Competitive Exhibit, closes at 7pm, Baum Gallery, McCastlain Hall
- 3 UCA @ Memphis, 8pm, CC;
Eastern Illinois @ UCA, 4pm, MS
- 3-4 Ideal Retreat, Ferncliff Retreat Center, Little Rock
- 6 Fraternity (IFC) Recruitment Info Session, X-period, SC;
Visiting Artist Conversations, X-period, Baum Gallery, McCastlain Hall

- 7-9 Fraternity (IFC) Fall Recruitment, contact Student Life Office
 9 UCA @ Cincinnati, 7 pm, MS
 11 UCA @ Louisville, 12pm, MS
 12-15 Handmade Puppet Dreams Film Festival, Volumes 1-4 and
 Talk Back with Featured Artist, 7-9pm, SRH 103
 15 Fall Season of Exhibits, opens w/reception, 4-6 pm, Baum
 Gallery, McCastlain Hall;
 Go Greek Information Night, 5pm, Student Center Ballroom;
 Fall Season Visiting Artist Presentation, 5pm, Art Lecture
 Hall, McCastlain Hall;
 16 Dionne Warwick, 7:30pm, Reynolds Performance Hall
 Sam Hale, Masterclass on Puppetry for Digital Filmmaking,
 2-4pm, SRH (room TBA)
 Faculty Film Screening, 7pm, Reynolds Performance Hall
 17 UCA @ Joplin, 8am, CC;
 Handmade Puppet Dreams Film Festival, Film Screening:
 Handmade Puppet Dreams Children's Program, 11:30,
 Faulkner County Library, Meeting Room 2;
 UMKC @ UCA, 4pm, MS
 18 Fall Season of Exhibits, reception, 2-4 pm, Baum Gallery,
 McCastlain Hall ;
 Fall Season Visiting Artist Presentations, 2pm, Baum
 Gallery, McCastlain Hall
 19 Erin Brokovich, 7:30pm, Reynolds Performance Hall
22 RSO Fair, 10am-2pm, Student Center Courtyard
 24 UCA @ AR State University, Time TBA, FB:
 UCA @ AR-Little Rock, 6pm, CC;
 UCA @ San Diego State, 7pm, MS
 28 Cross Town Trio, 7:30pm, SFAC
29 RSO Training, 4-6pm, Student Center, 2nd Floor;
101 Years of Broadway, 7:30pm, Reynolds Hall
 30 "Mudstock" Mud Volleyball Tournament, "The Pit" behind
 Physical Plant

October

- 1 Stephen F. Austin @ UCA, 6:00 pm, FB;
 Sorority Recruitment Registration begins for January
 Recruitment
 2 IPFW @ UCA, 11am, MS
 3 UCA @ SFA Natchitoches, TX, SFA Pre conference, 9am,
 CC
 4 Student Support Staff (SSS) Orientation, X-period, SC 215
 5 UCA @ Houston Baptist, 6pm, MS
 6 Annual Alumni Homecoming Exhibit, 10 am, Fireplace
 Room, McCastlain Hall;
 Silent Witness (a program to increase awareness of
 domestic violence), 10am-2:30pm, McAlister Lawn;
 UCA Alumni & Foundation Scholarship Reception,
 5-6:30pm, McCastlain Ballroom
 8 UCA @ Missouri State, 7pm, MS
 8-9 UCA Amigo Soccer Cup State Championship Tournament,
 Time TBA, UCA Soccer Fields
 11 Martha Graham Dance Company with Conway Symphony
 Orchestra, 7:30pm, Reynolds Performance Hall
 12 Grad Central, 9am-5pm, UCA Bookstore;
 UCA Official Ring Order Days, 9am-5pm, UCA Bookstore
 UCA @ Southern Illinois-Edwardsville, 7pm, MS
 13 Grad Central, 9am-2pm, UCA Bookstore;

- UCA Official Ring Order Days, 9am-2pm, UCA Bookstore;
Wind Ensemble/Symphonic Band Concert, 7:30pm,
Reynolds Performance Hall
- 12-14 Homecoming Court Voting, 9am-2pm, Student Center Lobby
- 15 McNeese @ UCA, 3:00 pm televised, FB;
UCA @ Fayetteville, 11am, CC
UCA @ Mercer, 12pm, MS;
- 17 Artist in Residence from Hot Springs Documentary Film
Festival, Screening with Q & A, 7:30pm, Reynolds
Performance Hall;
Ian Hominick, guest pianist, 7:30pm, SFAC
- 17-19 Homecoming Shirts for sale, 10am-3pm, SC Lobby
- 18 Artist in Residence Q & A with students in Media and Society
class, "The Importance of Documentary Film in a Free
Society," 9:25-10:40am, Stanley Russ Hall 103;
Artist in Residence Q & A with Documentary Film class
"Advice from the Experts, 12:15-1:30pm, Stanley Russ 208;
Artist in Residence Q & A with Documentary Production
class, "Funding, Producing, and Other Issues," 1:40-2:30
pm, Stanley Russ Hall 103
- 19 Evansville @ UCA, 3pm, MS;
SURF application and hard copy documents deadline for
SPO review, upload to Cayuse no later than 3pm
- 21 SURF: SPO will upload edited documents back into Cayuse,
no later than 3pm
- 22 Drake @ UCA, 2pm, MS
- 24 Octubafest I, 7:30pm, SFAC
- 24-28 Homecoming Shirts for sale, 10am-3pm, SC Lobby
- 24-29 Homecoming Week**
- 25 Homecoming Pep Rally, 7pm, Farris Center ;
Cirque Mechanics present *Boom Town*, 7:30pm, Reynolds;
Dan Chaon, Public Reading and Book Signing, 7:30pm,
COB 107
- 26 **Health Career Fair, 9am-2pm, Student Center Ballroom;**
Dan Chaon, Craft Lecture/Q & A, 9am, WTH 331;
Memphis @ UCA, 2pm, MS;
SURF: Upload final proposal documents into Cayuse, no
later than 3pm;
Octubafest II, 7:30pm, SFAC
- 27 Annual Alumni Exhibit, reception, 4-6 pm, Fireplace Room,
McCastlain Hall;
Fall Season of Exhibits, closes at 7pm, Baum Gallery,
McCastlain Hall;
The Letterman and Peter Noone, 7:30pm, Reynolds
Performance Hall
- 28 **SPBC Homecoming Greek Show, 7pm, Ida Waldran;**
Octubafest III, 7:30pm, SFAC;
Profzilla band fundraiser for Toad Suck Review, 8pm, Bears
Den Pizza, \$5 cover
SURF: SPO will correlate original applications, get AOR
signatures, copy and prepare applications for delivery to
ADHE
- 29 **SE Louisiana @ UCA, 6pm Homecoming Game, FB;**
Annual Alumni Homecoming Exhibit last day, 10 am-2pm,
Fireplace Room, McCastlain Hall;
UCA @ Creighton, 7pm, MS;
- 31 UCA @ SFA Natchitoches, TX, Southland Conf, 9am, CC;

Concert Choir, 7:30pm, SFAC;
SURF: SPO will deliver applications to ADHE

November

- 1 SURF: ADHE SURF DEADLINE
- 2 **Fall Career Fair, 9am-2pm, Student Center Ballroom**
- 3 Munich Symphony Orchestra presents Mozart's Requiem,
7:30pm, Reynolds Performance Hall
- 3-4 Mr. Marmalade, 7:30pm, Bridges/Larson Theatre
- 5 Bradley @ UCA, 2pm, MS;
Conway Symphony Orchestra, 7:30pm, Reynolds Hall
- 6-8 Western Illinois @ UCA, 11am, MS;
Festival of One Act Plays, 7:30pm, Bridges/Larson
Theatre
- 8 **Greek Goddess, 7pm, Ida Waldran;**
Heather Sellers, Public Reading and Book Signing, 7:30pm,
COB 107
- 9 Heather Sellers, Craft Lecture/Q & A, 10:00-10:50am, WTH
331;
Heather Sellers, Q & A: Writing for Children and Creative
Nonfiction, 12:15-1:30pm, WTH 331
- 9-11 Mr. Marmalade, 7:30pm, Bridges/Larson Theatre
- 10 Fall 2011 BA/BFA Juried Senior Exhibit, opens w/reception,
4-6pm, Baum Gallery, McCastlain Hall;
UCA @ MVC Playoff, Time & Location TBA, MS
- 11 Indiana @ UCA, 7pm, WB;
UCA @ Stanford, 7:05pm, MB;
Miss UCA Scholarship Pageant, 7:30pm, Reynolds Hall
- 12 Texas State @ UCA 4pm, FB;
UCA @ So Central Region meet, 9am, Location TBA, CC;
UCA @ MVC Semi-finals, Time & Location TBA, MS
- 13 UCA @ Sacramento State, 1pm, MB;
Fall 2011 BA/BFA Juried Senior Exhibit, reception, 2-4 pm,
Baum Gallery, McCastlain Hall;
Band Extravaganza, 2pm, Reynolds Performance Hall
- 14 UCA @ MVC Final, Time & Location TBA, MS
- 15 Alabama @ UCA, 7pm, WB;
Jura Margulis, guest pianist, SFAC
- 16 Philander Smith @ UCA, 7pm, MB
- 17 University Chorus Fall Concert, 7:30pm, SFAC
- 19 Wizard of Oz, 7:30pm, Reynolds Performance Hall
- 21 Paul Quinn @ UCA, 7pm, WB;
James Carville, 7:30pm, Reynolds Performance Hall
- 22 Ecclesia @ UCA, 5pm, MB
- 25-27 UCA @ Texas Tech Classic, Time TBA, WB
- 26 UCA @ NCAA Nationals, Time & Location TBA, CC
- 30 UCA @ Tennessee-Martin, 7pm, MB

December

- 1 Wind Ensemble/Jazz Ensemble, 7:30pm, Reynolds
- 2 Ecclesia @ UCA, 7pm, WB
- 3 Tuba Day, SFAC;
Conway Symphony Orchestra, 7:30pm, Reynolds
- 5 Central Baptist College @ UCA, 5:30pm, WB
Southeast Missouri @ UCA, 7:45pm, MB
- 6 Symphonic Band Concert, 7:30pm, Reynolds
- 8 BA/BFA Juried Senior Exhibit closes, 7pm, Baum Gallery,
McCastlain Hall;
Percussion Ensemble, 7:30pm, SFAC

- 10 Tennessee-Martin @ UCA, 2pm, WB;
UCA @ Arkansas State, 7:05pm, MB
- 11 Holiday Celebration with Pat Boone and Central Arkansas
Children's Choir, 7:30pm, Reynolds Performance Hall
- 12-16 Cap and Gown Pick-Up-Days, 8am-4:30pm, UCA Bookstore
- 17 Winter Commencement, Farris Center
- 19 UCA @ Iowa, 7pm, MB
- 19-21 UCA @ Bahamas Classic, Time TBA, WB
- 21 UCA @ Drake, 7pm, MB
- 28 UCA @ UNLV, 7pm, MB
- 30 UCA @ UAPB, 7pm, WB
- 31 Citadel @ UCA, Time TBA, MB

SPRING SEMESTER 2012

January

- 2 Philander Smith @ UCA, 7pm, WB
- 7 UCA vs. Lamar, Time & Location TBA, MB & WB
- 9 Alumni & Foundation Scholarship Applications available,
Buffalo Alumni Hall
- 11 Stephen F. Austin @ UCA, 7pm, MB;
UCA @ Stephen F. Austin, 7pm, WB
- 12 Fraternity (IFC) Info Session, X-period, Student Center
- 12-15 Sorority Formal Recruitment
- 14 Northwestern State @ UCA, 2pm, WB;
UCA @ Northwestern State, 2pm, MB
- 17 Fraternity (IFC) Info Session, X-period, Student Center
- 17-21 Fraternity (IFC) Recruitment
- 18 Nicholls State @ UCA, 7pm, MB;
UCA @ Nicholls State, 7pm, WB
- 19 Spring Season of Exhibits, opens w/reception, 4-6pm, Baum
Gallery, McCastlain Hall
- 21 UCA vs. Lamar, Time & Location TBA, MB & WB
- 22 Spring Season of Exhibits, reception, 2-4pm, Baum Gallery
McCastlain Hall
- 25 Southeastern Louisiana @ UCA, 7pm, WB;
UCA @ Southeastern Louisiana, 7pm, MB
- 26 SSS Orientation, X-period, Student Center 215
- 28 UCA vs. McNeese State, Time & Location TBA, MB & WB
- 30 Paul Hillier and Theatre of Voices, Pre Concert Talk/Public
Concert, 7/7:30pm, Greene Chapel, Staples Auditorium,
Hendrix College;
Paul Hillier Public Reception, 9pm, Trieschmann Fine Arts
Building, Hendrix College
- 31 Paul Hillier Voice Demonstration, 12:15pm, SFAC 107

February

- 1 Northwestern State @ UCA, 7pm, MB;
UCA @ Northwestern State, 7pm, WB
- 3 King of the Ice Cream Mountain, 7:30pm, Reynolds Hall
- 4 King of the Ice Cream Mountain, 10am, Reynolds Hall;
Texas Arlington @ UCA, 4pm, MB;
UCA @ Texas Arlington, 2pm, WB
- 8 Texas State @ UCA, 7pm, WB;
UCA @ Texas State, 7pm, MB
- 9 UCA @ Alcorn State (DH), Time TBA, SB
Danny Glover & Felix Justice present *An Evening with
Martin and Langston*, 7:30pm, Reynolds Performance Hall
- 9-10 Our Town, 7:30pm, Bridges/Larson Theatre

- 11 UCA vs. McNeese State, Time & Location TBA, MB & WB
 11-12 UCA @ Southern Miss. Tournament, Time TBA, SB
 13 Assoc of Future Alumni Applications Available, Buffalo Hall
 15 UAPB (DH) @ UCA, Time TBA, SB;
 Sam Houston State @ UCA, 7pm, WB;
 UCA @ Sam Houston State, 7pm, MB
 15-17 Our Town, 7:30pm, Bridges/Larson Theatre
 17-19 Creighten @ UCA, 3/2/1pm, BB
 17-19 UCA @ Univ. of New Mexico Tournament, Time TBA, SB;
 21 SOS Applications Available! Student Center Information
 Desk, DUE: Tuesday, March 6
 La. Tech @ UCA, Time TBA, SB;
 21-22 Southeast Missouri State @ UCA, 3/1pm, BB
 22 UCA @ UAPB (DH), Time TBA, SB;
 Nicholls State @ UCA, 7pm, WB;
 UCA @ Nicholls State, 7pm, MB
 23 Spring Season of Exhibits closes, 7pm, Baum Gallery,
 McCastlain Hall
24 Teacher's Fair, 9am-2pm, Student Center Ballroom
 24-26 SIU-Edwardsville @ UCA, 3/1/1pm, BB
 24-26 UCA @ Kennesaw St. Tournament, Time TBA, SB
 James Earl Jones, 7:30pm, Reynolds Performance Hall
 25 Southeastern Louisiana @ UCA, 4pm, MB;
 UCA @ Southeastern Louisiana, 2pm, WB
 26 The Art of the Drum, 7:30pm, Reynolds Performance Hall
 28 UCA @ Oral Roberts, 6pm, BB
 29 Texas San Antonio @ UCA, 7pm, MB;
 UCA @ Texas San Antonio, 7pm, WB;
 St. Lawrence String Quartet, Public Concert, 7:30pm,
 Reynolds Performance Hall

March

- 1 BSN program application due, Department of Nursing
 Doubt, 7:30pm, Reynolds Performance Hall
 2-4 UCA @ Univ. of South Florida Tournament, Time TBA, SB
 Murray St. @ UCA, 3/4/1pm, BB
 3 Texas Corpus Christi @ UCA, 2pm, WB;
 UCA @ Texas Corpus Christi, 4pm, MB;
 4 Murray St. @ UCA, 1pm, BB
 6 Internship Banquet, 5-6:30pm, Student Center Ballroom;
 Ole Miss @ UCA, 6pm, SB
 6-7 UCA @ Mississippi Valley State, 6/3pm, BB
 7 **Spring Job Fair, 9am-2pm, Student Center Ballroom;**
 Grad Central, 9am-5pm, Student Center Lobby;
 UCA Official Ring Order Day, 9am-5pm, SC Lobby;
 8 Grad Central, 9am-2pm, Student Center Lobby;
 UCA Official Ring Order Day, 9am-2pm, SC Lobby;
 Annual Student Competitive Exhibit, opens w/reception,
 4-6pm, Baum Gallery, McCastlain Hall
 9 Alumni & Foundation Scholarship Applications DUE, Buffalo
 Alumni Hall;
 Assoc of Future Alumni Applications Due, Buffalo Hall
 9-10 UCA @ UTSA, Time TBA, SB
 9-11 Lamar University @ UCA, 6/4/1pm, BB
 11 Annual Student Competitive Exhibit, reception, 2-4pm,
 Baum Gallery, McCastlain Hall
12-15 SOS Interviews, Time TBA, Student Center;
Safe Spring Break Week, Various Locations

- 13 UCA @ La. Tech, Time TBA, SB;
UALR @ UCA, 6pm, BB
- 14 Missouri State @ UCA, Time TBA, SB
UAPB @ UCA, 6pm, BB
- 15 Rick Steves, Public Reading and Book Signing, 7:30pm,
COB 107
- 16 Rick Steves, Craft Lecture/Q & A, 10-10:50am, WTH 331;
Rick Steves, Travel Writing Fundraiser, 7-9pm, Reynolds
Performance Hall
- 16-17 UCA @ SLU, Time TBA, SB
- 16-18 UCA @ McNeese University, 6:30/2/1pm, BB
- 18 UCA @ Jackson State, Time TBA, SB
- 20 UCA @ Ms. Valley, Time TBA, SB;
UCA @ Oklahoma State University, 4pm, BB
- 21 UCA @ Ole Miss, Time TBA, SB
- 23-24 SHSU @ UCA, Time TBA, SB
- 23-25 Texas A&M University-Corpus Christi, 6/4/1/pm, BB
- 27 NWSU (DH) @ UCA, Time TBA, SB;
Stomp, 7:30pm, Reynolds Performance Hall
- 27-28 UCA @ University of Missouri, 6/4pm, BB
- 29 Annual Student Competitive Exhibit closes, 7pm, Baum
Gallery, McCastlain Hall
- 30 *Woodsongs Old-Time Radio Hour- Live!*, 7:30pm, Reynolds
Performance Hall
- 30-31 TAMCC @ UCA, Time TBA, SB
- 30-Apr.1 UCA @ University of Texas- Arlington, 6:30/2/1pm, BB

April

- 1 Meridian Arts Ensemble Student Competition Clinic, 4:30-
6pm, SFAC Recital Hall;
Conway Composers Guild Concert, 7:30-9:30pm, SFAC
Recital Hall
- 2 Meridian Arts Ensemble: Music Improvisation Clinic I
12-12:50pm, SFAC 120;
Brass Area Clinic I 2-2:50pm SFAC Recital Hall/ Open
Rehearsal, 7pm, SFAC Recital Hall
- 3 Mississippi. Valley State @ UCA, Time TBA, SB;
Meridian Arts Ensemble: Public Lecture: Music
Entrepreneurship, X-period, SFAC Recital Hall/ Café time
with Students, 3-5pm, Student Center,
Java City/ Public Concert, 7:30pm, Reynolds Hall
- 4 Meridian Arts Ensemble: Music Improvisation Clinic II,
12-12:50pm, SFAC 120/Brass Area Clinic II, 2-2:50pm,
SFAC Recital Hall;
Jackson State @ UCA, 5pm, SB
- 5 Dan Abrams, 7:30pm, Reynolds Performance Hall
- 5-7 UCA @ Southeast Louisiana University, 6/2/1pm, BB
- 6 UCA @ Texas St., Time TBA, SB
- 7 UCA @ SLU, Time TBA, SB;
Graduate Thesis Film Screening, 7:30pm, Reynolds Hall
- 10-11 UCA @ University of Mississippi, 6/3pm, BB
- 11 ULM @ UCA, 5pm, SB
- 12 Spring BA/BFA Juried Senior Exhibit, opens w/reception,
Time TBA, Baum Gallery, McCastlain Hall
- 12-13 Taming of the Shrew, 7:30pm, Bridges/Larson Theatre
- 13-14 Nicholls State @ UCA, Time TBA, SB
- 13-15 Nicholls State @ UCA, 6/4/1pm, BB
- 15 Spring BA/BFA Juried Senior Exhibit, reception, 2-4pm,

- Baum Gallery, McCastlain Hall
- 16 The Oak Ridge Boys, 7:30pm, Reynolds Performance Hall
- 17 Beth-Ann Fennelly Poetry Writing/Q & A, 2:40-3:55pm, WTH 104;
Tom Franklin, Fiction Writing/Q & A, 2:40-3:55pm, WTH 331;
UCA @ Tulsa, 5pm, SB;
Mississippi Valley State @ UCA, 6pm, BB;
Beth-Ann Fennelly and Tom Franklin Public Reading and Book Signing, 7:30pm, COB 107
- 18 Beth-Ann Fennelly Creative Nonfiction Writing/Q & A, 10-10:50am, WTH 331;
Tom Franklin Illustrated Narrative/Q & A, 11-11:50am, WTH 331
- 18-20 Taming of the Shrew, 7:30pm, Bridges/Larson Theatre
- 19 **Wellness Fair, Time TBA, Student Center Ballroom;**
All Greek Step Show, 7pm, Farris Center
- 20-21 UCA @ SFA, Time TBA, SB
- 20-22 UCA @ Texas State University, 6/2/1pm, BB
- 24 UTA (DH) @ UCA, Time TBA, SB;
UCA @ University of Texas, 6pm, BB
- 26 UCA Official Ring Ceremony, 6pm, Buffalo Alumni Hall;
Spring BA/BFA Juried Senior Exhibit closes, 7pm, Baum Gallery, McCastlain Hall;
Moscow Festival Ballet presents *Romeo and Juliet*, 7:30pm, Reynolds Performance Hall
- 27 UCA Film Festival, 5:30pm, Reynolds Performance Hall
- 27-29 University of Texas- San Antonio, 6/4/1pm, BB
- 29 UCA Alumni Association Founders Day
- 30-May 4 Cap & Gown Pick Up Days, 8am-4:30pm, UCA Bookstore

MAY INTERCESSION

May

- 4-5 UCA @ McNeese, Time TBA, SB
- 4-6 Northwestern State University @ UCA, 6/6/1pm, BB
- 5 Spring Commencement, Farris Center
- 10-12 SLC Tourney, Time & Location TBA, SB
- 11-13 UCA @ Stephen F. Austin University, 6/2/1pm, BB
- 17-19 Sam Houston University @ UCA, 6/6/1pm, BB
- 23-26 Southland Conference Tournament, Time & Location TBA, BB 320;

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.

● BEARCARD/BEARBUCKS DISCLOSURE STATEMENT

The undersigned, herein referred to as "Cardholder," hereby opens a BearBucks Account, herein referred to as "Account," and agrees to be bound by all of the terms and conditions set forth herein. The Account will be administered by the BearCard Center, located in Bernard Hall 207, 201 Donaghey Ave., Conway, Arkansas 72035. A copy of this disclosure is also available at uca.edu/uca/bearbucks.php.

1. THE BEARCARD

The mechanism for accessing the Cardholder's Account shall be the BearCard, herein referred to as "Card." The Cardholder must present his/her Card at the time of use in order to purchase products or services.

- a. The Card is the property of the University of Central Arkansas and is not transferable. Only the person to whom the Card has been issued is eligible to use the Card. Any transfer, alteration, falsification, or forgery of a Card may result in appropriate disciplinary action. In addition, fraudulent and illegal use of the Card may result in criminal charges.
- b. The Card may be confiscated from Cardholder as a result of inappropriate or illegal use.
- c. The picture for the UCA BearCard must show a clear, front view of the applicant's face. The applicant should have a neutral expression, with the mouth closed and eyes open, looking directly ahead. In general, the applicant's head, including both face and hair, should be shown from the top of the forehead (at the hairline) to the tip of the chin on top and bottom and from hairline side-to-side. During the photo session, No hats, sunglasses, hand gestures or inappropriate clothing will be permitted. In addition, bangs (fringe) should not obscure the eyes or an unreasonable amount of the face. Head coverings are only acceptable due to religious beliefs or for medical reasons, provided the head covering does not: obscure or obstruct a full front view of the face; display any logo, insignia, symbol or regalia, word or words, letter, number or character, or any combination thereof, or graphic design other than the overall pattern of the fabric or material; and cast a shadow onto the face. The BearCard Office reserves the right to ask for additional verification showing religious or medical status. Eyeglasses worn on a daily basis can be worn for the photo; however, there should be no reflections from the eyeglasses that obscure the eyes. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons.

2. LOST OR STOLEN CARDS

A lost or stolen Card must be reported immediately in person at the BearCard Office or by telephone at (501) 450-5818, during the business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. After business hours, lost or stolen cards may be deactivated online at bearbucks.uca.edu/1card. Lost or stolen Cards must be reported to the University of Central Arkansas Police Department at (501) 450-3111.

3. REPLACEMENT CARDS

All students, faculty, staff, and university affiliates must be in possession of a current BearCard at all times. If a BearCard is lost or stolen, Cardholders have 48 hours to report the lost or stolen card to the BearCard Office, UCPD, and/or deactivate it online, and to report in person to the BearCard Office to obtain a replacement card and. A charge of \$10.00 will be imposed for lost or stolen cards. No charge will be imposed for a card that is inoperable due to normal usage or for a card on which the magnetic stripe no longer works. For a stolen card, no charge will be imposed if an official police report is submitted at the time of your request. The BearCard Office reserves the right to charge Cardholders for replacement cards in a situation where the card is unusable due to neglect or damage on the part of the Cardholder.

4. THE BEARBUCKS ACCOUNT

- a. The Account is a record of pre-deposited funds accessed by the Cardholder for the purpose of purchasing products and services.
- b. There is no daily limit on the number of purchases that may be made and debited; however, no debits or charges shall exceed the amount of deposited funds.
- c. No interest shall be paid on any balance in the Account.
- d. The Cardholder understands and agrees that the Account shall not be used as a credit

- card or to obtain cash advances.
- e. The Cardholder understands and agrees that the Account is nontransferable.
 - f. The Account will be activated automatically upon receipt by the BearCard Office of an initial and minimum deposit of ten U.S. dollars (US \$10.00). Deposits may be made as follows: (1) in person at the BearCard Office with cash, check, money order, or credit/check card; (2) by mail with a check, money order, or credit/check card; (3) by telephone with a credit/check card; (4) online at bearbucks.uca.edu/1card with a credit/check card; or (5) at a campus Automatic Deposit Machine (ADM) located in Christian Cafeteria, Torreyson Library, or the Student Center with a credit/check card or cash. All deposits received by mail will be credited to the Account by the following business day after receipt of payment in our office. Deposits can be mailed to: The BearCard Office, Bernard Hall 207, 201 Donaghey Ave., Conway, Arkansas 72035. In person deposits may be made in the BearCard Office. All deposits received in the BearCard Office before 4:30 p.m., done online, or done at an ADM will be credited to the Account immediately.
 - g. After initial activation, additional deposits may be made at any time in the amount of five U.S. dollars (US \$5.00) or more.

5. FEES

There are no charges assessed to the Cardholder for any transaction(s); however, should a check presented for deposit to an Account be returned due to insufficient funds, the Cardholder's account will be charged a \$15.00 fee. The Cardholder's Account will be deactivated until sufficient funds are deposited by the Cardholder.

6. UNAUTHORIZED PURCHASES

If a Card is lost or stolen, the Cardholder is responsible for unauthorized Account purchases until the Card is reported as lost or stolen to the Bear Card Office or the University of Central Arkansas Police Department. Once the Card is reported as lost or stolen, the Card (and its associated Account) will be deactivated.

7. REFUNDS AND RETURNS

Merchandise may be accepted for return in accordance with the refund policy in effect at the place of purchase of the product(s) or service(s).

8. ACCOUNT CLOSURE AND REFUNDS

- a. The Account will be closed if the Cardholder ends his/her association with the University.
- b. The BearCard Office reserves the right to close any Account that is inactive for twelve (12) months or more. Funds on inactive accounts will be forfeited to the university.
- c. Refunds may be issued for accounts with a balance of \$30.00 or greater and may be requested at the BearCard Office. A \$30.00 administrative fee is charged to all accounts closed that have a balance greater than \$30.00 and to which a refund is issued. No refunds will be issued for balances of less than \$30.00. Students have the option of being issued a check or having a credit issued to their Student Account. The amount issued is the balance remainder, minus the administrative fee. Faculty/staff will be issued a check for the balance remainder, minus the administrative fee.

9. RECEIPTS AND STATEMENT

If the point of sale terminal is equipped to provide a receipt, the Cardholder will either receive a receipt as a matter of course or upon request. It is the Cardholder's responsibility to ensure that the receipt is correct. A statement of account activity is available in real-time at bearbucks.uca.edu/1card.

10. ERROR RESOLUTION

- a. If there is an error on a receipt or activity statement or if the Cardholder would like more information about a specific transaction, the BearCard Office may be contacted by telephone at (501) 450-5818. The BearCard Office may require that the Cardholder

submit a written notification within ten (10) business days of it being brought to our attention

- b. When making a request for an adjustment to the Account, the Cardholder must furnish the following information: (1) the Cardholder's name and Account number; (2) a description of the transaction in question and explanation of the discrepancy; and (3) the dollar amount of the transaction in question
- c. The BearCard Office will investigate the Cardholder's request and provide a written decision to the Cardholder within ten (10) business days. If an error is found, the BearCard Office will make the necessary adjustments to the Cardholder's Account. If no error is found, the BearCard Office will provide the Cardholder with a written explanation within three (3) business days of the conclusion of the investigation. The Cardholder may request copies of the document(s) used to conduct the investigation.

11. DISCLOSURE OF ACCOUNT INFORMATION TO THIRD PARTIES

Information about the Cardholder's Account will be disclosed to third parties only for the following reasons: (1) in order to complete a transaction; (2) in order to comply with a government agency or court order; (3) in conjunction with all other cardholder accounts in the aggregate but not specific in regard to any individual's account; or (4) with Cardholder's written permission.

12. CHANGES IN TERMS AND CONDITION

The terms and conditions of this Agreement are effective and remain binding until the Cardholder is otherwise notified in writing. If any changes are made to the terms and conditions, the BearCard Office shall provide the Cardholder with notice of change(s) at least twenty-one (21) days in advance of the effective date. Prior notice need not be given where immediate change in terms and conditions are necessary to maintain or restore the security of the Account.

13. GOVERNING LAW

This agreement shall be governed by and construed in accordance with the laws of the State of Arkansas

● 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 KUCA 91.3 FM 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.

● CANCELLATION OF REGISTRATION AND WITHDRAWAL FROM THE UNIVERSITY OF CENTRAL ARKANSAS

Cancellation of Registration – A student who advance registers and decides not to attend must officially notify the university to cancel the advance registration before the

first day of scheduled classes for the term. This will prevent the posting of financial charges to the account and the recording of grades on the academic record.

Withdrawal Information – An enrolled student may officially withdraw from the university during a term, but must do so by the date specified in the Academic Calendar for that term. Graduate students must contact the Graduate Deans Office in Torreyson Library, Room 328. Undergraduate students must contact the Office of the Registrar in McCastlain Hall, Room 112. Students living in campus housing must first check out of their residence hall or university apartment; otherwise, room and board charges will continue. *The student I.D. card is the property of the university and must be relinquished at the time of withdrawal.*

Student Withdrawal & Refund Policy – According to UCA Board Policy 612, students who officially withdraw from the university or make schedule adjustments *before* the sixth (6th) regular class day of the fall and spring semesters will receive a 100 percent reduction in their charges for registration and mandatory fees, if applicable. Students who officially withdraw from the university or make schedule adjustments *after* the fifth (5th) regular class day but before 4:00 p.m. on the fifteenth (15th) day of classes will receive a 75% reduction in their charges for registration and fees, if applicable. After the fifteenth (15th) day of classes, all charges for registration and fees must be paid in full.

Students who officially withdraw from the university or make schedule adjustments *before* the third (3rd) regular class for all terms or parts of terms less than 11 weeks in duration will receive a 100 percent reduction in their charges for registration and mandatory fees, if applicable. Students who officially withdraw from the university or make schedule adjustments *after* the second (2nd) regular class day but before 4:00 p.m. on the fifth (5th) day of classes will receive a 75 percent reduction in their charges for registration and fees, if applicable. After the fifth (5th) day of classes, all charges for registration and fees must be paid in full.

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

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 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 student services 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 personally identifying information from a student's education records 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 conducting studies concerning predictive tests, student aid programs, and improving instruction.
6. To accrediting organizations
7. To parents of dependent students.

8. To parents of entering freshmen under the age of 21 who violate the university's alcohol or drug policies. (Non-academic information.)
9. To individuals who obtain lawful court orders or subpoenas.
10. To appropriate persons when necessary to protect the health or safety of students or other persons.
11. To State or local authorities to whom disclosure was required by state laws adopted before and after November 19, 1974 in very limited circumstances.

Questions concerning the requirements of FERPA should be directed to the university's legal counsel in the President's Office or to the registrar.

● **Directory Information** - The University of Central Arkansas defines "Directory Information" as student name, class level, full or part-time status, terms of enrollment at the University, degrees earned, and academic honors received.

The University may release "Directory Information" without the consent of the student. All other information will be released only upon receipt of a signed waiver from the individual student that specifies the information to be released.

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, an enrolled student has the right to withhold the disclosure of "Directory Information". The University provides a form by which an enrolled student can request the non-disclosure of "Directory Information". The form may be submitted to the Office of the Registrar at any time. The request for non-disclosure of "Directory Information" will be honored until the individual student submits a written request to rescind it, even if he or she has subsequently left the institution. The University assumes no liability for honoring a request for the non-disclosure of "Directory Information".

● **Academic Honors** - A student who meets required academic criteria may be identified as the recipient of academic honors, including Presidential Scholar, Dean's List, etc. However, this identification does not include the recipients of academic scholarships. A student may decline the listing or recognition of an academic honor by submitting a written request to the Provost no later than 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

● **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.

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.

● **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;
- Illegal copying, sharing or transmission of 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 in an appropriate forum or sponsored by an official university organization with appropriate university approval;
- Permitting another person to use your account;
- Accessing or using another person's account for any reason;
- Removing or defacing hardware, software, manuals, etc. from computer 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.
- Incidental and non-intrusive file access may occasionally occur as a result of ordinary system administration.

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 Student Health Center, 2nd floor.

● **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's two academic bulletins - the University of Central Arkansas *Undergraduate Bulletin* and *Graduate Bulletin* - are the official publications for all academic programs and policies. Students are urged to study these bulletins.

● **FACULTY ADVISORS**

All freshmen, (with the exception of those freshmen choosing majors in the College of Health & Behavioral Science), new undeclared transfer students, and undeclared majors (regardless of rank) are advised in the Academic Advising Center located in the Division of Enrollment Management in Harrin Hall. All other students are advised within the departments which offer their majors.

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 academic bulletin. Students must be familiar with and carefully monitor their academic progress toward the desired degree.

● **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. Contact the office of the University Registrar for information about how to apply for academic clemency.

● **ACADEMIC ADJUSTMENTS & APPEALS COMMITTEE**

An undergraduate student is entitled to petition the University Academic Appeals Committee for relief of an unfair hardship brought about by academic regulations when warranted by special circumstances. The petition form is obtainable from the office of the University Registrar.

● **GRADUATE COUNCIL POLICY SUBCOMMITTEE**

A graduate student is entitled to petition the Graduate Council Policy Subcommittee for relief of an unfair hardship brought about by academic regulations when warranted by special circumstances. The petition form is available from the office of the Dean of the Graduate School.

● **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.

● **STUDENT ACADEMIC APPEALS**

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

Grade Appeals

A student who wishes to appeal the final grade in a course should first seek a resolution of the issue informally with the faculty member. If an informal resolution cannot be reached, the student may appeal the grade formally, beginning with the faculty member and, if necessary, proceeding, at the request of the student or of the faculty member, through the levels of appeal listed below. At each stage of the appeal, the student must provide a written justification for the appeal and an explanation of the desired resolution; reviewers at any stage of the appeal may request appropriate additional documentation from any party to the appeal. Within the general framework of this policy, a department or college may establish its own procedures for reviewing such appeals. Any appeal concerning an assigned grade must be made within one calendar year of the time the grade was awarded.

1. Faculty member
2. Department chair
3. Dean of the college
4. Provost

Student Educational Record Appeals

1. Registrar, Graduate Dean
2. Adjustments and Academic Appeals Committee (for undergraduate students) or Graduate Council Policy Subcommittee (for graduate students)

Major, Minor, and General Education Requirements Appeal

1. Department chair (major/minor requirements).
2. Director of General Education (general education requirements),
3. College dean (major/minor requirements),
4. Provost

Academic Policy/Requirements Appeal

1. Academic Adjustments and Appeals Committee (undergraduate policy/requirements); Graduate Council Policy Subcommittee (graduate university requirements)
2. 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.

Academic Integrity Policy

UCA Board of Trustees Policy 709, adopted February 2010

A. Academic Integrity

The mission of the University of Central Arkansas commits all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of academic integrity. Although this policy focuses on the academic integrity in course-related work, its basis and context is the commitment made by the entire university community.

B. Academic Misconduct

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the *Random House Webster's Unabridged Dictionary*, 1999 ed.):

- *Cheating*: to cheat is, in an academic context, "to take an examination or test in a dishonest way, as by improper access to answers." Cheating may also occur in the context of other academic assignments.
- *Plagiarism*: "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." This concept may apply to any kind of intellectual property.
- *Fabrication*: to fabricate is, in this context, "to fake; forge (a document, signature, etc.)." Fabrication is commonly associated with the falsified research findings.

Other forms of academic misconduct may include unauthorized collaboration or submitting the same paper or portions of the same paper to two different courses without the consent of both instructors. The university will provide extensive publicly accessible examples of and information about forms of academic misconduct (see section C, below).

The university's academic integrity policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas will be regarded as serious.

C. Requirement to Inform Students

The Divisions of Academic Affairs and Student Services will conduct an academic integrity seminar during new student orientation for freshmen, transfer, and graduate students each fall semester. Beginning in the fall 2010, first-year freshman students will be required to

participate in the seminar. Other seminars, including an online version related to academic integrity, will be made available to faculty, students, and staff from time to time each year.

The Divisions of Academic Affairs and Student Services will collaboratively develop one or more remedial Academic Integrity Workshops. (See section E, below.)

The Divisions of Academic Affairs and Student Services will collaborate in publishing information about academic integrity and misconduct, with explanations and examples intended to help students make informed decisions about how they conduct themselves in their academic work, including the use and presentation of information.

Beginning in the fall semester 2010, every course syllabus, including those for courses offered by distance education, must include the following language: "The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the *Student Handbook*. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy." An instructor may include in the course syllabus additional information about academic integrity if he/she wishes to do so.

D. Notification of Charge of Academic Misconduct

In the event an instructor determines that a student has engaged in academic misconduct, the instructor will notify the student of the allegation and the basis on which it is made and inform him/her of the action or sanction the instructor deems appropriate, consistent with the terms of section E of this policy.

The University Registrar will provide a form to be used by instructors in reporting allegations of academic misconduct.

E. Penalties for Academic Misconduct

1. Each instructor will decide on a case-by-case basis what penalty will be given to the student for his/her academic misconduct; such penalty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Depending on the nature of the misconduct and the context in which it occurs, other penalties may be appropriate; additional penalties, if any, will be recommended by the instructor in consultation with the department chair. The instructor will submit the signed Academic Integrity Violation form to the department chair as notification of the allegation and penalty/penalties. The chair confirms the allegation by signing the form and submits it to the University Registrar for entry in Banner (the "official allegation").
2. Using the student's preferred email address listed in Banner, the department chair will inform the student of his/her right to appeal. Within ten (10) working days of the department chair's notification, the student has a right to appeal the decision through the procedures set forth below.
3. If the student does not appeal, the department chair will send all documentation provided by the instructor to the University Registrar for creation of the electronic file (see section F, below).

INSTITUTIONAL PENALTIES

Institutional responses to allegations of misconduct fall into two categories: (1) automatic penalties based on an official allegation and (2) additional penalties that will result if the

student is not exonerated. The institutional responses seek both to educate and reprimand students while promoting academic integrity. These responses vary based on student classification, previous infractions, and their outcome.

All official allegations against a student, whether undergraduate or graduate, made by the instructor and confirmed by the department chair, result in a permanent citation in the student record in Banner. Similarly, every official allegation, made by the instructor and confirmed by the department chair, may result in course-related sanctions determined by the instructor. Other penalties may apply on a first infraction, based on the nature and context of the misconduct. Penalties will escalate on further infractions.

The following escalating consequences apply to *undergraduate students*:

- Second infraction
 - o Automatic additional penalties: completion of compulsory Academic Integrity Workshop
 - o Additional penalty, if not exonerated: meeting with administrator (dean or designee)
- Third infraction
 - o Additional penalty, if not exonerated: referral to Academic Integrity and Discipline Committee for possible university sanction (e.g., probation, suspension, expulsion).
- Subsequent infractions
 - o Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion)

The following escalating consequences apply to *graduate students*:

- First infraction
 - o Automatic additional penalties: (1) completion of compulsory Academic Integrity Workshop; (2) meeting with graduate dean.
- Second infraction
 - o Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion).
- Third infraction
 - o Automatic additional penalty: expulsion from the Graduate School.

F. Academic Misconduct File

All documentation relevant to a student's academic misconduct will be maintained in both electronic and paper files. The electronic files will be created and housed in the Office of the Registrar, based on documentation submitted by a department and, if applicable, developed in an appeal process. Hard paper copies will reside on file in the office of the college dean or administrator in whose college/division the alleged misconduct occurred. Academic misconduct files shall only be used by non-student university employees as necessary in the case of an appeal. If the student makes a formal appeal, it will be decided in accordance with the procedures set forth below.

G. Appeals Process

A student may appeal the charge of academic misconduct and any sanctions or actions taken by the instructor through the procedures set forth below, beginning at the department level and proceeding to the university level if necessary.

1. Appeals at the Department/College Level

- a. The instructor will advise the student of an accusation of academic misconduct and the penalties to be applied.
- b. If the student is not satisfied with the action of the instructor, then within ten (10) working days of the meeting with the instructor, the student may submit a formal written appeal to the department chair. Within ten (10) working days of receipt of the written appeal, the chair will meet with the student to attempt to resolve the matter.
- c. If the student is not satisfied with the action of the department chair, then within ten (10) working days of the meeting with the department chair, the student may submit a formal written appeal to the dean of the appropriate college, with copies to the instructor and the department chair.
- d. Within ten (10) working days of receipt of the written appeal, the instructor and department chair must submit the following materials to the dean of the college: a description of the academic misconduct and any penalties assigned, and all pertinent documentation concerning the academic misconduct. The dean of the college may ask for additional documentation from the student's academic misconduct file if such documentation exists.
- e. Within ten (10) working days of receipt of the appeal, the dean of the college will submit a written decision to the student with copies to the instructor and to the department chair. The dean of the college will forward the written decision and documentation to the University Registrar for the permanent electronic record and retain all pertinent documentation regarding the academic misconduct in the student's academic misconduct file.

2. Appeals at the University Level

- a. If not satisfied with the action of the dean of the college, the student may submit, within ten (10) working days after receiving notice of the decision, a written appeal to the dean of students for referral to the Academic Integrity and Discipline Committee.
- b. Within ten (10) working days of receipt of the student's appeal, the dean of students will refer the appeal to the Academic Integrity and Discipline Committee for a hearing and inform the instructor, department chair, college dean, dean of students, and (as appropriate) the undergraduate and graduate deans. The composition of the Committee and the procedures to be followed are set forth in Section H below.
- c. The Committee will submit the report of the hearing and the recommendations of the Committee to the Provost and Vice President for Student Services. The Provost and Vice President for Student Services may choose appropriate designees to act on their behalf. The Provost and Vice President for Student Services (or designees) will render the final decision after considering the recommendations and report of the Academic Integrity and Discipline Committee. The Provost and Vice President for Student Services (or designees) will send a report of the final decision to the student, instructor, department chair, college dean, dean of students, and the undergraduate or graduate dean. The report, along with the written recommendation of the Committee and any additional documentation developed in the appeals process, is forwarded to the University Registrar for completion of the Banner record and permanent electronic archiving.

H. Procedures for the Academic Integrity and Discipline Committee

The following procedures apply to the Academic Integrity and Discipline Committee when it is reviewing cases of academic misconduct.

1. The dean of students will give the Committee a copy of the appeal and all pertinent documentation regarding the charge of academic misconduct. Copies of the appeal will

also be sent to the instructor, department chair, college dean, dean of students and (as appropriate) the undergraduate and graduate dean.

2. Academic integrity hearings require a quorum, and at least one appointee from the staff, the faculty, and the Student Government Association must be present. 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 individual votes.
3. The student, instructor, department chair, and the relevant deans will be entitled to five (5) working days' notice of the date, time, and place of hearing.
4. After the Committee considers the matters referred to it by the dean of students, the student and instructor may present relevant witnesses and documentary evidence. The Committee will accept all relevant oral testimony and documentation that it feels to be relevant and material to the issue. The chair has the power to rule on the admissibility of the evidence and on the relevance of questions. The responsibility for questioning witnesses, securing evidence, and determining the degree of proof will be vested in the Committee.
5. Strict judicial rules of evidence will not be applied. The student, the instructor, the department chair, and the appropriate deans may be accompanied by an advisor, who may be an attorney. The University general counsel may be present to advise the Committee. An attorney will not be provided at University expense. Advisors will only function in an advisory capacity; they will not address the Committee, question witnesses, or otherwise actively participate in the hearing.
6. The student and the instructor (and advisors), the department chair, the college dean, the dean of students, and the undergraduate or graduate dean (as appropriate) may be present at any time testimony is presented and be provided copies of all evidence considered by the Committee.
7. The office of the college dean or administrator in whose unit the alleged misconduct occurred will retain and secure copies of all evidence considered by the Committee.
8. A copy of the minutes and the Committee's recommendation will be provided to the student, the instructor, the department chair, the college dean, dean of students, the undergraduate or graduate dean (as appropriate), the Vice President for Student Services and the Provost within ten (10) working days of the final meeting of the Committee.
9. Within ten (10) working days of receipt of the Committee's recommendation, the Provost and the Vice President for Student Services, or their designees, will render a final decision. The Provost and the Vice President for Student Services, or their designees, will give the student, the instructor, the department chair, the college dean, and the undergraduate and graduate deans (as appropriate) written notice of the final decision. The report, along with the written recommendation of the Committee and any additional documentation developed in the appeals process, is forwarded to the University Registrar for completion of the Banner record and permanent electronic archiving.

DEPARTMENTS AND SERVICES

● 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 housing facilities are required to buy a meal plan.

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.

Students may sign up for any of the following meal plans on MyUCA:

MEAL PLANS

The following plans are available to **all Residents and Commuters**;

- Total Access - \$1,120.00
- Total Access with \$50 DD - \$1,170.00
- 10 Meals per week with \$100 DD - \$1,160.00
- 15 meals per week with \$80 DD - \$1,160.00
- 140 Block plan with \$160 DD - \$1,260.00
- 220 Block - \$1,210.00
- 220 Block with \$50 DD - \$1,260.00

***The block plans allow the meal-plan holder the option to eat any of their meals for the semester in either the Christian Cafeteria or the Student Center food court under the equivalency program.

The following plans are available for **Apartment Residents and Commuters Only**:

- 600 DD - \$600.00
- 700 DD with 50 Bonus DD - \$700.00
- 900 DD with 50 Bonus DD - \$900.00

The following plan is available to **Senior Apartment Residents and Commuters Only**:

- Senior Only Plan 75 Block with \$500 DD - \$1,170.00

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 plans are not transferable. In the event that another student uses another student's meal plan, the student I.D. will be confiscated.
4. Meal passes are issued only if an I.D. card is lost. These passes are issued only when the BearCard Office is closed. After the pass is issued, a student must purchase a new I.D. from the BearCard Office.

5. Off-campus students who plan to eat in the University Cafeteria may purchase a meal plan at the BearCard 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 - offers Chick-fil-A, Pizza Hut Express, Quiznos, Grill Works, Sushi, Einstein Brothers Bagels, and C-Store.

Bear Express – is located on the first floor of the Burdick Building. It offers Montagues Deli, Yarnells frozen ice cream novelties, and C-Store Express.

Starbucks - is located in the North side of the Library with access from inside the Library and an external entrance located just under the JumboTron and across from Burdick, Math-Tech, and Doyne.

Java City – is now located on the first floor of the Business Building.

Bear Village C-Store - is located in the Bear Village Apartment Complex next door to the Housing Office. It is a convenience store with items to meet the needs of students living in apartments.

UCA Catering is also available to the campus community with a wide variety of selections that range from snacks, appetizers, boxed lunches, cookouts, traditional buffets, and elaborately served meals –we can design a menu to fit the needs of any group. Call 501-450-5982 for your catering needs.

UCA Campus Dining offices are located through the south entrance of Christian Cafeteria under the black awning. Please call 501-450-5981 for any questions or visit our website at www.centralarkansas.campusdish.com.

● ATHLETICS

Intercollegiate - The men's and women's programs compete in NCAA Division I within the Southland Conference. Men's competition includes golf, football, basketball, baseball, soccer, cross country and track and field. Women compete in basketball, volleyball, golf, cross-country, softball, tennis, soccer and track and field. Scholarships are available for men's and women's teams. Athletics has 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 spirit groups such as cheerleading (2 squads), dance team, and mascot.

Equity Funding - The UCA Athletics Department has 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 Department of Intercollegiate Athletics.

ADMINISTRATIVE POLICY ON USE OF ATHLETIC FIELDS

1. **Purpose:** The purpose of this Administrative Policy ("Policy") is to set forth the rules and guidelines for use of athletic fields and other practice facilities of the University of Central Arkansas ("University").

2. **Definitions:** For purpose of this Policy:

- (a) the term "Game Field" means any field used by the athletic department or athletic teams of the University to conduct intercollegiate sports competitions; and

- (b) the term "Practice Field" means any field regularly used by the athletic department or athletic teams of the University to conduct practice sessions for any sport in which the

University participates on an intercollegiate basis with other universities. This term shall also include the Pepsi Americas Indoor Facility.

3. Use of Game Fields:

(a) Game Fields shall be for the exclusive use of the intercollegiate athletic teams of the University.

(b) No person, group or organization (whether student, faculty, staff or external to the University) shall be permitted to use or occupy any portion of any Game Field at any time without first receiving the written permission of the Director of Athletics.

(c) Any person, group or organization violating the provisions of this section 3 shall be removed from the Game Field and may be subject to any and all rules, laws or regulations applicable to unauthorized use of university facilities.

(d) Appropriate signs and notices shall be developed and placed at entrances to any and all Game Fields.

4. Use of Practice Fields:

(a) Practice Fields are determined to be for the primary use of the intercollegiate athletic teams of the University, and such teams are to be given priority on their use. However, in certain situations and at certain times, such Practice Fields are to be available for use for University students and groups, and then if available to others.

(b) The Director of Athletics and the Vice President for Students Services shall, prior to the beginning of each academic semester, develop a time schedule of use by non-athletic person or groups. Such time schedule (for each Practice Field) shall be communicated to University organizations and groups as those persons shall determine with a goal to ensuring that the appropriate university offices and student organizations are aware of the time schedule. The time schedules, once agreed to, shall be placed on the University's website.

(c) At any time, however, when a Practice Field is not being utilized by an athletic team, the students or student groups (or any other University-related group) shall have priority over any other outside group in using such field.

(d) Notwithstanding any other provision of this section 4, however, at anytime the Director of Athletics, in consultation with the Director of the Physical Plant (or designee) may determine that the Practice Fields are not suitable for non-athletic use (i.e. wet conditions) and temporarily suspend the use thereof by any person or group. In such event, this shall be communicated immediately to the Vice President for Student Services and to others on campus and signs posted at the Practice Fields affected by the decision.

(e) Any person, group or organization violating the provisions of this section 4 shall be removed from the Practice Field and may be subject to any and all rules, laws or regulations applicable to unauthorized use of university facilities.

5. Exemptions: The provisions of this Policy shall apply only to Game Fields and Practice Fields and shall not apply to (a) any intramural field or (b) any indoor athletic facility of the University, except the Pepsi Americas Indoor Facility.

6. Effective Date: The provisions of this Administrative Policy shall take effect on the 1st day of December, 2009.

7. Questions: If there are questions concerning this Administrative Policy, please contact the Athletic Department (501-450-3150), the Office of General Counsel (501-450-3170), or the appropriate departmental office.

● **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 8:00 a.m. to 4:30 p.m. Monday through Friday with extended hours during Rush and Buyback. Visit the bookstore Web site at www.uca.bkstore.com or email the bookstore at bksuca@bncollege.com. For more information call 450-3166 or the Textbook Desk at 450-3414.

● **CAMPUS RECREATION - (www.uca.edu/campusrecreation)**

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-rec. Activities include: flag football, cross country, dodgeball, tennis, softball, bowling, basketball, volleyball, 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 Campus 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 73,000 square feet recreation facility that houses a gymnasium, fitness center, walking/jog track, aerobic studio, recreation equipment check-out, separated locker rooms. The gymnasium has three regulation wood floor basketball and volleyball courts that can be converted into nine badminton courts. The walk/jog track has a rubberized surface for effortless workouts. The HPER Center is a must for any student interested in fun and fitness.

Fitness Center - The UCA HPER Fitness Center consists of 11,000 square feet of space. The first floor 'Fitness Center' has 5,000 square feet and the second floor 'Weight Room' 6,000 square feet. Our UCA students, faculty and staff enjoy conditioning and wellness facilities second to none.

The 'Fitness Center' (located on the 1st floor) consists of a cardiovascular and stretching (warm-up/cool down) area. The cardiovascular area contains treadmills, elliptical trainers, recumbent ellipticals, upright & recumbent bikes, stair climbers, arc trainers, rowing machines, flexibility area and jump rope station. The stretching area has a ballet barre, floor mats, resist-a-ball, medicine balls, and a Precor Stretch Trainer. There are six television sets mounted near the exercise equipment

The 'Weight Room' (located on the 2nd floor) houses a variety of weight equipment consisting of: free weights, selectorized and plate loaded Cybex/Quantum, Hammer Strength and Tuff Stuff machines, medicine balls, Hammer strength and cable crossover machines. A stretching area with mats, resist-a-balls and Precor Stretch Trainer is also available in the weight room.

Participants are required to complete a Fitness Center orientation before they are allowed to work out. The orientation session lasts approximately 15 minutes. Fitness Center student workers introduce participants to the Fitness Center Rules & Regulations along with proper and safe use of the exercise equipment.

Fitness Evaluation - Our staff will assess your strengths and weaknesses in the following areas: cardiorespiratory fitness and body composition. Upon completion of the evaluation a workout program will be prepared based on your goals and the results of the evaluation.

Another appointment will be set to take you through your workout program and give you instruction on how to properly operate all equipment of your workout program.

Personal Training - The overall goal of personal training is to assist participants in achieving physical fitness benefits effectively. To achieve this goal, the following objectives are set. A trainer will work with you to:

- Set clear and realistic physical fitness goals, using the guidelines set by the American College of Sports Medicine. Objectives include:
 - ~ How fitness goals will be achieved
 - ~ Amount of work needed to reach goals
 - ~ Types of activities desired to reach goals
 - ~ Frequency and intensity of workouts
- Recommend and instruct on proper exercise techniques. Objectives include:
 - ~ Teach safe and effective use of equipment to avoid injury
 - ~ Teach proper body mechanics
 - ~ Teach and provide exercises that suit fitness needs
 - ~ Individualize a physical fitness workout program. Objectives include:
 - ~ Incorporate the components of total fitness including muscular endurance, muscular strength, flexibility, and cardiovascular conditioning
 - ~ Guide fitness workouts
 - ~ Monitor progress and adjust workouts accordingly
 - ~ Provide accountability and motivation in achieving fitness goal

Personal trainers will administer a comprehensive fitness assessment prior to developing workout programs.

WEIGHT ROOM RULES & REGULATIONS

1. All participants must attend an orientation session prior to using the weight room.
2. The UCA Weight Room Staff are not responsible for lost or stolen property. Please secure all your personal belongings.
3. Smoking and/or chewing tobacco is not permitted in the UCA Weight Room.
4. Anyone under the influence of drugs or alcohol will be denied admission to the UCA Weight Room. Illegal drugs and alcoholic beverages are prohibited.
5. All participants must wear proper workout attire and sneakers. Workout attire consists of: athletic T-shirt, athletic shorts or athletic pants and gym shoes. No street clothes or open toe shoes/sandals. Running bras and short/long biker pants must be covered by a t-shirt or shorts respectively.
6. Free weights must be returned to their racks, not leaned against the wall or equipment. RACK YOUR WEIGHTS!
7. NEVER, EVER, EVER DROP dumbbells or weight stacks. Repeated misuse of equipment will result in loss of privileges.
8. Food, drinks or chewing gum are NOT allowed in the weight room. Only bottled water in NON-SPILLABLE containers.
9. Boisterous shouts or loud grunting and growling noises are considered inappropriate; consult a staff person for proper breathing techniques.
10. Allow others to "work-in" during peak hours. Do not rest on machines between sets.
11. Use spotters, weight collars and weight belts when using free weights.
12. Immediately report all equipment failures/damage to the UCA Weight Room Staff.
13. Immediately report all accidents and injuries to the UCA Weight Room Staff.
14. Children are NOT allowed in the weight room at any time.
15. Anyone creating a disturbance or a problem will be asked to leave or will be escorted off the premises by the UCA police.

FITNESS CENTER RULES & REGULATIONS

1. All participants must attend an orientation session prior to using the UCA Fitness Center.

2. The UCA Fitness Center Staff are not responsible for lost or stolen property. Please secure all your personal belongings.
3. Smoking and/or chewing tobacco is not permitted in the UCA Fitness Center.
4. Anyone under the influence of drugs or alcohol will be denied admission to the UCA Fitness Center. Illegal drugs and alcoholic beverages are prohibited.
5. All participants must wear proper workout attire and sneakers. Workout attire consists of: athletic T-shirt, athletic shorts or athletic pants and gym shoes. No street clothes or open toe shoes/sandals. Running bras and short/long biker pants must be covered by a t-shirt or shorts respectively.
6. Aerobic exercise equipment is limited to 30 minutes during peak hours.
7. Food, drinks or chewing gum are NOT allowed in the fitness center. Only bottled water in NON-SPILLABLE containers.
8. Immediately report all equipment failures/damage to the UCA Fitness Center Staff.
9. Immediately report all accidents and injuries to the UCA Fitness Center Staff.
10. Children are NOT allowed in the fitness center at any time.
11. For safety purposes, members are not allowed to read or use cell phones while on the treadmills.
12. Anyone creating a disturbance or a problem will be asked to leave or will be escorted off the premises by the UCA police.

GROUP EXERCISE CLASSES

Our Group Exercise classes are designed to offer our members a variety of activities to compliment our state of the art fitness center, weight room and recreational activities offered at the UCA HPER Center. You can choose a class that offers an overall (cardio and strength) workout, or a class that targets specific areas to be trained. We hope you have a great experience in our classes. If you have questions or suggestions of programming you would like to see offered, please contact Ary Servedio at 450-5091.

- All classes are free to HPER Center members (students/faculty/staff).
- **Water aerobics will be held at the Farris Center Pool.**
- We reserve the right to set maximums for all sessions to insure the safety of all participants.
- Proper athletic attire must be worn during class participation. Working out in street clothes/shoes is not permitted.
- Some of the classes may be strenuous. We strongly recommend that you have a physical examination before participating in any of the classes if you have not exercised in a while.

ACIS (American Collegiate Intramural Sports) provides opportunities for students to benefit through sports while increasing awareness and excitement for recreational sports programs. ACIS brings notable sponsors to UCA's campus that provide free product samples and prizes for students. During fall and spring semesters, participants can join in the Rewards Program to achieve free prizes from our sponsors. Participants can sign up in the Fitness Center and for every 8, 20, & 30 workouts documented by Fitness Center Staff, prizes will be achieved. Students can also participate in the spring semester Fitness Challenges! These challenges consist of a Bike, Run, Swim, Pull-Up, Push-Up, Sit-Up and Obstacle Course. The top two males and females will be selected as Campus Challenge Champions with a chance to compete at the ACIS Fitness Challenge Nationals competition! Please view the HPER Center web site (www.uca.edu/campusrecreation) for more information!

● **CAREER SERVICES CENTER**

The Career Services Center, located in 311 Bernard Hall, provides services to assist students in determining career and educational choices. Both group and individual counseling will help students better understand themselves, their interests and abilities. With better self-understanding, the student can determine career objectives that are

meaningful and satisfying. This can be accomplished in part by using DISCOVER, a computerized career guidance program.

The Center provides information on careers and current job trends. The Center also develops, sponsors, and coordinates career-oriented programs for all students throughout the year. Programs include on-campus interviews, the Teacher's Fair, Spring Job Fair, Fall Career Fair, Health Career Fair, seminars on interview preparation, career opportunities for minorities, and job hunting techniques. The Center maintains the latest literature on interview preparation, job hunting techniques, companies, government agencies, and careers.

Placement services are provided for students and alumni to assist them in finding full-time, part-time, temporary, and summer employment in business, industry, government and education. Student teachers 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 institutions only after authorization of the student. Placement credential files will be active in the center for three years. After that time, the file must be up-dated to re-activate it. The placement file contains the following: (1) resume, (2) letters of recommendation, (3) transcript at the student's request, and (4) Praxis scores.

● **CONCIERGE SERVICES**

UCA's Concierge Services is located on the first floor of the Student Center and is your one stop for information about UCA and Conway. It is your single source for:

- A listing of campus events, campus maps, cafeteria menus and ticket information.
- Ticket giveaways for performances at Verizon Arena.
- Information for parents on local hotels, Parent Orientation and how to order balloon bouquets, birthday cakes and final exam kits;
- Sign up for hiBEARnator Appointment Reminder Service to schedule reminders directly to your cell phone;
- Local information on shopping, restaurants, banks, pharmacies, city maps, and outdoor activities;
- Student Center lost & found and campus vending machine refunds.
- Become our Facebook® friend to keep up with campus events.

Phone 501-450-5890 for more information.

● **COOPERATIVE EDUCATION**

Cooperative Education is an experiential learning activity involving a three-way partnership between the student, University and an employer. These experiences permit students to enhance skills and knowledge obtained in the classroom, solidify career decisions, gain work experience and develop career related networks. Students are paid in many of these experiences. Some experiences permit students to earn academic credit through internships. The Office of Cooperative Education, located in Bernard Hall Room 318, helps eligible UCA students identify opportunities for these experiences.

● **COUNSELING CENTER**

The Counseling Center, located on the third floor of the Student Health Center, provides students, faculty, and staff with a variety of services designed to facilitate personal growth and 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 5:30 p.m., and Friday from 8:00 a.m. to 4:30 p.m. A detailed brochure describing the full scope of activities provided by the Center is available upon

request. The Counseling Center can be accessed on the internet at www.uca.edu/counseling.

Personal Counseling - The Counseling Center is a place where a student can receive individual support and assistance with concerns such as improving relationships, managing stress, and coping with depression. Students can explore their thoughts, feelings, and behaviors 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.

Outreach Programs - The Counseling Center makes presentations to classes, residence halls, and other groups upon request. Programs include stress management, healthy relationships, and personality types.

Consultation - Counseling Center staff meets with individuals, small groups, and organizations to assist them in defining issues and developing 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.

● DEATH OF A STUDENT

In the unfortunate event of a death of a student, the Dean of Students office is responsible for coordinating information related to the death. Any person having knowledge of the death of an enrolled student should notify the Dean of Students at (501) 450-3416, Student Health Center, 2nd floor. The Dean of Students will notify appropriate offices and departments on campus, and assist the deceased student's family members with their questions.

● DISABILITY SUPPORT SERVICES

The Office of Disability Support Services is located in suite 212 of the Student Health Center. 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 is located in McCastlain Hall, room 001. UCA encourages all students to apply for financial assistance to help fund the cost of education. Eligibility for federal aid programs, such as grants (Pell, SEOG), loans (Perkins, Stafford, PLUS, GRPLUS) and work-study are determined by the Office of Financial Aid based on federal regulations. Detailed information concerning each of the federal aid programs is found on the UCA Financial Aid website. The student's enrollment status, cost of attendance, family resources and other financial assistance received are considered when determining the student's eligibility.

Required Reading

Before accepting or receiving any federal financial aid, the student is responsible for reading the document entitled "Required Reading" found on the UCA Financial Aid website. This document provides critical information concerning eligibility.

How and When to Apply:

The financial aid award year begins with the fall and ends with the summer. All students applying for federal student aid, with the exception of the Parent Loan for Undergraduate Students (PLUS), must complete the Free Application for Federal Student Aid (FAFSA). Students must reapply for financial aid annually. In addition, students will be required to submit additional documents. Once the university has received the results of the FAFSA, these additional documents, if any, will be requested. This request will be sent to the student's UCA e-mail address. This is the primary means of communication for our office. It is important that students respond to requests for information 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 the student needs to submit all requested documents so that the file will be complete, accurate and awarded prior to the end of the semester/term for which the student is applying. Generally this means the student must have their file completed at least two weeks prior to the end of the semester in which they are requesting aid.

Eligibility:

To receive federal student aid at student must at a minimum:

- Be enrolled as a regular student in an eligible degree or certificate program;
- Have a high school diploma, GED or pass an approved ability-to-benefit test;
- Be a U.S. citizen or an eligible non-citizen with a valid social security number;
- 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 enrolled in an elementary or secondary school;
- Not be incarcerated in a federal or state penal institution;
- Demonstrate financial need (except for some loans).

Enrollment:

To be considered for federal financial aid a student must be regularly admitted and enrolled in an eligible degree or certificate program offered by UCA. For federal financial aid purposes, the following chart defines the student's enrollment status. ***Please note that student eligibility is based on your enrollment as of the eighth (8th) day of classes or at the time your aid is packaged, whichever is later.***

Enrollment Status	Undergraduate student enrolled in undergraduate level course credit hours. (1000 – 4000 level courses)	Graduate student enrolled in graduate level course credit hours. (5000 - 6000 level courses)
Full Time	12	9
¾ Time	9-11	NA
½ Time	6-8	5-8
Less than ½	1-5	1-4

Student's must be enrolled at least ½ time to receive federal Stafford, PLUS and Graduate PLUS loan funds.

Satisfactory Academic Progress:

Federal regulations require students to be making satisfactory progress toward the completion of a degree or certificate in order to receive Title IV aid. Title IV programs include the federal programs: Pell Grant, Supplemental Educational Opportunity Grant, Work Study, Perkins Loans, Stafford Loans, Parent Loans for Undergraduate Students and Graduate PLUS Loans. When a student's academic performance does not meet the requirements of this policy, they will become ineligible to receive federal financial aid.

I. Students Pursuing a Degree or Certificate at UCA: Students must: (1) be enrolled in a degree or certificate program offered at UCA; (2) meet the maximum attempted hours requirement; (3) meet the completion percentage requirement; and (4) have an academic standing (grade point average) consistent with the requirement for graduation from the program. Please note that while students may choose to work towards two degrees, only one degree will be considered in the maximum attempted hour's component. Please note that while students may choose to change majors before completing the original degree, it will not change the formula for calculating compliance. Compliance with this policy will be checked at the end of the fall and spring semesters and at the end of summer per the request of the student. Students may request a recalculation of their eligibility due to grade changes once the changes are documented.

MAXIMUM ATTEMPTED HOURS: Students must finish one degree program within 150 percent of the program's required credit hours for completion. For instance, if the undergraduate 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 1.50 = 186 hours). Similarly, if the graduate program requires 32 credit hours, the maximum number of hours allowed will not exceed 48 attempted hours. Students who do not comply with the requirement are considered on financial aid suspension and are required to appeal based on unusual circumstances to request their financial aid be reinstated.

COMPLETION PERCENTAGE REQUIREMENT: All students (undergraduate, post-degree and graduate) must receive credit for a percentage of the hours attempted each semester based on the chart below. Students who do not comply with the requirement but meet the GPA requirement will be placed on probation. Students who do not comply with the requirement and do not meet the GPA requirement will be placed on financial aid suspension.

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

Credit hours will be considered attempted as of the last day of the late registration period. All periods of enrollment at UCA will be counted in attempted hours. Courses attempted where grades of "X, WP, "W, "WF", "F", or "NC" are received will be used in computing all hours attempted, but will not be used in computing the earned hours. Transfer hours will be treated the same as the hours attempted and completed at UCA. Courses that are repeated will count towards attempted hours each time the course is repeated but will be included as completed only once. Transitional Studies (UNIV) courses will count in the completion percentage (attempted and completed) calculation as per university policy regarding those same courses.

Financial Aid Probation/Suspension: Students are eligible to receive financial aid while on probation. If after a semester of probation a student is not in compliance with the standard policy, they will be placed on financial aid suspension until they come into compliance with the standard policy or until they appeal with a favorable decision. Students on financial aid suspension are not eligible to receive federal financial aid until they come into compliance with the standard policy or until they appeal with a favorable decision.

Grade Point Average (GPA) Requirement: Students must meet the established university GPA requirement as described in the Undergraduate and Graduate Bulletins. Please note that transfer grades do not count in the GPA calculation. Repeated courses only count once in the GPA calculation. Transitional Studies (UNIV) courses will count in the GPA calculation as per university policy regarding those same courses.

II. 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. All Pre-requisite courses required for entry into the degree program must be completed within one calendar year to maintain federal aid eligibility. Please note that students working on pre-requisite courses are only eligible for Direct Loans (Stafford Loans and Parent Plus).

III. 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. Students will be required to appeal based on unusual circumstances to request their financial aid immediately reinstated for their next semester of enrollment.

IV. Appeal Procedure: All students on financial aid suspension may first appeal in writing to the Director of Financial Aid or their designee based on mitigating circumstances. Examples of mitigating circumstances include: death of a family member/friend, marital separation/divorce, employment issues, financial issues, legal matters, medical/health issues or other unusual circumstances. The Financial Aid Director's decision or decision of their designee may be appealed to the Financial Aid Committee, as a second step in the appeal process. The Committee reviews/hears this second appeal and forwards a recommendation to the Vice President for Financial Services. Contact the Financial Aid Office to request an appeal.

Return of Title IV Funds:

The federal government's philosophy is that a student earns his or her aid based on the period of time he or she remained enrolled and attending. During the first 60% of the semester/term, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled and attending. A student who remains enrolled and attending beyond the 60% point earns all aid for the semester/term. Unearned Title IV funds, other than work-study, must be returned. The Return of Title IV funds apply if the student withdraws or stops attending through the 60% point in a semester. As an example: This means that for the Fall 2011 semester, a student is subject to a repayment of federal funds if they withdraw or stop attending on or before November 1, 2011. For the Spring 2012 semester, a student is subject to a repayment if they withdraw or stop attending on or before March 20, 2012.

The official withdrawal date for undergraduate students is the date the Office of the Registrar receives written notification of intent to withdraw. In the case of an unofficial withdraw (student stopped attending) the mid-point of the semester (50%) will be used unless otherwise documented. The official withdrawal date for graduate students is the date the Graduate Dean's Office receives written notification of intent to withdraw from the student.

The Title IV funds that must be included are Federal Stafford loans including Direct Subsidized and Unsubsidized, Graduate and Parent Plus, Perkins loans, Pell Grants, Supplemental Educational Opportunity Grants.

If it is determined that funds must be returned to a federal aid program, the funds must be returned in the following order:

Unsubsidized Stafford loans

Subsidized Stafford loans

Perkins loans

PLUS loans

Pell Grants

Supplemental Educational Opportunity Grants (SEOG)

Other assistance under this Title for which a return of funds is required

Disbursement:

All funds are electronically applied to the student's account to pay institutional charges before excess aid is given to the student. Students may sign up for direct deposit through the Student Accounts Office on myUCA. Excess aid checks will be available per the check disbursement schedule provided by the Student Accounts Office but no sooner than the 10th day of classes each semester.

A borrower has the right to cancel all or a portion of a student loan (Perkins, Stafford, PLUS) up to 14 days after disbursement of the loan proceeds.

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 Muskogee, OK for information about these programs. Toll-free telephone number: 1-888-442-4551. World Wide Web address: <http://www.gibill.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.

● 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. It does not cover medication.

Insurance enrollment information can be obtained in the Student Health Clinic, Student Health Center, 1st Floor, at our website: www.uca.edu/studenthealth or at www.macori.com. Student Health Services provides brochures only and is not involved in the plan in any way. UCA International students are **required** to obtain health insurance and should contact the UCA International Program for further details.

● INTERNATIONAL STUDENT SERVICES

International Student Services, within the Division of International Engagement, is located at 360 Farris Road (501-450-3445) and 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 US Citizenship and Immigration Service (USCIS). Other services include a comprehensive orientation, intensive English language support, testing and registration support for new international students, and a variety of cultural activities during the semester.

STUDY ABROAD - The UCA Office of Study Abroad, within the Division of International Engagement, offers a variety of programs for UCA students interested in earning academic abroad. Offering Summer Faculty-Led Programs, Intensive Language Immersion Courses and Semester or Year Abroad experiences, the Office of Study Abroad would be glad to assist you in deciding which program is right for your academic and career goals. Please visit our website today to begin exploring our program options - www.uca.edu/studyabroad The UCA Office of Study Abroad is located in 118 Irby Hall, 201 Donaghey Avenue. Conway, AR 72035 and can be reached at 501.450.3646 or studyabroad@uca.edu.

● LEADERSHIP DEVELOPMENT

The Center for Leadership Development is located on the third floor of the Student Health Building in room 306. The Center for Leadership Development offers various leadership development workshops throughout the academic year. Guest speakers from around the country, as well as experts from our own campus, speak on important topics that assist students in developing their leadership skills.

Students are encouraged to get involved and take advantage of the opportunities offered to learn more about themselves and develop leadership skills. For more information on upcoming leadership programs, contact the Office of Student Wellness and Development, Student Health Building 307, 501-450-3133.

● MULTICULTURAL STUDENT SERVICES

The Office of Multicultural Student Services provides multiple support services for UCA's current minority students (African American, Hispanic/Latino American, American Indian/Alaskan Native, and Asian/Pacific Islander American). Our mission is to promote student success through retention focused programs, mentoring, leadership development opportunities, and life skills enrichment.

The Office supports all students and campus community members by promoting multi-cultural programs and initiatives that educate, challenge and foster a sense of inclusion for the members of the UCA community. The office is home to the Level I and II Mentorship Programs, which are designed to connect students with upper class students and faculty throughout the year.

● OUTREACH & COMMUNITY ENGAGEMENT

Since 1920, public service has supported the University's mission when the first correspondence study classes were offered to meet the need for trained teachers in remote locations of the state. As the University's role and scope expanded, outreach programs also evolved to reflect a more comprehensive curriculum. Facilities and technology resources grew to support these new offerings and were often used in connection with public service and community activities.

In 1975, the Board of Trustees created the Division of Continuing Education, now Outreach and Community Engagement, as a central administrative unit to coordinate the growing number of university outreach programs. The Division's role was to work with internal units to respond to public service needs. This role was affirmed in 1988 when the continuing education model of "administratively centralized/academically decentralized" was espoused as an outcome of institutional restructuring. This model, which remains in place today, allows the academic units to retain ownership of outreach programs, while providing a centralized portal of access for engagement with the public.

VISION STATEMENT: The Division of Outreach and Community Engagement (OCE) aspires to meet the diverse needs of our University and community partners through comprehensive learning and civic engagement opportunities.

MISSION STATEMENT: The Division of Outreach and Community Engagement (OCE) connects the campus with the community and provides quality, innovative and life-long learning opportunities in the areas of professional development, personal enrichment and community and economic development.

PROGRAM AND SERVICES:

- Brewer-Hegeman Conference Center and customized conference support services for on- and off-campus meetings.
- Business Outreach and Training Services offered to local business and industry.
- Calendaring of several University facilities.
- Community and Economic Development- consulting, coordination, and research services.
- Community Education, which includes non-credit professional development and personal interest courses.
- Concurrent credit courses offered at local high schools.
- Extended Study credit courses offered on a self-paced format.
- Summer athletic, youth, and special interest camps.

Courses and programs facilitated through the Division of Outreach and Community Engagement are governed by approved fee, refund and registration policies that may differ from policies for other university courses or programs.

For more information on Outreach and Community Engagement projects, policies and current offerings, come by our office located in the Brewer-Hegeman Conference Center, Suite102, call (501) 450-3118, or visit www.uca.edu/outreach.

You can find information about the Brewer-Hegeman Conference Center online at www.uca.edu/brewerhegeman.

● 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

● 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 UCA students, faculty, and staff who have communication or hearing disorders. Services are provided by graduate 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 8:00 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 450-3176, 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 4:30 p.m. All services are confidential in nature.

● STUDENT ACCOUNTS / CASHIER'S OFFICE

STUDENTS ARE REQUIRED TO SHOW THEIR UNIVERSITY IDENTIFICATION CARDS WHEN CONDUCTING ANY FINANCIAL TRANSACTION WITH THE UCA STUDENT ACCOUNTS/CASHIER'S OFFICE.

The Student Accounts/Cashier's Office is located in McCastlain Hall 144. (501) 450-5015. www.uca.edu/studentaccounts

Student Accounts - The goal of the university Student Accounts/Cashier's 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 provided over the web and information mailed with their statement of account. The most important information in regards to the Student Accounts/Cashier's Office may be viewed at www.uca.edu/studentaccounts or through myUCA on the Student Accounts Channel. The dates, times and instructions for paying fees are extremely important to avoid monthly late payment charges.

All required student tuition, fees and room and board charges are scheduled to be paid at the beginning of each term. Payment may be made online, through the mail, in person, by telephone, or via a 24-hour drop box. If payment is not received by the due date, there will be a monthly late fee applied to your account. In addition, you may be administratively withdrawn from classes and food service can 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.

For those students needing to spread out their payment, UCA is pleased to offer a payment plan for tuition and fees plus room and board if applicable. For more information, please visit the UCA Payment Plan link on the Student Accounts website, call the UCA Student Accounts office at 501-450-5291, or stop by our office in McCastlain Hall 144. There is a \$30 payment plan enrollment fee for each term. Students using the installment plan must pay by the deadlines or make other arrangements with the Student Accounts Office. A payment plan must be set up each semester.

ONLINE ACCESS TO PERSONAL STUDENT ACCOUNT INFORMATION – You may view charges, make payments, sign up for direct deposit, view holds, print 1098-T information, and more online through your myUCA account. Start at the UCA website (www.uca.edu), click on the myUCA link located at the left and center of the homepage, enter your user name (UCA email address without "@cub.uca.edu") and your password

(pin#), click on the self-service tab, click on the student and financial aid link, then click on student account. If access is denied, contact the UCA IT help desk at 501-450-3107.

E-BILLING – All students will only receive bills through their UCA CUB e-mail account. No bills will be sent through the mail or to other e-mail accounts. If a person other than the student will be paying the bill, it is the student's responsibility to make sure the bill is correctly forwarded and payment is made on the account.

Any student who **officially** withdraws from the university by certain dates may be entitled to a partial refund of fees paid. Student refunds may be used to pay outstanding university debts or fines. The Refund Policy with applicable dates may be viewed at www.uca.edu/studentaccounts or through myUCA on the Student Accounts Channel.

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 Hall. 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. If payments are not made on time, the student may be subject to withholding of services, the University may impose monthly late charges, the student may be administratively withdrawn from UCA, and the student will be liable for all applicable fees and collections costs (which may include attorney fees, court costs and other fees). Any student account that remains unpaid for thirty (30) days may be turned over to an outside collection agency for assistance in collecting. A collection cost equal to the amount charged by the collection agency may be added to the amount owed by the student to cover the collection agency costs.

ACADEMIC CALENDAR - FALL SEMESTER 2011

August 26, Friday	Last date to drop a 1 st half or 1 st 5 week class and receive a 100% refund.
August 31, Wednesday	Last date to drop a 1 st half or 1 st 5 week class and receive a 75% refund. 0% refund after this date; Last date to drop a full-term class and receive a 100% refund.
September 15, Thursday	Last date to drop a full-term class and receive a 75% refund. 0% refund after this date.
October 4, Tuesday	Last date to drop a 2 nd 5 weeks class and receive a 100% refund.
October 7, Friday	Last date to drop a 2 nd 5 weeks class and receive a 75% refund. 0% refund after this date.
October 18, Tuesday	Last date to drop a 2 nd half class and receive a 100% refund.

October 21, Friday	Last date to drop a 2 nd half class and receive a 75% refund. 0% refund after this date.
November 8, Tuesday	Last date to drop a 3 rd 5 weeks class and receive a 100% refund.
November 11, Friday	Last date to drop a 3 rd 5 weeks class and receive a 75% refund. 0% refund after this date.

SPRING SEMESTER 2012

December 20, Tuesday	Last date to drop a Winter Intersession class and receive a 100% refund.
December 23, Friday	Last date to drop a Winter Intersession class and receive a 75% refund. 0% refund after this date.
January 13, Friday	Last date to drop a 1 st half or 1 st 5 week class and receive a 100% refund.
January 19, Thursday	Last date to drop a 1 st half or 1 st 5 week class and receive a 75% refund. 0% refund after this date; Last date to drop a full-term class and receive a 100% refund.
February 2, Thursday	Last date to drop a full-term class and receive a 75% refund. 0% refund after this date.
February 21, Tuesday	Last date to drop a 2 nd 5 weeks class and receive a 100% refund.
February 24, Friday	Last date to drop a 2 nd 5 weeks class and receive a 75% refund. 0% refund after this date.
March 13, Tuesday	Last date to drop a 2 nd half class and receive a 100% refund.
March 16, Friday	Last date to drop a 2 nd half class and receive a 75% refund. 0% refund after this date.
April 3, Tuesday	Last date to drop a 3 rd 5 weeks class and receive a 100% refund.
April 6, Friday	Last date to drop a 3 rd 5 weeks class and receive a 75% refund. 0% refund after this date.

SUMMER 2012

May 15, Tuesday	Last date to drop a May Intersession class and receive a 100% refund.
May 18, Friday	Last date to drop a May Intersession class and receive a 75% refund. 0% refund after this date; Last date to drop a 13 Week Summer Session class and receive a 100% refund.

June 4, Monday	Last date to drop a May Intersession class and receive a 75% refund. 0% refund after this date.
June 5, Tuesday	Last date to drop a Summer 1 or 10 week class and receive a 100% refund.
June 8, Friday	Last date to drop a Summer 1 or 10 week class and receive a 75% refund. 0% refund after this date.
July 10, Tuesday	Last date to drop a Summer 2 class and receive a 100% refund.
July 13, Friday	Last date to drop a Summer 2 class and receive a 75% refund. 0% refund after this date.

● 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 is the studio for KUCA radio station. On the first floor is a food court, Post Office, ATMs, University Bookstore, C-Store, Concierge Services, lounges, and Einstein Bros Bagels. On the second floor of the Student Center are meeting rooms, a ballroom, lounge space, and offices for the Student Government Association, Student Life, Student Organizations, Student Activities Board, Orientation, Student Center Administration.

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 staging and other services available.

● STUDENT HEALTH CLINIC

The UCA Student Health Clinic (SHC) is your on-campus medical clinic located in the Student Health Center at the corner of Students' Lane and Beatrice Powell Street, between Baridon Hall and the HPER center. Your health fees pay for your care at the SHC except for a few vaccines, TB tests, lab tests for extra credit and lab/treatments ordered by your own outside physician. We do ask that you bring your insurance card or a copy with you in case we have to refer you to an outside physician/ specialist or you need special tests like MRIs or cat scans.

Appointments-To schedule an appointment you may call the Student Health Clinic or log into the UCA website and navigate to the Student Health Clinic website. Click 'make an appointment' or while in MYUCA, link to the Student Health Clinic website. We ask that you call the clinic at 450-3136 if you would like to schedule an appointment for a Women's Health issue or a physical exam. Those interested in TB skin tests, Immunizations, or patients receiving allergy shots aren't required to make an appointment.

Provider staff- Our provider staff consists of a Physician and 3 Nurse Practitioners to diagnose, treat, and monitor your medical needs. We offer General Family Practice services, some Laboratory tests, X-Rays, Procedures, and Women's Health services. Our physician is a Board certified physician in Family Practice and a member of the American Academy of Family Physicians. Our Nurse Practitioners are licensed by the State of Arkansas to practice as an Advanced Practice Nurse. Our APN's have National Certification as Family Nurse Practitioners and all have Prescriptive Authority (ability to write prescriptions).

Nursing and office staff- In addition to our providers, our staff includes 3 Registered Nurses, 2 Licensed Practical Nurses with X-Ray certification, 3 Licensed Practical Nurses, two Clinic Assistants, a receptionist, Secretary, and an Office Manager.

Emergency Care- The Student Health Clinic does not routinely provide emergency care outside of the clinic, for instance, in classrooms or athletic fields. During office hours, people with severe emergency complaints may come to the clinic for stabilization and then be transferred either to another physician or to the local Emergency Department. Non-emergency care required outside office hours may be obtained from PrimeCare Urgent Care center on Oak Street. For emergencies, call 911 or 450-3111.

Excuse policy- The Student Health Clinic does not provide excuses for missed classes unless specific instructions are given from the Health Care Provider. Students are expected to communicate with their instructors regarding missed classes. In the event of prolonged illnesses or injuries requiring hospitalization, etc., the Student Health Clinic will communicate information to your instructors.

Confidentiality-The Student Health Clinic will not disclose your medical information to anyone unless you give your written permission for us to do so. We will not tell your friends, the faculty, or even family members about any visits with our providers and staff unless we have received a signed Permission For Release of Medical Information from you.

Our hours are from 8:00 a.m. to 11:30am, 1:00 p.m. to 4:30 p.m. with emergencies only from 4:30 p.m. to 5:00 p.m., through the fall and spring semesters. Summer hours are 8:00am to 11:30, 1:00pm to 4:00pm..

● STUDENT WELLNESS & DEVELOPMENT

The Office of Student Wellness and Development is located on the third floor of the Student Health Center. Student Wellness and Development's mission is to engage students in the well-being and development of the whole person, while working collaboratively across the university community to supply the resources and tools needed for a healthy mind, body, and spirit.

The two primary focus areas under the Student Wellness umbrella are Health Promotions and Student Leadership Development. The main function of Health Promotions is to create conditions at UCA where negative health behaviors are less likely to occur and students are more likely to make positive choices. Educational events and healthy alternative activities are held each semester and are free to the UCA community. The events include: Alcohol and Drug Awareness Week, Great American Smokeout, Wellness Fair, Healthy Weight, National Cancer Prevention, Safe Spring Break Prep Programming, Fast Food Survival, STD Awareness, National Breast Awareness, World Aids Day, and National Hand Washing Awareness. Community assessments and educational programs are developed, implemented and evaluated to better serve the UCA community needs.

Other resources available in the Office of Student Wellness and Development include the university dietician's office, private relaxation room with a massage lounger, and health information materials such as pamphlets, brochures, and books.

Information on Student Leadership Development is available in the Departments & Services section of this handbook under *Leadership Development*.

● TESTING SERVICES

University Testing Services administers the following standardized exams: ACT, ACT Residual, CHES, CLEP, Compass Placement Testing, DSST, GRE Subject Tests, LSAT, NCE, PRAXIS, and TOEFL. The Testing Office is located in Torreyson West, Room 315. Visit www.uca.edu/testing or call (501) 450-3209 for more information.

● TORREYSON LIBRARY

Hours - Web based services are available 24/7. Building hours during fall and spring semesters are Sunday, 2 p.m. to 12 midnight; Monday - Thursday, 7 a.m. to 12 midnight; Friday, 7 a.m. to 5 p.m.; and Saturday 8:30 a.m. to 4 p.m. Hours vary during finals week, summer semesters, holidays, and intercession periods. For additional information, please call 501-450-3129, 501-450-5224 or visit <<http://www.uca.edu/Library>>.

Archives and Special Collections - The UCA Archives is dedicated to the acquisition and preservation of historical documents that pertain to the State of Arkansas and its citizens. Hours vary from regular Library hours. Please call 501-450-3418 for additional information.

ARKLink - As a member of the ARKLink consortium, Torreyson Library can provide students with an ARKLink borrower's card, giving them borrowing privileges at dozens of academic libraries throughout Arkansas. Please inquire about this service at the Circulation Desk.

Borrowing Books - Students must present a valid UCA ID card when checking out library materials. Undergraduate students may check out 25 books for a loan period of 28 days. All patrons may renew books at the Circulation Desk, by phone at 501-450-3174, or by selecting "Renew a Book Online" from the library web page <<http://www.uca.edu/Library>>. Books that are on hold for other patrons are not renewable.

Daily overdue fines are not charged. However, once materials are eight weeks overdue, student borrowers will be billed for the replacement cost of the item, as determined by the Library. In addition, Torreyson Library may revoke Library privileges, block transcripts, and block course registration if materials are not returned on time. Charges for damaged materials will vary according to the extent of the damage.

The Library's main book collection is arranged on the shelves by the Library of Congress Classification system. Books in the Children's Room are arranged by the Dewey Decimal system.

Computer Access - Over Ninety-five desktop workstations are available for student use in the east wing of the Library 1st floor. These workstations offer access to the Microsoft Office suite of products (Word, Excel, etc.), campus network resources, the internet, the Library's book catalog, and the Library's collection of electronic resources. Wireless internet access is active throughout the building. Laptops are available for "in-building" loan at the Circulation desk.

Government Information Department - As a member of the Federal Depository Library Program, Torreyson Library collects information published by both the United States and Arkansas governments. The library catalogs online resources that will be useful for patron research, and the library's print collection is available for check-out."

Interlibrary Loan - This service provides students with access to materials such as books, articles, and media not owned by Torreyson Library. Requests may be submitted via the Library's website <<http://www.uca.edu/Library>> or at the Library Reference Desk.

Music Resource Room - The Music Resource Room has ten listening stations that support many formats for in-house student listening. This unique facility also archives all of the recital recordings for the Snow Fine Arts Music Department. The Music Collection includes music reference materials for general research purposes, music scores, and music literature on composers, analysis, pedagogy, and history. Hours vary from regular Library hours. Please call 501-450-3413 for additional information.

Night Owl Study Room - Torreyson Library's "Night Owl Study Room" is open to UCA students from midnight to 7 a.m. on Sunday through Thursday. Entrance is in back of the

Library, next to the owl sculpture. A current and valid UCA ID card is required for entrance. **Periodicals** - Most of the Library's periodicals (academic journals, magazines, newspapers) are available in full-text e-format from the Library's website <<http://www.uca.edu/Library>>. Print format issues are located in the East Wing of Floor 2.

Printing - Library printers operate on the "OneCard" system and require that students scan their UCA ID card. Printing charges are \$.05 per page using the OneCard system and \$.25 per page for cash transactions.

Reference Services - Library Faculty are available at the Reference Desk to give students personalized help in doing research and finding information required for course assignments. Students may also receive assistance by phone at 501-450-5224, or by email via the Library's website <<http://www.uca.edu/Library>>.

Reserve Materials - Course reserve materials are available for checkout at the Circulation Desk and/or electronically via the Library's website <<http://www.uca.edu/Library>>. For most print format reserve items, the circulation period is two hours, and materials may not be removed from the library

● UCA WRITING CENTER

The primary mission of the UCA Writing Center is to help students become more confident, more effective, and more self-sufficient communicators. To that end, the center offers individual assistance with all types of writing assignments. Trained graduate and undergraduate students staff the center and assist students with any stage of the writing process, including generating a topic, developing and organizing ideas, and revising and polishing drafts.

● UNIVERSITY COLLEGE

University College is open to students who meet the standards for admission as determined by the UCA Admissions Committee. The program of study includes the state-mandated transitional requirements as well as general education courses. University College students who complete their transitional course requirements and twelve (12) hours of general education courses at UCA with a cumulative grade point average of 2.00 are eligible for admission to a four-year program of study at UCA. University College students may also complete the AAGS degree before continuing toward a baccalaureate degree.

University College and UCA 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. University College is responsible for these services:

ACADEMIC SUCCESS CENTER, a tutoring program available during the day as well as evenings, helps students in the areas of math, science, history and other disciplines. The Center is open to all students Fall, Spring and Summer terms.

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 in making 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.

● UNIVERSITY POLICE

The UCA Police Department (UCAPD) 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 35 full-time employees including 26 sworn, full-time police officers who have full investigative and arrest authority on the campus, contiguous streets and highways, and throughout the state of Arkansas when conducting official business of the University pursuant to A.C.A. 25-17-305. The Department also maintains a 24-hour 911 Communications Center and a Parking and Traffic Services Office which provide additional public safety services to the academic community.

The UCAPD is a service-oriented agency employing 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. UCAPD 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. University officers are trained to understand the needs of students, faculty, staff and visitors. Police officers, equipped with two-way radios, patrol the campus by vehicle, foot and bicycle. Comments or suggestions are always welcome by contacting the UCA Chief of Police at 450-5727.

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.

UCAPD Public Information Officer

Mr. Arch Jones Jr., Director of Organizational and Community Services, serves as the UCA Police Department's Public Information Officer. Mr. Jones is available to answer media inquiries and provide the public with information regarding UCAPD activities. Mr. Jones also oversees the department's community outreach initiatives.

UCAPD Parking and Traffic Services Office – Students may operate and park automobiles on the UCA campus in accordance with the University's Parking and Traffic Rules and Regulations. Detailed copies of these regulations are available at the UCA 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 UCA Police Department provides assistance to stranded motorists such as jump starts and lock-out service. Motorists who need assistance are encouraged to call the UCA Police Department at 450-3111.

Vehicles not displaying a proper permit and those found parked in violation of regulations may be cited or towed and impounded at the owner's expense. Violators must pay all citation fines and tow, impound and storage charges. A traffic or parking citation or any other communications from a UCA 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 inside or near any buildings, on any sidewalks or streets, or in parking lots occupied by vehicles.

The UCA Police Department Parking and Traffic Services office is open 8:00 a.m. – 4:00 p.m. Monday through Friday.

COMMITTEES & ORGANIZATIONS

● ARTS ADVISORY COMMITTEE

Committee Responsibilities

The Arts Advisory Committee provides advice and assistance to the dean of the College of Fine Arts and Communication regarding the use of funds generated by the student Fine and Performing Arts Fee (referred to below as the “arts fee”). Specifically, the committee’s responsibilities are as follows: (1) During the fall semester (generally during the month of November), the committee reviews and makes recommendations about proposed arts residencies funded by the arts fee in the CFAC Artists in Residence program. The committee communicates its recommendations and their rationale, a record of the number of yes and no votes for each proposal, and a ranked list of positive recommendations to the dean, who has responsibility for funding decisions. (2) During the spring semester (generally in early April), the committee receives from the dean a report on the current academic year’s use of the arts fee funds and revenue projections for the following year. The committee reviews this annual report and may, at its discretion, request additional information or express concerns, make suggestions, and voice opinions as it sees fit. (3) The committee advises the dean on issues relating to the promotion of arts fee-funded events/activities on campus. (4) The dean may at any time request advice from the committee on any matter related to the arts fee; the committee, likewise, may at any time offer unsolicited advice or suggestions to the dean.

Committee Membership

All nominations or appointments for the following academic year are submitted by the end of the spring semester to the dean of the College of Fine Arts and Communication, who reports the membership to the Student Government Association and to the College of Fine Arts and Communication as soon as possible thereafter and no later than the second week of the fall semester.

- Associate Dean of the College of Fine Arts and Communication, chair, non-voting except in the case of a tie vote.
- Seven student members, appointed as follows: one student member with a major in a fine/performing arts discipline chosen from each CFAC department, nominated by department chairs and appointed by the dean; three student members with majors not in fine/performing arts, appointed by the Student Government Association. Members must be of at least sophomore standing. Membership is for one academic year, but members may be reappointed for additional terms.
- Director of UCA Public Appearances, *ex officio*, non-voting

Procedures - The committee determines its own procedural rules.

Reporting - The committee reports to the dean of the College of Fine Arts and Communication.

● PUBLICATIONS

The Scroll (Yearbook) - The main goal of *The Scroll* is to chronicle the history of the university while maintaining the immediate interest of the student body and faculty. Students gain real world experience in magazine-style writing, photography, editing and design while working on *The Scroll*. Students may volunteer for the yearbook staff or take a one-hour Print Media Applications course through the Department of Mass Communication and Theatre. Some paid positions are available. Funding for *The Scroll* is provided through the student publication fee. The yearbook is available at the end of the spring semester and is free to undergraduate students enrolled full-time both fall and spring semesters. *The Scroll* office is located in room 8 in the basement of Bernard Hall.

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 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 basement of Bernard Hall.

The Vortex Magazine of Literature and Art provides an opportunity for undergraduates to submit poetry, fiction, creative nonfiction, screenplays, photography, and art for publication. Staffed by students and supported by student publication fees, this award-winning magazine accepts submissions through January each year and publishes in April. The Vortex is the literary and artistic voice of UCA's student body.

● **RADIO STATION**

KUCA "91.3 FM, THE BEAR" is the public non-commercial educational station at UCA. The radio station, which is located in the basement of the Student Center, is student operated and broadcasts contemporary adult music along with news, weather, UCA athletic events, educational and public affairs programs. The station, which is sponsored by the Student Government Association, also does live remote broadcast of interest to the campus community. For more information, you may contact Monty Rowell at 501-450-3326 or Steve Owens at 501-450-5467.

In the event of inclement weather, you may tune to KUCA 91.3 FM for closing and cancellation information and for severe weather announcements.

● **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the primary representative voice for UCA students. SGA formulates policies and allocates student activity fees to student organizations and university departments. SGA also works closely with administration on issues that directly affect UCA students, giving students the chance to express their opinions about the matters that directly affect them.

SGA meetings are held on Mondays at 5 pm in Student Center 208 and are open to the public. We have an open forum section in our meetings for students to come to express their concerns and ideas. Elections for various offices are held in the fall and spring. SGA offices are located in Student Center 208. Contact information: 501-450-3195 or ucastudentgov@gmail.com. For further information, visit our website: www.uca.edu/sga. Students are encouraged to get involved in SGA leadership positions and sponsored activities.

SGA Officers for 2011-2012:

Executive President: Austin Hall
Executive Vice-President: Spencer Sims
Vice-President for Finance: Jack Phillips
Vice-President for Operations: Rebecca Moye
Senior Class President: TJ Beringer
Junior Class President: Paige Turner
Sophomore Class President: Josh McDonald
Freshman Class President: (Pending)

● **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.
3. Three (3) faculty members appointed by the Faculty Senate,
4. Two (2) administrative staff members appointed by the president.
5. A representative from the Division of Student Services, as appointed by the vice president for student services.

● 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 around 200 recognized student organizations at UCA in which you can become involved. A complete listing of currently recognized student organizations is available in the Student Life Office, 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. For more information on upcoming leadership programs, contact the Office of Student Life, Student Center 207.

● 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 Director of Student Organizations and University Events (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** – Insert the full name of the organization, followed by any acronym by which the association is known. No organization shall use a name identical to or closely similar to the name of a previously recognized organization.
2. **Object** – A declaration of the purposes, goals, activities of the organization.
3. **Members** – Classification and eligibility requirements for membership. Full membership in recognized student organizations is limited to enrolled UCA students. Guest membership in recognized student organizations is permitted for students enrolled at Hendrix College and Central Baptist College in Conway. Individuals who have guest membership status are permitted to the same organizational privileges as individuals who have full membership with the following exceptions: (a) they cannot hold an executive leadership position, as outlined in the organization's constitution; and (b) they cannot directly benefit from UCA student activity funds allocated to the organization by the UCA Student Government Association.
4. **Dues and Finances** - A statement of membership dues, agreement of where all funds will be received and distributed, 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.
5. **Officers** – A listing of officers by title and any specific functions (duties) of the officers. Officers must have at least a 2.00 cumulative grade point average and not be on disciplinary probation. Included should be a statement of terms of the office, the time and method of election, removal from office, and how to fill a vacancy.
6. **Meetings** - Frequency of regular meetings must be stated. Specifications for a special or called meeting must be included. Indicate who calls (authorizes) the called meeting and what previous notice is necessary. What constitutes a quorum must be stated.
7. **Committees** – If standing committees are needed, a section should contain their name, composition, manner of selection (appointed or elected), and duties. Specify how special committees are created; if members of special committees are either elected or appointed and who appoints the members.
8. **Advisor** – Provisions of the 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 Student Life Office may permit a group to complete the recognition process; however, the organization will be inactive until one is obtained.)
9. **Parliamentary Authority** – The organization must adopt a set of rules to conduct their meetings and all proceedings that are applicable. Ex: Robert's Rules of Order.
10. **Amendment** - Provisions for amendments to the constitution must be included. Provide for any previous notice and what vote is necessary to amend.

Recognition Process - The "Request for Recognition Form" and all required informational items should be returned to the Office of Student Life, Student Center 207. The director will verify that all university requirements for recognition have been met. If everything is in order, the director 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.

Registered student organizations must comply with all applicable federal and state nondiscrimination and equal opportunity laws. Recognition signifies that the organization agrees to prohibit discrimination against a member or prospective member on the basis of age, disability, race, color, religion, national origin, marital status, veteran status, or gender (except as specifically exempted by law). However, recognized student organizations may limit its membership to students who support or share the organization's religious, political, or other legally protected views, consistent with the First Amendment.

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

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 Student Life Office.
5. Submit the **RSO Officer Registration Form** to the Student Life Office at the beginning of each academic year (**September 15th Deadline**). A \$25 late fee will be implemented if the form is turned in past the deadline, and all RSO privileges will be removed until the form is received. *If officer elections are held in the fall semester, the organization must re-submit an updated Officer Registration Form by **February 1st**.
6. One member from each student organization must attend the annual RSO Leadership Training offered by the Student Life Office. Two members as well as the advisor are encouraged to attend.

Minimum Membership Requirements - A student organization must have a minimum of eight student members to receive initial recognition status by the University. In order to maintain recognition status, a student organization must have a minimum of six student members.

An organization that has 4 -5 members will be placed on probation and has one full calendar year (12 months) to achieve normal recognition status. Any organization with less than four members will no longer be recognized. Any exceptions to this policy must be submitted in writing to the vice president for student services or designee for his/her consideration.

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 Office of Student Life, SC 207.
9. University website space.
10. A listing in the online RSO directory (if registered by September 15).
11. Access to apply for University funding.
12. Discount on ARAMARK catering through the Student Club Catering Guide. For more information, contact Tina Hall in the catering office at 450-5982.

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 a Officer Registration Forms or other required reports. Any organization failing to file a current list of officers by

September 15 will automatically have its UCA recognition suspended. If officer elections are held in the fall semester, an Officer Registration Form must also be submitted by February 1 or UCA recognition will be 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.

● UCA SERIES COMMITTEE

Each year, UCA Public Appearances brings to campus a variety of concerts and performances that entertain and enrich the University community. The UCA Benefits Series provides two free tickets, upon demand and subject to availability, to any faculty, staff, student, retiree, and/or College Square resident, to three shows in the Public Appearances Season. The Public Appearances Director chooses the Benefits Series shows with advice from the UCA Benefits Series Advisory Committee, which consists of two faculty chosen by Faculty Senate, two staff members chosen by Staff Senate, and two students selected by the Student Government Association. The Benefits Series Committee advises the Director of Public Appearances and assists with presenting the Benefits Series and the Season as a whole to the campus.

CAMPUS ACTIVITIES

● DANCES AND SOCIAL EVENTS ON CAMPUS

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

Reserving the Facility. The sponsoring organization must reserve the desired facility for any on-campus event. For events in the Student Center (SC), contact the SC Scheduling Office in SC room 203A. For other campus facilities, contact the Events Center in Brewer-Hegeman Conference Center. Reservation forms must be completed and returned at least *two weeks* before the event, however, due to the large number of events on campus, it is recommended that RSOs plan for these events 6-8 weeks prior to the date desired. Copies of the University's Facilities Use Policy (BOT Policy #400) are available in the SC Scheduling Office or on-line.

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 Days and Times. Dances on campus may be held on Thursday, Friday or Saturday nights. Events scheduled on weekends (Friday and Saturday) must end no later than 1:00 a.m. Events scheduled on weeknights (Sunday through Thursday) must end no later than 12:00 a.m. Any exceptions to these ending times must be approved by the vice president for student services or designee.

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 or designee 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 a faculty/staff advisor 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 two (2) doorpersons for the event. 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.

Prohibited Behaviors. Any student, non-student, or student group found to be engaged in the following behaviors **during any type of show, pageant, program, or other activity** is subject to university disciplinary action:

1. Use of fire, gasoline or any other flammable agents.
2. Use of helium balloons or confetti.
3. Indecent or obscene use of props or costumes
4. Use of offensive, sexually explicit lyrics, dance moves, or language.
5. Rappelling **and climbing** inside or outside of a building is strictly prohibited. **(Example: Ida Waldran or Reynolds balcony, etc.)**

Damages. The student organization sponsoring a dance or social event will be responsible for all damages and/or excessive cleaning charges to equipment or facilities during an event. It is recommended that a member of the organization, in conjunction with the facility manager, inspect the facility prior to the event.

● OFF-CAMPUS SOCIAL EVENTS POLICY (Revised May 20, 2011)

Registration: All registered student organizations (RSOs) off-campus social events that are open to non-members or where alcohol will be present must be registered with the Dean of Students Office (210 Student Health Center). A social event is defined as any function or activity that is 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. **RSOs must first contact UCA Police at least 7 days prior to an event to make security arrangements. RSO events will not be approved if they do not meet this 7 day deadline. Once security arrangements are made with police, RSOs must then register their off campus event with the Dean of Students at least 48 hours prior to the event.**

Police Security: Any social event registered as "open" must have uniformed police officers with arrest authority present at the event. This applies to any registered event on or off campus. Closed events may be required to have police officers present depending on the judgment of the UCA Police department in consultation with student life staff.

- ON CAMPUS EVENTS – UCA police officers will be the required method of security for events held on-campus and on university controlled properties (including fraternity houses).
- OFF CAMPUS EVENTS – Recognized Student Organizations (RSOs) *must* first *contact UCAPD* to arrange security for off campus events. UCAPD will determine if they can work the event. If they cannot, uniformed police officers from other agencies (i.e., Conway Police, Faulkner County Sheriff, etc.) may be contacted.
- UCAPD, in consultation with student life staff, will determine the number of officers needed to work the event.

Security Procedures for Open Events: The following procedures are required to optimize safety and security at open events.

- All off campus open parties sponsored by recognized student organizations (RSOs) are limited to individuals with current University IDs (UCA or other college ID), plus one guest per member of the sponsoring organization.
- Guests must be signed in on a guest list at the door.
- Advertisements for the event must specify “Limited to students with current college ID.”
- Security wands must be used at all open parties. Wands are available from the Student Life Office or UCAPD. Sponsoring organization members will administer use of the wands.
- Signs must be posted outside open events to address loitering and other behavioral issues. Signs are available from the Student Life Office.
- Sponsoring organization members working the event must meet with police prior to the event to go over security procedures.
- Music must be turned off and lights turned on no later than 2:00 a.m.
- These security procedures, although recommended, are not required for closed social events.
- Any exceptions to these procedures must be approved by the Vice President for Student Services or designee.

Alcohol: To sponsor an event where alcohol will be present, the executive officers, social chair, and pledge chair (if applicable) must complete an alcohol risk management program sponsored by the appropriate UCA department. 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 the Student Life Office.

Student organizations are responsible for establishing procedures to minimize the risk of alcohol related incidents, and ensure that all local, state, and federal laws (and national policies if applicable) are followed. Such procedures may include, but are not limited to –

- Checking IDs to ensure students are of legal age to consume alcohol.
- Establish an identification system (such as wrist bands) to ensure alcohol is not provided to minors.
- Provide designated drivers for individuals who are intoxicated and/or are over the legal limit to drive.
- Actively take steps to minimize intoxication of individuals.

Organization Responsibility for Members & Guests: A student organization that sponsors an off-campus social event shall at all times be responsible for the actions of its members, pledges, associate members, and/or guests.

Enforcement: In addition to any civil or criminal action taken by local authorities, alleged violations of this policy will be addressed through the university discipline system. The national office of the sponsoring organization may be notified. Information about off

campus events will be forwarded to appropriate law enforcement agencies. UCA reserves the right to attend and monitor an event's activities.

● **ALCOHOL POLICY ON UNIVERSITY PREMISES**

No alcoholic beverages will be served on any occasion on university premises, except for the following:

- At the President's Home;
- Wine in Ferguson Chapel during the celebration of religious events – provided the amount of wine brought on campus shall be no more than the amount reasonably anticipated to be necessary for the religious ceremony, and that the wine shall at all times remain in the possession of an individual at least 21 years of age who shall be an advisor or member of the clergy; and
- Other university venues and/or events as the President may, from time-to-time designate, in writing.

The University does not encourage the use of alcoholic beverages. Members of the University community are reminded that college-sponsored student programs are alcohol-free. Members of the university community and their guests who choose to possess or consume alcoholic beverages are expected to adhere to the laws of the State of Arkansas and policies of the University. Acts such as consumption of alcohol by minors or being under the influence of alcohol, or irresponsible behavior are not permitted. If such activities are engaged in on university premises or during any university activity, appropriate university personnel may take any and all action as may be required, including issuing appropriate citations, removing the person from the university premises, and/or by any appropriate judicial body.

● **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, 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.

● FREE SPEECH POLICY

Purpose: The University of Central Arkansas is totally committed to academic freedom and free speech. The purpose of this regulation is to provide fair and reasonable regulations and guidelines regarding the rights of the individual assembly and free speech while maintaining order and access to the campus of the University of Central Arkansas.

Policy: The university believes that the right of expression is as necessary as the right of inquiry and both must be preserved as essential to the pursuit and dissemination of knowledge and truth. However, the university also has an obligation to protect its property, to prohibit interference with the normal educational process on its campus, and to respect the private rights of all individuals. As set forth in statute and case law, free speech does not extend to harassment, threats, or intentionally inflicting mental distress. In the above cases, the individual or individuals will be prohibited from these activities on the UCA campus. Additionally, the free expression of views and opinions either by individuals or by groups must not violate any rights of others or disrupt the normal function of the university, or violate any of the provisions of the UCA Student Handbook listed as "offenses subject to disciplinary action."

Procedure: The area adjacent to the southwest corner of Ferguson Chapel, not to exceed fifty (50) feet in any direction, is hereby designated as a limited public forum. On a first-come, first-served basis individuals or organizations may utilize this designated forum for free speech purposes without registration, 24 hours a day, seven (7) days a week. However, no amplification equipment may be used and no structure(s) may be erected. All other areas of the campus must be scheduled for such use and approved by the university.

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

Greek Letter Organization Definition

To be recognized as a fraternity or sorority at the University of Central Arkansas an organization must meet the following conditions:

1. Meet the requirements to be a Recognized Student Organization (RSO)
2. Meet the requirements for federal Title IX protection of social fraternities and sororities
3. Meet the requirements for 501(a) tax-exempt status
4. Have a minimum 1 million dollars liability insurance
5. Must have affiliation with a national organization

Governing Bodies

The Greek structure at UCA consists of 12 national fraternities and 9 national sororities governed by four coordinating bodies: Interfraternity Council (IFC), Panhellenic Council, National Pan-Hellenic Council (NPHC), and the Independent Greek Council (IGC). These organizations are nationally affiliated and report on campus to the Division of Student Services.

IFC, Panhellenic, NPHC, and IGC act in accordance with their individual constitutions and bylaws, 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.

Greek Organization Expansion

Greek governing bodies reserve the right to “open” or “close” expansion in accordance with national and local guidelines.

• 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, National Pan-Hellenic Council, and Independent Greek 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, NPHC, and IGC will supply information to the sorority/fraternity regarding the academic and, upon request, 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. **Failure to do so will result in the loss of recognized student organization privileges.**

8. The University is responsible for keeping Greek organizations informed of policies and actions which affect them.

• GREEK EXPANSION

Expansion Committee

Upon the request by an organization to expand to UCA the Greek Expansion Committee shall be convened. The 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 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 or decline 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.

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.

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. Each potential charter member and elected officer shall be required to have completed a minimum of 12 college credit hours and have achieved a minimum 2.300 grade point average.
 - 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.

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, bylaws 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 establish procedures to appropriately discipline members who violate "house rules" or local or state laws.
4. 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 (201 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.

• 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. This excludes concurrent and intermediate courses. 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 Student Life, 207 Student Center.

Recommended consequences for organizations found in violation of this policy include:

- (1) Organization will be fined \$500;
- (2) Organization's membership/recruitment chair must resign from office;
- (3) Organization will be placed on social suspension for one semester.
- (4) Students found to be joining an organization in violation of the policy, i.e. "Underground", will not be allowed to join that organization at UCA in the future.
- (5) National Organization will be notified of policy violation.

These recommended consequences were created by a student committee consisting of IFC, Panhellenic, and NPHC representative during the spring 2010 semester.

Sorority Recruitment – There are nine national sororities at the University of Central Arkansas. Five of the sororities are *affiliated with the National Panhellenic Conference and are governed by the Panhellenic Council*: Alpha Sigma Alpha, Alpha Sigma Tau, Delta Zeta, Sigma Kappa, and Sigma Sigma Sigma. *Three 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, and Zeta Phi Beta. *One of the sororities is affiliated with the Independent Greek Council: Sigma Phi Lambda.*

Panhellenic sorority recruitment is coordinated for the five Panhellenic sororities in January. Panhellenic also allows "continuous open bidding" throughout the year for sororities which are not at the total allowable size of 85 members. *Panhellenic recruitment is restricted to students who are regularly matriculated students at UCA.* For more specific information regarding recruitment schedule and cost of membership, contact the *Office of Student Life* (207 Student Center).

Membership intake is the selection process of the *three* 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 Student Life, Student Center 207.

For more information on Independent Sorority Recruitment, contact the Office of Student Life, Student Center 207.

Fraternity Recruitment - There are *twelve* national fraternities currently recognized at the University of Central Arkansas. Seven of the fraternities are governed by the Interfraternity Council (IFC): Phi Lambda Chi, Kappa Sigma, Pi Kappa Alpha, Sigma Nu, Sigma Phi Epsilon, Sigma Tau Gamma, and Phi Sigma Kappa. *Four* 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. One is governed by the Independent Greek Council (IGC).

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 Student Life (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 Student Life, Student Center 207.

For more information on Independent Fraternity Recruitment, contact the Office of Student Life, Student Center 207.

● UCA EVENT SCHEDULING PROCEDURES

Welcome to the University of Central Arkansas Scheduling and Events Office. Our goal is to make sure your event is scheduled in a timely and efficient manner. We will strive to respond as quickly as possible to help expedite your needs. All events should be scheduled through the Scheduling and Events office with the exception of Buffalo Alumni Hall, President's Home, President's Private Dining Room, Student Center, Ida Waldran, Snow Fine Arts Center, Reynolds Performance Hall, HPER Dance Studio, Athletics Fields and Facilities.

All requests **MUST** be made on a request form at least one week prior to your event. The request form can be obtained by accessing the Outreach and Community Engagement website:

- 1: <http://www.uca.edu/brewerhegeman/forms/>
- 2: go to quick links, then conference center, then forms
- 3: Email donnam@uca.edu or
- 4: Stop by the Brewer-Hegeman Conference Center front desk to pick up a form.

This form must be completely filled out and faxed back to 501-450-5281 or dropped off at the Brewer-Hegeman Conference Center Scheduling and Events Office.

Scheduling and Events consist of the following staff:

Donna Murphy – 501-852-2699 – Coordinator

Sue Bagwell – 501-450-5270 – Internal Faculty/Staff/Student requests

Courtney Schurtz – 501-450-5272 – Event Planner

Salina Arnold – 501-450-5274 – Event Planner

Once your completed event request form has been received and processed, your event will be placed on the calendar by the appropriate event planner. The event planner will contact you to confirm your event. **Please allow 48 hours from the time you submit your form before calling to confirm. If you have not received a confirmation within 72 hours, please call Donna Murphy at 501-852-2699 or email to donnam@uca.edu.** Once again it is very important to include all your event information on the request form in order to process your request as quickly as possible.

Student Organizations will also be responsible for any direct costs associated with their events such as; UCA Physical Plant, UCA PD, on-site sup

STANDARDS OF STUDENT CONDUCT

● **GENERAL STATEMENT** - Students of the University of Central Arkansas are expected to comply with the laws of the State of Arkansas, policies, procedures and regulations of the university, and accepted customs of civilized society in their conduct.

● **PURPOSE/GOALS** - The student judicial system has three primary purposes/goals: to change and 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 and redirect student behavior that is 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 unacceptable 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 that is safe, secure, and conducive to academic pursuits. Therefore, it is 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 decisions.

● 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 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 and 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 a report, in writing, to university housing staff, university police, or the Dean of Students office located in the Student Health Center, room 210. There are four committees and several hearing officers who hear violations of university policy.

1. **Greek Judicial Board** – hears offenses involving Greek organizations. The board is comprised of nine (9) to twelve (12) Greek members representing the three (3) Greek governing bodies. A chairperson is selected by the Greek board members, in conjunction with the board advisor, to coordinate board activities. An advisor from the three (3) Greek governing bodies serves as a non-voting advisor to the board.
2. **Residence Life Judicial Board** – hears non-suspendable offenses of university housing policy. The board is comprised of residents from university residence halls and apartment complexes. Co-chairpersons are appointed from among board members to coordinate board activities. A housing staff person serves as a non-voting advisor to the board.
3. **Housing Hearing Officers** – residence coordinators, apartment managers or other housing staff who hear student housing offenses.
4. **Administrative Hearing Officers** – The dean of students or designee who hears offenses of university policy.
5. **University Judicial Panel** – an administrative panel appointed by the vice president for student services or designee who may hear individual or group disciplinary cases.

● ASSIGNMENT OF ALLEGED VIOLATIONS

Violations that occur outside of university housing units, or are serious (i.e., suspendable) in nature are generally assigned to an administrative hearing officer or University Judicial Panel for adjudication.

Violations involving student groups are generally assigned to the Greek Judicial Board, University Judicial Panel, or other appropriate council.

Violations that occur within university residence halls or apartment complexes and are non-suspendable in nature are generally assigned to a housing hearing officer or Housing Judicial Board. An “informal disciplinary process” has been established to handle housing offenses (**please see UCA Student Housing section of this handbook for more specific information**).

● HEARING PROCEDURES

All non-academic discipline hearings shall be informal and strict rules of evidence shall not apply. The student(s) shall be notified, in writing, of the charge and of the date, time, and place of the hearing.

Notice of hearing will be mailed or delivered at least 72 hours prior to the hearing. The student and the complainant have the right to:

1. Be present at the hearing. However, if either or both the student 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 information presented.
2. Present information by witness or by signed written statement if a witness is unable to attend the hearing. It is the responsibility of the 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 or family member) 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 the student.
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 through the board chair or hearing officer.
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

Academic Integrity and Discipline Committee - This committee is the chief review or appellate body for student conduct and academic misconduct decisions. The committee consists of four (4) tenured faculty members appointed by the Faculty Senate for rotating four-year terms; the sophomore, junior, and senior class presidents as elected by the student body; the primary graduate senator on the Student Government Association; and four university staff appointed by the Staff Senate for rotating four-year terms. The chair is the faculty member with the longest service on the committee. A quorum of fifty percent plus one is required for student conduct issues.

A student found responsible for a student conduct or disciplinary violation may file an appeal with the Academic Integrity and Discipline Committee. Appeal forms are available in the Office of Student Services located in 210 Student Health Center. A disciplinary appeal must be filed in writing within three (3) working days after a disciplinary decision is rendered. It must be delivered to the vice president for student services located in 210 Student Health Center.

Please Note: There are different timelines, quorum requirements and procedures for addressing academic misconduct appeals. Please refer to the Academic Integrity Policy located in the ACADEMIC POLICIES section of this handbook.

A disciplinary appeal may be submitted based on one or more of the following:

1. Denial of due process (i.e., failure to follow stated procedures);
2. Inadequate information to support decision; and/or
3. Sanction not in keeping with gravity of wrong doing (i.e., too harsh).

Upon receipt of the appeal, the Academic Integrity and Discipline Committee may:

1. Affirm the original decision and sanction;
2. Affirm the original decision, but lessen the sanction;
3. Reverse the original decision; or
4. Return the case to the appropriate board or administrative hearing officer for a new hearing.

5. In the event the committee needs clarification of the basis of the appeal or of the board's recommendation, the committee may hear from the student and/or a board representative for this limited purpose.

A disciplinary sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the vice president for student services. All disciplinary actions taken by the Academic Integrity and 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

Any student, non-student or student group found to have committed any of the following 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, including filing a false police report.
3. Knowingly presenting an insufficient check or forging a document 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, including one's self. **Students who make threats of serious physical violence - including but not limited to threats to kill other individuals - and/or who attempt to or commit serious acts of physical harm are subject to suspension from the University.**
5. Destruction, damage, attempted damage, or tampering with personal or university property, including, but not limited to, acts of arson and vandalism.
6. Theft, attempted theft, or possession of stolen personal or university property, including, but not limited to, 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 law, except as expressly permitted by law. **Students violating university policy by 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 will be required to complete a drug education program and are subject to other disciplinary action.**
8. Possession of instruments of crime associated with use of a controlled substance.
9. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages on university property or university-sponsored events. **Students violating university policy by using or possessing alcohol will be required to complete an alcohol education program and are subject to other disciplinary action.**
10. The use of any tobacco products anywhere on campus and in any vehicle owned or leased by the University.
11. Unauthorized possession, storage, and/or use of a weapon. This includes, but is not limited to, fireworks or other explosive devices, swords, illegal knives, BB or pellet guns, or firearms (**see firearms policy for additional information**).
12. Gambling on university controlled property.
13. Participation in hazing. Hazing is 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 that 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 that 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.
14. Disorderly conduct including, but not limited to, violent, noisy, or drunken behavior, public intoxication, and the use of abusive or obscene language on university controlled property or while representing the University, or attending a university function.
 15. 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 access to or from such facilities; and/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.
 16. Disrupting the peace and good order of the University including, but not limited to, fighting, quarreling, inciting to riot, or other disruptive behaviors.
 17. Any violation of university rules regarding the operation and/or parking of motor vehicles.
 18. Violation of visitation or closing hour regulations.
 19. Lewd and lascivious behavior, indecent exposure, illicit sexual relations or perversions.
 20. Malfeasance or misuse of elective or appointive office in a student organization that is injurious to the organization, its members and/or the welfare of the university community.
 21. Violation of state, federal, local laws or ordinances, or of any university rules, regulations, or policies as approved by the officers of the University.
 22. Failure to comply with directions of University officials acting in the performance of their duties.
 23. Failure to respond to requests from university officials for conferences on matters pertaining to the student's status in the University including, but not limited to, failure to respond to mail, telephone messages, and email messages.
 24. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.
 25. Unauthorized presence on or use of university premises, facilities or property.
 26. 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; making threatening, obscene or disparaging remarks directed at another individual on Facebook, MySpace or other internet site; or engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person.
 27. Intentionally engaging in sexual conduct with another person without the consent of the person, soliciting sex with a minor, or viewing photo or video images of a minor. **(See Sex Offense Programs and Policies for additional information).**
 28. Engaging in sexual harassment. **(See Sexual Harassment Policy for additional information).**
 29. Threatening, harassing, or obscene telephone calls.
 30. Submitting false information on admissions documents.
 31. 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 minimum two-semester suspension from the University.**
 32. Showing disrespect to university officials while carrying out their assigned duties.

Disrespect may involve acts of violence or threatening violence including, but not limited to, physically striking or making verbal or written threats; inciting others to violence; interfering with official duties; failure to follow directives; and/or intimidation or harassing behavior including, but not limited to, invading personal space, yelling, screaming, yelling obscenities or making obscene gestures.

33. Violation of the computer use policy. **(See Computer Use Policy in handbook for further details.)**
34. Acting disorderly or disrupting the classroom.
35. Filming or videotaping individuals engaged in sex, nudity, or similar behaviors without their knowledge or permission.
36. Threatening, intimidating, or harassing individuals involved in the disciplinary process, including complainant, witnesses, accused, hearing officer, or board members.
37. Student organizations conducting functions that unreasonably endanger the health or well-being of any person.
38. Student or student groups who retaliate or seek revenge by taking the law into their own hands including, but not limited to, showing up in mass and acting in a harmful or threatening manner.
39. Aiding or assisting in any of the conduct described above.

● 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. **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. **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. **Housing Probation** - The student's participation as a resident in the University's housing system is placed on a provisional basis.
4. **Relocation to Another Housing Unit.** The student is relocated from his/her residence hall or apartment to another location.
5. **Removal from Housing** - The student's participation as a resident in the University's housing system is denied.
6. **Removal from Academic Class.** The student is removed from an academic class for behavioral reasons.
7. **Counseling** – Any student who is judged to be a threat to him or herself or other individuals, or who violates other university policies, may be required to attend counseling.
8. **Suspension** - When a student's behavior is unacceptable to the extent that it reflects unfavorably upon character, judgment, and maturity and/or is 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 is to be notified when a student requests readmission.
 - b. **Immediate Suspension** - a student is subject to immediate suspension from student housing or the university pending an official disciplinary hearing when conduct jeopardizes the safety of the student, other members of the university community, and/or institutional property. A hearing will be scheduled as soon as possible, but no later than five (5) calendar days after the immediate suspension.

9. **Expulsion** - The student shall be separated from the University on a permanent basis.
10. **Additional Sanctions** - In addition to the previously stated actions, any of the following may be included as a part of any action taken:
 - a. Reimbursement 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/or
 - h. Work, self-improvement, community service, or educational projects.
11. **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 owned/controlled housing.
12. **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 housing units, and is subject to arrest and/or further disciplinary action if the ban is violated.
13. **Parent Notification.** The University will notify a parent or legal guardian of a student who is an entering freshman (initial two semesters) and under the age of twenty-one (21) if he/she violates any rule or policy of the university governing the use or possession of alcohol or controlled substances.
14. **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 an 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 or designee. The vice president for student services reserves the right to monitor all university student organizations.
 - a. Groups involved in fairly serious policy violations are subject to immediate suspension of some or all activities while an investigation is being conducted.

● 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 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 no 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.

● BEHAVIORAL INTERVENTION PLAN

UCA has developed a Behavioral Intervention Plan to address students who pose a serious threat to the university environment. The goal of this plan is to promote a safe environment while protecting the rights of students who are involved in a behavioral intervention process. The plan consists of a Behavioral Intervention Team (BIT) whose purpose is to assess serious behavioral risk situations and decide on appropriate strategies to protect the campus environment. The team is composed of representatives from several areas of the campus community, who include – director of counseling, UCA chief of police, dean of students, director of housing, associate vice president of human resources, provost representative, and general counsel (ex-officio). The actual composition of the BIT for a given case depends on the nature of the behavioral problem that is presented.

The BIT has the authority to make decisions to protect the university environment. Actions the BIT may take with regard to the student include, but are not limited to:

- Referral to university and/or community counseling or other resource.
- Referral to university disciplinary process.
- Recommendation of filing criminal charges (as determined by UCA police department).
- Mandatory direct threat/safety assessment.
- Voluntary withdrawal from the university.
- Administrative involuntary withdrawal from the university.
- A plan for follow-up and monitoring of students who are considered a behavioral risk.

Students who are **involuntarily withdrawn** from the university have the right to appeal the BIT decision to a three (3) person judicial panel composed of senior-level university administrators. Students will be afforded due process rights including notice of a hearing, and the ability to appear before and present evidence on their behalf. The decision of the judicial panel is final. (All other appeals of decisions by the BIT are handled through the regular university appeals process.)

Individuals can find the Behavioral Intervention Plan in its entirety by going to the UCA web-site and check Behavioral Intervention Plan listed under the A-Z index.

● SAFETY & SECURITY

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act - On November 8, 1990, President Bush signed the "Student Right to Know and Campus Security Act of 1990". The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was known as the "Campus Crime Awareness and Campus Security Act of 1990". It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, which is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus

Crime Statistics Act". The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall or public property.

UCA Police Department - The UCA Police Department (UCAPD) 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 35 full-time employees including 26 sworn, full-time police officers who have full investigative and arrest authority on the campus, contiguous streets and highways, and throughout the state of Arkansas when conducting official business of the University pursuant to A.C.A. 25-17-305. The Department also maintains a 24-hour 911 Communications Center and a Parking and Traffic Services Office which provide additional public safety services to the academic community.

The UCAPD is a service-oriented agency employing 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. UCAPD 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. University officers are trained to understand the needs of students, faculty, staff and visitors. Police officers, equipped with two-way radios, patrol the campus by vehicle, foot and bicycle. Comments or suggestions are always welcome by contacting the UCA Chief of Police at 450-5727.

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.

UCAPD Public Information Officer - Mr. Arch Jones Jr., Director of Organizational and Community Services, serves as the UCA Police Department's Public Information Officer. Mr. Jones is available to answer media inquiries and provide the public with information regarding UCAPD activities. Mr. Jones also oversees the department's community outreach initiatives.

UCAPD Clery Notification Methods - The UCA Police Department's *Clery Annual Security Report* is the university's "student right to know" report. An updated hard copy is printed each year in September. Copies are available in the UCAPD lobby. Persons requesting copies may contact the UCAPD Support Services Division at (501) 450-3111. A digital version is available online either on the UCAPD Web site (www.ucapd.com) or on the university's main Web site at www.uca.edu. The UCAPD Crime, Incident and Activity Report is updated monthly and is available by contacting the UCAPD Administrative Services Commander at (501) 450-3111. UCAPD also publishes a daily activity/crime log, fire log and campus bulletins which can be accessed on the UCAPD Web site.

Each August, the UCA Police Department notifies the campus community via email message of the availability of this report and how it can be obtained.

Institutional Response to 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 UCAPD's Criminal Investigations Division. The initial and follow-up police reports will be prepared for use by UCA authorities, city, county or federal prosecutors, and other law enforcement agencies. Members of the community are reminded that it is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved.

Offenses committed by students, faculty members, staff members, or visitors may be referred for criminal prosecution. Students, faculty members, and staff members also may be dealt with by the university through student or employee disciplinary proceedings which may impose sanctions up to and including expulsion of students and/or termination of employment.

Reporting Crime and Other Emergencies on Campus - The UCAPD 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 UCA Police CommCenter by dialing 911 from campus office telephones, residence hall telephones, telephones at campus-owned houses or fraternity houses, or on cell phones.

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 or elevator 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 UCA 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. The web address for the UCAPD is www.ucapd.com. Contact information for each member of the UCAPD is located on the website.

UCAPD will respond as quickly as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and the severity of the call.

Crimes in progress, traffic accidents and medical assists have a higher priority than other types of calls.

It cannot be stated enough how important it is to promptly and accurately report crime, no matter where it occurs. If a crime is not promptly reported, evidence can be lost and/or a suspect could elude arrest. If a crime is not accurately reported, leads could be missed and an investigation could head in the wrong direction. If you see a crime or emergency, promptly report it to UCAPD and answer questions as accurately as you can. The investigation can only be as good as the information received. If you see or receive knowledge of criminal activity or other emergencies, or if you are the victim of such, please contact UCAPD or any campus official.

Crime Tips Hotline - Members of the UCA community who wish to anonymously report a crime may do so by calling and leaving a message on the UCA Police Department's Crime Tips Hotline at (501) 450-5696. Crime tips may also be submitted by email to crimetips@ucapd.com. To report a crime in progress or an emergency please call the UCAPD immediately by dialing 9-1-1 or (501) 450-3111.

Confidential Reporting Procedures - If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a UCAPD officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information the university can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential

danger. Reports filed in this manner are counted and disclosed in the annual crime statistics as required by the Clery Act.

Daily Crime Log - A public log, as required by the Clery Act, is maintained at the UCAPD Communications Center that summarizes crimes that have occurred on campus or within the patrol jurisdiction of the UCA Police Department. The log includes the nature of the crime, the date reported, the date and time of occurrence, the general location of the crime, and the disposition of the complaint, if known. This information is posted to the UCA Police Department Website at www.ucapd.com on a daily basis.

Daily Fire Log - A public log, as required by the Clery Act, is maintained at the UCAPD Communications Center that summarizes fires that have occurred on campus or on property owned or controlled by UCA. The log includes the nature of the fire, the date and time the fire occurred, and the general location of the fire.. This information is posted to the UCA Police Department Website at www.ucapd.com on a daily basis.

Timely Warning Notice - In an effort to provide timely notice to the UCA community and in the event of a serious crime or event which may create a future concern for the safety and security of persons or property a blast email will be sent to all UCA students, staff and faculty indicating the nature of the emergency and any necessary action to be taken. In addition, the public safety alert will be posted to the UCAPD Website and main UCA Website. It will also be released to the campus newspaper, radio station and other media as appropriate, and depending on the circumstances, may be posted at affected facility entrances and public bulletin boards. UCA Police has also established a 24-hour emergency information hotline at (501) 852-INFO (4636) to hear a recorded message about the status of the university and any current alert or safety information.

Notification to the UCA Community about an Immediate Threat - In the event that an emergency or dangerous situation has been confirmed and it is determined that the situation poses an immediate threat to the health or safety of some or all members of the UCA community, some or all of the following systems will be used to communicate information about the threat. UCAPD staff assigned to the UCAPD Communications Center will activate these systems as needed. The content of emergency information messages to be delivered to the campus community is determined by the Chief of Police or designee.

UCA community members are encouraged to notify UCAPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. UCAPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, UCAPD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

UCAAlert System - The UCAAlert System is an emergency mass notification system for sending text and voice messages to the campus community in the event of a significant incident which necessitates the urgent dissemination of emergency information. Students, faculty and staff are encouraged to submit their phone numbers for the UCAAlert System by logging onto myUCA (<http://my.uca.edu>) and following the instructions in the "Update UCAAlert Contact Information" channel on the Resources tab.

Outdoor Warning Siren/Voice Announcement System - A system of outdoor warning sirens with voice announcement capability is used to alert the campus community to take shelter in the event of an emergency. The system is tested on the first Wednesday of each month at 11:50 AM. Remember, when you hear the sirens: "Shelter-in-place, stay alert."

Safe@UCA Info Line - A 24-hour information hotline is available to provide information about the general status of the university or information about an emergency situation to the community. Call the Safe@UCA Info Line at (501) 852-INFO (4636) to hear a recorded message about the status of the university and any current alert or safety information. During emergency situations or closures the message will be updated periodically.

Safe@UCA E-mail Listserv - The UCA Police Department has established an email listserv for members of the university community who do not have access to the Admin-I or Cub listservs. Parents, visitors, neighbors, or students who may not check their Cub accounts often are welcome to opt in to the Safe@UCA email listserv with their personal email address. Visit www.ucapd.com to sign up.

Shelter-in-Place Procedures – What it means to “Shelter-in-Place” - If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance - If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, identification, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest university building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place” - A shelter-in-place notification may be communicated to the UCA community via the UCAAlert system or the outdoor warning siren and voice annunciation system. Remember, if you hear the sirens, “shelter in place and stay alert.”

How to “Shelter-in-Place” - No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (university staff will turn off the ventilation system as soon as possible as applicable.)
6. Make a list of people with you and ask someone (Housing staff, faculty, or other staff) to call the list in to UCAPD so they know where you are sheltering. If only students are present one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Emergency Response - UCA Police officers and supervisors have received training in compliance with the National Incident Management System (NIMS)

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 this approach and further believes that the public should know how active the university police are in crime prevention and detection.

Each month a complete accounting of reported criminal offenses and police activity is summarized and reported to the President and other key administrators and is available upon request. In addition, each month selected offenses used to gauge fluctuations in the overall volume and rate of crime (which are the same offenses required to be disclosed under the Campus Security Act) are reported to the Arkansas Crime Information Center and the Federal Bureau of Investigation in an identical summary as reported by city, county and other 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 which 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 the crime statistics in a book called "Crime In Arkansas."

UCAPD Web Site - UCAPD maintains a comprehensive Web site which includes incident logs, three years of crime statistics, a complete description of campus safety and security policies, crime prevention and victim assistance programs, crime alerts, and police department organization and contact information. The site can be accessed at www.ucapd.com.

Annual Fire Safety Report - If a fire occurs in a UCA building, community members should immediately notify UCAPD at (501) 450-3111 or 9-1-1. UCAPD will respond and will dispatch the Conway Fire Department. If a member of the UCA community finds evidence of a fire that has been extinguished, and the person is not sure whether UCAPD has already responded, the community member should immediately notify UCAPD to investigate and document the incident.

The fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is your own safety!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to the UCAPD dispatcher.

After a false alarm in a residential facility, an email message is distributed to building residents, typically the next business day, informing them of the cause of the activation and the reason for the evacuation. The purpose of providing follow-up information is to use those instances as a teaching moment to point out the reason for the alarm activation, the evacuation routes, and instructions and guidelines for evacuations.

UCAPD publishes this fire safety report as part of its annual Clery Act compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for UCA. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the

value of the property damage caused by a fire (see chart on page 11 for more information). The compliance document is available for review 24 hours a day on the UCAPD Web site at www.ucapd.com.

Fire Protection Equipment/Systems - A majority of university buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at UCAPD. Refer to page 10 to review the Fire Safety Amenities in the UCA Residential Facilities Chart for information about fire detection, notification, and suppression systems in each residential facility.

Health and Safety Inspections - Housing and Residence Life staff perform residence hall/apartment health and safety inspections monthly. Inspections will be announced. The safety and cleaning inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the UCA Student Handbook policies and procedures which include the rules and regulations for residence halls/apartments. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room/apartment. Prohibited items will be immediately confiscated disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

Safety Programs & Services - UCA offers a number of educational programs and safety services to promote safety on campus.

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

- UCA 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 other workshops to educate students about personal safety and health related issues.
- The UCA Police sponsors self defense classes periodically or on an as needed basis for groups to provide a means of learning effective and simple ways for students to defend themselves against an attack.
- The UCA Police Speakers Bureau provides crime prevention and awareness programs for campus community groups, faculty and staff, student and other organizations, and campus residents.
- UCA supports a system of “blue light” emergency telephones throughout the campus on walkways and in parking facilities to provide direct communication with the UCA Police Department.
- The UCA Police Department provides escort of cash transfers and of persons who desire the security of a police officer when traversing the campus or returning to their vehicle at night.
- Engravers are available through UCA Police which allows students to engrave belongings with personal identification numbers, making it easier to retrieve stolen property.
- On-site examinations of a physical facility and its surrounding property are

conducted by UCA Police officers for the purpose of determining security status, identifying deficiencies, and defining and recommending the protection needed.

- University Health Service is available to treat minor injuries and illnesses.
- The UCA Police Department operates a 911 public safety answering point and receives directly all 911 calls made from campus or university owned or controlled properties enabling UCA Police to respond to any police, fire or medical emergency and dispatch appropriate services instantly.

Theft Prevention Tips For Houses, Residence Halls or Apartments

- Always keep your door locked.
- In group residences, ask strangers to wait in the common areas while other friends are summoned.
- Lock your room door and windows when you leave (even if only for a minute) and take your keys with you.
- Offer assistance to strangers on your floor. If they have legitimate business, they will appreciate your help. If they do not, alert the residence hall staff and/or the UCA Police Department.
- When moving in or out of your residence, keep your room locked when you are out. Do not leave your car unlocked when loading or unloading.
- Do not leave coats, books, or other valuable items in common areas. Keep them in your room.
- If you see or hear something suspicious, call the police immediately. Dial 911 or 450-3111 or use a blue light or elevator emergency phone.
- Take your valuables home during vacation.
- Never keep large sums of money, jewelry or other valuables in your residence hall room.
- Get to know your neighbors and watch out for each other.

Operation Identification - Operation ID is a nationwide program designed to discourage burglary and theft of valuables. It also provides a way for you to easily identify stolen property, and increases law enforcement's chances of recovery and conviction.

Most burglars steal valuables for resale. But if you mark all items permanently (name and/or numbers) the burglars may be unable to sell them. If a criminal knows all your valuables are marked, he or she may look for easier and more profitable victims.

How to participate in Operation Identification:

- Register your personal property online at www.ucapd.com. Or you may pick up a form at the UCA Police Department.
- Identifying marks should be placed on all of your textbooks by placing a mark on a predetermined page in your book. Be sure to use the same page on all of your books.
- If you have access to a video camera/recorder, tape your valuables and zoom in on serial numbers.
- Be sure to list the marked "owner applied" information, serial number, brand, and model of all property listed.

Crime Prevention Tips For Your Personal Safety

- After dark, avoid unlighted, vacant or deserted areas. If you are being followed or see suspicious activity, move to a lighted building or area and attract the attention of other people. Dial 911 or use a blue light or elevator emergency phone to contact the UCA Police Department.

- Avoid walking alone after dark. Call the UCA Police Department to request an escort on the campus or adjacent areas. Walk with a friend or in a group.
- Avoid jogging alone – day or night.
- Never hitch a ride from a stranger
- Be aware of your surroundings and other people who may be around you.
- Consider carrying a noise-making device (such as a whistle) with you.
- Consider waiting for the next elevator rather than entering an elevator alone with a stranger. Stand away from the elevator door to avoid being pushed inside. If you are assaulted while inside an elevator, hit the ALARM BUTTON and not the emergency stop button.
- Always have your keys in your hand and ready for use when you approach a locked door or vehicle.
- Look around your vehicle and in the back seat before getting in.
- Drive on well-traveled streets; keep your doors locked. Make it a habit to lock your doors as soon as you get into your vehicle.
- If your vehicle breaks down, stay inside and open your window only slightly. If someone stops to help, stay inside and speak to them through the window – ask them to call for help.
- Where possible, engrave your driver's license or identification number on valuable items. An engraving tool is available for your use at the UCA Police Department.

Obscene and Annoying Telephone Calls

- Hang up as soon as you realize the nature of the call.
- Use caller ID, your answering machine or voice mail to screen calls. Also, use an answering machine or voice mail to record an obscene or annoying caller for possible evidence.
- If you receive repeated calls, keep a log of the time and contents of the call(s). Listen for background noise that might help identify the location from which the call was initiated.
- Call the UCA Police Department for more assistance.

What To Do In the Event You Are Assaulted - Although your personal safety is maximized when you take precautions, you may still someday be the victim of a crime. Your reaction can affect whether or not you are physically harmed. You should think NOW about how you might react under a variety of circumstances. Are you prepared to scream and yell? Are you prepared to use physical force to resist? If you are faced with an armed criminal, cooperating with his or her demands may minimize the risk of injury. Avoid sudden movements and do what he or she demands. If you believe your life is in danger, use any defense you can think of (screaming, kicking, biting, running). Your objective should be to get away.

If you have been the victim of a sexual assault or rape, CALL THE UCA POLICE IMMEDIATELY! Dial 911 or use a blue light emergency phone on the campus.

Notification of Missing Students - If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify UCAPD at (501) 450-3111. UCAPD will generate a missing person report and initiate an investigation. In addition, members of the university community may choose to report information about missing students to other campus security officials as listed below under "Reporting Offenses to Other Campus Officials." It is required that any report of a missing student be immediately reported to the UCAPD for investigation.

After investigating the missing person report, should UCAPD determine that the student is missing and has been missing for more than 24 hours, UCA will notify surrounding law enforcement agencies and the student's emergency contact no later than 24 hours after the

student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UCA will notify the student's parent or legal guardian immediately after UCAPD has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by UCA in the event the student is determined to be missing for more than 24 hours.

Reporting Offenses to Other Campus Officials - Victims of crime are encouraged to report the incident immediately to the University Police Department. Other campus offices/administrators to which offenses may be reported include:

Dean of Students

Dr. Gary Roberts, 450-3146

Director of Counseling Services

Dr. Ernie Ness, 450-3138

Director of Housing and Residence Life

Ms. Stephanie McBayer, 450-3132

Director of Athletics

Dr. Brad Teague, 450-3150

Associate Vice President for Human Resources

Dr. Graham Gillis, 450-3181

University Provost

Dr. Lance Grahn, 450-3126

Director of Student Health Services

Ms. Christie McCrory, 450-3136

Director of Student Wellness & Development

Mr. John Fincher, 450-3133

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

Residence halls are staffed by professional live-in Hall Directors and several 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 Department of 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. Nighttime emergencies should be reported to residence hall staff or UCA Police.

Student Health Services Clinic is staffed by a physician and nurse practitioner. The clinic handles illnesses and injuries, and makes referrals to local physicians when necessary. Nighttime emergencies should be reported to residence hall staff or the UCA Police.

Campus Grounds and Environmental Crime Prevention - The University of Central Arkansas is a public institution open to the general public during normal business hours. The UCAPD, Department of Physical Plant, Office of the Executive Vice President, and Student Government Association work hand-in-hand to provide the safest possible environment at the University of Central Arkansas. Each Fall semester, members of the executive administration, Student Government Association, Director of Physical Plant,

Chief of Police and others conduct a night safety walk to review conditions on the campus. Such walks in the past have led to increased signage, lighting, trimming of greenery, etc. Additionally, UCAPD personnel routinely check to see that exterior lights are functional, blue light and elevator phones work, exterior doors are locked when appropriate, and any observable safety concerns are corrected.

Maintenance of Campus Facilities - Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UCAPD regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to the Physical Plant Department for maintenance attention. Other members of the UCA community are encouraged to report equipment problems to the Physical Plant or UCA Police Department.

Facility Security

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

- Increased lighting throughout the university.
- Installation of emergency phones, marked by a blue light, which are tied directly to the UCA Police
- Parking lot security gates
- Installation of cameras in public areas and parking lots

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

- 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.
- Installation of telephone call boxes at the entrance to each residence hall.

Access to Campus Facilities

Academic and Administrative Buildings - Students, faculty members, staff members, and visitors at the University of Central Arkansas have access to facilities on campus at appropriate times. Access to most academic and administrative buildings is provided at the beginning of the academic/work day by the Physical Plant. The buildings are secured at the end of each academic/work day by the UCA Police Department. Hours of access to each building are determined by use of the facility as indicated on both the academic and university calendars. Special events often require facilities to be available during times that they are not normally scheduled to be accessible. Access to some facilities is restricted to selected students, faculty members, or staff members. For example, certain classroom facilities at UCA are open only to students, faculty members, and staff members involved with classes taught there or in the operation of those facilities. Other facilities are open to all students, faculty and staff members and the general public. Most administrative offices and facilities, including the Torreyson Library, which are open to the general public have posted hours of operation. While the UCA Police Department does secure buildings at the end of each academic/work day, responsibility for opening and securing interior offices, classrooms and public spaces lies with each building administrator and appropriate staff.

Residence Halls - Access to residence halls is restricted to residents, their approved guests, and other approved members of the university community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting

strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. UCAPD officers patrol the residence halls on a regular basis.

Housing & Residence Life staff, including residence coordinators and residence assistants, also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Housing staff and UCAPD staff also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

Resident Safety Policies - A number of policies have been implemented to promote safety and security on campus and in the residence halls:

- Non-residents are not permitted in the residence 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 non-prescription 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 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 may be subject to a disciplinary hearing which could result in a ban from campus.

Hate Crimes - "Hate violence" as defined in the statute means "any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group". Incidents of hate violence should be reported to the UCAPD or any of the campus officials with significant responsibility for student and campus activities as defined within this publication. The university does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs.

Crime Statistics - Pursuant to federal legislation, the University of Central Arkansas must annually distribute statistics on certain crimes occurring on the campus which includes homicide, rape, sexual offenses, robbery, aggravated assault, burglary and motor vehicle theft as well as data on the number of arrests for liquor law violations, drug abuse violations and weapons possession. The University of Central Arkansas Police Department also maintains primary jurisdiction over all off-campus fraternity houses.

Criminal activities, if any, at off-campus student organizations (those recognized by the campus) are required to be monitored and reported from information collected from local police agencies. This is required under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Other Locations

UCA maintains relationships with five (5) other campuses or locations where a very small number of students may complete more than 50% of their coursework toward a degree. These institutions/locations and Web sites on which Clery crime statistics and other security information can be obtained are as follows:

- University of Arkansas at Fort Smith
<http://www.uafortsmith.edu/About/CampusCrimeStatistics?skin=prospect> OR
<http://www.ope.ed.gov/security/>
- Arkansas Tech University
<http://www.atu.edu/securityact/> OR
<http://www.ope.ed.gov/security/>
- Mid-South Community College
http://www.midsouthcc.edu/assets/files/downloads/About_downloads/consumer.pdf OR
<http://www.ope.ed.gov/security/>
- Baptist Hospital School of Nursing
<http://www.ope.ed.gov/security/>
- St. Vincent Infirmary
 This is not a Title IV institution and Clery crime statistics are not available.

UCAPD 2010 Campus Security Act Report	2010				2009				2008				On Campus Residential Only		
	On-Campus Property	Non-Campus Property	Public Property	TOTAL	On-Campus Property	Non-Campus Property	Public Property	TOTAL	On-Campus Property	Non-Campus Property	Public Property	TOTAL	2010	2009	2008
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	2	0	0	2	1	0	0	1	2	0	0	2	2	1	2
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0
Aggravated Assault	2	0	0	2	2	0	0	2	2	0	0	2	0	1	1
Motor Vehicle Theft	3	0	0	3	1	0	0	1	8	0	0	8	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	27	0	0	27	40	1	0	41	39	0	0	39	26	38	34
Liquor Law Arrests *	18	5	4	27	15	3	3	21	30	8	18	56	1	9	13
Liquor Law Violations Referred for Disciplinary Action *	125	0	2	127	127	5	1	133	196	4	10	210	123	112	184
Drug Law Arrests	21	1	7	29	16	0	16	32	50	3	32	85	10	8	21
Drug Law Violations Referred for Disciplinary Action	42	0	0	42	21	0	0	21	45	1	9	55	40	17	28
Illegal Weapons Possession Arrests	1	0	0	1	5	0	0	5	7	0	0	7	0	2	2
Illegal Weapons Possession Violations Referred for Disciplinary Action	5	0	1	6	8	0	0	8	2	0	0	2	5	7	2
* DWI and Public Drunkenness is not a part of the total liquor law violations															
<u>THERE WERE NO REPORTED HATE CRIMES FOR THE YEARS 2008, 2009, 2010</u>															
On-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 University owned or controlled Apartments. This number represents a subtotal of the total on campus incidents listed in this report.

● DIVERSITY STATEMENT

The University of Central and its faculty and staff are committed to providing an equal educational opportunity to all students. One of the facets of the university experience includes the opportunity to learn in an environment where there are other individuals from varied backgrounds and characteristics, which include, but are not limited to, race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, disability, political affiliation and intellectual perspective. The University of Central Arkansas does not condone harassment (or other forms of inappropriate conduct) against any student. These matters are handled in the same procedural way as those involving sexual harassment. (For the procedure see the UCA Sexual Harassment Policy in this *Student Handbook*).

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).

● **SMOKING AND TOBACCO-USE POLICY** – In accordance with the Arkansas State law, the use of any tobacco products is prohibited anywhere on campus (including property/apartments owned or leased by the University) and in any vehicle owned or leased by the university.

● **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, unless designated otherwise by the President. Off-campus activities sponsored by recognized student organizations must abide by all local and state laws.

● TYPE OF DRUG-DRUG NAME - COMMON HEALTH HAZARDS ASSOCIATED WITH USE

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 - The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users can 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. Types of drugs include: Hashish and Marijuana

STIMULANTS - These drugs speed up the body's nervous system and create a feeling of energy. When the effects of a stimulant wear off the user is typically left with feelings of sickness and a loss of energy. Users may also experience feelings of paranoia and illusions or hallucinations. These substances increase the risk of heart failure, malnutrition and a weakness of the body's immune system. Types of drugs include: Cocaine, Crack, Methamphetamines (meth/crank), Amphetamines, Ritalin (methylphenidate), and Dexedrine (dextroamphetamine).

DEPRESSANTS - Depressants slow the bodily functions, causing sleepiness or grogginess, impaired motor skills, poor memory, and faulty judgment. Larger doses may cause unconsciousness or death. Taken over a period of time, these substances result in a physical and psychological dependency. Abruptly stopping the drug can cause delirium and convulsions. Types of drugs include: Barbiturates, GHB (gamma-hydroxybutyrate), Tranquilizers (Valium, Librium, Xanax, Prozac, and Thorazine), Rohypnol, Anti-depressants (Zoloft and Paxil), Qualudes, and Alcohol.

OPIOIDS AND MORPHINE DERIVATIVES - Opioids and morphine derivatives can cause drowsiness, confusion, nausea, feelings of euphoria, and respiratory complications and death. Long-term use often leads to physical dependence and addiction. Types of drugs include: Codeine, Heroin, Morphine, Opium, Oxycontin (oxycodone), Vicodin (hydrocodone), and Demerol (meperidine).

HALLUCINOGENS - The user may experience panic, confusion, suspicion, anxiety, and loss of control. Other negative side effects include heart failure, increased heart rate, higher blood pressure and changes in the body's hormones. Types of drugs include: LSD (Lysergic acid), Mescaline, Psilocybin, Cannabis, and Magic Mushrooms.

ANABOLIC STEROIDS - Steroids are taken to improve physical performance as well as to enlarge muscles and increase strength. Negative effects of steroids include baldness, cysts, oily hair and skin, acne, heart attack, stroke and change in voice. Types of drugs include: Anadrol, Oxandrin, Durabolin, Stanozol, and Dionabol.

INHALANTS - Inhalants are sniffed or huffed and give the user immediate results. These immediate results can also result in sudden mental damage. When inhalants are taken, the body becomes deprived of oxygen causing a rapid heartbeat. Other effects include liver, lung, and kidney problems, walking difficulty and confusion. Types of drugs include: Glues, Paint and paint thinner, Gasoline, Aerosol sprays, and Plastic cement.

PRESCRIPTION DRUGS - Prescription drugs can be very helpful when used properly and when under the guidance of a qualified physician. Misuse and abuse of prescription drugs however can be very dangerous.

Most commonly abused:

Opioids, Morphine, Codeine, Oxycontin (oxycodone), Vicodin (hydrocodone), and Demerol (meperidine).

Depressants: Nembutal (pentobarbital sodium), Valium (diazepam), and Xanax (alprazolam).

Stimulants: Adderall, Ritalin (methylphenidate), and Dexedrine (dextroamphetamine).

● **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 (Student Health Center – 3rd floor, 450-3138) can provide referrals for those with alcohol and other drug problems. UCA Health and Wellness Center, (Student Health Center – 3rd floor, 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. 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. Under Arkansas law, in addition to the penalties described herein, any person found guilty of possession of a controlled substance statute will be subject to a mandatory driver's license suspension for six (6) months, whether or not the person was in or about a vehicle at the time of arrest.

Minor in possession of alcohol – Under Arkansas law, it is unlawful for any person under twenty-one (21) years of age to purchase or have in possession any intoxicating liquor, wine, or beer. It is also unlawful for any adult to purchase on behalf of a person under twenty-one (21) years of age any intoxicating liquor, wine or beer. Upon conviction, the penalty shall be a fine or not less than one hundred dollars (\$100) non more than five hundred dollars (\$500).

Minor in possession of alcohol (mandatory suspension of driving privilege) – Under a new provision of Arkansas law, any person under twenty-one (21) years of age who has purchased or is in possession of intoxicating liquor, wine, or beer, in violation of the "Minor in possession of alcohol" statute, will be subject to a mandatory driver's license suspension for 60 days by the Office of Driver Control, whether or not the person was in or about a vehicle at the time of arrest.

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, and UCA Housing Policy with regard to Offenses Subject to Disciplinary Action.

● **BIANNUAL 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

Educational Programs - The following are educational programs and resources made available to promote awareness of rape, acquaintance rape, and other sexual responsibility.

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

Literature - Literature on rape and sexual responsibility are available at the Health and Wellness Center, 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 (14) years old (the assailant must be two years older than the victim for this to apply); or (d) where the victim is less than sixteen (16) years old and is incapable of consent because of being mentally defective or mentally incapacitated. Rape is a Class Y felony.

Arkansas legal definition of sexual misconduct – A person commits sexual misconduct if he/she engages in sexual intercourse or deviate sexual activity with another person not his/her spouse who is less than sixteen (16) years old. Sexual misconduct is a Class B misdemeanor.

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 genderless, 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 judicial panel 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 - 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 (Student Health Center room 327 - 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:

1. 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;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual;
3. 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, sexual orientation, or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the university encourages the use of the steps and procedures in this policy in reporting other types of harassment and will generally conduct investigations of those complaints in the same manner. Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (e.g. faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty and faculty, student and

student, staff and staff). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.

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

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

Examples of sexual harassment may include, but are not limited to, the following:

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

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

In the course of a complaint investigation the university will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation. A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

PROCEDURES FOR SEXUAL HARASSMENT CLAIMS

Students or employees 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. 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.
8. A copy of the minutes and recommendations of the Committee shall be presented to both the complainant and the respondent at the time they are forwarded to the president.
9. Within ten (10) working days of receipt of the Committee's recommendation, the president shall make a final decision concerning what action if any, to take including disciplinary action after considering the recommendation of the Committee, and will notify the complainant and respondent.

Sexual Harassment Complaint Committee:

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

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

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

For example, if the complainant is a student and the respondent is a tenure-track faculty member, the complainant will draw one member from the student pool, the respondent will draw one (1) member from the faculty pool and the chair will draw two (2) members from the student pool and two (2) members from the faculty pool. If the complainant and respondent are both staff members, each will draw 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 welcomes 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 and apartments 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 you 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 have the opportunity to plan events and make decisions that impact your community.

The residence halls and apartments are filled with opportunities. Take advantage and get involved! Good luck with the new year, we hope you will make it the best year yet!

Housing & Residence Life Purpose, Mission, Vision, and Values

Purpose - The purpose of Housing & Residence Life is to support the University of Central Arkansas mission by working to make housing's components effective, relevant and having the confidence of the UCA faculty, staff and students.

Mission - The mission of Housing and Residence Life at the University of Central Arkansas is to provide a residential experience which supports the academic mission of the university and extends student's educational experience beyond the classroom.

Vision - Housing and Residence Life strives to be an organization that:

- Is the authority on student needs, satisfaction, and retention on the UCA campus
- Serves as an advocate for student issues
- Engages in vital partnerships with university departments to pursue policies and goals of mutual interest
- Is family oriented
- Leads student learning initiatives based on student development principles
- Is based on a spirit of open communication, honesty, trust and mutual respect among all students and staff
- Is strategically managed and focused
- Receives regional recognition for excellence in programs and Services.

Values - The Department of Housing and Residence Life at the University of Central Arkansas is committed to student learning. We use diversity, excellence, integrity and loyalty as our guide as we interact with others and promote learning.

Diversity - Seek to understand, respect, and celebrate our differences.

Excellence - Strive for excellence, not for perfection. Use your talents to do your best work and make contributions to the department.

Integrity - Do what is right and follow ethical principles and standards for the profession.

Loyalty - Have faithful allegiance to the department, colleagues, and the University.

UCA COMMUNITY STANDARDS

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

The University reserves the right to deny housing to any student consistent with the goals and objectives as outlined in the Housing and Residence Life Mission Statement.

RESIDENT'S RIGHTS AND RESPONSIBILITIES

The following is a list of your "rights" - what you are entitled to as a student living in a UCA residential community, and your "responsibilities" - what is expected of you as a member of a residential community.

YOU HAVE THE RIGHT to a safe, clean, and well-maintained housing facility.

YOU HAVE THE RESPONSIBILITY to keep your door and hall/apartment 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 housing facilities, and to remind others that you expect the same of them.

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

YOU HAVE THE RESPONSIBILITY to let your roommate(s) 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 residential community. You have the responsibility to remove yourself from situations that include policy violations.

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 nonthreatening manner.

YOU HAVE THE RIGHT to influence policy that affects you by participating in floor/building/apartment complex meetings, Student Government, and University organizations.

YOU HAVE THE RESPONSIBILITY to participate in floor/building/apartment complex 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 201. The housing staff strives to maintain a positive living learning community environment.

Housing Deposit Information

The housing deposit insures against damages and insures that the student checks out properly with housing staff (completes room condition report, removes belongings, cleans room to original condition, and returns room key and access card). **Please review a copy of the Academic Year Housing Lease for specific information concerning cancellation, forfeiture of deposit, and lease buy-out fee.**

Lease Information

All students living in university housing are required to sign a lease for the academic year (2 semesters). If a student leaves their residence hall or apartment before their lease expires, they are required to buy-out the remainder of the lease for \$425.00. These students also forfeit their \$100.00 Housing deposit. Students may be automatically exempt from the buy-out option if they meet certain criteria, such as graduation. Refer to your housing lease or contact the Housing and Residence Life Office for more information.

Lease Cancellation and Eviction for Non-payment

Students who have signed a lease to stay in university housing are required to meet and fulfill all financial obligations of the lease. It is the student's responsibility to pay room and board fees at registration each semester or as stated in the terms of the lease. Payment plans are available through the Student Accounts Office. If the student's account becomes past due, the University has the right to the following actions:

- Flag the student's account for non-payment which prohibits the student from registering for classes and receiving other University Services;
- Suspend the student's meal plan;
- Revoke the student's right to participate in the reapplication process for university housing;
- Terminate the lease, therefore evicting the student from university housing; and/or
- Withdraw the student from the University.

Once an eviction notice is served for non-payment, a student will have a minimum of 12 hours and a maximum of 10 days to vacate university housing. The foregoing list is not exclusive, and the university reserves the right to pursue any and all remedies available under the laws of the State of Arkansas for non-payment of rent and the failure to vacate the premises after lawful notice. Please see the Housing Lease for additional terms and obligations.

Freshman Residency Requirement

Freshmen are required to live in university housing for their first academic year, until space is exhausted. Freshmen may petition the Housing & Residence Life 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 on campus 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 & Residence Life Office. Completed forms are to be returned to the Housing & Residence Life Office, 201 Bernard.

Part-Time Students

Residency in university housing requires full-time enrollment (minimum of 12 hours for undergraduates and 6 hours for graduate students). Students who drop below full-time enrollment may request permission from the Housing & Residence Life Office to maintain residency. Any judicial violation committed by a part-time student may result in removal from housing.

Withdrawing from UCA

If you are living in university housing and withdrawing from school, you must first check out of the hall or apartment by contacting the residence life staff. Then you proceed to the Registrar's Office, 201 Bernard, to make application for withdrawal.

Any student who leaves UCA Housing at mid-semester must notify staff and check-out immediately; otherwise, room and board charges will continue to accrue until official notification is received.

RESIDENCE LIFE STAFF

Area Coordinator (ACs)

The Area Coordinator is a full-time, professional staff member with a master's degree in college student personnel, counseling, or a related field, plus experience working with students and residence life management. The Area Coordinator is responsible for all activities in the residence halls or apartments that are in their 'area' of campus, which include Residence Coordinator and Resident Assistant supervision and crisis intervention. The Area Coordinator offices are located in Baridon, Farris, and Bernard and they can be reached during their office hours or by scheduling an appointment.

Judicial Coordinator

The Judicial Coordinator is a graduate student staff member who is responsible for the management of judicial process within the Housing and Residence Life community. The Judicial Coordinator can be reached by calling the Housing & Residence Life Office at 450-3132.

Residence Coordinator (RCs)

Residence Coordinators are graduate student staff members who live-in the building or apartment complex they are responsible for supervising. They supervise the Resident Assistant staff and assist in the program management of the residential community. RCs are chosen for their interest in students and experience in university housing. His/her duties include directing and enforcing housing policies, helping residents with problems, clarifying university practices and policies, developing and preserving a harmonious community living environment, overall responsibility of daily building operations and working with students in the development of programs and activities.

Resident Assistants (RAs)

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

At least one RA per hall/complex is "on duty" every night of the week. In residence halls, RA duty schedules are posted at the front desk and near each RA's room door. In apartments, RA duty schedules are posted near each RA's apartment and on the office 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!

Custodians

Each residence hall has custodians who are assigned to clean public areas in the 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.

Maintenance

The university employs full-time staff members that perform routine maintenance repairs. Staff will enter your room/house/apartment occasionally to perform requested or emergency repairs. If you have a maintenance problem, or a daytime or nighttime emergency, you should inform your RA, the RA on duty, or your Residence Coordinator. The goal of UCA's maintenance staff is to respond to any problem within 24 hours.

HOUSING ACTIVITIES

Each residence hall and apartment complex 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 becoming involved in the planning of special activities, programs, and intramural competitions. The more you risk, the more you gain!

Residence Hall / Apartment Council

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

Each Hall/Apartment Council elects a president, vice-president, secretary, treasurer, and representatives. The Council's primary responsibilities include budgeting 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.

The Councils are also a sounding board for student concerns pertaining to Housing & Residence Life aspects of living on campus and serve as the students' voice in the residence hall or apartment complex. Your Residence Coordinator serves as the advisor to this group.

Resident Housing Association (RHA)

The Resident Housing Association (RHA) is the coordinating body for all residential communities and is composed of voting representatives from each residence hall and apartment council. Everyone who lives in university housing is automatically a member!

Each year, RHA is involved in a number of projects. RHA acts as the voice of the residents to the Department of Housing & Residence Life, especially when it comes to changing policies that affect every residential community. Recent events which have kept RHA busy include sponsoring programs, attending regional and national conferences, working to boost UCA Bear pride, surveying student attitudes on campus housing benefits, and planning for future activities.

Residence Life Judicial Board (RLJB)

The Residence Life Judicial Board is comprised of students from university housing who are chosen through an application process. The board hears non-suspendable offenses of housing policies. Co-chairpersons are appointed from among board members to coordinate disciplinary actions and the Judicial Coordinator serves as the non-voting advisor to the board. Any questions or concerns about the RLJB should be addressed to the Judicial Coordinator.

HOUSING FACILITIES AND POLICIES

The following policies apply at all UCA owned or leased properties. This includes all residence halls as well as all UCA owned or leased apartments, duplexes, or houses.

Alcohol and other Drugs

Use, possession, and/or distribution of alcohol is a violation of university policy and is strictly prohibited in university housing. Students found guilty of using or possessing alcohol will be required to complete an alcohol education course.

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.

Presence in a situation where alcohol and/or other drugs is found can lead to disciplinary action. It is your responsibility to remove yourself from any situation where alcohol or other drugs is present.

Apartment Patios/Balconies

Only four persons at a time should be on any UCA balcony (2nd floor).

Items should not be thrown or dropped from the balcony at any time.

University furnishings of any kind are forbidden on the balconies.

Patios & balconies are **NOT** permitted to be used as storage space and should remain clutter free.

Patios & balconies are considered an extension of the apartment and therefore residents are responsible for keeping them clean and making sure that all policies are being followed. UCA Housing & Residence Life will not be responsible for any lost, stolen, or damaged items left on patios or balconies.

Bicycles, Motorcycles, In-Line Skates and Skateboarding

Motorcycles and mopeds may not be stored in university housing due to fire safety regulations. They should be parked in designated areas of the campus. Bicycles, motorcycles, in-line skates or skateboards are not to be ridden or used in housing facilities. All motorcycles, mopeds and bicycles should be registered with University Police. Bicycles must be secured to bicycle racks outside of the housing facility. Any bicycle found secured to any object other than a bicycle rack will be confiscated by UCAPD and the owner will be ticketed. Confiscated bicycles will be stored by UCAPD for thirty (30) days. Any unclaimed confiscated bicycle will be disposed of after thirty (30) days. Bicycles may be stored inside student rooms, if agreeable with both roommates.

Break Periods

Only Conway Hall, State Hall, and apartments are open during University break periods (winter and spring break). No meals are served during Thanksgiving, winter break, and spring break. For more information on meals, check with Dining Services. Specific

residence hall closing dates and times will be posted prior to break periods. (Students interested in summer break housing, see the Summer School Housing Section).

Cable Television

One basic cable TV service port is provided in each student residence hall room or apartment living 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 or splicing occur throughout the year. Outside antennas/satellite dishes are prohibited in all housing facilities.

Candles, Incense, Potpourri

The burning of incense, candles, or potpourri is not permitted in residence halls or apartments due to the danger of fire. Decorative candles with the wicks **removed** are allowed. Any evidence of a burnt candle will result in disciplinary action.

Care of University Furnishings

The University of Central Arkansas has provided each room/apartment with basic furnishings. No furniture or appliances should be removed from a room/apartment. **Apartment students should not place University furnishings outdoors.** UCA will not store unwanted furnishings. It is understood that each student will care for this furniture as if it were his/her own. Damage to room/apartment or room/apartment furnishings beyond the limits of reasonable wear will be charged to the occupants of that room/apartment. A Room/Apartment Condition Report (R/ACR) 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/apartment 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/apartment occupants.

If there is damage in a hall/apartment complex 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/apartment complex. 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 UCA property 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 & Apartments

When students check out due to a room change, or to leave the university, they must check out with the Residence Coordinator or Resident Assistant on duty. Residents will need to sign their RCR/ACR, return the key, remove all personal belongings, and clean the room to its original condition. Failure to check out properly with a residence life staff member will result in a \$50 improper check out fee. Failure to return your key will result in a \$50.00 fine for traditional residence halls/\$75.00 for apartments/suite style residence halls charge to re-core the lock if the key is not returned, a \$10.00 charge if an access card is not returned, and minimum \$55.00 charge if the room/apartment is not clean and free of all belongings and trash. To appeal any damage charge the student must submit an appeal letter in writing to the Area Coordinator within 30 days of the check-out date.

Any student who leaves Housing at mid-semester must notify staff immediately; otherwise, room and board charges will continue to accrue until official notification is received. The student cannot be reimbursed from the time he or she leaves, the student's official checkout date is used to determine the actual length of occupancy.

Cleaning

Custodians clean the lobby, lounge, hallways, laundry rooms, and community baths (not private baths in suites.) Each resident is responsible for cleaning his/her own room and/or apartment, and a minimum standard of cleanliness is expected from all residents. Periodic room checks will be made for maintenance, cleanliness, and safety purposes. Students are expected to take an active role in keeping residence halls and apartment complexes free of trash and debris. A cleaning fee may be assessed if cleaning does not meet standards. We strive to maintain clean residential facilities.

Community Standards

The residence life 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. Actions that negatively impact the residence hall/apartment community are subject to judicial action.

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.
- ** Posters, pictures, or other decorative items cannot cover more than 50% of the wall surface in your room/apartment for fire safety.**
- ** Do not place decorative items on or around air conditioning units in residence hall rooms or hallways.
- ** Students are not allowed to paint their rooms, including painted murals.
- ** Students cannot hang fabric covering their walls, however curtains around the windows are allowed when hung with tension rods.
- ** 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.
- ** Do not place aluminum foil, newspaper, or other items covering the windows.
- ** Students may not hang objects outside their residence hall or apartment windows.
- ** No decorative items can be hung from the ceiling or light fixtures.
- ** Students are not to decorate their room/apartment with alcohol items. All alcohol items found as decorations will be documented for violation of housing policy. Alcohol items are defined as any item that once contained alcohol or alcoholic beverages (i.e. empty alcohol bottles, empty wine bottles, empty beer cans or bottles, beer bong or other distribution devices are not permitted). Decorative shot glasses or beer glasses are permitted. Any evidence of their use in other prohibited activities can result in disciplinary action and confiscation.
- ** Farris Hall – should not use adhesives of any kind.

Electrical Appliances - Residence Halls

The capacity of residence hall electrical system is limited. Students may use only UL approved surge protectors (no more than 2 surge protectors are permitted per room). UL approved surge protectors contain their own fuse and a reset switch to prevent overloads.

At no time should outlet extenders or extension cords be used in any residential community. These items have no way of preventing overloads and pose a serious fire

risk. Vanity light receptacles should only be used for 'cosmetic' appliances (curling iron, blow dryer, electric razor, etc) These items should not be left plugged in unattended.

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

- computers
- radios / stereo
- televisions
- VCR's/DVD players
- desk lamps, with a regular light bulb (no halogen bulbs are permitted)
- coffee makers, drip style without a hotplate
- small refrigerators (must not exceed 3.8 cubic feet or 1.5 amps)

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

- **plugged in and unattended** curling irons, hair straighteners, clothing irons, and coffee makers are considered a fire hazard and are not allowed.
- open element appliances, i.e. toasters, hot plates, broilers, space heaters, kerosene heaters, toaster ovens, electric grills (George Foreman type), electric fry pans/skillets
- microwave ovens (except in Farris)
- sun lamps
- wireless routers
- air conditioners (personally owned units)
- outside antennae/satellite dishes
- potpourri pots (candles and electric)
- halogen lamps, including desk lamps

Electrical Appliances – Apartments

Due to differences in electrical system capacity and design, electrical appliances allowed in UCA owned or leased apartments are somewhat different than those allowed in the residence halls. Students may use only UL approved surge protectors (no more than 2 surge protectors are permitted per room) that contain their own fuse to increase their number of outlets.

The following are examples of *permitted appliances*:

- computers
- radios/stereos
- televisions
- VCR's/DVD players
- desk lamps
- coffee makers
- microwave ovens
- small electric grills (George Foreman type)

The following are examples of appliances *not permitted*:

- air conditioners (personally owned units)
- halogen lamps
- sun lamps
- outside antennae/satellite dishes
- potpourri pots (candles and electric)
- outdoor grills or fire pits of any type
- space heaters or heaters

Explosives and Firearms

Fireworks, firearms, ammunition, explosive devices and devices used to launch a projectile

are not permitted in university housing and, depending upon potency, can result in immediate suspension of the student.

Finals Quiet Hours

Special finals quiet hours are established to promote maximum studying during finals week. Finals quiet hours begin the Saturday before finals begin and last throughout the week. Any noise that can be heard outside of the confines of a room or apartment will result in an automatic documentation by a residence life staff member.

Fire Alarms

Each building is equipped with fire alarms. The alarms are in place 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 and lock your windows and doors.
- Walk quickly, but in an orderly manner, through the exit for your area and continue 150 feet from the residence facility or to the designated location.
- 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 life staff member or UCAPD.

FIRE SAFETY

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

Students living in apartments are not allowed to store any personal belongings or products in HVAC or water heater closets. A fire drill is conducted at least once a semester for each residence hall and apartment complex. 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.**

Each month, Residence Life staff members conduct safety and cleaning checks in all housing facilities. Additionally, room-to-room security checks occur prior to each break period.

Fire Equipment - Tampering

Any misuse or tampering with fire extinguishers, alarms, or equipment jeopardizes residents' safety and should be reported immediately to an RA or Residence Coordinator.

Anyone found tampering with fire equipment may be subjected to civil liability for damages. Fire equipment includes (but is not limited to) room and hallway smoke detectors, exit signs, fire alarms, breaker panels, and fire extinguishers, etc. Students are reminded that removing batteries from their smoke detectors is a violation. Report all problems with fire equipment to your RC. All costs associated with unlawful emission of fire extinguisher contents will be the responsibility of person found responsible for the emission - this includes cleanup and property replacement.

Garbage Disposals/Sink Drains

Students should never place foreign objects (i.e., fish tank gravel, metal items) into sink drains or garbage disposals. Any damage resulting from foreign objects will be charged to the resident(s).

Guest Policy

Residents are welcome to bring guests into the residence facilities. Guests are required to

check in with the Residence Coordinator or RA on duty. All Housing policies must be observed and guests must be escorted while in living areas. Guests must use the public bathrooms located off of the lobby if the resident does not have access to a private or suite style bathroom. *(Residents are responsible for the behavior of their guest(s) at all times)* Guests must not infringe on the rights of roommates or other residents. (For guests wishing to stay overnight, please see, Overnight Guest Policy and for guests under the age of 18, please see the Visitation of Minors section).

Hall Roofs

Residents are not allowed on the roof, room ledges or windowsills of any housing facility. Contact a RA or Residence Coordinator to request removal of sports equipment that has landed on a roof.

Illness

If there is a medical situation during the operating hours of the Student Health Clinic, the resident is encouraged to seek medical attention at the Student Health Clinic. If there is a medical emergency at any time, residents should contact UCA PD at 450-3111 as well as the hall or apartment staff.

Internet Communications

The Department of Housing and Residence life encourages its residents to become involved and connected to the community in any way possible. The internet has provided additional ways for community members to connect and communicate. However, with these additional means of networking and communicating, extra care and diligence must be taken by community members. The goal of this policy is to help students become aware of the added responsibility associated with these forms of networking and communicating.

Communications on sites such as Facebook, MySpace, Xanga, and LiveJournal are public and open communications. Communications on such sites will not be policed by housing officials, but can be turned in to housing officials when they are seen as derogatory or harassing in nature. As with other public arenas, information found on internet sites is admissible as evidence in Judicial hearings and other proceedings. Information that is admissible may include: wall postings, journal entries, blog postings, pictures, comments, and other openly accessible communications. Messages between individuals can also be used in the Judicial process. Harassing communications can involve instant messengers, text messaging, email, Facebook messages, or other electronic forms of communications.

Lofts

Lofts are not permitted in university housing.

Maintenance

Students who have a maintenance request should contact their Resident Assistant or Residence Coordinator. The residence life staff will complete a maintenance work order and submit it to the Physical Plant within 24 hours. You can expect a maintenance worker to respond to your request in a timely manner. Response time will vary depending on the severity of the problem, availability of parts, and the workload of the maintenance staff.

Missing Student Notification Policy

Any missing person reported to Housing and Residence Life staff will be immediately reported to UCAPD for investigation. Students have the option to identify a contact person whom UCA may notify in the case the student is determined missing. Students may register this confidential contact information by visiting the Housing and Residence Life Office. The university must notify a custodial parent or guardian within 24 hours if a student, who is under 18 years of age and not an emancipated individual, is determined missing. The university will initiate the emergency contact procedures in accordance with the student's designation if the campus police have been notified and have determined that such student has been missing for more than 24 hours and has not returned to campus.

Noise

Students living in apartments or residence halls are asked to keep outside noise at a minimum level. Apartment residents are subject to citations for violation of the city noise ordinance in addition to University policy. Areas subject to outside noise policy include, but are not limited to, parking lots, lobbies, and areas surrounding residence halls and apartment complexes. (Also see Outdoor Campus Noise Policy and Quiet Hours Policy below.)

Outdoor Campus Noise Policy

The university has established outdoor quiet hours from 10:00 PM to 7:00 AM, Sunday through Thursday, and from 11:00 PM to 7:00 AM 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 or designee. The purpose of outdoor quiet hours is to provide a reasonable environment for academic pursuits. Any event with amplified sound must be approved by the Residence Coordinator and the Dean of Students Office.

Overnight Guest Policy

Residents are welcome to bring overnight guests of the same sex into the residence facilities. In the case of double rooms or apartments, prior consent of all roommates is required. Guests are limited to three overnight visits in an academic year. Visits of greater than three nights, even with breaks in between or in different resident's rooms or apartments, are prohibited. All regulations from the Guest Policy (above) apply to overnight guests. (For guests under the age of 18, please see the Visitation of Minors section.)

Package Delivery

All packages should be sent to the student's UCA Post Office Box address. All packages not claimed within 10 days will be returned to the sender.

Parking

All students who reside in UCA housing must obtain a UCAPD parking decal. UCA parking regulations apply at all UCA owned or leased properties. This includes all UCA owned or leased apartments, duplexes, houses and residence halls.

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 service animals for students with a documented disability. Residents requiring service animals must provide written documentation to Disability Support Services and inform residence life staff.

Private Rooms

Upperclass students interested in a private room should apply for the room through the My Housing Link on MyUCA. If private rooms are not available students should send an e-mail to Housing and Residence Life at housing@uca.edu to request a private room in the hall/apartment 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 and availability 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/apartment complexes. 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 or outside the apartment is considered too loud.* Quiet hours are from 8:00 PM to 10:00 AM daily.

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

Housing facilities that participate in recycling programs vary from year to year. The hall / apartment council must sponsor the residential recycling program. If you are interested in hosting a recycling effort in your residential community, please seek sponsorship from your hall / apartment council. Energy and resource conservation is a major concern with the Department of Housing & Residence Life. 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 university housing facilities will have a significant impact 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 university housing must remove all personal belongings. Personal belongings include any and all items that were placed in the room by the residents and are not part of the standard room furnishings. Belongings that are left will be stored by the Housing & Residence Life 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 starting at \$20.00 per item.

Residence Hall Congregating Policy

In an attempt to minimize noise and other inappropriate behaviors, students and members of the public are not permitted to congregate in front of and around residence halls. If a significant number of individuals gather near a residential area, they may be asked by university staff to disperse or move to another location. Students are encouraged to make use of designated areas on campus for visiting purposes, including the courtyard area in front of the Student Center and Ferguson Chapel; and the Technology Plaza area between Torreysen Library and the Math and Computer Science Building.

Residence hall students or groups who wish to schedule a special activity near a residence hall must first obtain approval from that hall's Residence Coordinator. Students or groups outside of residence halls must first obtain approval from the dean of students, Student Health Center, room 210.

Residence Hall Doors

The doors in the buildings are locked at all times. 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 another legitimate purpose for remaining in the building. Exceptions must be approved by the Residence Coordinator. All public areas are off limits to sports, horseplay, and other non-sanctioned activities.

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 another resident to move into the room/apartment;
3. The resident may move in with another resident within the hall/apartment complex or into another hall/apartment complex; or
4. If the resident occupies the last single in the building/complex, he/she may remain in the room without paying the private room charge. A student will not be required to move out

of his/her building to consolidate. *The resident must realize that a roommate may be assigned at any time, and they cannot use the second bed, desk, dresser or closet.*

The Residence Coordinator will inform the resident that these options exist and provide the names of students within the hall/complex who are in the same situation. After five school days, the Residence Coordinator will contact each resident to determine if progress has been made. If a resident fails to take any action, the Residence 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 Housing & Residence Life 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 rooms/apartments by law enforcement officials for the purpose of searching for contraband items will require the resident's permission, probable cause, 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/apartment 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, residence life staff may search a student's room/apartment 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/apartment 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 Life Staff, University Police, or other individuals who are responsible for enforcing university regulations.*

Room, Hall, and Apartment Changes

Students interested in changing rooms/apartments should speak with their Residence Coordinator. Room/apartment changes may not occur prior to the first day of classes. Anyone wishing to switch rooms within in their hall or apartment must obtain permission from the RC before initiating the move. Students who choose to move rooms or apartments without following the proper procedures can be assessed an improper moving fee starting at \$50.00.

Room Keys / Access Cards

Every resident is issued a room/apartment key. Students who reside in a residence hall with card access capability will have their student ID activated as their 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, for security reasons residents must see their Residence Coordinator immediately. Residents will be charged \$50.00 for lost residence hall keys and \$75.00 for lost apartment keys, and \$10.00 for an access card. Any student found giving their access card or key to another person to enter their room, apartment, or building will be subject to judicial action as well as any student found to be gaining access illegally.

Sick Trays

If a student is ill enough to be confined to his/her room, a request can be made from the nurse on duty in Student Health Clinic or the Residence 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

In accordance with the Arkansas State law, the use of any tobacco products is prohibited anywhere on campus (including property/apartments owned or leased by the University) and in any vehicle owned or leased by the university.

Solicitation Policy

Selling or soliciting is not permitted in any university housing facility unless written permission from the Vice President or designee has been received. This includes the attempted sale of cosmetics, magazines, insurance, credit cards, etc. Political and religious solicitors are also included as well as university organizations or offices. Registered student organizations wishing to publicize their organization or an event must seek the approval of each building's/complex's Residence Coordinator prior to posting any signs. Violations should be reported to the Residence Coordinator or to university police immediately.

Summer School Housing

Housing is available for students interested in extending their stay in housing after their academic year lease is over. Students interested in summer housing options need to complete a separate application in the Housing and Residence Life Office.

Telephone Service

Landline service is optional to students and service fees cover the 10 month housing contract period. The service fee is \$250 if residents do have access to a cell phone but still wish to have a landline. If the resident does not have access to a cell phone, the service fee \$200. The service fees must be paid prior to activation and are non-refundable. Phone lines cannot be transferred. If a resident moves during the academic year and desires phone service, they would have to pay another service fee.

Throwing or Dropping Objects from a Residence Facility

Under no circumstances will the throwing of objects from any window in the residence halls or apartments 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 judicial

action even if they did not throw the object (refer to Guest Policy). This also applies to yelling obscene remarks from windows and stairways.

Trash

Residents are responsible for removal of their trash. Resident's trash should be properly bagged and taken to their designated trash disposal area. Trash should never be placed outside doorways or in hall/apartment stairways, lobbies, restrooms, laundry rooms, sidewalks, or parking lots. Residents are responsible for trash removal and cleanliness within ten (10) feet of their apartment. Trash dumpsters/bins are available at each apartment complex. Apartments that use individual trash bins from the city of Conway should remove bins from roadway the same day that trash is picked up. A resident who fails to properly dispose of their trash are in violation of housing policy. Apartment residents are subject to citations for violation of city littering ordinances.

Vending Machines

Refunds for vending machines are made at the Student Center Information Desk. Report any problems with the machines to the Residence Coordinator or Resident Assistant for that building/complex. Tampering with vending or laundry machines is prohibited.

Visitation

Visitation hours and regulations will be posted in or distributed to each residence facility. Residents are responsible for the actions of their guests - if a guest violates University or Housing policies, the resident may be held responsible for any judicial charges. Guests must be escorted at all times by the student they are visiting. Residence hall guests may not use the community bathrooms. They should use the guest bathrooms located off the lobby. Please refer to the Guest Policy and the Overnight Guest Policy for more information.

Visitation of Minors

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

- Children are permitted to visit during visitation hours only, and must leave by the end of visitation hours. Children, under 12 years of age, are not permitted to stay overnight.
- 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 hall/complex.
- Residents may not provide paid babysitting service in the halls.

Please be aware that the Department of Housing and Residence Life cannot assume responsibility or liability for children visiting the residence facilities.

Weapons

Unauthorized possession, use, or storage of weapons (i.e., firearms, BB or pellet guns, paintball guns, air guns, soft air guns, illegal knives, fireworks, or other explosive devices) or ammunition is prohibited in the residence halls and UCA owned or leased apartments. Students should contact their Area Coordinator if clarification of this policy is needed.

Windows / Screens

Window screens must not be unfastened or removed. *Any windows or screens broken, missing, or not attached at the end of the year will be charged back to the residents of that room. Broken windows will be charged 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 university housing facilities 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.
- Close and lock windows when sleeping or away from room/apartment.
- Do not loan keys to others. Report lost or misplaced keys immediately to a residence life staff member (Residence Coordinator or Resident Assistant).
- Report any suspicious people or behavior to a residence life staff member or call university police, 450-3111.
- Report incidents of vandalism or property destruction to the residence life staff.

Thefts

Hopefully you will never be a victim of theft, but if this should happen to you, find a Resident Assistant or Residence 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 UCA identification number.
- Report all losses to your Residence Coordinator and university police (450-3111) immediately.

As stated in the UCA Student Housing Lease, the Department of Housing and Residence Life is not responsible for any stolen or missing items. In addition, UCA does not assume any legal obligation to pay for loss or damage to a student's property if it occurs in its buildings or on its grounds, prior to, during or subsequent to the period of the Lease. The student and guarantors are encouraged to carry appropriate insurance to cover such losses.

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/apartment 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 designated area until the residence life staff tells you it is safe.

STUDENT CONDUCT AND COMMUNITY STANDARDS PROCEDURES

Policies for university housing 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 housing policy to a Residence 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 housing policies.

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 their Residence Coordinator or the Judicial Coordinator.

Investigation of Report - Upon receipt of a disciplinary report, the Residence Coordinator/Judicial 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 Coordinator/Judicial Coordinator will contact the accused student requesting his/her presence at an informal hearing. The hearing officer will specify which policy violation the student is being charged with. **The Residence Coordinator/Judicial 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 Coordinator/Judicial 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 the 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/community standards board for a formal hearing. If the accused student fails to specify a preference, the hearing officer's decision shall stand. *The Vice President for Student Services will make the final decision regarding all university discipline.*

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/community standards board or other administrative hearing officer for a *formal hearing*.

Formal Disciplinary Process

For information on the University's Formal Disciplinary Process, please refer to the student handbook section regarding Standards of Student Conduct.

Group Cases - When several students as a group are involved in violation of housing 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. Non-students found in violation of University policy may be banned from campus at the discretion of the Dean of Students.

The Student Handbook can be accessed on the internet at:
www.uca.edu/divisions/student/handbook.

This handbook may be subject to change as circumstances require

EMERGENCY REFERENCE LIST

Aids Hotline	1-800-590-2437
Alcohol or Drug Abuse	
UCA Counseling Center.....	501-450-3138
Counseling Associates (Conway)	501-336-8300
Ambulance	911
Advocates for Battered Women	1-800-332-4443
Birth Control	501-450-3136
Debt Management	501-450-9399
Depression	450-3138 or 450-3136
Disability Services	501-450-3613
Domestic Violence.....	911
Eating Disorders.....	501-450-3138
Emergency Contraception	501-450-3136
Financial Emergency	501-450-3416
Fire.....	911
Health Emergency	911
HIV Testing	501-450-4941
Housing	501-450-3132
Life Choices.....	501-329-5944
Multicultural Student Services.....	501-450-3135
Poison Control Hotline	1-800-813-5433
Police	
UCA.....	501-450-3111
Conway	501-450-6120
Pregnancy	
Arkansas Cares, Little Rock.....	1-501-661-7979
Crisis Pregnancy Care, Russellville	1-479-967-2255
Planned Parenthood, Little Rock.....	1-501-666-7526
Rape (24 hr. Hotline)	1-800-813-5433
Road Side Assistance (AR State Police).....	911
SCAN-Child Abuse and Neglect Hotline	1-800-482-5964
Student Government Association	501-450-3195
STD Testing	501-450-4941
Symptomatic.....	501-450-3136
No Symptoms.....	501-450-4941
Student Health Clinic	501-450-3136
Student Wellness & Development.....	501-450-3133
Suicide Risk	
UCA Counseling Center.....	501-450-3138
Counseling Associates-Emergency.....	1-800-844-2033

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.....	_____	_____
Entergy Gas Utilities.....	_____	_____
Telephone.....	_____	_____
Internet service.....	_____	_____
Car payment.....	_____	_____
Gas.....	_____	_____
Car insurance.....	_____	_____
Car maintenance & other exp.....	_____	_____
Health insurance.....	_____	_____
Other insurance _____	_____	_____
Medical expenses.....	_____	_____
Entertainment expenses.....	_____	_____
Fitness center expenses.....	_____	_____
Clothing expenses.....	_____	_____
Laundry expenses.....	_____	_____
Furniture & equipment.....	_____	_____
Church/other donations.....	_____	_____
Taxes.....	_____	_____
Taxes.....	_____	_____
Misc. _____	_____	_____
Misc. _____	_____	_____
Total	_____	_____

Balance (income-expenses) = _____

UCA PROGRAMS & SERVICES

CAMPUS PROGRAMS/ SERVICES

Academic Advising Center
Harrin Hall
(501) 450-5149 or 450-5160

Admissions
Bernard Hall 101
(501) 450-3128

Campus Recreation
HPER Building
(501) 450-5712

Career Services
Bernard Hall 311
(501) 450-3134

Community School of Music
450-5755 or 450-3672

Cooperative Education
Bernard Hall 314
(501) 450-3250

Counseling Center
Student Health Center 327
(501) 450-3138

Dean of Students
Student Health Center 210
(501) 450-3416

Disability Support Services
Student Health Center 212
(501) 450-3613

Financial Aid
McCastlain Hall 001
(501) 450-3140

SERVICES OFFERED

-Academic Advising & Registration
-Tutors, Reading & Writing Labs
-Learning Style Inventories

-Undergraduate admission
-Academic Scholarship Information

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

-Career Exploration & Information
-Resume Writing
-Job Listings (PT & Permanent)
-On-Campus Work Study Job Listings

-Private & group instruction, non-credit
-Lessons taught fall, spring, sum I & II

-Coop Jobs for Academic Credit

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

-Student Conduct
-Student Handbook
-Emergency Student Loans
-Alcohol & Drug Education

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

-Federal Financial Aid Programs
-Student Employment

**CAMPUS PROGRAMS/
SERVICES**

Housing & Residence Life
Bernard Hall 201
(501) 450-3132

HPER Fitness Center
(501) 450-3463

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

Math Lab
Math Dept. (501) 450-3147

Multicultural Student Services
Bernard Hall 108
(501) 450-3135

New Student Programs
Student Center 206
(501) 450-3235

Student Organizations
Student Center 207
(501) 450-3137

Registrar
McCastlain Hall
(501) 450-5200

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

**Student Activities Board &
Programming**
Student Center 206
(501) 450-3235

Student Center Administration
Student Center 206
(501) 450-3235

Student Health Clinic
Student Health Center, 1st Floor
(501) 450-3136

SERVICES OFFERED

-Housing Assignments
-Residence Life Programming

-State of the art equipment
-Fitness programs/classes
-Fitness evaluations

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

-Tutoring
-Two math labs

-Mentorship Program
-Transition Weekend
-Education & Cultural Programming

-Orientation for new students
-New student programs
-Student Orientation Staff (S.O.S.)

-Information on 90+ Organizations

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

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

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

-Special Room set ups
-Solicitation Permits
-SCTV

-Treatment for Minor Illness & Injury
-Women's Health Center
-Pregnancy, Hepatitis-B, TB Skin &
Cholesterol Tests
-Selected Drug Prescriptions
-Selected Immunizations
-Routine lab and X-ray

**CAMPUS PROGRAMS/
SERVICES**

SERVICES OFFERED

Student Life

Student Center 207
(501) 450-3137

- Panhellenic Sorority Information
- IFC Fraternity Information
- NPHC Fraternity & Sorority Info
- Student Organizations (RSO's)
- Bear Den

Student Services

Student Health Center 210
(501) 450-3416

- Clearinghouse for general Info.
- Notify Instructors of Student Illnesses
- Locate Students in emergency situations

**Student Wellness &
Leadership Development**

- Wellness Programming
- Leadership Program & Workshops

UCA Writing Center

Thompson Hall 109
(501) 450-5123

- Helps students become better communicators
- Offers assistance with writing

University College

Main 10
(501) 450-3220

- Academic Success Center
- Remedial courses

University Police

W.J. Sowder St, at Marion Ross
Ave., (between Hughes Hall &
State Hall)
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- Campus Security & Crime Prevention
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