

**TELECONFERENCE MEETING OF THE BOARD OF TRUSTEES
UNIVERSITY OF CENTRAL ARKANSAS
JULY 31, 2025
3:30 P.M.
CALL-IN: 501-470-7250, ACCESS CODE: 8391185**

**Dr. Michael Stanton – Chair
Mr. Jim Rankin, Jr. – Vice Chair
Mr. Kelley Erstine – Secretary
Mr. Curtis Barnett
Ms. Amy Denton
Dr. Terry Fiddler
Ms. Kay Hinkle**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ACTION AGENDA**
 - A. Revisions to Board Policies**
- IV. NEW BUSINESS**
- V. ADJOURNMENT**

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III. ACTION AGENDA

A. Revisions to Board Policies

The administration has reviewed various board policies and identified changes that are primarily intended to comply with laws enacted during the 2025 regular session of the General Assembly. The language to be deleted is stricken through, and language to be added is highlighted.

The proposed changes to each policy are summarized as follows:

Policy 100, History of the University/Role and Scope, has been revised to remove references to the desegregation plan of 1978 and update language regarding the role and scope of the university.

Policy 202, President Search Process, has been revised to remove references to affirmative action and diversity principles. Additional changes have also been made to clarify which groups recommend committee members and which candidates are invited for an on-campus interview.

Policy 500, Affirmative Action Plan/Program, has been deleted in its entirety. Act 402 of 2025 repealed Arkansas Code Annotated 6-63-103, which required the affirmative action program and annual summary report.

Policy 501, Affirmative Action/Equal Opportunity Statement, has been deleted in its entirety. Acts 340 and 341 of 2025 (Arkansas Access Act) generally prohibit a diversity statement and specifically prohibit adversely or advantageously treating an individual on the basis of his or her race, ethnicity, sex, color, or national origin. Also, Act 116 of 2025 prohibits discrimination against or preferential treatment of an individual or group on the basis of race, sex, color, ethnicity, or national origin in the matters of state employment, public education, or state procurement.

Policy 502, Affirmative Action/Equal Opportunity Statement for Inclusion in University Publications, has been revised to focus on equal opportunity and non-discrimination.

Policy 503, Hiring Policy for Employment of Faculty and Staff, has been revised to remove references to affirmative action and diversity statements. Acts 340 and 341 of 2025 (Arkansas Access Act) generally prohibit a diversity statement and specifically prohibit adversely or advantageously treating an individual on the basis of his or her race, ethnicity, sex, color, or national origin. Also, Act 116 of 2025 prohibits discrimination against or preferential treatment of an individual or group on the basis of race, sex, color, ethnicity, or national origin in the matters of state employment, public education, or state procurement. The policy has also been revised to reflect current procedures.

Policy 521, Staff Grievance Procedure, has been revised to specify that the grievance office is the university equal employment officer rather than the director of affirmative action.

Policy 522, Disabilities Grievance, has been revised to specify that the “affirmative action/equal employment officer” is simply the “equal employment officer.” The policy has also been updated to reflect that the office of disability support services is now the office of accessibility resource and services.

Policy 523, Arkansas Whistle-Blower Act, has been revised to remove a reference to the affirmative action officer.

Policy 525, Diversity: Diversity Advisory Committee, has been deleted in its entirety. Acts 340 and 341 of 2025 (Arkansas Access Act) generally prohibit a diversity statement and specifically prohibit adversely or advantageously treating an individual on the basis of his or her race, ethnicity, sex, color, or national origin. Also, Act 116 of 2025 prohibits discrimination against or preferential treatment of an individual or group on the basis of race, sex, color, ethnicity, or national origin in the matters of state employment, public education, or state procurement.

Policy 602, Minority Purchasing Program, has been deleted in its entirety. Act 116 of 2025 prohibits discrimination against or preferential treatment of an individual or group on the basis of race, sex, color, ethnicity, or national origin in the matters of state employment, public education, or state procurement. Parts of the law referenced in this policy have not been repealed, but this policy merely provides that the university acknowledges and supports the policy of the State of Arkansas.

Policy 710, Discretionary Scholarship Program for Students with Exceptional Circumstances, has been revised to remove a provision that allowed the president to award scholarships to not more than 12 international students. No scholarship has been awarded in the past seven years, and diversity was a factor that could be considered, so the provision is being deleted.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to the board policies set forth above and as attached to this resolution, and the changes set forth shall be effective from and after this date.”

UNIVERSITY OF CENTRAL ARKANSAS BOARD POLICY

Policy Number: 100

Subject: History of the University/ Role and Scope

Date Adopted: _____ Revised: 08/11, 7/25

The University of Central Arkansas was established as Arkansas State Normal School by the General Assembly of Arkansas in 1907, with statewide responsibility for preparing citizens to teach Arkansas children. Summer sessions were started in 1910.

The name of the institution was changed to Arkansas State Teachers College in 1925. By legislative enactment, the Board of Trustees was given authority to grant appropriate degrees. In January 1967, the name of the institution was again changed by the state legislature to the State College of Arkansas, expanding its statewide role to a multipurpose institution. On January 21, 1975, the governor of Arkansas signed a bill granting university status to the institution and naming it the University of Central Arkansas.

The first diploma granted by Arkansas State Normal School was the Licentiate of Instruction, and in 1922 the first baccalaureate degrees were granted. Today, the university's comprehensive undergraduate curriculum comprises more than 80 ~~major~~ **degree and certificate** programs ~~and nine different degrees~~. A program of study leading to the Master's of Science in Education degree was inaugurated in 1955, the Educational Specialist degree began in 1980, and the first doctoral program was offered in 1999. UCA has developed ~~a variety of~~ **more than 50** high-quality offerings in graduate studies, ~~with more than 30 master's degrees and certificates program options and 13 different graduate degrees~~, including **master's, specialist, and** doctoral programs in ~~communication science and disorders, leadership studies, physical therapy, and school psychology~~. **Since** Extension classes were first offered through correspondence courses in 1919-20 and Study Clubs in 1920-21, Outreach and Community Engagement, ~~including extended learning opportunities for undergraduate and graduate credit and in non-credit courses~~, continues to play an important role in fulfilling the university's 21st-century mission **by providing continuing education and non-traditional training to meet the needs of the regional community**.

The University of Central Arkansas is a **public, comprehensive**, ~~residential~~ **regional** university offering undergraduate and graduate preparation in a variety of fields and disciplines. The university enrolls students from every county in the state.

~~According to the Southern Regional Education Board, the~~ The university is currently categorized as a ~~Master's-I~~ **Four-Year 3** institution **by the Southern Regional Education Board and a Professions-focused Undergraduate/Graduate-Doctorate Medium institution by the Carnegie Classification of Institutions of Higher Education**. The academic programs are organized into ~~six~~

undergraduate **multiple** colleges and **supported by** a graduate school **and honors college**. Current and future areas of particular emphasis include the **liberal arts, humanities, and social sciences**; the broad area of business; teacher education, ~~including special programs in counseling, special education, and early childhood education;~~ fine arts and mass communication; health **and behavioral** sciences; and **science and engineering** vocational teacher education. The university offers programs in these areas through the master's degree and in education through the Educational Specialist degree. ~~Particular needs in the area served by the university may justify further expansion into advanced graduate programs, particularly in programs of education.~~

~~The unique or distinctive features of the university are and will continue to be found in the commitment the university has made to (1) high quality instructional programs provided, (2) emphasis on remaining a residential institution in which well-organized programs of campus life are an integral part of student development, (3) public service, (4) research, and (5) the spirit and plans outlined in the approved desegregation plan of 1978.~~

~~In an effort to fulfill the commitment, which the university has to quality instruction, efforts are made to emphasize the following:~~

- ~~1.—accreditation for all programs in the university;~~
- ~~2.—opportunities for superior students through the Honors College;~~
- ~~3.—program review on both undergraduate and graduate levels;~~
- ~~4.—a high quality computerized library and library collection; and~~
- ~~5.—a Developmental Skills Center for any student who needs academic assistance.~~

~~As a residential institution where campus life is considered important to student development, the university will:~~

- ~~1.—emphasize the important role of the Counseling Center and the services offered by the program;~~
- ~~2.—recognize the importance of a good work ethic and stress the services of Career Counseling;~~
- ~~3.—encourage the concept of co-curricular activities designed to encourage student activities as true learning experiences; and~~
- ~~4.—place importance on cultural activities from which both student and community profit.~~

~~The public service commitment will be achieved by placing major emphasis on the following:~~

- ~~1.—continuing education programs offering both credit and non-credit courses;~~

- ~~2. seminars, workshops, and conferences designed to meet the needs of business, industry, professions, and labor; and~~
- ~~3. undergraduate and graduate courses offered beyond the confines of the university campus to help update the professional preparation of the people.~~

~~Research has been, and will continue to be, a very important component of any university. The University of Central Arkansas will conduct activities consistent with this obligation. In order to do so the university shall:~~

- ~~1. encourage basic and applied research efforts by both faculty and students, particularly at the graduate level;~~
- ~~2. emphasize research and the dissemination of research findings in business, science, health care, and education; and~~
- ~~3. encourage opportunities for both faculty and students to attack current problems facing society such as those concerning environment, energy, economics, and education.~~

~~Finally and importantly, the commitment to desegregation of institutions of higher education means the university will:~~

- ~~1. support those plans outlined in the desegregation plan of 1978; and~~
- ~~2. emphasize programs and activities designed to meet the goals of that plan.~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 202

Subject: President Search Process

Date Adopted: 11/08 Revised: 7/25

1. Purpose

This process pertains to the recruitment, nomination, evaluation, and recommendation of candidates for the presidency of the University of Central Arkansas.

Any Search Advisory Committee (“committee”) established by the Board of Trustees shall serve as an aid to the Board of Trustees in its endeavor to appoint a president for the University of Central Arkansas. The Board of Trustees shall develop a profile to be used as a resource by the committee.

2. Exclusion of Applicants

No presidential applicant may participate in any step of this process.

3. Search Advisory Committee

a. Chair of the Search Advisory Committee

The chair of the Board of Trustees shall appoint a chair of the committee who will provide leadership and facilitate meetings of the committee. The chair shall be a non-voting member of the committee.

Administrative responsibility for the presidential search shall be vested in the chair of the committee. The chair will receive and maintain all records and conduct all correspondence during the application process.

The chair shall also report all progress of the committee to, and as directed by, the chair of the Board of Trustees.

b. Campus Liaison to the Search Advisory Committee

A campus liaison will also be appointed to assist the chair in the planning and organization of committee meetings and on-campus interviews. The campus liaison shall be a non-voting member of the committee.

c. Regular Members of the Search Advisory Committee

The chair shall recommend to the Board of Trustees persons to be appointed as members of the committee.

The members of the committee shall be knowledgeable about the duties and responsibilities of the position of president and should be broadly representative of the interests of the University of Central Arkansas and university groups.

Composition of the committee shall include one or more representatives from the following groups:

- i. Faculty
- ii. Staff
- iii. Students
- iv. Senior administrators
- v. UCA Foundation, Inc.
- vi. UCA alumni
- vii. Members of the community

In addition, the committee may include one member of the Board of Trustees. Interested groups should make recommendations to the chair not later than two weeks after the chair of the committee is appointed.

~~Each group above~~ The Faculty Senate, Staff Senate, Student Government Association, UCA Foundation, Inc., and UCA Alumni Association shall each recommend up to five candidates to serve on the committee, but not less than three for consideration by the chair of the committee and the Board of Trustees.

~~The chair shall make every effort to fully incorporate equal opportunity and diversity principles in choosing members of the Search Advisory Committee.~~

From the nominations made to the chair, the Board of Trustees shall then select members of the committee. The Board of Trustees shall have the right to make any changes, revisions, additions or ask any group for additional or substitute recommendations.

d. Search Consultants/Firm

With advance consultation, and if the Board of Trustees agrees, the committee may engage the services of an executive search consultant or search firm. The consultant/firm, if hired, will assist the committee with recruitment and evaluation of candidates. The consultant functions as a designee of the committee chair and is involved in the search process only. The consultant and committee shall not engage in any negotiations on salary or other employment terms with any candidate, unless specifically authorized to do so by the Board of Trustees. The contract with any search consultants, and manner and method of payment for services, shall be approved by the Board of Trustees.

4. Search Procedure

a. Announcement

A presidential vacancy, inviting applications and nominations, shall be advertised by the Office of the President. The notice of vacancy, containing the responsibilities and qualifications for the position, shall be circulated and distributed to all persons making application or who have been nominated for the presidency.

b. Equal Opportunity

The University of Central Arkansas is an equal opportunity employer. All aspects of the search process shall be conducted in accordance with equal opportunity principles ~~and affirmative action guidelines~~.

c. Confidentiality and Access to Information

Confidentiality in the search process is essential to supporting a successful search and complying with state law regarding privacy of applicant information. Members of the committee are required to maintain strict privacy of all applicant data received in the search process, except as authorized by the chair of the committee in accordance with state law and University of Central Arkansas policy.

d. Applications and Nominations

All candidates applying or accepting nomination for the position of president at the University of Central Arkansas must provide the chair of the committee a letter of application, current resume, official transcripts for all degrees, and the names, addresses and telephone numbers of five references or otherwise make application in a manner which provides the same information to the committee.

Under the direction of the chair of the committee, the staff of the Office of the President shall process all the applications or nominations of candidates who have submitted applications, and shall notify all applicants upon receipt of materials. The chair of the committee shall send all applications to the committee for review.

The chair of the committee shall serve as a liaison between the applicants, the campus liaison of the committee, and the interim president to ensure that the procedure is conducted in a timely, fair, and efficient manner.

e. Preliminary Screening

The committee shall evaluate the credentials of each applicant according to the specifications of the position description as approved by the Board of Trustees.

The committee shall develop a protocol for reference checks. Written consent must be received from the candidate before contacting any references.

After deliberation on a pool of preliminary applicants, the committee may select a pool of semi-finalists.

f. Semi-Finalist Screening

The committee will develop and implement procedures for screening semifinalists. The committee must ensure confidentiality of the semi-finalists, to the extent permitted by Arkansas law, during all phases of the semi-finalist screening process, including, but not limited to reference checks, telephone contacts, and “off-site” screening procedures.

From the pool of semi-finalists, it is recommended that the committee identify acceptable candidates to be invited for a public, on-campus interview. The number of **candidates invited to campus** ~~semi-finalists~~ shall be determined by the committee, but it is expected that it will not exceed six candidates.

g. On-Campus Interviews

The committee chair, in concert with the campus liaison, shall be responsible for planning public on-campus interviews. The committee shall prepare interview questions and evaluation procedures to be used during the on-campus interviews.

Any member of the university community participating in an on-campus interview may complete an evaluation and submit it to the chair of the committee.

Committee members shall prepare an evaluation of candidates interviewed on campus. Following the completion of these evaluations, the committee chair and/or designee may conduct additional reference checks in accordance with a protocol developed by the committee.

h. Screening Materials

All rating forms and written materials used by the committee during the screening and interview process shall be retained in a secure manner at the institution and returned to the interim president’s designee upon completion of the interview process.

i. Finalist Interviews

The committee shall submit the names of at least four finalists to the Board of Trustees for consideration. The list shall not be ranked. The board shall review this list, and may also consider any other persons the board deems worthy of consideration for the appointment as president. In the event the Board of Trustees decides to consider a candidate who was not reviewed by the committee, the candidate’s name and qualifications shall be forwarded to the committee for its consideration and views prior to the interview by the Board of Trustees.

The board shall then prepare a list of finalists. Once the finalists are selected by the board, the board may conduct such interviews or make such investigations or inquiries, as the board deems necessary to aid it in the selection of the president.

j. Recommendation to the Board and Appointment

Based on the recommendations from the committee and interviews with the finalists, appointment of the president shall be made by the Board of Trustees.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 500

Subject: Affirmative Action Plan/Program

Date Adopted: 09/75 Revised: 09/77, 03/78, 09/90, 12/12

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

~~In 1990, the board accepted the five-year Affirmative Action Program. Pursuant to Ark. Code Ann. §6-63-103, annual summary reports shall be prepared to show the steps that have been taken to reach the goals of the affirmative action plan. Affirmative action plans shall be prepared on a continuing basis for future five-year periods.~~

~~Copies of the aforementioned plans and programs shall be included in the Comprehensive Arkansas Higher Education Annual Report and filed with the governor, the interim House and Senate Committees on Education, the Arkansas Department of Higher Education, the UCA president and Board of Trustees.~~

UNIVERSITY OF CENTRAL ARKANSAS BOARD POLICY

Policy Number: 501

Subject: Affirmative Action/Equal Opportunity Statement

Date Adopted: 06/74 Revised: 02/82, 12/12

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

The university has made gains in diversifying administration, faculty, and staff. These appointments represent progressive movement but do not signal the accomplishment of the desired end results.

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

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 502

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

Date Adopted: 08/91 Revised: 05/14, 7/25

The University of Central Arkansas is an ~~affirmative action~~/equal opportunity institution ~~dedicated to attracting and supporting a diverse student, faculty and staff population through enhanced multicultural learning environments and opportunities~~. In keeping with its non-discrimination policy in employment, admissions and other functions and programs, the university considers employees and students on the basis of individual merit and will not discriminate against a person on the basis of gender, race or color, ethnicity, religion, spiritual beliefs, national origin, age, familial status, socioeconomic background, sexual orientation, disability, political beliefs, intellectual perspective, genetic information, military status, or other factors irrelevant to participation in its programs.

UNIVERSITY OF CENTRAL ARKANSAS BOARD POLICY

Policy Number: 503

Subject: Hiring Policy for Employment of Faculty and Staff

Date Adopted: 10/94 Revised: 02/03, 12/12, 7/25

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

Faculty searches will be governed by the *Faculty Handbook*. Additionally, the university will make use of search firms where appropriate. ~~Search procedures should include notices in national journals and publications. The Affirmative Action Office may be consulted for assistance in developing search strategies. A list of historically black colleges and universities is maintained in the Affirmative Action Office.~~ Qualified walk-in and unsolicited applicants should be considered when filling vacancies; however, files on walk-in and unsolicited applicants need not be retained if an opening does not exist and is not anticipated.

All positions that are filled by notices in national publications ~~national searches~~ should remain open for at least two weeks after the position was posted ~~last advertisement has appeared~~. All other positions should remain open for a minimum of seven (7) calendar days if externally posted and a minimum of five (5) calendar days if only posted internally ~~at least one week after the last advertisement has appeared~~. If at this time the search process has not located five qualified applicants, ~~the Affirmative Action Office should be contacted to determine if affirmative action guidelines have been followed or if the position should be re-advertised.~~

If one position has been advertised and an identical opening occurs before the closing date for the first job, it is possible to use the original candidate pool for both positions, ~~providing that there are at least 10 qualified applicants. If this number of applications is not available, the Affirmative Action Office should be contacted.~~

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

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

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

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 521

Subject: Staff Grievance Procedure

Date Adopted: 12/91 Revised: 05/94, 08/95, 12/12, 08/13, 7/25

1. Purpose:

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

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

2. Policy:

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

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

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

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

3. Definitions:

- a. EMPLOYEE - an individual who is a full-time employee who occupies a regular salaried position and who works a minimum of 1,000 hours per year. This policy shall not apply to employees who are on initial new hire probationary status.

- b. GRIEVANCE - a complaint by an employee regarding an adverse impact on his or her employment; including, but not limited to, annual leave, sick leave, compensatory time, suspension, promotion, demotion, disciplinary actions, discrimination or any other work-related problem except compensation and conditions which are beyond the control of agency management or are mandated by law. A grievance must contain a statement in ordinary and concise language of facts showing that the council has jurisdiction of the claim and that the grievant is entitled to relief.
 - c. RESPONDENT(S) - person or persons against whom the grievance petition is filed.
 - d. GRIEVANCE OFFICER - director of ~~affirmative action~~ **equal employment**.
 - e. STAFF GRIEVANCE COUNCIL POOL OF CANDIDATES - a pool of 25 candidates selected by the Staff Senate, 10 of which must hold administrative or managerial positions with responsibilities that include hiring and evaluating personnel. The pool of candidates must be selected by January 31st, and July 31st, each year;
 - f. STAFF GRIEVANCE COUNCIL - an ad hoc council appointed to review the grievance petition, determine whether to hear the grievance, and issue a recommendation thereon to the university president.
 - g. WORKING DAY – any day that the university is open for business.
4. Procedure:

The entire grievance procedure shall be completed within 30 working days after the employee files a written grievance, unless an extension is agreed to by all parties involved.

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

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

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

If the grievant and respondent are required to meet pursuant to this policy, the meeting can be waived upon the mutual consent of the parties, and the parties can advance to the next step in the grievance policy.

a. Step 1:

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

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

b. Step 2:

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

c. Step 3:

If the individual hearing the grievance at Step 2 is not the vice president of the division in which the grievant is employed, the grievant, if not satisfied with the response rendered at Step 2, shall have one working day from the date written response is received to submit a written request for a meeting with the vice president. The vice president shall meet with the grievant within two working days from the receipt of the request. If the vice president is unavailable, the parties may agree to a brief extension of time, or the vice president may designate someone to act on his or her behalf. The vice president may require the grievant to set forth the nature of the dissatisfaction with the response in the previous steps, in writing, prior to the meeting. The vice president shall submit a response in

writing to the grievant, the grievance officer and to each subordinate manager involved within one working day following the conclusion of the meeting.

d. Step 4:

If not satisfied with the results of Step 3 the grievant shall have one working day to submit a written request to the grievance officer for a hearing before the Ad Hoc Grievance Council. The grievance officer will submit the matter to the Ad Hoc Grievance Council and the respondent(s) within three working days after receiving the grievant's written request for a hearing by the council. The respondent(s) shall submit a written response to the grievant's vice president within one working days after receiving notification that the matter has been submitted to the council.

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

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

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

- ii. The grievance officer shall ensure that all appointments to the council are completed within three working days from the receipt of the grievant's written request.
- iii. The council will receive a charge of its responsibilities from the president. Five of the six members present shall constitute a quorum for transaction of business. A

decision must be reached by a majority vote with the number of yes, no, and abstention votes being recorded without designating the person who cast each vote.

- iv. The council shall review the grievant's original written petition and all documents generated by the grievant and the managers at Steps 1, 2, and 3. The respondent(s), if different from the managers, shall submit a response to the grievance. The vice president will be responsible for submitting these materials to the grievance officer for transmission to the council.
- v. Should the council find that the petition does not state good cause for a grievance, or is otherwise outside the council's jurisdiction, the grievance shall be dismissed.
- vi. If the grievance is not dismissed, the council shall hear from the grievant, the grievant's supervisor, the managers who heard the case at Steps 2 and 3, the respondent(s) (if different), and any other persons having relevant information regarding the subject matter of the grievance. The council shall solicit any other evidence it deems appropriate. Any and all oral testimony, witnesses and documentary evidence that the council determines to be necessary and relevant to make a proper determination shall be accepted. All responsibilities for questioning witnesses, securing evidence and determining the order of proof shall be vested in the council. The hearing shall be recorded, and the tape shall become a part of the case file. Council deliberations shall not be recorded, but the council shall state its findings in the written recommendation to the president.
- vii. Strict judicial rules of evidence shall not be applied. The council may receive all evidence that it determines to be relevant and material to the issues before the council.
- viii. The right of the grievant and the respondent(s) to be present at all testimony and review all evidence presented is guaranteed. The grievant and the respondent(s) shall not have the right to cross-examine witnesses.
- ix. The grievant and the respondent(s) may be accompanied by an advisor or attorney, but this person shall only be allowed to function in an advisory capacity. The grievant and the respondent(s) personally shall make all requests, presentations and responses to questions. The university counsel may also be present but shall act only in an advisory capacity to the council.
- x. A final written report of the findings and recommendations of the council shall be presented to the president within 25 working days from the initial filing of the petition, unless an extension is agreed to by all parties involved. A copy of the council's recommendations shall be sent to the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different).

- xi. The president shall make the final decision after considering the recommendation of the council. The president shall inform the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different) in writing of a decision within five working days from the date of receipt of the recommendation from the council.

5. Documentation:

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

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 522

Subject: Disabilities Grievance

Date Adopted: 05/99 Revised: 12/12, 7/25

PURPOSE AND SCOPE:

Title II of the Americans with Disabilities Act (“ADA”) requires governmental entities to provide reasonable accommodations to qualified individuals with documented disabilities. The process of providing a reasonable accommodation should be an informal one, involving the student, faculty, or staff member affected. 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. The purpose of this policy is to provide the process for addressing disability discrimination grievances.

BASIS FOR APPEAL:

1. Academic:

A student must exhaust avenues of review with the faculty member, chair, dean, and director of the Office of Accessibility Resources and disability support Sservices (“DSSOARS”) prior to submitting an appeal involving an academic requirement. A student may appeal on one of the following basis:

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

A faculty member/department head may appeal on the following basis: the accommodation fundamentally alters a course, program, or academic requirement.

2. General Services:

A student must exhaust avenues of review with the responsible office/organizational representative and director of OARS 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 associate 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 10 working days of failing to establish a reasonable accommodation. The grievant may, at his or 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:

- the accommodation relating to an academic requirement or modification of general services that has been refused, as well as the accommodation or modification requested;
- basis for the appeal; and
- supporting documentation.

1. Accommodations in Specific Courses:

Upon a student’s registration with **OARS DSS**, the student and faculty member should meet and discuss the coordination of approved accommodations. If assistance is needed, the director of **OARS DSS** should be consulted to assist in establishing a reasonable accommodation(s).

If either the student or faculty member disagrees with the approved accommodations, as determined by the director of **OARS 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 ~~associate provost for finance and administration or graduate studies~~. The respective dean will forward the appeal and call a meeting of the Academic Adjustments & Appeals 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 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 **OARS 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. The director of **OARS DSS** should be consulted to assist in establishing a reasonable accommodation. The director of **OARS 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 **OARS 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 ~~associate provost for finance and administration or graduate studies~~. The respective dean will forward the appeal and call a meeting of the Academic Adjustments and Appeals 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 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 **OARS 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, the grievant should contact the director of **OARS DSS** if a student, or the associate vice president for human resources if a faculty or staff member, to assist in establishing a reasonable accommodation. The director or associate 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 associate 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 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 associate 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 **OARS DSS** will serve as a non-voting member, two students - ~~one~~ selected by the Student Government

Association ~~and the other selected from ACCESS~~, one tenured or tenure-track faculty member selected by the Faculty Senate, one non-tenure-track faculty member selected by the Faculty Senate, and one 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 associate vice president for human resources will serve as a non-voting member, two tenured or tenure-track faculty members selected by the Faculty Senate, two non-tenure-track faculty members selected by the Faculty Senate, and two staff members selected by the Staff Senate.

3. **Procedure:** Academic Adjustments and Appeals 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 or two, to the ~~associate provost for finance and administration 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, the AA/EE officer will forward the appeal to the director of **OARS** ~~DSS~~ or associate vice president for human resources. The director or associate vice president will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). The director or associate vice president will thereafter call a meeting of the appropriate committee/council within 10 working days of receipt of the appeal.
 - b. Four 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 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 or 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 **OARS** ~~DSS~~ or associate vice president for human resources.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 523

Subject: Arkansas Whistle-Blower Act

Date Adopted: 02/01 Revised: 12/12, 7/25

This policy, regarding the “Arkansas Whistle-Blower Act,” is consistent with Ark. Code Ann. §§ 21-1-601 through 608.

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

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

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

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

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

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

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

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

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

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

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number: 525

Subject: Diversity; Diversity Advisory Committee

Date Adopted: 05/12 Revised: 08/13, 08/14

Preamble: The University of Central Arkansas (“university”) seeks to include and integrate individuals from various backgrounds and with varied characteristics, and promotes opportunities to work, learn, and develop within a community that embraces the diversity of individuals and ideas.

Diversity Language in UCA Mission Statement: The following language is part of the university’s Mission Statement adopted on May 6, 2011:

“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.”

Creation of Diversity Advisory Committee: In order to carry out the diversity language in the Mission Statement, there is hereby established a standing committee of the university to be known as the Diversity Advisory Committee (“committee”).

Purpose of the Diversity Advisory Committee: The purpose of the Diversity Advisory Committee is to:

- (a) review all policies, programs and offices of the University of Central Arkansas in an effort to (i) promote and maintain a diverse student, faculty and staff population and (ii) foster an environment of inclusion and diversity;
- (b) develop and present to the Board of Trustees and the president, (i) plans and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in university publications, advertisements and other materials on the subject of diversity;
- (c) prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and

- (d) ~~undertake such other activities, studies or initiatives as the committee may, from time to time, deem necessary or advisable, as well as conduct any other matters within the committee's jurisdiction as may be requested by the Board of Trustees.~~

Membership of the Diversity Advisory Committee/Meetings: ~~The Diversity Advisory Committee shall be composed of the following persons who shall each serve terms as set forth below:~~

- ~~• one member of the university's Board of Trustees, appointed by the Board of Trustees;~~
- ~~• university's chief diversity officer or his/her designee, chair (ex officio);~~
- ~~• associate vice president of human resources (ex officio);~~
- ~~• director of assessment (ex officio);~~
- ~~• professional development and training coordinator (ex officio, non-voting);~~
- ~~• two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the university;~~
- ~~• one faculty member from each college appointed by the Faculty Senate from nominations submitted by the dean of each college and one at large faculty member selected by the Faculty Senate from the non-affiliated faculty;~~
- ~~• four persons designated as representatives from the Staff Senate;~~
- ~~• two persons designated as representatives from the Student Government Association;~~
- ~~• one person designated as the representative from the UCA Alumni Association; and~~
- ~~• one person designated as the representative from the UCA Foundation, Inc.~~

~~Ex officio positions are permanent members of the committee.~~

~~The UCA board member and the representatives from the UCA Alumni Association, the UCA Foundation, and the Student Government Association shall serve one year terms on the committee.~~

~~All other members shall serve two year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting in the fall semester of 2013 so that at least one person from each group shall serve a one year term and at least one from each group shall serve a two year term. Thereafter, all terms shall be two years.~~

~~Members of the committee may be reappointed.~~

~~The chair of the committee shall be the university's chief diversity officer. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the chair, or upon the request of any two members of the committee. At least two working days' notice of any meeting shall be provided to each member.~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 602

Subject: Minority Purchasing Program

Date Adopted: 12/91 Revised: 02/13

~~The University of Central Arkansas acknowledges and supports the policy of the State of Arkansas to support equal opportunity, as well as economic development in every sector. The University of Central Arkansas recognizes that it is the purpose of Act 1222 of 2009, to support to the fullest, all possible participation of firms owned and controlled by minority persons in all state-funded programs and in the purchase of goods and services for the university. The university hereby commits to use minority businesses, as defined by the State of Arkansas, in contracting to the maximum extent feasible. An annual procurement goal of 10% of business with minority businesses each year is hereby established. The university shall, within the limits of state statutes and regulations, pursue the award of a fair share of all contracts with minority businesses and shall encourage and assist minority businesses in the methods of doing business with the university.~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 710

Subject: Discretionary Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/09 Revised: 02/10, 02/11, 09/12, 12/12, 08/13, 5/14, 7/25

1. Creation of Scholarship Program

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

2. Purpose of the Program

The APSEC program is intended to be a scholarship program to support students who:

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

~~In addition, this policy provides for a very limited number of such scholarships for qualifying international students (described below).~~

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

The chair of the committee shall be selected by the president after consultation with the vice president for student services and the vice president for finance and administration. The chair will be an ex-officio member who shall not vote.

The committee shall consist of the following persons:

- associate provost for assessment and enrollment support;
- associate provost for instructional support;
- director of financial aid (or designee);
- two faculty members selected by the Faculty Senate; and
- two student members selected by the Student Government Association.

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

- a. Budget. The budget for the APSEC Committee shall be \$100,000. Any increase in the budget shall be approved by resolution of the Board of Trustees.

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

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

- b. Exceptional Financial Need. Each semester, scholarships shall be allocated to students presenting exceptional financial need. For purposes of this policy the term “exceptional financial need” means a clear statement, supported by such evidence as the committee deems appropriate, that the student’s financial situation is such that without assistance from this program the student will be unable to attend the university or continue a course of study. Examples of exceptional financial need could include medical expenses within the family; loss of job by the student or supporting parent/guardian; loss of other financial aid; amount of accrued student loans; or such other matters as the committee deems appropriate. The committee should take into account any other scholarships, financial aid, or other support for the applicant.
- c. Academic Standing. A student receiving a scholarship under this program shall be in good academic standing as defined by the applicable *Undergraduate* or *Graduate Bulletin*.
- d. ~~Certain International Students.~~ ~~In addition, the administration may, from time to time, include in this program a limited number of international students to receive scholarships. The Board of Trustees grants the authority to the president to designate not more than 12 international students each semester to receive funds under this program. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy. Factors to be taken into account by the administration may include (i) increasing campus diversity; (ii) ensuring or maintaining that multiple cultures are represented on campus; and/or (iii) providing educational opportunities for students from developing countries or those countries in which famine, genocide or other factors have impeded the educational progress of citizens of that country, and that it is within the best interests of this university, state and nation that such educational opportunities be extended to those students.~~
- e. Scholarships Required by Contractual Arrangements or Understandings. In addition, the administration may, from time-to-time, include in this program scholarships required to be offered to a student or students pursuant to a grant, program or other contractual arrangement to which the university is a party and the terms thereof which

require a scholarship to be offered to one or more of said students. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy.

- f. Per Student Amount. The aggregate amount of the scholarship shall not exceed \$3,000 per applicant for any semester. Provided, however, that commencing with the 2011 fall semester, this amount may be increased by the administration by the same percentage as the increase in tuition and fees, if any, approved by the Board of Trustees for the next academic year. No student receiving a scholarship under this program shall receive an amount that would result in the student receiving a total aid package that would exceed the federal Cost of Attendance as determined by the university. In determining the amount to be awarded, the committee shall evaluate the applicant's financial aid history including other scholarships and accrued loans, academic records, and any information provided by the applicant detailing their exceptional financial need.
- g. Application Deadline and Procedure. The committee shall cause notice of the program, the application, and the application deadlines to be published on the university's website, and also, distributed through appropriate university offices so that all students, both incoming and returning, are aware of the program and applicable deadlines.

The committee shall also develop and publish an application for the scholarship program. The application must be filed by the deadline along with any supporting documentation requested. The applicant must submit a letter or other evidence setting forth the student's exceptional financial need and/or extraordinary academic excellence. The applicant cannot currently owe a past due balance to the university.

- h. Mid-Semester Emergency Grants. Notwithstanding anything in this policy, if the committee has available funds for any semester, it may use such funds, not to exceed the budget amount, to make emergency grants under this program at any time during the semester. The purpose of this provision is to allow students whose circumstances changed after the deadline and who then meet the criteria set forth in the policy to petition the committee.
- i. Action of the APSEC Committee. After the deadline for each semester, the chair shall convene the committee to review all applications submitted under this program. The committee shall thereafter grant scholarships for the APSEC under the criteria and budget amounts set forth in this policy and state its reasons for granting the scholarships. Scholarships under this program shall be granted based upon a vote of the committee according to the criteria set forth in this policy. The decision of the committee is final and cannot be appealed.