UNIVERSITY OF
CENTRAL
ARKANSAS

STUDENT HANDBOOK

2026 – 2027

Revised October 13, 2026

Welcome from UCA President, Houston Davis

Welcome to the University of Central Arkansas! We are proud to have you in Bear Country and are committed to your success and to you reaching your degree goals. Whether you are a new student or a returning student, you are a part of a vibrant and diverse student body that is excelling inside and outside of the classroom.

This year will be an exciting one that will see you make new friends and experience challenges in your studies. You are becoming a part of a dynamic and growing university that aims to set you up for success in your career and life. Take advantage of opportunities to be involved in your campus and community! You are now a caretaker of our university's reputation for involvement, caring, and service. It is our goal that you will soon join the outstanding alumni of UCA that are making a huge difference as citizens of the world.

UCA's faculty and staff wish you much success this academic year. Go Bears!!

Houston Davis
President

Welcome from Vice President for Student Affairs, Robin Williamson

Welcome to the University of Central Arkansas. On behalf of the Division of Student Affairs, it is my great privilege to extend a warm welcome to you. This campus holds many wonderful and exciting opportunities to help you achieve your academic, personal, and career goals.

The Division of Student Affairs is a group of dedicated and committed staff who strive to provide you experiences and services that help you achieve success. Through programs, trainings, events, and the offerings of helpful resources, we will partner with you as you move through your UCA career towards graduation.

Your involvement in the wide variety of educational, developmental, cultural, and wellness programs offered on campus will allow you to fully explore any and all areas of interest to you. Having a well-rounded collegiate experience is a cornerstone of the UCA experience.

I wish you nothing but the best for this year. If any member of the Division of Student Affairs or I can do anything to assist you, please do not hesitate to call on us. We look forward to celebrating your achievements and accomplishments.

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 the physical plant consisting of one partially completed building. Today, nearly 12,000 students attend classes taught and served by over 1000 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 experienced its final name change and became the University of Central Arkansas (UCA).

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, the Americans with Disabilities Act, and the Vietnam Era Veterans' Readjustment Assistance Act.

Persons having questions or seeking information regarding the university's compliance with and implementation of the regulations and requirements should contact:

Warren Readnour
General Counsel
University of Central Arkansas
Wingo Hall, Suite 207
Conway, Arkansas 72035
501- 450-5007

Doris Pierce
Director/ADA Coordinator, Office of Accessibility Resources and Services (OARS)
University of Central Arkansas
Student Health Center, Suite 212
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 premier 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

The University of Central Arkansas brings teaching, discovery, and community partnership together to educate students, expand access to opportunity, and serve the public. Through learning, scholarship, creative activity, and applied experience, we advance readiness for meaningful work, civic contribution, and lifelong growth.

Core Values

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 2026 through Summer 2027

Fall Semester 2026

August 16-19, Sunday – Wednesday
Welcome Week

August 16, Sunday
Opening Freshman Convocation

August 19, Wednesday
Payment Due for Fall 2026 classes

August 20, Thursday
Instruction Begins (day and evening classes)

August 21, Friday
Final date to drop Aug. 20 – Oct. 9 or Aug. 20 – Sept. 25 classes and receive a 100% refund

Change-of-course period ends for Aug. 20 – Oct. 9 or Aug. 20 – Sept. 25 classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit
Final date to change to Arkansas residency

August 22, Saturday
Instruction begins – Saturday classes

August 26, Wednesday
Change-of-course period ends for Aug. 20 – Dec. 11 classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit
Final date to drop Aug. 20 – Oct. 9 or Aug. 20 – Sept. 25 classes and receive a 75% refund. No refund after this date.

Final date to drop Aug. 20 – Dec. 11 classes with a 100% refund

August 27, Thursday (noon)
Non-Attendance Reporting Deadline

September 7, Monday
Labor Day Holiday (university closed)

September 8, Tuesday
Excess Aid Direct Deposits Available

September 9, Wednesday
Checks Mailed

September 10, Thursday
Final date to drop Aug. 20 – Dec. 11 classes with a 75% refund. No refunds after this date.

September 11, Friday
Graduate School graduates: Final date to make degree application for December graduation

September 16, Wednesday
Registration class schedule Spring 2027 due to the Registrar

September 17, Thursday
Registration class schedule Spring 2027 viewable in Self-Service

September 17, Thursday
Final date to officially withdraw from Aug. 20 – Sept. 25 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

September 18, Friday
Progress Reporting period opens

September 28, Monday
Final date to officially withdraw from Aug. 20 – Oct. 9 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

September 28, Monday
Progress Reporting closes. All progress reports due.

September 29, Tuesday (Noon)
Final grade report due for First 5-Week Fall Term (Aug. 20 – Sept. 25) classes

September 29, Tuesday
Final date to drop Sept. 28 – Oct. 30 classes and receive a 100% refund.
Change-of-course period ends for Sept. 28 – Oct. 30 classes
Last day to register
Last date to add classes
Last date to change from credit to audit or audit to credit

October 2, Friday
Final date to drop Sept. 28 – Oct. 30 classes and receive a 75% refund. No refund after this date.

October 2, Friday
Undergraduate graduating seniors: Final date to make a degree application for December graduation and be included in the commencement program.

October 12, Monday
Final date to pay at least 60% of bill before being dropped from classes

October 13, Tuesday (Noon)
Final grade reports due for First 8-Week Fall Term (Aug. 20 – Oct. 9) classes

October 13, Tuesday
Final date to drop Oct. 12 – Dec. 11 classes and receive a 100% refund
Change-of-course period ends for Oct. 12 – Dec. 11 classes
Last date to register
Last date to add classes
Last date to change from credit to audit or audit to credit

October 15-18, Thursday – Sunday
Fall Break

October 20, Tuesday
Final date to drop Oct. 12 – Dec. 11 classes and receive a 75% refund. No refund after this date.

October 23, Friday
Final date to officially withdraw from Sept. 28 – Oct. 30 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

October 28 – November 10
Priority and Advance Registration for Spring 2027

November 3, Tuesday (Noon)
Final grade reports due for Second 5-Week Fall Term (Sept. 28 – Oct. 30) classes

November 3, Tuesday
Final date to drop Nov. 2 – Dec. 11 classes and receive a 100% refund
Change-of-course period ends for Nov. 2 – Dec. 11 classes
Last date to register
Last date to add classes
Last date to change from credit to audit or audit to credit

November 6, Friday
Final date to officially withdraw from Aug. 20 – Dec. 11 classes or the university with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

November 6, Friday
Final date to drop Nov. 2 – Dec. 11 classes and receive a 75% refund. No refund after this date.

November 20, Friday
Final date to officially withdraw from Oct. 12 – Dec. 11 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

November 25, Wednesday
Thanksgiving Break (no classes, university offices open)

November 26-29, Thursday – Sunday
Thanksgiving Holiday (university closed)

November 30, Monday
Final date to officially withdraw from Nov. 2 – Dec. 11 classes or the university with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

December 1, Tuesday
Undergraduate graduating seniors: Final day to make a degree application for December graduation. Name will not be in the commencement program.

December 4, Friday
Study Day

December 5, Saturday
Final Examinations

December 7-10, Monday – Thursday
Final Examinations

December 10, Thursday
Winter Commencement: Graduate Ceremony (all colleges)

December 11, Friday
Winter Commencement: Undergraduate Ceremonies

December 14, Monday (Noon)
Final grade reports due

Winter Intersession 2026-27

December 14, Monday
Instruction Begins for Winter Intersession

December 15, Tuesday
Final date to drop Winter Intersession classes and receive a 100% refund.
Change-of-course period ends
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

December 18, Friday
Final date to drop Winter Intersession classes and receive a 75% refund. No refund after this date.

December 28, Monday
Final date to officially withdraw from a class or the university with a W grade unless already dropped for non-attendance. After this date, No withdrawals are permitted and no W grades are recorded.

December 31, Thursday
Final Examinations for Winter Intersession

January 5, Tuesday (Noon)
Winter Intersession final grade report due

Spring Semester 2027

January 13, Wednesday
Payment Due for Spring 2027 classes

January 14, Thursday
Instruction Begins – day and evening classes

January 15, Friday
Final date to drop Jan. 14 – March 5 or Jan. 14 – Feb. 19 classes and receive a 100% refund.
Change-of-course period ends for Jan. 14 – March 5 or Jan. 14 – Feb. 19 classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

January 16, Saturday
Instruction begins – Saturday classes

January 18, Monday
Martin Luther King, Jr. Holiday (university closed)

January 21, Thursday
Change-of-course period ends for Jan. 14 – May 6 classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit
Final date to change to Arkansas residency
Final date to drop Jan. 14 – May 6 classes and receive a 100% refund.
Final date to drop Jan. 14 – March 5 or Jan. 14 – Feb. 19 classes and receive a 75% refund. No refund after this date.

January 22, Friday
Non-Attendance Reporting Deadline

February 1, Monday
Excess Aid Direct Deposits Available

February 2, Tuesday
Checks Mailed

February 4, Thursday
Final date to drop Jan. 14 – May 6 classes and receive a 75% refund. No refund after this date.

February 5, Friday
Graduate School graduates: Final date to make a degree application for May graduation.

February 10, Wednesday
Final date to officially withdraw from Jan. 14 – Feb. 19 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

February 12, Friday
Progress Reporting period opens

February 22, Monday
Final date to officially withdraw from Jan. 14 – March 5 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

February 22, Monday
Progress Reporting closes

February 23, Tuesday
Final grade reports due for First 5-Week Spring Term (Jan. 14 – Feb. 19) classes

February 23, Tuesday
Final date to drop Feb. 22 – April 2 classes and receive a 100% refund.
Change-of-course period ends for Feb. 22 – April 2 classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

February 24, Wednesday
Registration class schedule Fall 2027 due to the Registrar

February 25, Thursday
Registration class schedule Fall 2027 viewable in Self-Service

February 26, Friday
Final date to drop Feb. 22 – April 2 classes and receive a 75% refund. No refund after this date.

February 26, Friday
Undergraduate graduating seniors: Final date to make a degree application for May graduation and be included in the commencement program.

March 9, Tuesday (Noon)
Final grade report due for First 8-Week Spring Term (Jan. 14 – March 5) classes

March 9, Tuesday
Final date to drop March 8 – May 6 classes and receive a 100% refund.
Change-of-course period ends for March 8 – May 6 classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

March 12, Friday
Final date to drop March 8 – May 6 classes and receive a 75% refund. No refund after this date.

March 17, Wednesday
Final date to officially withdraw from Feb. 22 – April2 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

March 15, Monday
Final date to pay at least 60% of bill before being dropped from classes

March 21-28, Sunday – Sunday
Spring Break

April 6, Tuesday (Noon)
Final grade report due for Second 5-Week Spring Term (Feb. 22 – April 2) classes

April 6, Tuesday
Final date to drop April 5 – May 6 classes and receive a 100% refund.
Change-of-course period ends for April 5 – May 6 classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

April 7 – April 22
Priority and Advance Registration for Summer and Fall 2027

April 9, Friday
Final date to officially withdraw from Jan. 14 – May 6 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

April 9, Friday
Final date to drop March 29 – April 30 classes and receive a 75% refund. No refund after this date.

April 23, Friday
Final date to officially withdraw from March 8 – May 6 classes and a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted, and no W grades are recorded.

April 28, Wednesday
Final date to officially withdraw from April 5 – May 6 classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

April 28, Wednesday
Undergraduate graduating seniors: Final date to make a degree application for May graduation. Name will not be included in the commencement program.

April 30, Friday
Study Day

May 1, Saturday
Final Examinations

May 3 – May 6, Monday – Thursday
Final Examinations

May 6, Thursday
Spring Commencement: Graduate Ceremony

May 7, Friday
Spring Commencement: Undergraduate Ceremonies

May 11, Tuesday (Noon)
Final grade report due

Summer 2027

May 13, Thursday
Excess Aid Direct Deposits Available and Checks Mailed for May Intersession and 13-Week Summer Session

May 14, Friday
Payment Due for May Intersession, 8-Week, and 13-Week Summer Session classes

May 17, Monday
Instruction Begins for Summer Session classes below:
May Intersession (May 17 – June 4)
8-Week (May 17 – July 9)
13-Week (May 17 – Aug. 13)

May 18, Tuesday
Final date to drop May Intersession and 8-week classes and receive a 100% refund.
Change-of-course period ends for May Intersession and 8-week classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

May 21, Friday
Change-of-course- period ends for 13-Week Summer Session classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit
Final date to drop May intersession and 8-Week classes and receive a 75% refund. No refund after this date.
Final date to drop 13-Week Summer Session classes and receive a 100% refund.

May 31, Monday
Memorial Day Holiday (university closed)

June 1, Tuesday
Final date to officially withdraw from a May Intersession course or the university with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

June 3, Thursday
Excess Aid Direct Deposits Available and Checks Mailed for 1st Five Week Summer I Session and 10-Week Summer Session

June 4, Friday
Payment Due for 1st Five Week Summer I Session and 10-Week Summer Session

June 4, Friday
Final Examinations for May Intersession classes

June 7, Monday
Instruction begins for Summer Sessions below:
1st Five Week Summer I (June 7 – July 9)
10-Week (June 7 – Aug. 13)

June 7, Monday
Final date to drop 1st Five Week Summer I Session or 10-Week Summer Session classes and receive a 100% refund

June 8, Tuesday (Noon)
Final Grade reports due for May intersession (May 17 – June 4) classes

June 8, Tuesday (Noon)
Change-of-course period ends for 1st Five Week Session classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

Change-of-course period ends for 10-Week Summer Session classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

June 11, Friday
Graduate School graduates: Final date to make a degree application for August graduation.

June 14, Monday
Final date to drop 1st Five Week Summer I Session or 10-Week Summer Session classes and

receive a 75% refund. No refund after this date.

June 25, Friday
Final date to officially withdraw from an 8-Week course or the university with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

July 2, Friday
Final date to withdraw from 1st Five Week Summer I Session classes or the university with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

July 5, Monday
Independence Day Holiday Observed (university closed)

July 9, Friday
Final Examinations for 1st Five-Week Summer I and 8-Week Summer Session classes

July 9, Friday
Excess Aid Direct Deposits Available and Checks mailed for 2nd Five Week Summer II

July 12, Monday
Instruction begins 2nd Five-Week (July 12 – Aug. 13) Summer Session classes

July 13, Tuesday (Noon)
Final grade reports due for 1st Five Week Summer I and 8-Week Summer Session classes

July 13, Tuesday
Final date to drop 2nd Five Week Summer II Session classes and receive a 100% refund.
Change-of-course period ends for 2nd Five Week Summer II Session classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

July 19, Monday
Final date to drop 2nd Five Week Summer II Session classes and receive a 75% refund. No refund after this date.

July 22, Thursday
Final date to officially withdraw from 13-Week Summer Session classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

July 26, Monday
Instruction begins for Summer III Three-Week (July 26 – Aug. 13) Summer Session classes

July 27, Tuesday
Final date to drop Three-Week Summer II Session classes and receive a 100% refund.

July 29, Thursday
Final date to officially withdraw form 10 Week Summer Session classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

July 30, Friday
Final date to drop Three Week Summer II Session classes and receive a 75% refund. No refund after this date.

August 6, Friday
Final date to withdraw from 2nd Five Week Summer II Session classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

August 10, Tuesday
Final date to officially withdraw form Three Week Summer Session II classes with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

August 13, Friday
Final Examinations for 13-Week Summer Session classes, 10-Week Summer Session classes, and 2nd Five-Week Summer classes

August 14, Saturday
Graduate Summer Commencement Ceremonies
9:00AM – Ceremony I
College of Arts, Humanities, and Social Sciences

College of Business
College of Health and Behavioral Sciences – Communication Sciences and Disorders, Occupational Therapy, Psychology and Counseling, Exercise Science and Sport Science, School of Nursing

12PM (Noon) – Ceremony II
College of Education
College of Science and Engineering
College of Health and Behavioral Sciences – Physical Therapy, Health Science, Nutrition and Family Sciences

August 17, Tuesday (Noon)
13-Week, 10-Week, and 2nd Five Week Summer II and Three Week Summer III Session final grade report due.

General Rules and Regulations

Student Rights and Responsibilities

A general statement - The University of Central Arkansas holds that the student, upon enrollment, maintains all rights and responsibilities of a citizen. The student-citizen has a responsibility to himself or herself, fellow students, to the laws of the land, and to the institution in which they enroll. The rights and responsibilities of students include:

UCA Students have the Right to

- Expect an education of the highest quality.
- Have access to faculty, libraries and databases, academic technology, classrooms, speakers and presentations, and other necessary resources which support learning.
- Express and exchange their varied ideas in an orderly way both inside and outside the classroom in an intellectually safe environment.
- Live and attend class in a physically safe environment.
- Equal treatment, free from discrimination.
- Confidentiality of their student records according to the guarantees and limitations of the Family Educational Rights and Privacy Act (FERPA) of 1974.
- Participate in the institutional governance and policy formation best exercised through the use of the appropriate opportunities provided by student government and membership on university committees.
- A fair hearing through established procedures containing all elements for due process as outlined in this handbook.
- Receive accurate and clear information about acceptable academic standing, graduation requirements, and individual course objectives and requirements.
- Accommodation for individuals with disabilities as outlined by applicable state and federal laws.

UCA Students have the Obligation and Responsibility to

- Read and adhere to the published university regulations and comply with them in the interest of a positive learning environment.
- Plan a program of study appropriate to their goals and meet the academic standards established for the course of study in which they are enrolled, and these standards alone will constitute the basis for evaluating a student's academic performance.
- Facilitate the learning process and foster the learning environment which includes attending class regularly, completing class assignments, coming to class prepared, and

actively participating in class discussions.

- Participate in evaluating your learning and campus experiences when asked through various tests and surveys.
- Uphold and maintain academic and professional honesty and integrity.
- Maintain and regularly monitor university accounts including email and financial accounts.
- Treat faculty, staff, and peers with respect and adhere to the code of conduct at all times when on campus and when representing the university in the community and abroad.
- Respect the rights and property of others, including university property.
- Be accountable for their actions.
- Be an active citizen of the university, participating fully in all required activities and exploring opportunities to improve their learning experience such as study abroad, service learning, and internships.

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 unauthorized 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 Affairs.

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 by submitting an Official Withdrawal form 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. For more information go to Cancellation of Registration and Withdrawal Information.

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** – contact the Graduate Dean's Office, Torreyson Library, Room 328.
- **Undergraduate Students** – Students who wish to drop all their courses during a given term are required to complete the Undergraduate Withdrawal form. This form may be obtained on the Registrar's Office webpage. Students are advised that not paying for or attending their courses will not drop them from their classes. Students will NOT be dropped by staff over the phone. Failure to drop classes that you do not intend to complete may result in additional billings to your account, the assigning of an F grade and holds on your transcript.

It is the intent of UCA to assist its students, where and when appropriate and possible, in their efforts to continue their education. Students may be asked about the circumstances leading to their withdrawal to determine if the motivation for leaving is something that UCA's staff and community may be able to assist with in the hopes of allowing the student to continue their studies. While not every issue is one that can be resolved in this way, your honesty in this process is very much appreciated.

Student Withdrawal and 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% 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% 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% 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. For more information go to Withdrawal and Refund Policy.

Administrative Withdrawal for Medical or Mental Health Emergency or Family Death - The Office of the Dean of Students, located in 308 Student Health Center, can help facilitate an

administrative withdrawal for students who experience one or more of the following situations:

- A serious medical issue where the student is unable to complete the current term due to their own medical condition or must become the caretaker for an immediate family member (parent, grandparent, sibling, spouse, child, fiancé);
- A serious mental health issue where the student is unable to complete the current term due to their own mental health concern or must become the caretaker for an immediate family member (parent, grandparent, sibling, spouse, child, fiancé);
- Death of an immediate family member (parent, grandparent, sibling, spouse, child, fiancé).

The administrative withdrawal process is available to currently enrolled students wishing to withdraw from ALL classes and end their enrollment for the existing term. The administrative withdrawal is not an appeal of grades that exist from previous terms and cannot be requested retroactively. Students wishing to appeal grades from previous terms may refer to handbook policies regarding grade appeals and the Academic Adjustments and Appeals Committee.

A student or parent may contact the Office of the Dean of Students to request an administrative withdrawal. The student or parent will be asked to provide the following information:

- Completion of the administrative withdrawal request, available online at Administrative Withdrawal - Division of Student Affairs.
- Documentation of the reason for the administrative withdrawal. For medical or mental health reasons, a brief written statement by a doctor or mental health professional must be submitted on official letterhead. The statement should explain that a withdrawal is necessary because successful completion of the current term is not a possibility. In the event of a death, an obituary or death certificate of the deceased must be submitted. Documentation can be emailed to Kelly Owens, Dean of Students, at kowens9@uca.edu.

In the event that a student meets all the criteria for an administrative withdrawal, the Office of the Dean of Students will send a recommendation to the registrar requesting W's on the student's academic transcript for the current academic term. A recommendation will also be sent to student accounts requesting the student's account be adjusted using a prorated amount for tuition and fees for that term. The completion of an administrative withdrawal does not guarantee a refund or a zero balance on the student account.

Students should also consider the following when requesting an administrative withdrawal:

Student Housing - If the student is living in a UCA campus housing facility, including apartments owned or leased by the university, the student will need to check out as soon as possible. Once a student checks out, room and board is normally pro-rated from the time of check-out. If the student is approved for an administrative withdrawal, the Dean of Students will recommend that the contract buy-out fee be waived.

UCA Academic Scholarship - It is the student's responsibility to complete the Academic Scholarship Exception form available at Current Scholarship Recipients. The request will be reviewed by the Scholarship Review Committee where a decision will be made on the request. The student will be notified of the decision from the Office of Financial Aid. Students who receive the Arkansas Academic Challenge Lottery Scholarship or other state scholarships should contact the Arkansas Department of Higher Education. The university is not responsible for administering these scholarships.

Financial Aid - Students who receive federal financial aid should contact that office to see how their administrative withdrawal may impact their financial aid status. *Students who receive Title IV funds and who withdraw or stop attending classes through the 60% point in a semester will be subject to an adjustment in aid eligibility. In some cases, this adjustment may result in an account balance that must be paid by the student.*

Students or parents who have questions about administrative withdrawal may contact the Office of the Dean of Students via phone at 501-450-3133 or by visiting 308 Student Health Center. Email correspondence may be sent to Kelly Owens at kowens9@uca.edu.

University Records

Family Educational Rights and Privacy Act

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, they 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 they believes needs to be changed, and specifying the reason(s) it is inaccurate, misleading or otherwise in violation of his or 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 or Vice President for Student Affairs, 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 Affairs within ten (10) working days from the date the eligible parent or student was notified that his or 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 or Vice President for Student Affairs. 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 Affairs, 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 or her choosing, such assistance may be provided by an attorney at his or 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 or Vice President for Student Affairs 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 or Vice President for Student Affairs 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 they disagree 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 upon extraordinary circumstances, upon approval of the Provost or Vice President for Student Affairs.

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. This includes the National Student Clearinghouse. 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 a student under the age of twenty-one (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.
12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings in connection with that alleged crime or offense, regardless of the finding.
13. To the general public, the final results of a disciplinary proceeding against a student whom the institution has determined violated a university rule or policy in connection with alleged acts that would, if proven, also constitute a crime of violence or non-forcible sex offense.

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 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:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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.

To order either transcript go to this address: Ordering of Transcript

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. Both are available online: Undergraduate Bulletin and Graduate Bulletin. Use links at these landing pages for the latest version of each bulletin.

Academic Advisors

UCA places a very high priority on student advising and considers it an integral part of your academic success. UCA's team of academic advisors (Advising) are available to assist you during your stay at UCA. Prior to future semester course registration, all degree-seeking undergraduate students must declare a major after completing 27 credit hours. Students must also declare at least one minor field, subject to modifications noted for specific programs. Students will be assigned academic advisors specific to their declared major and minor fields of study. Students can find the name of their academic advisors in myUCA Self-Service and are encouraged to maintain contact with their advisors throughout their university experience.

It is the sole responsibility of the student to be familiar with and comply with all 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 or certificate. To facilitate this, students are encouraged to use DegreeWorks which is available in myUCA Self-Service.

Attendance

A student's official program is regarded as his or her obligation to the institution, full performance of which requires regular and punctual class attendance and active participation. A student is responsible for coming to class prepared, completing any missed work if the student is absent, and knowing the dates and places of required course examinations. Attendance and tardiness are primarily a student-teacher-class relationship, but the university has a concern for the fulfillment of such obligations by the student. Absences that indicate negligence about class attendance may lead to cancellation of registration and a withdrawal grade (W) in the course. In flagrant cases, the student may be suspended from the university. Individual instructors may assign a withdrawal grade (W) for non-attendance to any student but must do so by the deadline date for a student to officially withdraw specified in the academic calendar for the semester. Make-up examinations and assignments are required only for valid absences as determined by the faculty member. Students who miss an examination or assignment without a valid excuse may receive a failing grade for that exam or assignment. Faculty and students should work together to mitigate the impact of absences of those students who miss class while officially representing the university.

Academic Fresh Start Policy
UCA Board of Trustees Policy 331, adopted May 1992, revised October 2025

The Academic Fresh Start Policy provides a second chance to a student who, having left college after an unsuccessful experience and having been out of college for an extended period, seeks admission or readmission to the university. The Academic Fresh Start Policy requires that an individual must not have been enrolled in any institution of college or university rank for a period of at least two years (24 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 (associate or baccalaureate) from the University of Central Arkansas in order to be eligible for an Academic Fresh Start consideration. See the *Undergraduate Bulletin* for the process, terms and conditions of an Academic Fresh Start. Contact the Office of the University Registrar for information about how to apply for an Academic Fresh Start.

Academic Adjustments and Appeals Committee

An undergraduate student is entitled to petition the Academic Adjustment and Appeals Committee for relief of an unfair hardship brought about by academic regulations when warranted by special circumstances. The petition form, obtainable online from the office of the University Registrar at Registrar Forms, should be completed with the assistance of the student's advisor.

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, available from the Office of the Dean of the Graduate School here, should be completed with the assistance of the student's advisor.

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.

Grade Appeal Policy

Students may initiate an appeal only after having officially received the final grade in the course. See the *Undergraduate Bulletin* for the grade appeal policy and process. The

procedures described in the Grade Appeal Policy are available only for appeal of a semester or term grade based on one or more of the following reasons:

1. A mathematical error in calculation of the grade or clerical error in recording of the grade that remains uncorrected;

In order for a grade appeal to be successful for reasons other than mathematical or clerical errors, the student must prove that the instructor has issued a grade in an arbitrary, capricious, or discriminatory manner, such as

2. The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course;
3. The assignment of a grade to a particular student on some basis other than performance in the course;
4. The assignment of a grade by a substantial departure from the faculty member's previously announced standards.

All formal appeals must be initiated no later than the second Monday of October (when appealing a final grade received in a spring or summer course) or the second Monday of March (when appealing a final grade received in a Fall Semester course.) Appeals must take place in the semester immediately following the semester during which the alleged grievance occurred, whether or not the student is enrolled that semester. Students must follow the grade appeal process as described in the applicable academic bulletin.

All formal appeals must be initiated no later than the second Monday of October (when appealing a final grade received in a spring or summer course) or the second Monday of March (when appealing a final grade received in a Fall Semester course.) Appeals must take place in the semester immediately following the semester during which the alleged grievance occurred, whether or not the student is enrolled that semester. Students must follow the grade appeal process as described in the applicable academic bulletin.

The official grade appeal form is obtainable online from the Office of the University Registrar at Registrar Forms.

Academic Integrity Policy
UCA Board of Trustees Policy 709, adopted February 2010; revised April 2013, May 2014

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 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

UCA will discuss the academic integrity policy 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 orientation.

The Divisions of Academic Affairs and Student Affairs 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 theFall 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 they wish 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 or 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 or 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 or 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 or 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.

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

- Automatic additional penalties: completion of compulsory Academic Integrity course or workshop as determined by the university to be completed within forty-five (45) calendar days of notification of the requirement to complete the course or workshop by the Registrar or a registration hold will be placed on the student's file. The cost of this course or workshop will be paid by the student and charged to their student account.
- Additional penalty, if not exonerated: meeting with administrator (dean or designee)

Third infraction

- Additional penalty, if not exonerated: referral to Academic Integrity and Discipline Committee for possible university sanction (e.g., probation, suspension, expulsion).

Subsequent infractions

- 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

- Automatic additional penalties: (1) completion of compulsory Academic Integrity course or workshop as determined by the university to be completed within forty-five (45) calendar days of notification of the requirement to complete the course or workshop by the Registrar or a registration hold will be placed on the student's file. The cost of this course or workshop will be paid by the student and charged to their student account. (2) meeting with Graduate Dean

Second infraction

- Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion).

Third infraction

- 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 or 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 and College Level

a. The instructor will advise the student of an accusation of academic misconduct and the penalties to be applied. Within ten (10) working days of receiving this information and the chair's notification of his or her right to appeal (see E.2), a student may meet informally with the instructor to attempt to resolve the matter.

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. Any appeal of course grade as a result of sanctions will follow the procedures outlined in this policy rather than the grade appeal process.
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 Associate Provost for Instructional Support and Graduate Dean. 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 Affairs. The Provost and Vice President for Student Affairs may choose appropriate designees to act on their behalf. The Provost and Vice President for Student Affairs (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 Affairs (or designees) will send a report of the final decision to the student, instructor, department chair, college dean, Dean of Students, and, when appropriate, the 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, which will be met when 50% plus one of the committee members are present with at least one appointee from the staff, the faculty, and the Student Government Association 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. 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 with copies of all evidence considered by the committee. If any person is unable to attend, that person may submit written information on his or her behalf.
7. The Office of the college's 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 Affairs 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 Affairs, or their designees, will render a final decision. The Provost and the Vice President for Student Affairs, or their designees, will give the student, the instructor, the department chair, the college dean, and, when appropriate, the graduate dean 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.

On a third offense of academic misconduct (second offense for graduate students), the student will be referred to the Academic Integrity and Discipline Committee (AIDC) as previously outlined in the board policy. In the event of an automatic referral to the AIDC for university sanction, information regarding the three offenses will be given to the committee for review. This is not a hearing nor is it a determination of responsibility. Because the three previous offenses were subject to the appeal process, the offenses are considered on record and the student is considered responsible for the offenses. Students will not be present during automatic sanctioning meetings as the information is not being presented for determination of responsibility. The AIDC will discuss the documentation presented and propose a recommendation.

A copy of the minutes and the committee's recommendation will be provided to the student, the Vice President of Student Affairs and the Provost within ten (10) working days of the final meeting of the committee.

Within (10) working days of the receipt of the committee's recommendation, the Provost and the Vice President for Student Affairs or their designees, will review and uphold or modify the committee's recommendation. The Provost and the Vice President for Student Affairs, or their designees, will give the student written notice of the final outcome. All documentation developed in the appeals process, is forwarded to the University Registrar for completion of the Banner record and permanent electronic archiving.

General Policies

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.

To view the complete Board Policy 412 on Computer Use, go to UCA Board Policy 412.

Digital Millennium Copyright Act (DMCA) Copyright Violation:

Information Technology (IT) will use progressive measures to deter the distribution of unauthorized copyrighted material on its campus network, which will include the following steps.

- For a first offense, IT will issue a DMCA Copyright Violation Notice to the responsible individual.
- For a second offense, IT will issue a DMCA Copyright Violation Notice and immediately suspend Internet access on all registered devices for that individual for a period of five school days. Students will have access to academic Internet sites in the Torreyson Library during this suspension period.
- For the third offense and beyond, IT will issue a DMCA Copyright Violation Notice; immediately suspend Internet access on all registered devices for the individual for a period of 10 school days; and refer the student to the Dean of Students for violation of Board Policy 412. Students will have access to academic Internet sites in the Torreyson Library during this suspension period.

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. Doris Pierce is the ADA Coordinator. The ADA Coordinator's office is located in the Student Health Center, second 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 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 Office of Accessibility Resources and Services (OARS) 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 or 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 or organizational representative and director of OARS prior to submitting an appeal involving general services.

A faculty or staff member must exhaust avenues of review with the responsible office or 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 equal employment officer (EE Officer) within ten (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, the student and faculty member should meet and discuss the coordination of approved accommodations. If assistance is needed, the director of OARS 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, 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 EE Officer. The EE Officer will forward the appeal to the provost. 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 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 or council will submit a recommendation to the provost with copies to the student, faculty member, chair, dean and director of OARS. The provost will render a final decision.

2. Modification of Major and or 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 should be consulted to assist in establishing a reasonable accommodation. The director of OARS will review the concerns of both parties in light of the student's documented need for accommodation of a major or 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, 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 EE Officer. The EE Officer will forward the appeal to the provost. 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 ten (10) working days of receipt of the appeal. After considering the appeal, the committee or council will submit a recommendation to the provost with copies to the student, departmental chair and director of OARS. 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 or organizational representative are unable to reach an agreement for reasonable accommodation, the grievant should contact the director of OARS 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 or organizational representative disagrees with the recommended accommodation, an appeal may be filed, in writing, to the EE Officer. The 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 or 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 EE Officer will serve as the non-voting chair, the director of OARS will serve as a non-voting member, two (2) students, both selected by the Student Government Association, one (1) tenured or tenure-track faculty member selected by the Faculty Senate, one (1) non tenure track faculty member selected by the 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 EE Officer will serve as the non voting chair, the associate 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 Faculty Senate, and two (2) 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 EE Officer will forward the appeal, if under section one (1) or two (2), to the provost. 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 EE Officer will forward the appeal to the director of OARS 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 or council within ten (10) working days of receipt of the appeal.
    b. Four (4) members of the committee or 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 or 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 or 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 or council. Strict judicial rules of evidence will not be applied. The committee or 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 or council.
f. A written record of the minutes of the proceedings and the recommendation of the committee or council will be presented to the provost or appropriate vice president within five (5) working days of the final meeting of the committee or 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 or 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 or associate vice president for human resources.

To view the complete Board Policy 522 on Computer Use, go to Board Policy 522

Free Speech Policy

A. Purpose

The University of Central Arkansas believes in academic freedom and free speech. The purpose of this policy is to provide additional guidance regarding free speech on campus and to recognize the first floor of the Ronnie Williams Student Center as a campus forum as defined in Arkansas Code Annotated Section 6-60-1402. Board Policy 406 sets forth free speech policies regarding outdoor areas of campus. Board Policy 400 sets forth policies regarding the scheduling and use of university facilities. These policies shall, wherever possible, be construed in a manner that is consistent with each other and all other University policies.

B. Policy Statement

The First Amendment of the United States Constitution, the Arkansas Constitution, the Forming Open and Robust University Minds (FORUM) Act, and Act 614 of 2023 protect the rights of free speech at state-supported institutions of higher education. To the extent any provision of this policy conflicts with federal or state law, the law shall control.

The University shall not limit or restrict the expression of a member of the campus community in a campus forum based on the (1) viewpoint of the expression or (2) reaction or opposition from listeners to or observers of the expression.

C. Definitions

For purposes of this policy, the following definitions shall apply:

a. “Campus Community” means: (i) the university’s students, administrators, faculty, and staff and (ii) invited guests of the university or its students, administrators, faculty, and staff. A student, administrator, faculty member, or staff member must accompany the invited guest when such person is engaged in expressive activity protected by this policy.

b. "Materially and substantially disrupts" means a disruption that occurs when a person, with the purpose or knowledge of significantly hindering the expressive activity of another person or group, prevents the communication of a message of another person or group or prevents the transaction of the business of a lawful meeting, gathering, or procession by: (i) engaging in fighting, violence, or other unlawful behavior or (ii) physically blocking or using threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in an expressive activity.

c. “Campus Forum” means (1) any non-academic and publicly open portion of the first floor of the Ronnie Williams Student Center or (2) outdoor areas of campus as defined in Board Policy 406.

d. “Harassment” means an expression that is so severe, pervasive, and subjectively and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the university.

September 21, 2023

D. Procedure

The non-academic and publicly open portions of the Ronnie Williams Student Center are deemed a campus forum for members of the campus community. A member of the campus community may engage in noncommercial expressive activity in such areas during the public

operating hours of the Ronnie Williams Student Center.

Expressive activities protected by this policy and state law consist of speech and other conduct protected by the First Amendment to the United States Constitution, including without limitation: (1) communicating through any lawful verbal, written, or electronic means; (2) participating in peaceful assembly; (3) protesting; (4) making speeches, including without limitation those of guest speakers; (5) distributing literature; (6) making comments to the media; (7) carrying signs; and (8) circulating petitions.

Free speech by individuals or groups must not violate any right of others, materially and substantially disrupt the normal function of the university, materially and substantially disrupt previously scheduled or reserved activities, violate other university policies, or be unlawful. As set forth in statute and case law, free speech does not extend to harassment or threats. In such cases, the individual or individuals will be prohibited from these activities on the UCA campus.

Amplification equipment is prohibited, and no structure(s) may be erected. Individuals or organizations responsible for expressive activities (i) must not obstruct entrances or exits to buildings, (ii) must not obstruct pedestrians, (iii) must not alter, modify, deface, or destroy University property, and (iv) must remove all signs and litter from the area at the conclusion of the event.
Rooms and spaces on the second floor of the Ronnie Williams Student Center may be reserved in advance for use at a specified date and time in accordance with Board Policy No. 400. The university bookstore, university business offices, university radio station, post office, food stores, restaurants, and the interior of the food court are not publicly open non-academic areas as defined in this policy, but are university offices or commercial areas leased to vendors engaged in a commercial activity for the benefit of university operations.

This policy is not applicable to individuals or organizations who are not members of the campus community. Individuals or organizations who are not members of the campus community must comply with Board Policies 400 and 406.

E. Grievance Procedure

Any member of the campus community that has a concern regarding free speech on campus, is aggrieved by a decision made pursuant to any free speech policy, or believes that a member of the campus community has violated any free speech policy may submit a grievance, in writing, to the Dean of Students. Upon decision of any grievance made in writing to the Dean of Students, the grievant may appeal to the Vice President for Student Affairs within ten (10) days of the decision.

To view the complete Board Policy 406 on Free Speech, go to UCA Board Policy 406.

Electric Recreational Equipment

Hoverboards, electric skateboards, self-balancing boards, electric scooters, electric bikes and other similar equipment, may not be stored or possessed inside any university building and or charged anywhere on campus.

The use of electric recreational equipment on campus falls under Board Policy 423, which prohibits the use of such devices within any building on campus. The use of such equipment is permitted on any sidewalk or approved surface used for pedestrian purposes.

To view the complete Board Policy 423 on Roller Skate etc., go to UCA Board Policy 423

Inclement Weather Policy

It is the policy of the university not to close due to bad weather when students are on campus. Instruction and support operations will continue.

In cases in which weather conditions are unfavorable in the early morning but expected to improve during the day, the university may implement a delayed-start time. Announcement of the delayed-start will be given as early as possible on the morning of the delay.

In the event of severe or inclement weather the University of Central Arkansas will notify students, members of the faculty, and area residents of closings or changes in schedules in these ways:

1. The university's web page (uca.edu).
2. Social Media: Facebook (http://facebook.com/ucentralarkansas) and Twitter (http://twitter.com/ucabears)
3. UCAAlert System – The UCAAlert System is used to send emergency notifications to the campus community via text message, and e-mail.
4. UCA Channel 6 and state television stations in Little Rock (ABC – Channel 7, NBC – Channel 4, and CBS – Channel 11)

Non-Electric Recreational Coasting Equipment

The use of coasting devices is prohibited within any building on the UCA campus or on any surface features (e.g., handicapped ramps, benches, or other architectural features) that might reasonably be expected to incur damage because of such use.

1. Definitions:

For purposes of this policy, the following definitions shall apply:

a. Roller skate: A shoe or attachment for a shoe, with a set of wheels connected for skating.
b. Rollerblade: A type of roller skate with in-line wheels.
c. Scooter: A narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels.
d. Skateboard: A board mounted on skate-type wheels.
e. Acrobatics, recreational use: any action on roller-equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a "trick" or "routine," including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, and similar activity.

2. Policy:

Roller skates, rollerblades, scooters, skateboards and other coasting devices are not vehicles, and are prohibited on roadways dedicated solely to vehicular traffic and in parking lots. Coasting devices are approved for use as transportation on university property, but cannot be used in any manner that places pedestrians at risk; their use for acrobatic, racing or other stunts is strictly prohibited. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, provided they yield the right-of-way to pedestrians on foot, and they must be walked in crosswalks, which are often filled with pedestrians.

*Hoverboards are included under this policy. See "Electric Recreational Equipment" section above.

To view the complete Board Policy 423 on Roller Skates etc., go to UCA Board Policy 423

Campus Activities and Event Policies

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 twenty one (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.

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.

Prohibited Behaviors for Campus Events

Any student, non-student, or student group found to be engaged in the following behaviors during any type of event (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 glitter 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.)**

Study Day and Finals Week Policy

During the last week of each semester, UCA student social events (dances, step-shows,

formals, proms, mixers, parties, etc.) will not be permitted on the UCA campus; nor will social events be permitted by student organizations sponsoring activities off campus. This period will begin at 12:00 A.M. on Study Day and will last throughout final exams week. The intent of this policy is to provide an environment conducive to study and preparation for final exams.

Campus Outdoor Stake Sign Policy

UCA recognized student organizations and university departments are permitted to post outdoor stake signs (i.e., signs placed in the ground) on university property under the following conditions:

- Stake signs must not contain language that is libelous, obscene, or in violation of federal, state or local laws.
- Stake signs must be kept in good condition (i.e., not faded, worn, torn, fallen to the ground, etc.).
- If a stake sign is to be inserted 6 or more inches into the ground, the person responsible for the sign must contact the Director of Physical Plant (or designee) to ensure the stake sign does not rupture utility lines.
- Outdoor stake signs that have an expiration date must be removed 72 hours after the event.
- All other stake signs (without expiration dates) must be removed by the end of Study Day (Friday before Final Exams week) at the end of Fall and Spring Semesters. Signs that remain will be removed and discarded by university personnel.
- Individual students, faculty, staff or visitors- or businesses or groups outside the university- are not permitted to post stake signs on the university campus.
- Individuals who have a concern about the condition or wording of an outdoor stake sign can express their concern to the Director of Student Center, who is the designated university solicitation officer.
- Stake signs that are out of date and or are in poor condition will be removed and discarded by university personnel.

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 must 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.

Student Organizations

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

There are over one hundred fifty (150) recognized student organizations at UCA in which you can become involved. A complete listing of currently recognized student organizations is available at CubConnect, UCA's student engagement network.

Requirements for Student Organization Recognition - All Recognized Student Organizations (RSOs) on UCA's campus must meet certain minimum requirements to be active and gain all RSO privileges. Detailed information regarding steps below can be found on the Recognized Student Organizations . These requirements are:

1. Create a name that clearly represents the functions of the student group.

2. Have a clear purpose that is not duplicated by another student group or campus department, and compliments the University's mission.
3. Create a local constitution or bylaws that outline organization operations.
4. Have a separate President, Treasurer, and Faculty and or Staff advisor (this advisor must be a full-time employee of UCA).
5. Have a minimum of 6 students on the roster.
6. Comply with all local, state, and federal laws and do not create undue risk or liability to the University.
7. Upon request, submit group budgets and other information based on the type and complexity of the organization.
8. The president and advisor must complete Annual RSO Training.
9. Complete a registration or renewal annually on CubConnect.

If any minimum requirements cannot be met, a request for special consideration must be submitted to the Office of Student Involvement and Leadership for approval by the Vice President of Student Affairs or their designee.

Recognition Process - In order to apply for recognition, the primary contact will register their new group on CubConnect. The Office of Student Involvement and Leadership will verify that all University requirements for recognition have been met. If everything is in order, Student Involvement and Leadership will notify the Student Government Association and the Assistant Dean of Students of the group's request. Following the review period, the group will be approved for recognition if the Student Government Association and Student Involvement and Leadership Committee do not challenge the application.

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

Affiliation - 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 or 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.

Recognition requires that local organizations affiliated with a national organization must have a local constitution and or by-laws that do not conflict with the University of Central Arkansas's policies and procedures. National constitution or 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.

Student organizations who are affiliated with a national organization are governed by national and UCA policies and decisions. It is the position of the University to cooperate with decisions made by a national organization with respect to individual members of an organization, or the organization as a whole.

Compliance - Recognized student organizations (RSOs) 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).

RSO Privileges - 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 RSO Fair(s), Bear Facts Days, Leadership Academy, Officer Training Workshop(s), and other campus-wide events.
5. Receipt of leadership materials and other informational publications.
6. Free consulting by professional staff.
7. Fundraising privileges.
8. A post office box in the Office of Student Involvement and Leadership, SC 207. (First come, first serve.)
9. A listing in the online RSO directory (CubConnect)
10. Access to apply for and receive Student Activity Fee Allocation (SAFA) funding through the Student Government Association.
11. Discount on ARAMARK catering through the Student Club Catering Guide. For more information, contact Campus Dining at 501-450-5981.
12. Ability to check out event materials from the Student Involvement and Leadership Office.
13. Ability to have signage around campus in accordance with facility usage and solicitation policies

Role of Advisor - All student organizations must have a faculty or staff advisor. This advisor must be a full or part time faculty or staff member of the University. Primary advisors (also called advisors of record) cannot be graduate students. 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 handbook 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 or 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.

Faculty or Staff advisors also act as Campus Security Authorities (CSA) under the Clery Act. A CSA is an official of the institution who has significant responsibility related to student groups and or campus activities and (as outlined by the Clery Act) has the authority or the duty to take action or respond to particular issues on behalf of the institution. In short, if a student shares information regarding a crime or incident that may be a crime, you must report such information to designated campus officials. For more information, visit Clery Act Information.

Withdrawal of Recognition - Recognition and all privileges thereof may be withdrawn at any time 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 appropriate staff within the Office of Student Involvement and Leadership. The Dean of Students will assign the case to the discipline system or the University Student Life Committee, whichever is appropriate.

Grounds for Withdrawal of Recognition

1. An organization fails to conduct its activities in accordance with its constitution or purpose statement and or the procedures and limits set forth by the university for student organizations.
2. An organization does not comply with the regulations set forth in the **Student Handbook**.
3. An organization fails to submit a CubConnect RSO Renewal or other required reports.
    a. A missed renewal results in an organization being frozen, with the ability to

complete a reactivation for simple reinstatement.

b. After an organization is frozen for two (2) consecutive years, the organization is deemed inactive. Reactivating at this point requires a full review similar to the formation of a new organization.

Reactivation - An inactive organization may request reactivation by submitting the "Organization Reactivation Request" form on CubConnect, reaffirming its existing constitution or purpose statement and showing reasonable prospects of organizational continuity. A CubConnect renewal must be completed immediately following re-activation. Until this renewal is complete, the RSO is still considered inactive.

Leasing University Property to Student Organizations – The administration is authorized (according to Board of Trustees Policy 704) to negotiate leases of University property to student organizations for the purpose of constructing facilities. Each lease must have prior approval of the Board before it is effective. All facilities constructed under such leases will be considered University facilities and will be governed by applicable regulations in the *UCA Student Handbook.*

Lease of University Houses - The University owns and operates several houses that can be leased to student organizations. For further information about lease arrangements, contact the Director of Housing or Vice President of Finance and Administration.

Purchase or Renting Property Off Campus – The Board of Trustees authorizes the Administration (according to Board of Trustees Policy 705) to allow University organizations to purchase or rent property off campus. In order to receive approval, the standards outlined in the policy must be met.

Recognized Student Organizations (RSO) Events Policy

The Office of Student Involvement and Leadership recognizes the value of both on and off campus events. In an effort to ensure the safety and success of these events, a policy has been put in place to govern the planning and implementation of all events. In addition to the policy, the Office of Student Involvement and Leadership has developed a toolkit to assist with the planning and registering of RSO events. Any exceptions to the procedures must be approved by the Vice-President for Student Affairs or their designee.

To view the Event Planning toolkit, including the RSO Events Policy, go to: Event Planning Toolkit

Fundraising and Philanthropy (by Recognized Student Organizations)

Fundraising 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), If a fundraising event is happening in an on-campus location, the event space should be scheduled with the appropriate Scheduling Office, and registered on CubConnect. 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 or person to person solicitations;
5. The activity in no way conflicts with university policies;
6. The activity that raises funds for philanthropic purposes is directed to nonprofit, tax-exempt organizations and that no funds are made directly available to an individual or individuals.

Outdoor Event Locations and Guidelines for Recognized Student Organizations

The University has established guidelines to assist Recognized Student Organizations that wish to schedule outdoor events on the UCA campus. Refer to the RSO Events Policy for regulations regarding timing of events, security and event advertisement.

Costs - RSOs that schedule outdoor events may be assessed charges related to their event to include:

- Campus security
- Electrical and Lighting needs
- Restroom facilities (for portable toilets)
- Staging, tables, chairs, etc.
- **Possible clean-up**

Outdoor Music - Amplified music played in an outdoor venue is regulated by the rules set forth in the Student Entertainment Policy.

Clean-Up - Student organizations who schedule an on campus outdoor event must have a

clean-up committee whose purpose is to clean up event grounds immediately following the event. Failure to adequately clean up the event area will result in a fee assessed to the organization.

Locations – The following locations have been identified as possible sites for outdoor events
Weekend Event Locations (for Friday, Saturday and Sunday nights):

- Mudstock area (Southwest of Physical Plant)
- Farris Intramural Softball Fields
- Outdoor Recreational Field
- Indoor Practice Facility
- Irby Hall Plaza
- Technology Plaza
- Alumni Circle (in front of Main Hall)
- Area between Prince Center and Meadors Hall
- Amphitheater and Student Center Plaza

Weeknight Event Locations (for Monday through Thursday nights):

- Mudstock area (Southwest of Physical Plant)
- Farris Intramural Softball Fields
- Outdoor Recreational Field
- Indoor Practice Facility

Alternative Locations:

- Events that do not use sound amplification or where noise is not an issue may be scheduled at other outdoor locations on campus, with approval of the Dean of Students and University Police.
- Events with sound may be considered at other outdoor locations as long as they do not conflict with night classes, other campus events, residence hall students or surrounding neighbors; and are approved in advance by the Dean of Students and University Police.

Additional Information:

- Events cannot interfere with night classes, other university scheduled events (including but not limited to events in SFA, Student Center, Intramural Sports, Athletic practices in the indoor practice center, etc.) residence hall quiet hours or residents living near campus. Scheduling office staff will be responsible for determining if an

event interferes with classes or other scheduled events.

- The event locations listed above are approved on a trial basis and may be adjusted in the future depending on scheduling of night classes and other considerations.
- The Outdoor Event Locations and Guidelines document will be made available to Recognized Student Organizations through the UCA Scheduling Offices and on the RSO website.

Student Entertainment Policy

UCA hosts many events on campus to provide entertainment to the campus community. It is the goal of the University to allow entertainment that is of interest and meets the diverse needs of students, while at the same time providing an environment free from sexual, racial and other forms of harassment.

Student organizations who wish to schedule an entertainment event should first reserve the event location through the Scheduling Offices. After a location is confirmed, the event must be registered through CubConnect. Instructions for registering an event can be found at Creating an Event.

Outdoor Music - Music provided by student organizations, through use of disc jockeys, for outdoor activities (*i.e. step shows, tailgating, etc.) must be "radio friendly." Music should not contain lyrics that are obscene or sexually or racially offensive. In addition, the University has the right to control sound levels for music played outdoors.

Booking of Musical or Comedy Acts - Student Organizations who intend to sign contracts with musical, comedy, or other entertainment acts should first have their contracts reviewed and approved by the Director of Student Activities. Any contracts over $7500 are required to have formal approval by the Coordinator of Student Activities. This process will be completed during the Event Registration process on CubConnect. No RSO should sign a contract without first going through the Event Registration Process on CubConnect.

Fraternity and Sorority Life

Fraternities and sororities, also collectively referred to as Fraternity and Sorority Life or FSL, are University recognized student organizations formed by individuals and affiliated with a national organization. Individual fraternities and sororities vary in organization and purpose, but share common elements.

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 one(1) million dollars liability insurance
5. Must have affiliation with a national organization

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

IFC, Panhellenic, NPHC, and UGC 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 Affairs 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 Fraternity and Sorority organizations. The Dean of Students assigns appropriate cases to the Board. Decisions of the Board are recommendations to the Vice President for Student Affairs.

Fraternity and Sorority Organization Expansion - Fraternity and Sorority governing bodies reserve the right to “open” or “close” expansion in accordance with national and local guidelines. More information can be found at Fraternity and Sorority Life.

Responsibilities of Fraternity and Sorority Organizations and the University - The following are general responsibilities of Fraternity and Sorority organizations and the University with respect to Fraternity and Sorority 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 United Greek Council shall have complete authority for recruitment and intake procedures, subject to approval of the Vice President for Student Affairs.

3. The University, through the advisors of IFC, Panhellenic, NPHC, and UGC will supply information to the sorority or fraternity regarding the academic and, upon request, disciplinary status of their members, new members, associates, and potentials. The students involved must give written permission to the sorority or 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, upon request, an accurate list of officers to the Office of Student Involvement and Leadership, 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 may result in the loss of recognized student organization privileges.
8. The University is responsible for keeping Fraternity and Sorority organizations informed of policies and actions which affect them.

Greek Housing - The housing experience is often a central component of the Greek Life experience. Fraternity and sorority houses are subject to the same Board Policies and guidelines as all other student organization houses, as outlined above.

The University owns and operates the eight chapter houses and two community complexes that make up Greek Village. The University may have several other houses that can be leased to fraternities and sororities. For more information on Greek Village visit Greek Village.

Some fraternities and sororities have chapter rooms located in UCA residence halls. A contract is established between the Department of Housing and each organization to regulate use of these rooms.

Alcohol related social functions at on and off-campus Greek houses are prohibited. Any Fraternity or Sorority 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 possible notification of the organization's national office.

Recruitment Information - Eligibility for participating in the recruitment or membership intake process is limited to students in good standing.

- All students must be enrolled as a full-time, degree seeking student at UCA.
- Entering freshmen must have at least a 2.5 high school grade point average.
- Current UCA students must have at least a 2.5 UCA grade point average.
- Transfer students must have at least a 2.5 grade point average on their transfer transcript.

Beyond this minimum standard established by the University, councils, and individual fraternity and sorority chapters may have higher standards for eligibility. This information is available by visiting the Fraternity and Sorority Life website.

A Memorandum of Understanding was established between UCA and Hendrix College regarding student participation in National Pan-Hellenic Council Membership Intake processes and organizations. To see the full document, visit the NPHC page on the Fraternity and Sorority Life website.

- For more specific information about the Panhellenic Council visit Panhellenic Council.
- For more specific information about the National Pan-Hellenic Council visit National Pan-Hellenic Council.
- For more specific information about the Interfraternity Council visit Recruitment.
- For more specific information about the United Greek Council visit United Greek Council.

UCA Event Scheduling Procedures

The Centralized Scheduling Office, Student Center Scheduling Office, and Conference Services Office are here to make sure your reservation requests are processed in a timely and efficient manner. All events should be scheduled through one of these offices by using the Event Scheduling link on myUCA or using the Virtual EMS platform. Information on event scheduling processes and procedures can be found on the RSO Event Planning and Scheduling websites.

All requests MUST be made at least two (2) weeks prior to the event.

Any member of an RSO may book spaces on behalf of their organization(s). The student should first submit an online request for an Event Scheduling Account for the group(s) they are a member of and for which they want to submit reservation requests. The Scheduling offices will verify that the requestor is a member of the listed RSO by looking at the Organization's roster on CubConnect. If a person is not listed in the CubConnect roster,

scheduling access will not be granted to that person for that organization. Once the request for an Event Scheduling Account is approved or denied, the requestor will receive an email to update on the status of the account. If approved, the email will include a link to log into the account and submit the reservation request.

RSOs are encouraged to book events in the Ronnie Williams Student Center locations as RSOs are given scheduling priority in the RWSC and Ida Waldran. If there are no locations available in the Student Center, then a request can be submitted for other locations on campus. If your event is booked in an academic location, you could be bumped out of that location without any advance notice.

Once the completed event request has been received, it will be processed by the appropriate scheduling office. After final approval is given, it will be placed on the Event Scheduling platform calendar and the requestor will receive an email indicating the status of the reservation request. **Please allow 72 hours or 3 business days from the time you submit the location request before contacting the scheduling offices to confirm.** It is very important to include all the event information on the request form in order to process your request as quickly as possible. Incomplete or inaccurate information will delay the processing of your reservation request.

Events must be registered on CubConnect in accordance with the RSO Events Policy. An Event Submission on CubConnect *does not* reserve the location, this must be completed separately in the steps provided above.

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

Copies of the University's facility use policy (BOT Policy 400) are available in the RWSC scheduling office or online.

Damages - The student organization sponsoring an 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.

The Student Center Scheduling Office, Central Scheduling Office and Conference Services Office at UCA are here to make sure your event is scheduled in a timely and efficient manner.

Scheduling Offices

Student Center – Lisa Pfrenger 501-852-2524 - scscheduling@uca.edu

Central Scheduling - Lisa Canady 501-450-5044 – ucacs@uca.edu
Conference Services - Melanie Watson - 501-852-2699 - melaniesw@uca.edu

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 must register with the Office of Accessibility Resources and Services, who will then direct them to Aramark's Registered Dietitian for counseling. Every effort is made to meet the special dietary needs of our students. The Registered Dietician is offered for planning, counseling, and many other healthy lifestyle support services. The RD will then send findings to the Office of Accessibility Resources and Services who will make the final decision on the meal plan exemption request.

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. A carry out option is available in lieu of dining in the Cafeteria.

Meal Plans

Students living within University Housing must choose a meal plan option, and commuter students have the option of choosing a meal plan as well. Information regarding the meal plan options may be found at Meal Plan Options - BearCard.

Students may choose their plan at the beginning of each semester by logging into myUCA. 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. Meal plans are for plan holder only. Only with DD and Block Plans can you purchase another person's meal.
3. Line cutting or holding a place in line for another student will not be tolerated.

4. Meal plans are not transferable. In the event that another student uses another student's meal plan, the student I.D. will be confiscated.
5. 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.
6. 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 may be purchased in the cafeteria office.

Student Center Food Court - offers Chick-fil-A, Pizza Hut Express, Freshens, MooYah's, Sushic, Einstein Brothers Bagels, and C-Store POD.

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.

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.

Donaghey Hall

- **Twisted Taco** is a Tex-Mex restaurant serving made to order California style burritos, nachos, quesadillas, fresh salads, homemade salsas, and 30 different versions of their famous "Twisted Tacos"
- **1907 Bread Company** offers a great tasting selection of chef crafted sandwiches - prepared with fresh sliced deli meats and artisan breads. Tempting sweets from our local partners and artisan roasted coffees round out this one of a kind experience.

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 Campus Dining. For Meal Plan changes, please contact the Housing Office at 501-450-3132.

Athletics

Intercollegiate - The men's and women's programs compete in NCAA Division I within the United Athletic Conference and Atlantic Sun Conference in eighteen sports. Men's competition includes golf, football, basketball, baseball, soccer (Atlantic Sun Conference), cross country and track and field. Women compete in basketball, volleyball, beach volleyball (Atlantic Sun Conference), golf, cross-country, softball, soccer, STUNT, 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, 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 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 or designee.
   (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) All UCA groups or individuals interested in using the athletics facilities inquire through the calendar office. That office then contacts the athletics department to check the availability of the facility.

(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. This usage must be scheduled as listed in section 4, part (b) above

(d) Notwithstanding any other provision of this section 4, however, at any time 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 Affairs 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 Athletics Indoor Facility.

6. **Effective Date:** The provisions of this Administrative Policy shall take effect on the first 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.

BearCard

The BearCard is UCA's official photo identification card for employees and students. You must be in possession of a current BearCard at all times while on the University campus. It will be the single most important piece of identification you possess on campus. The BearCard is the property of the University of Central Arkansas and must be returned upon request. The only identifying number on the BearCard is your UCA ID number. The BearCard is a digital ID with Apple, Android and Samsung smartphones and Apple and Samsung Watches. BearCard Mobile will work anywhere the physical or plastic BearCard works. There is no replacement fee for the BearCard Mobile. If your smart phone or watch is lost or stolen, report it immediately to the BearCard office. It can also be deactivated or reactivated through MyUCA > Bearcard or the eAccounts app. The first BearCard is issued free of charge after you are enrolled in classes. A photo ID (i.e. driver's license or passport) is required for your first BearCard. It is helpful if you have a class schedule and your UCA ID number (it is 9 digits and begins with a B or zero) with you. A printed replacement BearCard is $15. If your BearCard is stolen, you can have a free replacement with an official copy of a Police Theft Report noting that your ID was stolen with your personal property. Lost BearCards should be reported immediately to the BearCard office. You can deactivate or reactivate your BearCard through MyUCA > BearCard or the eAccounts app. For your protection, old cards cannot be reactivated. If you lose your current card and find your old one, you will have to purchase a new card. For more information and our disclosure statement, go to uca.edu/bearcard.
The BearCard is used to:

- Access to locked areas on campus (i.e. your residence halls and or classrooms).
- Access to UCA events, Student Health Center, computer labs, the T-Rec, and the Torreyson library.
- Purchase items with BearBucks, Dining Dollars, and or meal plans.
- Receive discounts from participating local merchants.

BearBucks

BearBucks is a declining balance program. BearBucks and Dining Dollars are similar but not the same fund. For BearBucks, the user deposits funds at any amount at any time to their BearCard before use. It is available to employees and students. BearBucks will not expire as long as the employee or student is affiliated with UCA. There are no fees for using or depositing BearBucks. Excess Financial Aid can be added to BearBucks that can be deposited at your request at the beginning of each semester. Any left over at the end of the semester will be returned to your Student Account. There are several ways to deposit BearBucks, check

your balance and review your history. For more information and our disclosure statement, go to uca.edu/bearcard.

BearBucks may be used at:

- Purchases at all UCA food service locations (Christian Cafeteria, Food Court, Starbucks, etc.) and these locations are TAX FREE.
- Campus copy or print locations (Torreyson Library, College of Business and Technology Learning Center).
- Campus Bookstore purchases.
- Student Health Center.
- Community Care Clinic.
- C-Stores.
- Pepsi vending machines in select locations on campus.
- Off campus locations (i.e. gas station, restaurants, fast food). Find current locations here: uca.edu/bearcard/where-to-use/

Meal Plans

The BearCard office assists the department of Housing and Residence Life in managing all meal plans. Before each semester begins, Housing students may select their meal plan on myUCA> myHousing. Housing emails the student when it is time to select a meal plan. Commuter students may select their meal plan on the BearCard website in the forms tab. Commuter meal plans have to be paid upfront in the BearCard office. To learn more about the different meal plan options for residential or commuter students, go to uca.edu/bearcard/meal-plan-options/.

Campus Recreation and Wellness - (Campus Recreation and Wellness)

Recreation - The mission of the Department of Campus Recreation and Wellness is to enhance academic success, leadership, and the collegiate experience by providing opportunities and resources to foster fun, health, and community through play and adventure. Below is a brief description of our services.

Thomas C. Courtway Student Recreation Center

- Three basketball courts, which transition to volleyball or badminton.
- 5,500 sq. ft. cardiovascular room and 10,000 sq. ft. weight room.
- Two exercise studios and a spin studio.
- Game room and lounge areas.

- A six (6) lane, twenty-five (25) yard indoor pool with a one meter diving board.
- Three racquetball courts with a glass back wall.

Recreational Field

- A multipurpose grass surface with lights.

Sand Volleyball Courts

- Three NCAA regulations sand courts.

Farris Fields

- Three softball fields with synthetic turf infields.

Intramural Sports - The program is designed to provide an opportunity for every student, faculty, and staff to participate in organized recreational sports competition. Activities include: flag football, dodgeball, tennis, softball, basketball, volleyball, and soccer.

Club Sports - The University of Central Arkansas Club Sports program is administered by Campus Recreation who offer guidance and advice to officially recognized student club sports.

A club sport is a University recognized student organization formed by individuals with a common interest in a sport. The primary goal of a club sport is to promote and develop interest in a particular sport and recruit new members. Clubs may be recreational, competitive, or be involved in any combination of elements.

Each club is formed, organized, governed and administered by the student membership of that particular club. The keys to success of this program are member recruitment and retention, student leadership, involvement, and participation. Clubs are governed by the rules and regulations applying to all the University recognized student organizations, and those policies and procedures established by the Campus Recreation Club Sports Program. Contact Logan Wile at 501-450-5162.

Machine Orientations - Our machine orientations service is designed to help participants become familiar with the HOIST selectorized machines. During these sessions, our staff will guide you through each machine, teaching you how to set them up properly and use them safely. This service aims to break down knowledge barriers, making it easier for you to get started with your fitness journey. By building your confidence and self-efficacy, we support you in developing a strong foundation for achieving your fitness goals.

Fitness Assessments - Our staff will perform a comprehensive evaluation of your physical fitness and determine your current level of fitness. The assessment is designed to help identify areas of strength and areas that need improvement. Your fitness level is determined through tests and measurements, including body composition, muscular strength and endurance, cardiovascular endurance, and a movement analysis. Pre and post-assessments are available to help you determine progress in your fitness journey.

Personal Training - Our personal training staff offers individual training sessions that focus on improving your physical fitness and overall health. By considering each individual's health history, fitness level, and goals, we create personalized programs that support long-term health. Personal training provides our students, faculty, and staff with accountability, education, and guidance as they work to improve their health and wellness.

Group Exercise Classes - Our Group Exercise Classes are designed to offer our members a variety of activities to complement our fitness center, weight room and recreational activities offered at the Thomas C. Courtway Student Recreation Center. You can choose a class that offers an overall (cardio and strength) workout, a class that targets specific areas to be trained or mind and body classes for stress management and improved flexibility.
If you have questions, suggestions or are interested in becoming a Group Exercise Instructor, please contact the Assistant Director of Fitness at 501-852-2575. Fall Group Exercise classes begin in September and end December, prior to finals. Spring Group Exercise Classes in January and end in April, prior to finals.

- All classes are free to T-Rec Center members (students, faculty, and staff).
- Some 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 or are recovering from a recent injury or surgery.
- You will not be allowed to participate if you are late. Entering late is disruptive to the class and does not allow you the proper warm-up time for the class activity.

Campus Outdoors – Located in the southeast corner of the Thomas C. Courtway Student Recreation Center. The Campus Outdoors program includes:

- Guided Adventures
- How To's sessions
- Outdoor gear check-out
- Full Service Bicycle Repair and Maintenance

Guided Adventures (all inclusive) are scheduled each semester and are available to all students, faculty, and staff. Guided Adventures do require paying a trip fee to register. This fee

covers your portion of the expenses during the trip. How To's sessions are scheduled each semester and are free to all students, faculty and staff. The campus community can check-out gear (i.e. canoes, kayaks, and bicycles) days at a time, for free! Campus Outdoors staff also serve as a source of information (maps, guide books, brochures, personal experiences…) to help you get outdoors. Campus Outdoors also offers bicycle repair and routine maintenance free of charge (aside from replacement parts). Explore your Natural State.

Challenge Course - located South of the Recreation Field on campus.

- High ropes team course
- Stand-alone high ropes challenges
- Low ropes obstacles
- Dual zip lines
- Climbing walls

Challenge courses are designed to require teamwork (excellent communication, empowerment, inclusion, and everyone's strengths) to complete challenges (obstacles). The Challenge Course provides all students, faculty and staff an opportunity to participate in team building, self-growth, and recreational activities, which are great for orientations, training, retreats, and of course outdoor fun. To participate you must complete a group reservation through the department of Campus Recreation and Wellness.

Aquatic Center – The Aquatic Center is located on the west side of the Thomas C. Courtway Student Recreation Center. Besides a six lane 25 yard heated indoor pool other amenities of the Aquatic Center include:

- Climbing wall
- One meter diving board
- Separate locker rooms
- Wet classroom
- Family bathroom
- Sun deck

Outdoor Facilities – Located on the south side of the UCA campus, Campus Recreation and Wellness offers two natural turf recreational complexes for students and staff to enjoy. State-of-the-art scoreboard systems and bathrooms included on both complexes.

Farris Fields Softball Complex – three lighted regulation turfed infield softball fields.

Recreation Field – lighted field measuring 130 yards by 95 yards can be used for soccer, flag football, ultimate Frisbee, or other outdoor recreational activities.

Student Wellness - provides students with learning experiences that enhance their overall wellness. Through internships, employment, service-learning, programming and working with student groups we contribute to overall well being. Our goal is to enhance the collegiate experience and enrich the quality of life on campus by embracing eight dimensions of wellness: Social, Physical, Financial, Intellectual, Spiritual, Emotional, Occupational, and Environmental.

Do not forget to keep up with what is happening at Campus Recreation and Wellness by following us on: Facebook: UCA Campus Rec, Twitter: uca_campusrec, Instagram: UCA_CampusRec, and our Webpage at Campus Recreation and Wellness.

Career Services Center

The Career Services Center, located in 318 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 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 Teachers Fair, Spring Job Fair, Fall Career Fair, STEM Career Fair, Health Career Fair, Nursing Fair, seminars on interview preparation, and job hunting techniques. The Center maintains the latest resources on interview preparation, job hunting techniques, companies, government agencies, and careers. 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.

The Office of Internships and Cooperative Education, within Career Services, 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 Internships and 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 with a variety of services designed to facilitate personal growth and development. We are sensitive to diversity, affirming of all persons, and respectful toward everyone we serve. All services of the Center are free and confidential in nature. To make an appointment please go to uca.edu/counseling and complete the paperwork (preferred) or come by the office to complete the paperwork. Office hours are Monday through Thursday, 8:00 A.M. to 5:30 P.M., and Friday from 8:00 A.M. to 4:30 P.M., during the Fall and Spring semesters. The Counseling Center is open Monday through Friday from 8:00 A.M. to 4:30 P.M. during the summer months.

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. In addition to individual counseling, the Counseling Center also offers group therapy and couples therapy. The Counseling Center uses a brief counseling model. Individuals who require long term therapy will be provided with information on referral sources.

Crisis Intervention – The Counseling Center is responsible for working with the mental health emergencies that occur on campus. Most commonly the causes involve a suicide threat or attempt. The Counseling Center has a staff member available for mental health emergency sessions during its daytime hours. We also have a rotating on-call system so a counselor is available in the evenings and on weekends. The on-call counselor can be reached after hours by contacting UCA Police at 501- 450-3111.

Outreach Programs - The Counseling Center makes presentations to classes, residence halls, and other groups upon request. Programs include, but not limited to, suicide awareness, mental health, identity exploration/development, relationship challenges, and more.

Consultation - Counseling Center staff meets with individuals, small groups, and organizations to assist them in defining issues and developing strategies to deal with their mental health 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 the 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 501-450-3133 or Student Health Center, Suite 308. The Dean of Students will notify appropriate offices and departments on campus, and assist the deceased student's family members with their questions.

Department of Student Transitions

The Department of Student Transitions, located in Old Main, was created to assist students in making a successful transition into college life by providing them with intentional support that helps them develop academic and personal confidence. The department offers state-mandated transitional courses, academic success and personal development courses such as ACAD 1300: Journeys to Success, and select UCA Core courses. The department also houses the Autism and Neurodiversity Transition Program. More detailed information about the department can be found on their website: Department of Student Transitions — UCA. For information regarding the requirements to enroll in transitional courses and ACAD 1300, please see the "Mathematics, Reading, and Writing Placement" section in the *Undergraduate Bulletin*.

Financial Aid

The Office of Student Financial Aid is located in Harrin Hall, Suite 200. Office hours are 8 A.M. to 4:30 P.M., Monday – Friday. UCA encourages all students to apply for financial assistance to help fund the cost of education. Financial aid includes scholarships, grants, student employment and student loans. Funding is available from institutional, private, state and federal programs. Information concerning the application process, eligibility criteria and other resources may be found at: Financial Aid.

Federal Financial Aid: Eligibility for federal aid programs, such as grants, loans, and work-study are determined by the Office of Student 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.

Aid Notification Guide

Before accepting or receiving any federal financial aid, the student is responsible for reading

the document entitled "Aid Notification Guide" 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 must complete the Free Application for Federal Student Aid (FAFSA). Students must reapply for federal financial aid annually. In addition, some 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 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 term in which they are requesting aid.

Eligibility

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

- Be enrolled as a regular student in an eligible degree or certificate program;
- Have a high school diploma, GED;
- Be a U.S. citizen or an eligible non-citizen with a valid social security number;
- 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;
- 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 Pell Grant 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 - 8000 level courses)
Full Time	12	9
¾ Time	9-11	7-8
½ Time	6-8	5-6
Less than ½	1-5	1-4

Students must be enrolled at least ½ time to receive federal Direct Loans.

Satisfactory Academic Progress (SAP) Policy

Federal regulations require students to be making satisfactory progress toward the completion of a degree or certificate in order to receive Title IV aid. As such, the UCA Financial Aid Office is required to check your academic progress at regular intervals. A student's progress will be reviewed at the end of each term including Fall, Spring and Summer and the student's SAP status will be updated on their myUCA account at that time. Federal regulations require the review to include all college coursework regardless of whether the student received federal financial aid during those terms. Title IV programs include the federal programs: Pell Grant, Supplemental Educational Opportunity Grant, TEACH Grant, Work Study, Direct Loans, Parent Loans for Undergraduate Students and Graduate PLUS Loans. When a student's academic performance does not meet the requirements of this policy and the student is in any status other than "Good", the student will be notified by email sent to their UCA Cub Account. The email will be sent after final grades are posted, approximately 7 days after the end of the last term in which the student was enrolled. **A complete copy of the policy may be obtained on the Office of Student Financial Aid webpage at:** Satisfactory Academic Progress - Financial Aid .

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 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 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 term.

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 midpoint 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 unless otherwise documented.

The Title IV funds that must be included are Federal Direct Loans, Pell Grants, and 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:

- Direct Unsubsidized loans
- Direct Subsidized loans
- PLUS loans
- Pell Grants
- Supplemental Educational Opportunity Grants (SEOG)
- Other assistance under this Title for which a return of funds is required

It is important when a student is considering dropping a class or withdrawing from all courses that they discuss with the Financial Aid Office how this will affect their aid.

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 11th day of classes each term.

A borrower has the right to cancel all or a portion of a student loan up to 14 days after disbursement of the loan proceeds.

Title IV Authorizations

The myUCA Self Service Financial Aid main page will list two questions that will allow students to request excess federal financial aid to be used to pay non-direct charges (example: books) and to pay outstanding charges owed to the university for a prior semester (up to $200). To do so, the student will log on to their myUCA Self Service Financial Aid account and answer the two questions that provide this authorization. [Please note that if the student answers the first question "No" the student will not be able to charge books at the UCA bookstore or receive an emergency disbursement of federal financial aid from any available excess aid.

Veteran and Service Member Military Connected Benefits

The Veterans and Military Resource Center is located at 302 Donaghey Ave., West Wing. Contact information is 501-852-2999 or veteranservices@uca.edu.

Financial aid is available through the various veteran and currently serving military member programs. Chapters 30, 31, 33, 35 and 1606 versions of the VA GI Bill are all processed at our Veterans Center. Federal Tuition Assistance (FTA), National Guard Tuition Waiver (NGTW), and VA Work Study are also managed at the center. The UCA Veterans and Military Resource Center coordinates with the State and Federal VA, Department of Defense, and various branches of the service in order to access benefits for the military connected student and certify their enrollment. Our Veterans Center also assists the Veteran in their transition from the military to the civilian world through various forms of outreach.

Dr. Randy Pastor Student Health Clinic

The Dr. Randy Pastor Student Health Clinic (SHC) is your on-campus medical clinic located in the Student Health Building at the corner of Students' Lane and Beatrice Powell Street, between Baridon Hall and the Thomas C. Courtway Student Recreation Center. The student health fee you pay each semester covers most of the services received at the SHC. We do ask for replacement costs of vaccines, TB skin tests, and lab and treatments ordered by outside physicians. We do ask that you bring your insurance card with you in case a referral to an outside physician or specialist or special tests like MRI's or CT Scans are necessary.

Appointments – Appointments can be made on the Patient Portal or in person or by calling SHC at 501-450-3136. You may also access the Online Appointment Scheduling system found on our website at www.uca.edu/studenthealth. If you do not see a specific reason listed for your visit, please contact our office so we can assist you with your appointment needs. Appointments for Physicals will need to be scheduled in person or over the phone. An

appointment reminder will be sent to your UCA email address as well as text reminders if you select to receive them. Please remember these reminders are a courtesy not a guarantee. If you decide you cannot keep your appointment, please allow someone else the opportunity to seek care. We ask that you call our office BEFORE your scheduled visit so we can find a better time to help you. A $20 No Show charge will be expected from you if you miss your appointment.

Provider Staff – The SHC has 4 Full-time Nurse Practitioners to help diagnose, treat, and monitor your medical needs. We offer a wide range of medical services to our students, faculty and staff. Acute care, Lab, X-ray, Immunizations, Procedures, and Women's Health services are just some of what we have to offer. Our Nurse Practitioners are licensed by the State of Arkansas to practice as an Advanced Practice Registered Nurse. Our APRNs have National Certification as Family Nurse Practitioners. All of our providers have Prescriptive Authority (ability to write prescriptions).

Nursing and office staff – In addition to our providers, the SHC staff includes a Registered Nurse, 3 Licensed Practical Nurses, 1 Radiology Technologist, a Registered Medical Assistant, Receptionist, Health Specialist, Office Manager and student workers.

Emergency Care – The SHC 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 any of our local urgent care clinics. For emergencies, call 911 or campus police at 501-450-3111.

Immunizations – Arkansas State Law requires students that attend a public or private college or university in this state, a part-time student housed in on-campus premises and a full-time student to show proof of immunization, immunity, a medical or non-medical exemption or birth before 1957 for the following:

- Incoming Freshmen and foreign-born students, two doses of MMR (Measles, mumps, and rubella)

  *For all other students, one dose of MMR (measles, mumps, and rubella)

Proof of immunization, immunity, a medical or non-medical exemption, or birth before 1957 must be provided within such time as set by the college or university but not to exceed thirty (30) calendar days after enrollment.

Acceptable proof of immunization is an official immunization record from another educational institution in Arkansas, a licensed medical doctor, or an authorized public health representative, or military service.

In lieu of receiving a vaccine, immunity can be shown by providing documented evidence (such as a letter from the Arkansas Department of Health approving serology as proof of immunity) of appropriate serological testing.

Exemptions shall be granted only by the Department of Health. Exemption instructions can be found online at https://www.healthy.arkansas.gov/programs-services/topics/immunizations.

Exemptions must be renewed annually.

Students who are granted an exemption from the Department of Health must sign an "informed consent" form provided by the Department of Health that includes:

- A statement of refusal to vaccinate;
- A statement of understanding that at the discretion of the Department of Health the non-immunized individual may be removed from the applicable facility (for 21 days or longer) during an outbreak if the individual is not fully vaccinated; and
- A statement of understanding that the individual shall not return to the applicable facility until the outbreak has been resolved and the Department of Health approves the return.

The staff at the SHC will review your record and work with you to ensure you are compliant. A MMR (Measles, Mumps, Rubella Vaccine) may be purchased and administered at the SHC. No appointment is necessary to come in for a vaccine.

Our hours are from 8:00 A.M. to 12 P.M., 1 P.M. to 5:30 P.M. through the Fall and Spring Semesters. Summer hours are from 8 A.M. to 12 P.M. and 1 P.M. to 4:30 P.M.

Insurance

UCA does not provide individual insurance plans for students. Information about health care coverage can be obtained at Healthcare.gov.

UCA International students are **required** to obtain health insurance and should contact the Center for Global Learning and Engagement for further details or email intlinsurance@uca.edu.

International Student and Scholar Services

International Student and Scholar Services, within the Center for Global Learning and Engagement, is located in Schichtl Hall, Suite 120, 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, testing and registration support, and a variety of cultural activities and shopping trips throughout the semester.

Leadership Development

The Center for Leadership Development is located inside the Office of Student Involvement and Leadership (RWSC 207). The center provides student leadership development through comprehensive skill building programs and educational tools, as well as utilizing the campus and local community. Each semester, guest speakers from across the nation and state are invited to speak to students about leadership. 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 you can also visit: Center for Leadership and Development for the most up-to-date information.

Office of Accessibility Resources and Services

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 of 1973 and the Americans with Disabilities Act of 1990 (ADA), as amended in 2008. The Office of Accessibility Resources and Services (OARS) is located in Suite 212 of the Student Health Center. The mission of OARS is to create an accessible and inclusive environment where a student's educational potential is maximized through the fostering of independence, self-advocacy, and individual holistic development. The purpose of OARS is to provide access to all qualified students seeking approval for reasonable accommodations. It is the qualified student's responsibility to notify the University of any disability(ies) for which they are seeking reasonable accommodations. Students with permanent disabilities (either permanent or temporary not related to Pregnant and Lactating students) are required to provide documentation of any disabling condition. All reasonable accommodations are made at no additional expense to students.

Services Provided to Pregnant and Lactating Students Pregnancy related conditions are also considered temporary disabilities. Students must be allowed to take time off of school

for pregnancy, childbirth, miscarriage, abortion and or recovery for as long as their licensed healthcare provider says is medically necessary. When needed and decided, students cannot be penalized for taking leave, and must be able to return to school in the same status they held before taking leave. Students who decide to continue attending classes while experiencing pregnancy-related conditions (including lactation) must register through OARS to receive access to reasonable accommodations and or modifications.

Services Provided to Students with Disabilities Once an OARS registered student is approved for classroom and testing accommodations and services, the student is assigned to an OARS advisor and sign e-form agreements through the myOARS Online Services database. In order for OARS registered students approved for classroom and testing accommodations to receive their accommodations on a consistent basis, they must request those accommodations listed in their eligibility letter three weeks before the semester they plan to attend classes. OARS works with the student, (as well as faculty and staff) to provide all requested accommodations. Approved housing accommodation requests (i.e. assistance animals, dining and room accommodations) have separate processes and procedures available through the OARS website. Non-OARS registered students interested in requesting accommodations and services can click on the OARS Student Registration link to complete the student application.

Outreach and Community Engagement

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. The University of Central Arkansas and OCE strive to serve the public and UCA's students by partnering with schools, businesses, industries, foundations, and government agencies by enhancing awareness, knowledge, understanding, and application of relevant disciplines.

The Division of Outreach and Community Engagement (OCE) connects the campus with the community through innovative and collaborative programs and services.

The Division of Outreach and Community Engagement is located in the Brewer-Hegeman Conference Center, Suite 102, 501-450-3118. OCE supports the University's public service mission by coordinating a number of programs for the campus and community. OCE coordinates

- Brewer-Hegeman Conference Center, and several other on-campus facilities
- Continuing education courses, professional development workshops, and small business and industry training services

- Community and economic development training and research for communities throughout Arkansas, including community development fellowship opportunities
- The Conway Area Youth Leadership Institute
- Camps and youth education programs
- The UCA Aviation Academy

Service Learning and Volunteering

The Service Learning Program integrates meaningful community service and civic engagement opportunities into academic courses. Service learning courses are identified in the course registration system with a service-learning attribute. For information about service learning courses, visit the Service-Learning Program website.

Volunteer opportunities, also known as co-curricular service opportunities, are also available to students through diverse settings. Service is a great way to develop yourself, gain experience, build a community, and find mentors. Central Arkansas has many community organizations you can serve. To participate in co-curricular service, you can serve as an individual or with a recognized student organization. Students who log at least 100 hours of service during their time at UCA, whether through service learning courses or co-curricular service, can apply for a community service graduation cord through CubConnect.

Finding co-curricular service opportunities at UCA or with one of our community partners is a click away. Visit UCA's GivePulse, log in with your UCA credentials, and search for upcoming events.

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.

Radio Station

KUCA "91.3 FM, THE BEAR" is a public noncommercial educational radio station here at UCA. The radio station, which is located on the first floor of the Student Center, is student operated and broadcasts contemporary adult music along with community calendar listings, weather, UCA athletic events, and educational and public affairs programs. The station operates 365 days a year. For more information, you may contact Steve Owens at 501-450-3326 or by email at steveo@uca.edu.

Speech Language Hearing Center

The Speech Language Hearing Center (SLHC) provides **speech, language, and hearing evaluations and treatment services** for:

- University students
- Faculty and staff
- Members of the surrounding community

Services are delivered by **graduate student clinicians** who are training to become speech-language pathologists. All services are provided under the **direct supervision of licensed faculty** certified by the American Speech Language Hearing Association.

The SLHC is located on the **first floor of the Integrated Health Sciences Building**. The physical address is: 2200 Bruce Street, Conway, Arkansas 72035.

Hours of operation are:

- **Fall and Spring Semesters:** 9:00 A.M. – 6:00 P.M.
- **Summer Semester:** 9:00 A.M. – 5:00 P.M.

To schedule an appointment, please call: **501-450-3176**

The clinic follows the Health Insurance Portability and Accountability Act (HIPAA) to protect the **privacy and confidentiality** of all client information. For more information about available services, please visit the Speech Language Hearing Center website at www.uca.edu/slhc.

- All services are offered at **discounted rates**
- Medicare eligible participants receive scholarships
- Special programs for **children and adults** are available each semester

The SLHC is committed to providing accessible services for all clients. Accessibility features include:

- **Wheelchair-accessible facility**
- **Covered ramp** for entry and exit
- **Automatic (wave-free) door entry system**

If you need **interpretation services or other communication support**, please let the clinic know when scheduling your appointment.

Student Accounts and Cashier's Office

Students are required to show their University identification cards when conducting any financial transaction with the UCA Student Accounts and Cashier's Office.

The Student Accounts and Cashier's Office is located in Bernard Hall 110. 501-450-5015. uca.edu/studentaccounts

Student Accounts - Our mission is to professionally assist students, parents, and third party agencies through the payment process and serve as the main monetary collection point for the University of Central Arkansas. We strive to offer the best possible service consistent with policies and regulations. We provide information, assistance, and education to students and parents so that they can fully understand the cost of attending the University, the dates when these costs are due, and the methods of paying the costs. In addition, we provide documentation and invoice certain third party agencies who have committed to providing cost assistance to students for their education. We also provide information, assistance, and education to campus departments regarding daily deposits for money collected in their areas. Specific information can be accessed via the CashNet app through myUCA, our website, personal contact, the student handbook, the undergraduate and graduate bulletins, and invoices. The dates, times and instructions for paying fees are extremely important to avoid monthly late payment charges.

Payment Deadlines - All required student tuition, fees and room and board charges are scheduled to be paid at the beginning of each term. Students must be prepared to pay from other resources if their financial aid is not ready for disbursement at the beginning of the term.

Payment Options - Payment may be made online via the CashNet app through myUCA, through the mail, in person, or by telephone. 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.

Payment Plan - 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 via the CashNet app through myUCA. For more information, please visit the UCA Payment Plan link on the Student Accounts website, call the UCA Student Accounts office at 501-450-5015, or stop by our office in Bernard Hall 110. 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 should be set up each semester via the CashNet app through myUCA.

Online Access to Personal Student Account Information – You may view charges, make payments, view holds, view 1098-T information, and more via the CashNet app through myUCA. Log in to myUCA, click on the CashNet app under Essentials and Current Students. For direct deposits, you will complete this through myUCA not CashNet.

E-Billing – All students will receive bills via the CashNet app through myUCA. No bills will be sent through the mail or to other email 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. Students can set up Payer IDs via the CashNet app through myUCA to allow parents to view bills, make payments, and more.

Drops or Withdrawing - Any student who drops a class or 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 uca.edu/studentaccounts/refund.

Check Cashing - The University will cash personal checks, money orders and cashier's 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 Bernard Hall 110C. 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 an insufficient funds 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 (which may include collection fees, attorney fees, court fees 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 fee equal to the amount charged by the collection agency may be added to the amount owed by the student to cover the collection agency fees. Minors who are extended credit by the University of Central Arkansas for

purposes of higher education are considered vested with full capacity to contract and will be bound by any contract executed by him or her. The fact that the student was a minor at the time he or she was extended credit shall not be a defense in any action arising from the extension of credit. Credit is considered to be extended when a student is allowed to continue receiving services past the due date of payment. (Based on ACA 6-81-125 and ACA 6-81-407)

University Disclaimer - The University reserves the right to amend or add to regulations of the institution, including those concerning general registration, fees, and methods of payment, and to make such changes applicable to students enrolled in the University, as well as to new students.

Student Advocacy and Community

The Office of Student Advocacy and Community (OSAC) serves all students and designs programming for students who identify as adopted, fostered, first-generation, low-income, nontraditional, pregnant and/or parenting, transfer, and unhoused. OSAC's mission is to ensure students have the support they need to succeed holistically and to thrive, whether navigating challenges or finding their life's path.

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. On the first floor is a food court, Post Office, ATMs, University Bookstore, Bearcard Services, C-Store, Concierge Services, lounges, KUCA 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 Involvement and Leadership, Leadership Development, IDEAL, the Presidential Leadership Fellows, Student Organizations, Student Activities Board, First Year Experience, and 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 Involvement and Leadership

Student Involvement and Leadership is home to over 150 student organizations, as well as Fraternity and Sorority Life and Leadership Initiatives. All of these opportunities offer students a way to engage in campus life and become active members of the UCA community. Student Involvement and Leadership also sponsors several events such as the Family Weekend Fun

Fair, Homecoming Week activities, Purple Society Induction Ceremony, Leadership Summit, and Student Involvement Awards. These organizations and events promote learning, leadership, community building, creative expression, volunteerism, mentoring, recognition, and much more.

Student Involvement and Leadership provides student leadership development through comprehensive skill building programs and educational tools, as well as utilizing the campus and local community. Students are encouraged to get involved and take advantage of the opportunities offered to learn more about themselves and develop leadership skills.

Visit the Student Involvement and Leadership Website for more information.

DASH@DOS

DASH@DOS is located on the third floor of the Student Health Center in Suite 308. Our mission is to help students connect to campus and community resources when a temporary financial setback threatens their academic success.

Any student facing a financial emergency is encouraged to set an appointment online at uca.edu/go/SSRCAppt or by phone at 501-450-3133.

For more information on our programs and resources, visit the Dean of Students website or email us at DASH@uca.edu.

Student Success Services

Student Success provides programs and services designed to help students succeed throughout their enrollment at UCA, including Peer Success Coaching, Supplemental Instruction (SI), Tutoring, Academic Success Workshops, First-generation Student programming, the BEAR Life Program, and Summer Bridge programs. Progress Reports are issued each semester, and academic support is provided to students identified as at-risk. An Academic Recovery Program is also provided for students on Academic Alert, Probation, or in the UCAN program. The Student Success and Veterans Resource Center lobby, now called the Poulter Commons, also provides students a great place to study.

For more information on our programs and resources, visit the Student Success Services website or email us at studentsuccess@uca.edu.

Study Abroad and Study Away

The UCA Office of Education Abroad and National Student Exchange offers a variety of programs for students interested in earning academic credit through study abroad or study

away. Programs are available ranging in length from just over a week to an entire academic year. In the summer, students may participate in a faculty-led program, or a language immersion program. Semester study abroad through any of UCA's 20+ partner universities is offered during the Fall and Spring semesters. Finally, National Student Exchange is available year round, allowing participants to study away in locations all over the United States, as well as in Guam, Puerto Rico, the U.S. Virgin Islands and Canada.

Peer advisors and staff are ready to assist students in deciding which program works best with individual academic and career goals. Visit our website to begin exploring program options, scholarship opportunities, and to request an appointment to meet with uca.edu/globalstudy.

Torreyson Library

Library Hours
Sunday 2:00 P.M. to midnight
Monday - Thursday 7:00 A.M. to midnight
Friday 7:00 A.M. to 5:00 P.M.
Saturday, 10:00 A.M. to 5:00 P.M.

Archives Hours*
Tuesday-Friday 8:30 A.M. to 4:00 P.M.
Saturday 12:00 P.M. to 4:00 P.M.
*Archives are open by appointment only. To make a research or reference appointment, please see: uca.edu/archives

Hours change during holidays and summer sessions, between semesters, and due to inclement weather. For the complete list of hours and any updates please see libcal.uca.edu/hours/

Contact Info
Front Desk: 501-450-3174
Archives: 501-450-3148
Website: library.uca.edu/home
Ask Us: uca.libanswers.com.

Code of Conduct

- The library has noise-level zones.
  - The first floor is a collaborative zone designed to encourage group study.

    - The second floor is our quiet zone designed for individuals or small groups who study best with minimal noise.
- We allow food and drink within the library.
    - Please keep your work or study area clean. There are trash cans and recycling bins throughout the library.
    - If you make or see a spill, either clean it or notify library personnel.
    - Food and drink are not permitted in the Archives.
- Library resources and space are for everyone's use.
    - Be respectful of others by returning materials on time and being responsible when using library materials and equipment.
    - Please be considerate of the space you are using and do not leave personal items unattended.
    - Some areas, such as Archives may require an appointment to access.

Library Resources and Services

Anytime, Anywhere

The library provides access to online resources that support research in all subject areas across the campus. Access is available at the library website: library.uca.edu/home.

- Ebooks
- Journals, articles, and databases
- Streaming Media including video and audio recordings
- Information and tutorials on how to use the library

The UCA Archives Digital Collections offers digitized archival materials from thirteen of the UCA archival collections, digitized volumes of *The Scroll*, and digitized volumes of *The Slant* poetry journal. This is a great way to do research anywhere you have an internet connection! Please see uca.edu/archives/digital-collections.

At the Library

- **Books:** Academic books are located in the Main Stacks on the first and second floor of the library's west wing. Textbooks are located behind the front desk and are available for in-library use only. Other smaller book collections include featured fiction and non-fiction titles, graphic novels, and children's and young adult books.
- **DVDs and Music:** The library's DVD collection contains popular feature films, television programs, and documentaries, and is located on the library's first floor near the computer lab. Music CDs and LPs are available on the second floor. Students may check out up to seven DVDs or musical recordings for seven days at a time.

- **Laptops and Technology:** Laptops, calculators, webcams, and disc drives are available at the front desk.
- **Things You Might Not Expect:** Bones and skeletons, puzzles, fans, sensory kits, robotic pets.

To find items available for checkout, use the Discovery search box on the library's home page: library.uca.edu/home .

Students must show a valid UCA ID to check out library materials. Most books can be checked out for the semester but other specialty collections have different rules for how long they can be checked out. The library does not charge daily overdue fines for late items, but students will be billed for the replacement cost of excessively overdue items. Replacement costs are waived upon the return of the item. In addition, students with excessively overdue items will have their checkout privileges revoked, and their transcripts and registration blocked until items are returned or the replacement costs are covered.

Computers and Technology

Desktop computers are available for student use and are located in the east wing of the library's first floor. Library computers provide access to the Microsoft Office suite of products (Word, Excel, etc.), Respondus Lockdown Browser, SPSS, and the library's resources. Wireless internet access is available throughout the library for laptops and personal devices.

Printing is available from the library desktop and laptop computers but not from personal devices. Printing in the library costs 5 cents per page for black and white and 50 cents for color. The Library allocates $5.00 to every student for printing in the library, which is pre-loaded onto each student's BearCard each semester.

Spaces

Individual and group study rooms in the library are open to all students and must be reserved for use. Reservations can be made at libcal.uca.edu/maps

A sensory friendly room is available for anyone to use any time the library is open. The room features adjustable lighting, comfortable furniture, and a variety of sensory items. More information can be found at library.uca.edu/sensory

The lactation suite is located on the second floor of the library. No reservation is needed. Request the key at the library's front desk. For more information, see uca.edu/diversity/lactation-suites.

Two single-occupancy, accessible bathrooms are located on the first floor of the library near the front desk.

Services

There are many ways to access help in the library. Librarians are available to provide personalized help with research and information required for course assignments.

- Submit a question at ask@uca.libanswers.com.
- Chat with a librarian is available 24 hours a day by accessing the "Chat with Us" link on any library webpage.
- Make an in-person or online appointment with a librarian or archivist at libcal.uca.edu/appointments/.
- Access online guides and FAQs at libanswers.uca.edu
- Visit the library in person: https://library.uca.edu/about/visit

If a resource is unavailable, the interlibrary loan service can request it from another library. For more information about this service see library.uca.edu/services/ILL

Archives - The UCA Archives collects, preserves, and makes available primary materials on Arkansas and University of Central Arkansas history. Access is available by appointment Monday through Friday between 8:30 A.M. and 4:00 P.M. The UCA Archives does have different rules than the rest of the library, for instance, the UCA Archives does not allow food or drink. The UCA Archives FAQ page hosts resources like the Researchers' Guide to the Archives, and the UCA Archives Reading Room Policies and Procedures. If you are feeling overwhelmed make an appointment with the UCA Archivist at libcal.uca.edu/appointments/ucaarchives. Research appointments not needing a reference appointment can be made at: library.uca.edu/services/appointments.

Tutoring Services

The Tutoring and Academic Support Center (TASC) is located in Torreyson Library, Suite 223 (2nd floor above Starbucks). We offer free peer tutoring services for math, chemistry, biology, physics, and up to 70 other courses. Walk-in appointments are welcomed, but in-person and virtual appointments may be scheduled through our website. The Center has tabletop computers, headphones, and laptops for use in the Center, and quiet study areas are available for individuals and groups. The Center is open to all students Sunday - Friday for Fall and Spring, and during weekdays for Summer terms.

UCA Center for Writing and Communication (CWC)

The primary mission of the CWC is to help students become more confident, more effective, and more self-sufficient writers and communicators. To that end, the CWC offers individual assistance with writing assignments, oral presentations, and other multimodal projects in any discipline. Trained undergraduate students staff the center and assist students with any stage of the project creation process, including generating a topic, developing and organizing ideas, revising and polishing drafts, and presentation delivery.

UCA Public Appearances

UCA Public Appearances is a division of the University's College of Arts, Humanities and Social Sciences. Its primary responsibility is to develop and present performing arts programming to the entire Central Arkansas community. Public Appearances' presents events in the Donald W. Reynolds Performance Hall – a 1,200 seat theatre and in the Windgate Center for Fine and Performing Arts – a 455 seat concert hall. UCA Public Appearances has hosted numerous celebrities since 2000, including Bill Nye the Science Guy, Ray Charles, Blue Man Group, Wynonna Judd, Larry Fleet, Rita Moreno, Buddy Guy, 38 Special, Common, Ben Folds, and more. Many Broadway tours such as CHICAGO, Kinky Boots, Legally Blonde, STOMP, Pretty Woman, and The Color Purple have also taken the stage. Each year, students are eligible to purchase two tickets at a discount rate of $10.00 each to each show in the season. Eight shows each season are free to students on a first come first serve basis three weeks before the show, with students receiving up to two tickets to the event. Information is sent out at the first of the semester regarding the season of shows. Information will include which shows will be free and the dates tickets will be available. More information can be found at uca.edu/publicappearances.

To obtain your tickets you must visit the box office in person with your current UCA ID before the day of the performance.

Free tickets are subject to seating availability and, therefore, an event may sell out before the date arrives for free tickets.

We cannot place orders for free tickets over the phone, nor can you bring the ID of anyone else in order to obtain more than 2 free tickets.

Box Offices
Reynolds Performance Hall
501-450-3265

Windgate Center for Fine and Performing Arts
501-470-7572
Open Monday-Friday 10:00 A.M. – 4:00 P.M.
uca.edu/publicappearances

University Testing

University Testing administers a wide variety of tests to serve UCA students and community members. Accommodated Testing for students with disabilities is administered in coordination with the Office of Accessibility Resources and Services (OARS). Placement Testing and Credit by Examination include the ACT, and Accuplacer tests, the TOEFL ITP which measures English proficiency for international students, and CLEP testing to provide the opportunity to earn college credit by examination. Licensure Exams such as Praxis tests are administered to those pursuing postgraduate education or licensure. University Testing is located in Torreyson West, Room 315. For more information, visit University Testing, email testing@uca.edu, or call 501-450-3209.

Committees and Publications

Arts Advisory Committee

Committee Responsibilities

The Arts Advisory Committee provides advice and assistance to the dean of the College of Arts, Humanities, and Social Sciences 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 CAHSS 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 or 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 Arts, Humanities, and Social Sciences, who reports the membership to the Student Government Association and to the College of Arts, Humanities, and Social Sciences as soon as possible thereafter and no later than the second week of the Fall Semester.

- Associate Dean of the College of Arts, Humanities, and Social Sciences, 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 or performing arts discipline chosen from each CAHSS department, nominated by department chairs and appointed by the dean; three student members with majors not in fine or 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 Arts, Humanities, and Social Sciences.

Publications

***The Echo* (Newspaper)** - *The Echo* is a student-run, independent newspaper and website for the campus community. It is supported by a student fee and advertising revenues. *The Echo* print edition presents a weekly picture of university life and issues, featuring news, sports, editorials, columns, reviews, photos and feature stories that interest students and the university community. *The Echo* website, ucanews.live, is updated daily and contains unique content in addition to articles and photos from the newspaper. The staff members are students from all areas of the campus and most have an interest in journalism. *The Echo* office is located in Stanley Russ Hall.

***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. While working for the *Scroll*, students will gain real-world experience in magazine-style writing, photography, editing and design from initial concept to completion.

To get involved, students may volunteer for the yearbook staff or take a one-hour Print Media Applications course through the School of Communication, Journalism Program. Some paid positions are available each semester and require a one-year commitment.

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.

For more information, contact the Scroll at scroll@uca.edu or donnals@uca.edu.

***The Vortex* Magazine of Literature and Art** provides an opportunity for all undergraduates, regardless of their major, to submit poetry, fiction, creative nonfiction, screenplays, photography, and art for publication. Staffed by students from across campus and supported by student publication fees, this award-winning magazine publishes two issues a year, a digital edition in the fall and a print magazine in spring.

Student Government Association

The Student Government Association (SGA) serves as the primary representative voice for students at the University of Central Arkansas. SGA develops policies, allocates student activity fees to student organizations and university departments, and collaborates closely with university administration on issues that directly impact students. Through SGA, students have the opportunity to share their perspectives and advocate for change within the campus community.

The SGA Chambers and Executive Board offices are located in Ronnie Williams Student Center, Suite 208. SGA also offers students free printing of up to 25 black-and-white copies per day in the office lobby.

Senate Meetings are held every Monday at 5 p.m. in SGA Chambers and include an open forum where students can voice concerns, share ideas, and engage in campus discussions. Elections for Class Representatives are conducted during the fall semester, while Executive Board, Class President, and Vice President positions are elected in the spring semester.

SGA Officers for 2026-2027:

Executive President: Talia Burton
Executive Vice President: Chance Stewart
Vice President of Finance: My'Lan Harper
Vice President of Operations: Siera Love

Student Life Committee

Charge: Conduct a continuing study of university policies and regulations affecting student life. The committee makes recommendations to the president regarding possible changes and revisions as may be needed and changes in student affairs policies submitted by the Student Government Association or the Faculty Senate. The committee also establishes and administers policies that govern the recognition and functioning of UCA student organizations.

Membership: Associate Dean of Students/Director of Student Involvement and Leadership, Director of Student Advocacy and Community, three faculty members appointed by the Faculty Senate for rotating three (3) year terms, two administrative staff members appointed by the President for alternating two-year terms, and five students named by the Student Government Association for one year terms. Asst. Director of Student Involvement and Leadership serves as ex officio member. The Associate Dean of Students/Director of Student Involvement and Leadership serves as Chair. The committee elects its own secretary.

Standards of Student Conduct

General Statement - Students of the University of Central Arkansas are expected to comply with all federal, state, and local laws as well as policies, procedures, and regulations of the university.

Mission Statement of UCA Student Conduct

We will support student success by using an educational process that promotes integrity, respect and personal accountability. We strive to foster inclusivity and a safe campus environment. It is our goal to assist students in the practice of sound decision making that leads to the development of engaged and productive community members who understand the impact their actions have on the greater community.

More specifically, the university endeavors to change and redirect student behavior that is unacceptable in the university community. The university makes extensive use of educational sanctions (i.e., alcohol or drug education programs, community service, counseling referrals, etc.) along with punitive measures (probation, relocation or removal from housing, etc.) to assist in changing student behaviors.

The university strives to protect the campus community against acts of violence, destruction and vandalism; and 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 unacceptable 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 University President and Vice President of Student Affairs who, in turn, have designated the Dean of Students as the person to conduct the non-academic disciplinary proceedings of the university. The Dean of Students and their staff shall be responsible for the adjudication or administration of all cases.

Interpretation of Standards of Student Conduct

The University Standards of Student Conduct are set forth in writing in order to give students notice of prohibited conduct. The standards should be read broadly and are not designed to define 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 jurisdiction for such decisions rests with the Dean of Students or their staff with appellate authority assumed by the Vice President of Student Affairs. When violations of federal, state, local, or university policies occur, disciplinary proceedings from the university may be invoked. Disciplinary proceedings can be a hearing, appeal, or investigatory review conducted by an institutional administrator relating to an alleged violation.

Discipline Procedures

Anyone wishing to report an alleged incident of behavioral misconduct may make a report to university housing staff, university police, or the office of the Dean of Students located in the Student Health Center, room 308. There are four committees and several hearing officers who hear violations of university policy.

1. **Greek Judicial Board** – Hears offenses involving Greek organizations and Greek housing violations. The board is composed of members representing the four (4) Greek governing bodies. A hearing panel must consist of at least five Greek Judicial Board members to meet quorum. A chairperson is selected by the Greek board members, in conjunction with the board advisor, to coordinate board activities. An advisor from one of the four (4) Greek governing bodies serves as a non-voting advisor to the board.
2. **Housing Hearing Officers** – Residence (Life) Coordinators or other housing staff who hear student housing offenses.
3. **Administrative Hearing Officers** – Dean of Students, Assistant Dean of Students, or designee who hears offenses of university policy.
4. **University Administrative Panel** – Administrative panel appointed by the Dean of Students who may hear individual or group disciplinary cases.

Assignment of Alleged Violations

Violations that occur outside of university housing units, second violations, or serious violations (i.e., suspendable) 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 administrative panel, or other appropriate council. The Dean of Students, in conjunction with the Director of Student Involvement and Leadership, will assign group violations to one of the aforementioned options based on the severity and circumstances of the violation.

Lower level (non-suspendable) violations that occur within university residence halls or apartment complexes are generally assigned to an appropriate hearing officer or body within the residence life structure. A process has been established to handle housing offenses and may be available to residential students as determined by the Dean of Students or designee (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. Lower level offenses are those that will not result in suspension or expulsion. Serious violations are those of a nonacademic nature that could result in a sanction of suspension or expulsion.

Notice of hearing and all relevant information will be sent by email (or hand delivered in extenuating circumstances) to the student's UCA email account at least 72 hours prior to the hearing for lower level violations or at least seven (7) business days prior to the hearing for cases involving serious violations.

Students may waive their right to attend the disciplinary hearing. In the event that the accused student neglects, refuses, or fails to attend the meeting, a determination of responsibility will be made based on the information available at the time. Failure to attend this meeting will not presume responsibility or non-responsibility. In cases of lower level violations, students who waive their right to attend the hearing forfeit their right to appeal the outcome.

The accused student has the right to:

1. Fully Participate in proceedings. The opportunity to be present and advised by an attorney or non-attorney advocate. This does not require an institution to use formal rules of evidence in a disciplinary proceeding. If the student fails to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly based on the information presented. UCA shall make good faith efforts to include information that is relevant and probative.

2. Introduce information using in-person witness(es) or by submitting written witness statements if a witness is unable to attend the hearing. It is the responsibility of the student and University to notify their witnesses of the date, time, and place of the hearing or to present any written statements at the time of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
3. Bring an advisor to the hearing. In instances of lower level violations, the advisor, who can be anyone the accused student chooses, may not participate in the examination of witnesses or presentation of materials or information to the hearing officer or board. The advisor's role is limited to providing advice and consultation to the student. In instances of serious violations, ones where suspension or expulsion may result, the student may be represented by an attorney or non-attorney advocate who may fully participate in disciplinary proceedings. Students choosing to be represented by an attorney will make arrangements and do so at their own expense. Students wishing to waive their right to attorney or non-attorney advocate representation may do so by signing a waiver at the beginning of the disciplinary hearing.
4. Students who are registered with the Office of Accessibility Resources and Services (OARS) may request that an additional person be present at the hearing for the administration of approved accommodations. Arrangements for this accommodation

may be made through OARS or by notifying the hearing officer at least 48 hours prior to the hearing.

5. Students may request the assistance of an English language interpreter for the disciplinary proceedings. Interpreters are provided by the office of the Dean of Students. Requests for interpreter services must be made no later than 48 hours prior to the date of the hearing.
6. Challenge the ability of a board member or hearing officer to serve in this role due to knowledge or bias in the case. The decision of whether the board member or officer shall serve rests with the judicial board as a whole or with the office of the Dean of Students.
7. Question witnesses who are present through the board chair or hearing officer.
8. Be informed of the disciplinary outcome.

Disciplinary hearings are closed to the public. As stated above, students involved in any conduct procedures are able to be accompanied by an attorney or non-attorney advocate.

Appeals for Lower Level Violations

The Dean of Students is the reviewing or appellate body for student conduct decisions that result in sanctions lesser than removal from class, suspension or expulsion.

In the event that the Dean of Students is the hearing body for a case that results in sanctions lesser than removal from class, suspension or expulsion, appeals will be made directly to the Vice President for Student Affairs.

A student wishing to appeal a finding in a case involving a lower level violation may file an appeal within three (3) business days after a disciplinary decision is rendered. A link to the appeal form will be included in the outcome notification letter to students. Students will be notified of the appeal decision within five (5) business days of receipt of the appeal. Official state holidays and inclement weather may impact response time. In cases of lower level violations, students who waive their right to attend the hearing forfeit their right to appeal the outcome.

Appeals for Serious Violations

A student wishing to appeal a finding in a case involving a serious violation may file an appeal within seven (7) days after a disciplinary decision is rendered. A link to the appeal form will be included in the outcome notification letter to students. Students will be notified of the appeal decision within ten (10) business days of receipt of the appeal. Official state holidays and inclement weather may impact response time.

This Academic Integrity and Disciplinary Committee is the reviewing or appellate body for student conduct decisions that result in removal from class, suspension or expulsion. 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 Student Government Association's primary graduate senator; 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 50% plus one is required for a decision to be rendered.

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

Appeal

The appeal process is not a rehearing of the original conduct case, but is an opportunity for the appealing party to request a review based on one or more of the following bases of appeal:

1. Denial of due process where an argument may be made that the hearing was not conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from published procedures will not be a basis for sustaining an appeal unless significant prejudice results to an extent in which the outcome is affected.
2. There was inadequate information to support the decision, where facts in the case, if viewed by a reasonable person, were insufficient to establish that a violation of the student code occurred.
3. The sanctions given do not equal the gravity of wrongdoing (i.e., too harsh) and are inappropriate for the policy the student was found responsible for violating.
4. To consider new information, sufficient to alter a decision that was not known to the person appealing at the time of the original conduct hearing. New information, in this instance, does not include witness statements that could have been presented during the initial hearing.

Upon receipt of the appeal, the appellate body may:

1. Affirm the original decision and sanction;
2. Affirm the original decision, but lessen the sanction;
3. Reverse the original decision;

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 hearing body's recommendation, the committee may hear from the student and or a hearing body 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 Affairs. All disciplinary actions taken by appellate bodies are recommendations to the Vice President for Student Affairs. The Vice President will make the final decision regarding all university discipline concerns.

Please visit the Dean of Students website for more information about the Arkansas Student Due Process and Protection Act.

Offenses Subject to Disciplinary Action

The university's primary function is to provide students with access to educational programs and activities. Actions that interfere with this primary function or limit any person's access to the university's primary function are prohibited and considered disorderly and disruptive conduct. Any student, non-student or student group found to have committed any of the following is subject to disciplinary action:

1. Forgery, alteration, unauthorized possession, or misuse of university documents, records, or instruments of identification. This includes the misuse or misrepresentation of any information or document used in the attempt to gain entry to the University or for financial gain of any kind such as scholarships or financial aid.
2. Misrepresenting information or furnishing false information to the university, including filing a false police report and or submitting fraudulent documentation for any university process or purpose, providing a false name or untrue information to university police or other university official, submitting falsified documents to gain admission to the university or access to university and federal resources, and failure to provide truthful answers on university documents and forms.
3. Fiscal violations include 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. Misrepresenting information with regards to student program registration. Any student or recognized student organization that fails to provide complete information or that leaves out event details when registering an event or program.

5. 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.**
6. Vandalism such as destruction, damage, attempted damage, or tampering with personal or university property, including, but not limited to, acts of arson and vandalism.
7. 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.
8. Drug Violations- 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.**
9. Possession of instruments of crime associated with the use of a controlled substance.
10. Alcohol Violations - Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages on university property, in university owned or leased vehicles, or at university-sponsored events. Appearing on University property or at University-sponsored events having consumed alcohol or under the influence of alcohol is prohibited. Any violations, such as DWI, involving the use of a motor vehicle. **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.**
11. The use of any tobacco products anywhere on campus and in any vehicle owned or leased by the university. The use of tobacco, vaping products, and e-cigarettes is prohibited on state property including state supported institutions of higher education. Arkansas Law prohibits the use of such products in or on the grounds of any school.
12. Unauthorized possession, storage, and or use of a weapon. This includes, but is not limited to, fireworks or other explosive devices, swords, long-bladed knives, BB/airsoft/pellet guns, water bead blasters, or firearms **(see firearms policy for additional information).**
13. Gambling on university controlled property.
14. Participation in hazing. Hazing is defined as any intentional, knowing, or reckless act

committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the IHE or the organization, of physical or psychological injury. Such activities shall include, but are 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 any organization of the institution in which two or members are enrolled, whether or not the organization is established or recognized by the institution.

15. Disorderly conduct including, but not limited to, violent, noisy, or drunken behavior, public intoxication, and or any behavior that incites or leads to violence on university controlled property or while representing the university, or attending a university function.
16. 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.
17. Disrupting the peace and good order of the university including, but not limited to, fighting, quarreling, inciting to riot, or other disruptive behaviors.
18. Any violation of university rules regarding the operation and or parking of motor vehicles.
19. Violation of visitation or closing hour regulations.

20. Lewd and lascivious behavior, indecent exposure, illicit sexual relations or perversions.
21. 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.
22. Violation of state, federal, local laws or ordinances, or of any university rules, regulations, or policies as approved by the officers of the university.
23. Non-compliance- Failure to comply with requests and directions of university officials acting in the performance of their duties, including staff and faculty attempting to enforce compliance with University policies and federal, state, and local laws and regulations.
24. 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.
25. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.
26. Unauthorized presence on or use of university premises, facilities or property.
27. Harassment, intimidation or making an offensive, uncivil utterance, gesture or display when such action has no redeeming academic or societal value; addressing abusive language to any person that has the effect of limiting access to or disrupting any academic program or activity; following a person in or about a public place or places with the purpose of harassing, intimidating, or annoying another person; making threatening, obscene, or harassing remarks directed at another individual in person or on social media; or engaging in a course of conduct or repeatedly committing acts that alarm another person.
28. Bullying or cyberbullying defined as written, verbal, physical or electronic acts with the intent of causing physical or emotional harm, embarrassment or substantial emotional distress that rises to the level of being pervasive and/or persistent and adversely affects the ability of another person to participate in or benefit from the university's activities and educational programs. Bullying is often repeated or persistent, but may occur as a single, severe event. Bullying does not include constitutionally protected activity or conduct that reasonably serves a legitimate educational purpose.
29. 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 Board Policy No. 426, Title IX Sexual Harassment).
30. Engaging in sexual harassment. (See Board Policy No. 426, Title IX Sexual Harassment).
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 in a manner that disrupts the function of the university. 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 toward or comments about university officials.
33. Violation of the computer use policy. **(See Computer Use Policy in the handbook for further details.)**
34. Acting disorderly or disrupting the classroom.
35. Unauthorized recording by filming or videotaping individuals engaged in sex, nudity, or similar behaviors without their knowledge or permission.
36. Process tampering carried out by threatening, intimidating, or harassing individuals involved in the disciplinary process, including complainant, witnesses, accused, hearing officer, or board members.
37. Students or student organizations conducting functions that unreasonably endanger the health or well-being of any person.
38. Student or student groups who retaliate, seek revenge, or participate in any vigilante type activity, including, but not limited to, committing behavior for the purpose or effect of threatening or intimidating any person or group.
39. Aiding or assisting in any of the conduct described above or being present during the commission of any prohibited activity.

Disciplinary Action

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. **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. Suspension - the student is separated and banned 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 Dean of Students is to be notified by the suspended student when readmission is requested.
    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.
8. **Expulsion** - The student shall be separated and banned from the university on a permanent basis.
9. **Additional Sanctions** - In addition to the previously stated actions, any of the following may be included as a part of any action taken:
    a. Reimbursement or restitution for damages;
    b. Loss of privileges;
    c. Restricted access to campus facilities (including housing visitation);
    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 meetings with a Student Affairs staff member for the purpose of behavioral redirection;
    h. Community service and educational projects.
10. **Loss of Access** - Any student who has been separated from the university by suspension or expulsion as a result of disciplinary action shall be denied the privileges

of the university and of university organizations during the period of such expulsion or suspension. Such students shall not be permitted to participate in any university recognized function or stay in any residence hall or other university owned or controlled housing.

11. **Ban from Campus or Facilities** - A non-student may be banned from campus for an indefinite or specified period of time, and is subject to arrest for criminal trespass if the ban is violated. A student may be banned from specified campus facilities, including housing units, and is subject to arrest and or further disciplinary action if the ban is violated.
12. **Parent Notification** - The university will notify a parent or legal guardian of a student who is under the age of twenty-one (21) if they violate any rule or policy of the university governing the use or possession of alcohol or controlled substances.
13. **Flag of University Records** - Students who fail to complete a disciplinary sanction may have their university records flagged which prohibits a student from registering for university classes, and may result in a hold on the student's academic transcript.

Group Offenses

1. Student societies, clubs, living groups, and other registered 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 and follow the responsibilities of group membership may subject an organization to disciplinary action (see HEARING PROCEDURES above). In addition to any student disciplinary action outlined above, levels of organization-wide discipline can include:

    a. Warning - Notice, oral or written, that a behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action. The organization is officially warned that further unacceptable behavior will result in more serious action.
    b. Probation - The organization's participation in university life is placed on a provisional basis for a specified period of time. The violation of the terms of

probation or further violation of university regulations while on probation may lead to more serious disciplinary action.

c. Social Suspension - The organization's participation in *social* events and activities is revoked for a specified period of time. Examples of social activities might include: parties, mixers, intramural sports, socials, trips, formals, and dances. During this period, organizations may hold non-social events that meet the business, administrative, or education needs of members. All organization events must be registered and approved to ensure they do not meet the definition of a social event.
d. Suspension - The organization's participation in *all* events and activities is revoked for a specified period of time. During this period, organizations may not host or participate in activities of any nature. Depending on the nature of the violation, the suspension may include a withdrawal of university recognition.
    i. Retain Recognition – Organizations will continue to be listed on the CubConnect organization directory, allowed to maintain student members, and recruit new members.
    ii. Withdrawal of Recognition – Organizations are fully removed from the university and lose all rights and privileges of recognition. The organization may not have any members or recruit new members.
e. Expulsion - The organization shall be separated from the university on a permanent basis.

Mediation Option

In some behavioral situations, it may be more appropriate to mediate behaviors than to take formal disciplinary action. Types of behaviors eligible for mediation include conflicts between two or more individuals, such as verbal harassment, abusive language, non-serious threats, and non-severe physical confrontations.

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 clarify the conflict, determine why it exists and help all parties reach an agreement on resolving the conflict to prevent future occurrences.

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

Firearms Policy

The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event. These provisions shall not apply to any certified law enforcement officer employed by the University Police Department, any other certified law enforcement officer, or any other possession authorized by law. Any student in violation of this policy will be suspended from UCA for a period of not less than three years unless a waiver of the suspension is granted by the President upon the recommendation of the Vice President for Student Affairs.

Act 562 of 2017 allows a concealed-carry licensee (student, faculty, staff, or visitor) who has completed additional training to carry a concealed handgun on the campus and in the buildings of the university. The individual must have a "concealed carry endorsement" in order to carry a concealed handgun on campus. A concealed-carry licensee may store a concealed handgun in his or her locked vehicle as allowed by Arkansas Code Section 5-73-306.

Even with the concealed-carry endorsement, Arkansas law still prohibits the (1) storage of a handgun in a university-operated dormitory or residence hall (including university apartments and Greek houses); (2) carrying a handgun to a university “collegiate athletic event” designated as a firearm-sensitive area; (3) carrying a handgun to the UCA Child Study Center or any other daycare facility; and (4) carrying a handgun to a university disciplinary hearing or grievance proceeding, if notice is provided.

Firearms other than concealed handguns (i.e., rifles, shotguns, etc.) are prohibited on the university campus and at off-campus events sponsored by the university or recognized student organizations.

Student Medical Amnesty

The health and safety of members of the University of Central Arkansas community is a primary concern. Students need to seek immediate medical attention for themselves or someone else when individual health and or safety is at risk. Students may be reluctant to seek assistance for themselves or someone else for fear of facing action from the Office of the Dean of Students.

The purpose of this policy is to define and describe “Student Medical Amnesty” for potential alcohol and drug violations. The policy encourages individuals and student organizations to seek the necessary proactive attention for community members who have over consumed alcohol or other drugs. Additionally, students or organizations seeking assistance for an individual following an assault, sexual assault, or incidence of interpersonal violence will not be subject to disciplinary action for the use of alcohol or drugs. The purpose of Student Medical Amnesty is to ensure that concerns or fear of disciplinary and conduct sanctions do not deter students from seeking medical or other proactive assistance with circumstances warrant.

Under the Student Medical Amnesty policy, students or student organizations who seek proactive assistance on behalf of themselves or others experiencing an emergency will not be subject to disciplinary action for alcohol and drug related infractions under University Standards of Student Conduct.

The policy is applicable to the following parties:

- A student seeking medical attention for themselves
- a student seeking medical attention on behalf of another student
- A student for whom medical assistance was provided
- A registered student organization seeking medical attention for a student

Amnesty Eligible Scenarios

- Alcohol and Drug Related Emergencies
    - When assisting an intoxicated individual in receiving medical treatment, neither the intoxicated individual nor the individual(s) who assist(s) will be subject to formal university disciplinary sanctions with respect to the alcohol and drug policy. Appropriate assistance can be university or local police, residence life staff or medical professionals. In lieu of formal disciplinary action, an alternative resolution under this protocol will be implemented.
- Victims
    - Victims reporting instances of sexual assault or interpersonal violence will be granted amnesty for violations of the alcohol and drug policy. Minor violations, such as drinking, will not be subject to formal disciplinary sanctions. In lieu of formal disciplinary action, an alternative resolution under this protocol will be implemented.
- Witnesses of Conduct Code Violations

- Students who are engaged in minor violations, such as underage drinking, but who cooperate with the university in providing information related to serious violations by others, while they engaged in those minor violations, will be provided amnesty for their minor violations. Educational options may be explored, but the reporting student will not be subject to formal university disciplinary sanctions. In lieu of formal disciplinary action, an alternative resolution under this protocol will be implemented.

Although students who qualify for amnesty are exempt from the charges and sanctions from the Dean of Students Office, they will be responsible for completing educational measures in relation to their alcohol or drug consumption. Educational measures include but are not limited to: alcohol and drug education or other supportive opportunities. Students who qualify may still be required to meet with a University official.

In cases where the call for emergency assistance is made by the university employees acting within the scope of their responsibilities, amnesty is not available.

Note: This policy only provides amnesty from violations within the University of Central Arkansas Standards of Student Conduct. Law enforcement agencies may act within their own jurisdictions in enforcing local, state, and federal laws.

UCA Care Team

While interacting with students across the university, community members may be confronted with situations in which a student is in need of assistance or intervention or students who are disruptive or display behaviors that may be intimidating or threatening to others. Faculty, staff, students, or others who are concerned about a student's situation or behavior are encouraged to report using the Student of Concern Report. Additionally, anonymous reports may be submitted by texting **313-TALKUCA** (313-825-5822). These reports are received by the Office of the Dean of Students who will assess each report and make a response plan with members of the CARE Team.

The CARE Team (Campus Assessment, Response, and Evaluation Team) seeks to formalize the university's process for greater communication, collaboration, and coordination of concerns regarding students. The Office of the Dean of Students wants all UCA faculty, staff and students to have a resource for helping students who may be facing challenges in their academic or personal lives.

A student of concern is any student who displays behaviors that may interfere with their ability to be successful and or function well in the living, learning or work environment. Some examples of concerns to report may include but are not limited to:

- Poor academic performance, uncharacteristic lack of class participation and or excessive absence.
- Significant illness (such as coronavirus or influenza), injury, or hospitalization
- Homesickness, loneliness, difficulty adjusting to university life
- Disruptive behaviors in the classroom
- Observed self-injury such as extreme thinness, burns or cuts
- Uncharacteristic or extreme aggression toward others
- Substance abuse or being under the influence of illicit drugs
- Major life events including loss of a relationship, change in financial status, and or death of a loved one
- Projects or papers that convey possible intentions to harm self or others
- Suicidality, including threats, gestures, ideation and known attempts of suicide
- Infatuation with fire, firearms, bombs, ammunition or weaponry

SAFETY and SECURITY

Clery Act

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 34 full-time employees including 23 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 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, faculty, 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. The UCA Police Department is an accredited agency through the Arkansas Law Enforcement Accreditation Program. Comments or suggestions are always welcome by contacting the UCA Chief of Police at 501-450- 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.

The UCA Police Department maintains close working relationships with other local law enforcement agencies including the Conway Police Department, Faulkner County Sheriff's Office, and the Arkansas State Police. UCAPD participates in a mutual aid agreement with law enforcement agencies throughout Faulkner County including the local police departments in the cities of Conway, Vilonia, Greenbrier, Mayflower, Quitman, and Guy, the Faulkner County Sheriff's Office, and the Twentieth (20th) Judicial District Prosecutor's Office.

The UCAPD Public Information Officer is available to answer media inquiries and provide the public with information regarding UCAPD activities.

UCA Annual Security and Fire Safety Report Notification Methods - The University of Central Arkansas Clery Annual Security and Fire Safety 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 Public Information Officer at 501-450-3111. A digital version is available online on the UCAPD website at Clery Annual Security and Fire Safety Report. The UCA Police Department notifies the campus community via email message of the availability of this report and how it can be obtained prior to October first, each calendar year.

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. General assistance can be obtained by calling 501-450-3111. 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 communications specialist 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 communications specialist is available to assist at the lobby window. The web address for the UCAPD is www.uca.edu/police. 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 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.

Reporting Offenses to Other Campus Officials

Victims of crime are encouraged to report the incident immediately to the UCA Police Department. Other campus offices or administrators to which offenses may be reported include:

Dean of Students
Kelly Owens, 501-450-3133
Director of Counseling Services
Dr. Susan Sobel, 501-450-3138
Associate Vice President of Student Affairs
Dr. Stephanie McBrayer, 501-450-3416
Director of Residence Life
Dr. Craig Seager, 501-450-3132
Director of Athletics
Matt Whiting, 501-450-3150
Title IX Coordinator
Jennifer Craun, 501-450-3247
General Counsel
Warren Readnour, 501-450-5007
Associate Vice President for Human Resources and Risk Management
Bridget Fortenberry, 501-450-5051
Executive Vice President and Provost
Dr. Michael Hargis, 501- 450-3126
Director of Student Health Center
Sandy Childress, RN, 501-450-3136
Assistant Dean of Students
Travis L. Johnson, 501-450-3133

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 is open from 8:00 A.M. to 4:30 P.M., Monday through Friday. The telephone number is 501-450-3132.

The university has 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 501-450-3138. Nighttime emergencies should be reported to residence hall staff or UCA Police.

Student Health Services Clinic is staffed by a physician and nurse practitioners. 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.

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.uca.edu/police 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.uca.edu/police on a daily basis.

Timely Warning Notice - Timely Warning Notices may be provided to the university community in the event of a reported Clery crime, within the UCA Clery Geography, that, in the judgment of the Chief of the UCA Police Department or a designee, constitutes a serious or ongoing threat to the health or safety of members of the university community. The Clery-reportable crimes for which Timely Warning Notices may be issued may include, but are not limited to, murder, non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Typically, alerts are not issued for any incidents reported that are ten (10) days or

older from the date of occurrence, as such a delay in reporting has not afforded the university an opportunity to react or respond in a timely manner.

The Timely Warning Notices will be issued on a case-by-case basis in a timely manner as soon as pertinent information is available. These are generally written by the Chief of Police or a designee, will not include the names of victims, and are typically distributed to the community via email from the UCA Police Department to official UCA student, staff, and faculty email accounts. There are several UCA Police Department personnel who are authorized to initiate campus-wide emails. The Timely Warning Notices may also be posted on the UCA Police Department website. When necessary, updates to the UCA community about any particular case resulting in a Timely Warning Notice will usually be distributed via email. Timely Warning Notices may also be distributed via social media outlets.

Notification to the UCA Community about an Immediate Threat - In the event an emergency or dangerous situation on campus has been confirmed by UCAPD staff, and it is determined that the situation poses an immediate threat to the health or safety of students or employees, the Chief of Police or designee will, without undue delay and taking into account the safety of the community, evaluate the situation to determine the content of the notification and the segment or segments of the campus community to receive the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. In this circumstance 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 directed. 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 pose 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.

For the purposes of this section, to “confirm” is to support the report of the situation with evidence, with due consideration of the quality of the evidence including an analysis of the

following questions:

- Did the evidence come from a witness or witnesses who had the opportunity to personally observe the situation (i.e. individuals on the scene when the incident occurred or first responders) or reputable sources of information (i.e. National Weather Service);
- Whether the details in the evidence gathered corresponds or conflicts with details of the report; and
- Is there corroboration of any portion of the reported information from multiple first-hand witnesses or reputable sources of information?

Emergency notifications may be received through the following systems:

- **UCAAlert Mass Notification System** - The UCAAlert System enables the UCA Police Department to communicate emergency messages with students, staff, and faculty in minutes via text messaging, Safe@UCA mobile app, and email.
- **Outdoor Warning System** - A tone alert followed by a voice message via outdoor high-powered speakers will communicate emergency messages to individuals who are outdoors on the campus. The outdoor warning system is not intended to alert individuals who are indoors.
- **Social Media Sites** - Emergency messages may be posted to the UCA or the UCA Police Department social media sites.
- **UCA and UCA Police Department Websites** - Emergency messages may be posted on the UCA and UCA Police Department Websites.

Notification for Members of the Larger Community – Alert messages sent by the UCAAlert system may also be posted to the Safe@UCA Mobile App, UCA websites and social media outlets including Facebook and Twitter. Members of the larger community surrounding UCA are encouraged to install the mobile app on their device giving them the ability to receive emergency notifications. Community members can also monitor social media and news media outlets in the event of an emergency on campus. Additionally, the outdoor warning sirens and voice announcement system can be heard in the areas immediately surrounding the campus.

UCAPD Website - UCAPD maintains a comprehensive Website 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.uca.edu/police.

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.

UCAPD publishes the annual fire safety report as part of its annual Clery Act compliance document, 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. The compliance document is available for review 24 hours a day on the UCAPD Website at www.uca.edu/police. Fire Protection Equipment or Systems - A majority of university buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at UCAPD.

Reporting of Discrimination

"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."

Antisemitism

Harassment or discrimination against Jews is prohibited and should be reported in the same manner as other forms of discrimination. Arkansas law, at Ark. Code Ann. § 6-60-1602, adopts the definition of antisemitism established by the International Holocaust Remembrance Alliance:

> Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

Reports of discrimination, inequities, or incivility may be made to the Office of the Dean of Students via phone at 501-450-3133 or by anonymous text at 313-TALKUCA.

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 everywhere on campus (including property or apartments owned or leased by the University) and in any vehicle owned or leased by the university. Electronic cigarettes and vaping products are also prohibited.

University Statement on Alcohol and Drugs - The University is committed to the maintenance of a drug and alcohol free workplace and the encouragement of a standard of conduct for employees and students that discourages the unlawful possession, use or distribution of controlled substances and alcohol on its property or as 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 experience frequent chronic bronchitis or an increased risk of developing schizophrenia or other social anxiety disorders. The amount of THC in marijuana has been increasing steadily, creating more harmful effects. Types of drugs include: Hashish, Hash oil, and Edible.

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, Methamphetamines (chalk, crank, crystal), Amphetamines (Adderall), and Methylphenidate (Ritalin).

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, Antidepressants (Zoloft and Paxil), Quaaludes, 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, Hydrocodone, Heroin, Morphine, Opium, Oxycodone, and Demerol.

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, Winstrol, and Dianabol.

Inhalants - Inhalants are sniffed or huffed and give the user immediate results. These results can also result in sudden mental damage. When inhalants are taken, the body becomes deprived of oxygen causing a rapid heartbeat. Other effects may include liver, and kidney problems, brain damage, and walking difficulty. Types of drugs include: glues, paint and paint thinner, office supply fluids, gasoline, aerosol sprays, and propane.

Prescription Drugs - Prescription drugs can be very helpful when used properly and when under the guidance of a qualified physician. However, misuse and abuse of prescription drugs can be very dangerous. Most commonly abused: Opioids, Depressants, and Stimulants

Counseling Treatment and Outreach Programs

There are a number of groups, offices, agencies, and hospitals in Central Arkansas that offer drug treatment and rehabilitation services or programs. Options can be located at

Yellowpages.com under the headings “Alcoholism Treatment Centers” and “Drug Rehab.” The UCA Counseling Center (Student Health Center – third floor, 501-450-3138) can provide referrals for those with alcohol and other drug issues. Alcohol, drug and tobacco prevention initiatives are provided annually by the Office of the Dean of Students in collaboration with departments and organizations on campus.

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 workplace 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 of not less than one hundred dollars ($100), no 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) they appear in a public place manifestly under the influence of alcohol or a controlled substance to the degree that they are likely to endanger themselves, other persons or property, or that they unreasonably annoy persons in their vicinity; or (2) they consume 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.* Other policies include: Off Campus Social Events Policy, and UCA Housing Policy with regard to Offenses Subject to Disciplinary Action. First-time students are required to complete an online alcohol awareness educational course prior to attendance and will be notified via email with directions for completing the course.

Biennial Review of Program - The UCA Drug-Free Schools and Communities program will undergo a biennial review to determine effectiveness and implement any needed changes.

Recommendations based on this review will be submitted to the Vice President for Student Affairs.

Sexual Misconduct Programs and Policies

Educational and Awareness Programming - The following are programs and resources provided to students to increase awareness and prevent sexual misconduct.

- Outreach programs and support groups provided by the Counseling Center
- Stand Up and Speak Out Carnival and residence hall programs provided by Housing and Residence Life
- Speakers and Walk a Mile in Her Shoes annual walk provided by Student Involvement and Leadership
- Awareness and Risk Reduction programs provided by UCA Police Department, Gender Studies, and student groups.
- Presentations conducted by the Title IX Coordinator.

Literature - Literature on sexual misconduct and sexual responsibility are available at the Counseling Center, University Police Department and from the Title IX Coordinator.

Preventing Sexual Misconduct

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 or her mind, respect his or 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 Sexual Misconduct

Sexual Misconduct

Any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual misconduct can be committed by men or by women and it can occur between people of the same or different sex. Sexual misconduct includes but is not limited to: dating violence; domestic violence; sexual assault (non-consensual sexual contact and non-consensual sexual intercourse); sexual harassment; and stalking.

Sexual Assault

Deliberate physical contact of a sexual nature of another person without that person's consent. Sexual assault can include non-consensual sexual contact or non-consensual intercourse.

Dating Violence

Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between two individuals that is determined by examining the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the two individuals involved in the relationship.

Domestic Violence

Is a felony or misdemeanor crime of violence committed by any of the following individuals: (i) a current or former spouse or intimate partner of the victim; (ii) a person with whom the victim shares a child in common; (iii) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) a person similarly situated to a spouse of

the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Harassment

Unwelcome sexual advance, requests for favors, or other verbal or physical conduct of a sexual nature when (i) 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 education program of a student; (ii) submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; and or (iii) 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.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Procedures for Occurrence of Sexual Misconduct

A student who is a victim of a sexual misconduct 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.

Individuals who are aware of or have experienced an incident of misconduct should promptly report the matter to the Title IX Coordinator, available at 501-450-3247; a Deputy Title IX Coordinator; General Counsel; or the Associate Vice President for Human Resources.

Preserve evidence. If you feel you have been sexually assaulted, 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, toothpaste and toothbrush to clean up after the exam.

University Disciplinary Action

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

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 Grievance Produces located at http://uca.edu/titleix/ for more specific information on disciplinary sanctions and procedures. Faculty and staff members committing sexual misconduct 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, Suite 327, 501-450-3138) - Provides short term counseling for a variety of personal problems. All counseling services are free to students, and mental health emergency services are free to students, faculty and staff at the University.

Counseling Associates, Inc. (2515 College Ave., Conway 501-336-8300 or 1622 N. Donaghey, Conway - 501-327-7706 - 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.

Baptist Health Medical Center - Conway (1555 Exchange Ave - 501-585-2000) Provides medical exam for rape victims.

Conway Regional Medical Center (2301 College Ave - 501-329-3831) - Provides medical exam for rape victims. Exam is free if the offense is reported to law enforcement officials within 24 hours.

Faulkner County Victims Service Center (Faulkner County Courthouse located at the corner of Robinson and Locust - 501-450-3051) - 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 - 501- 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 - 501-450-6120 - 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 - 501-450-4914 - 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.

Protective Measures - There are a range of protective measures the institution may offer following an allegation of sexual misconduct including:

- issuing "no contact" orders;
- summarily suspending the respondent from campus housing on an interim basis;
- restricting the respondent's movement on campus; and or
- re-assigning or placing the respondent on administrative leave.

UCA Title IX Sexual Harassment Policy

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

Sexual harassment, including, but not limited to, sexual assault, dating violence, domestic violence, stalking, unauthorized distribution of sexual images or recordings, or any crime that

is based upon sexual acts defined at the adoption of this policy or later enacted by the State of Arkansas, by any faculty member, staff member, student, or a third party who is a participant in a university-sponsored program, event, or activity under substantial control of the University is a violation of University policy and will not be tolerated at the University of Central Arkansas. Further, the University of Central Arkansas is committed to providing ongoing sexual harassment primary prevention, awareness, and risk reduction programs and training for the entire UCA community. 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. This policy seeks to comply with requirements mandated by the Violence Against Women Reauthorization Act of 2013. The university considers sexual harassment a very serious issue and shall subject the offender to dismissal and or other sanctions following the university's investigation and substantiation of the complaint and compliance with due process requirements.

Click to view the full Board Policy 426 go to UCA Board Policy 426

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.

To view the full Board Policy 515 on Consensual Relationships, go to UCA Board Policy 515.

Housing and Residence Life

UCA's Housing and 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 and Residence Life Vision, Mission and Values

Mission - The mission of Housing and Residence Life at the University of Central Arkansas is to positively impact the campus living experience by serving, developing, and supporting students while providing safe and engaging living environments that are technologically advanced and extend learning outside the classroom.

Vision - Housing and Residence Life is dedicated to being a leader in student success by providing a premier campus living experience.

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

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 or 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 noise 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 or apartment both in terms of space and time, and the right to be free of unwanted guests in your room or 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 non-threatening manner.

You Have The Right to influence policy that affects you by participating in floor, building, or or apartment complex meetings, Student Government, RHA, and University organizations.

You Have The Responsibility to participate in floor, building, or 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 and 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 ensures 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 Contract for specific information concerning cancellation, forfeiture of deposit, and contract buy-out fee.**

Contract Information

All students living in university housing are required to sign a contract for the academic year (2 semesters). If a student leaves their residence hall or apartment before their contract expires, they are required to buy-out the remainder of the contract 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. First-time entering freshmen are required to live on campus the first two semesters and do not have a ContractLease Buy-out option. Refer to your housing contract or contact the Housing and Residence Life Office for more information.

Contract Cancellation and Eviction for Non-payment

Students who have signed a contract to stay in university housing are required to meet and fulfill all financial obligations of the contract. It is the student's responsibility to pay room and board fees at registration each semester or as stated in the terms of the contract. 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 contract, 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 8 hours and a maximum of 48 hours 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 Contract for additional terms and obligations.

Freshman Residency Requirement

All unmarried full-time freshmen students who enter with less than 12 semester credit hours (excluding high school concurrent credits) are required to live in a residence hall for two semesters, unless a specific exemption is authorized by the Director of Housing or University Housing Exemption Committee. However, freshmen are not required to live in any particular residence hall. UCA believes that the residential experience adds to the students' overall academic and personal development and, therefore, is an essential and vital part of the total college experience. There will be numerous programs for the new students in the halls, coordinated through the Department of Residence Life, which will encompass the academic, social, and emotional areas of development.

Exceptions will be made for students meeting one of the following approved exemption criteria:

- Commuting from the permanent legal residence of a parent, legal guardian, grandparent, married sibling, aunt or uncle
- Military leave
- Married and living with spouse
- Custody of a dependent child
- Age 21 years or older
- Enrolled in less than 12 credit hours
- Transferring in with more than 21 hours (excluding high school concurrent)
- Transfer student who has lived in a residence hall at another campus for two or more semesters

Exemption requests must be submitted in writing, along with the appropriate documentation, by July 1 for the Fall Semester and December 1 for the spring semester. Students who fail or refuse to comply with the residency requirement and or who furnish false information to a university official in connection with a request for an exemption will be assessed charges for a residence hall double occupancy room and meal plan per semester and may be subject to disciplinary action.

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 and Residence Life Office to maintain residency. Any policy 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 to complete an 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

Associate Director (AD)

The Associate Director 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 Associate Director is responsible for all activities in the residence halls or apartments that are in their 'area' of campus, which include Residence Life Coordinator, Residence Coordinator, and student staff supervision, as well as crisis intervention. The Associate Director offices are located in the Housing Office in Bernard Hall 201 and they can be reached by email or phone to schedule an appointment.

Residence Life Coordinator (RLC)

The Residence Life Coordinators are full-time professional staff members with a master’s degree in college student personnel, counseling, or related field. The RLC lives in one of the residence halls or apartment complexes they are responsible for supervising. They supervise

the student staff and assist in the program management of the residential community. RLCs are chosen for their interest in students and experience in university housing. Their 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.

Residence Coordinator (RC)

Residence Coordinators are full-time live-in professional staff members responsible for the supervision and management of their assigned residence hall or apartment community. RCs oversee student staff, support the daily operations of the residential community, and help foster a safe, inclusive, and engaging living environment. Selected for their experience in university housing and commitment to student success, RCs assist residents with concerns, provide guidance regarding university policies and procedures, uphold Housing policies, and collaborate with students to develop educational and community-building programs and activities.

Graduate Residence Coordinator (GRC)

Graduate Residence Coordinators are graduate student staff members who live-in the building or apartment complex they are responsible for supervising. They supervise the student staff and assist in the program management of the residential community. GRCs are chosen for their interest in student development and experience in university housing. Their 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.

Senior Resident Assistants (SRAs)

Senior Resident Assistants are student staff members who live-in the building or apartment complex they are responsible for supervising. They assist in supervising the student staff and also assist in the program management of the residential community. SRAs are typically juniors or seniors that are interested in enrolling in the College Student Personnel and Administration master's program upon graduation. Their duties include directing and enforcing housing policies, helping residents with problems, clarifying university practices and policies, developing and preserving a harmonious community living environment, assisting with 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 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 or complex meetings, 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 or complex is "on duty" every night of the week. If there is a problem, find your RA or go see the RA on Duty. RA duty hours are from 4:30 P.M. to 8:00 A.M. Monday through Thursday and 24 hours from 4:30 P.M. on Friday to 8:00 A.M.on Monday.

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

HOSTs

HOST (Housing Options and Student Tours) members work a set weekly schedule at the front desk of the Housing and Residence Life Office where customer service is key. While working the desk, the HOSTs staff is available to provide a walk-in or pre-scheduled tour of our residence halls to potential students and their families and friends.

Peer Coaches (PCs)

The purpose of the PC position is to support the holistic success and transition of residents to college life. PCs maintain 10 hours in the study lounge or classrooms in the residence hall where they are available to residents. PCs can assist students with goal setting, time management, basic academic skills, and other academic self-efficacy behaviors. Additionally, PCs are trained extensively on campus resources and will check on you from time to time to make sure you are settling in well.

Programming Assistants (PAs)

Programming Assistants are student staff that plan and lead monthly programming in your hall or complex. They are responsible for posting flyers and keeping everyone informed of upcoming events or programs. PAs are also responsible for recruiting and advising RHA Cubs for their respective hall or complex.

Marketing Assistants (MAs)

Marketing Assistants are student staff responsible for their respective hall or apartment social media accounts. They are responsible for creating multiple daily posts with information and happenings at UCA, as well as engaging with followers. MAs are also responsible for creating and distributing their respective hall or complex newsletter.

Maintenance and Custodial Assistants (MCAs)

Maintenance and Custodial Assistants are student staff responsible for performing minor maintenance or repairs in their assigned areas. They also assist with room preparation and setting furniture in rooms and common areas. MCAs attend specialized training led by our professional maintenance staff.

Complex Assistants (CAs)

Complex Assistants are student staff that conduct multiple daily walkthroughs of their respective apartment complex to ensure there are no security or maintenance or custodial issues. They are also responsible for enforcing policies and may offer additional support with lockouts.

RHA Cubs

Are you interested in meeting creative people, making new friends, developing your leadership abilities, AND having a great time? Then you should consider becoming a Hall or Apartment Cub (a representative of your complex to the Resident Housing Association). UCA Cubs' 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. Cubs are also selected to attend annual regional conferences at other universities in the region and bring amazing ideas back to campus. Visit Resident Housing Association for more information.

The Cubs are also a sounding board for student concerns pertaining to living on campus and serve as the students' voice in the residence hall or apartment complex. Your Programming Assistant serves as the advisor to the Cubs.

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. All room and personal trash should be taken to the trash collection area or dumpster for your hall or complex.

Maintenance

The university employs full-time staff members that perform routine maintenance repairs. Staff will enter your room, house or 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. You may also

submit a maintenance request online on myUCA > myHousing. The goal of UCA's maintenance staff is to respond to any problem in a timely and professional manner.

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!

Resident Housing Association (RHA)

The Resident Housing Association (RHA) is a student-run organization that you are a member of just by living in the residence halls or university apartments. RHA benefits all those living in university-owned housing by building stronger community, providing leadership opportunities and improving overall resident's life experiences. The RHA executive officers are a group of student leaders, living in housing, which oversee and assist the Cubs (housing representatives for each hall or complex). RHA and our Cubs put on programs and fun activities for more than 3,600 UCA residents. RHA executive members also represent the resident student population to other groups on campus. You, as a member of RHA, have a voice in what goes on in your community and within your residence life experience. If there are things happening in housing that you do not like, instead of complaining about it, go to your Cubs and or RHA meetings. Remember, you have a voice in what actually happens in campus housing because it's also your home! Visit Resident Housing Association for more information.

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.

COVID-19 Precautions

Please reference the UCA COVID-19 website at Novel Coronavirus (COVID-19) for up to date information regarding COVID-19 precautions and procedures.

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 responsible for using or possessing alcohol will be required to complete an alcohol education course.

Possession, use, or distribution of narcotics, drug paraphernalia, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Arkansas statutes, except as expressly permitted by law, is strictly prohibited. Students found responsible for 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.

Students who possess a valid medical marijuana card are not permitted to consume, use, possess, store, or distribute marijuana on any university-owned or university-controlled property.

Presence in a situation where alcohol and or other drugs is found can lead to disciplinary action (see Complicity policy below). It is your responsibility to remove yourself from any situation where alcohol or other drugs are present.

Apartment Patios and Balconies

Only four persons at a time should be on any UCA balcony (second 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 and balconies are **NOT** permitted to be used as storage space and should remain clutter free.

Patios and 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 and Residence Life will not be responsible for any lost, stolen, or damaged items left on patios or balconies.

Bicycles, Motorcycles, In-Line Skates, Hoverboards 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, hoverboards or skateboards are not to be ridden or used in housing facilities. All motorcycles, mopeds and bicycles should be registered. 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

All students needing housing during the break periods (Thanksgiving, Winter, Spring Break) must apply to stay on campus. Meal service is included in the break housing rates. For more information on break housing rates, visit uca.edu/housing. 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).

Business from Residential Spaces

Residents are not permitted to carry on any organized business (i.e. hair cutting, baby-sitting, nail salon, etc.) from their rooms or any University property.

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. Wax warmers are permitted.

Care of University Furnishings

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

If there is damage in a hall or 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 or 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 in to Residence Halls and Apartments

Because of maintenance, custodial, staffing, and other considerations, students should plan to move in on an assigned move-in day. Permission to move in outside of an assigned move-in day may be considered by contacting the Housing office at 501-450-3132 or housing@uca.edu, but this is not guaranteed. Students who arrive unannounced will be charged an $50 improper check-in fee along with a nightly rate fee.

Checking out of Residence Halls and Apartments

When students leave their assigned space due to a room change they must check out with the Residence Coordinator, Residence Life Coordinator, or Resident Assistant on duty. Residents will need to return the key, remove all personal belongings, and clean the room to its original condition. At the end of the Fall Semester, students must check out within 24 hours of their last final if they are not returning to Housing in the spring. All residents must checkout of housing at the end of the spring semester. Failure to check out properly by completing the end of semester form in the myHousing portal will result in a $50 improper check-out fee. Failure to return your key to the key dropbox will result in a $55.00 fine for traditional residence halls and $125.00 fine for apartments or suite style residence halls to re-core the lock if the key is not returned, a $10.00 charge if an access card is not returned, and minimum $75.00 charge if the room or apartment is not clean and free of all belongings and trash. To appeal any damage charge the student must submit an appeal email to their Associate Director within 30 days of the charge posting to your student account.

Any student who leaves Housing mid-semester must notify staff immediately, as well as complete the checkout form on the myHousing portal; 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 or her own room and or apartment, and a minimum standard of cleanliness is expected from all residents. Monthly safety and cleaning checks will be conducted during the first week of each month and prior to all breaks to check for maintenance issues, cleanliness, and safety concerns. Students are expected to take an active role in keeping residence halls and apartment complexes free of trash and debris. When cleaning standards are not met a professional cleaning company will be brought in at the resident's expense. All personal trash must be taken to the trash area or dumpster for your hall or complex. 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 or apartment community are subject to disciplinary action.

Complicity

Any student who aides another in actions that violate university policy, assists in the concealment of conduct that constitutes a university policy violation, encourages others to violate policy, or fails to remove themselves from a situation where a university policy violation is occurring, can be considered complicit, which may result in that student being charged for violating the university policy that occurred. The student may additionally be sanctioned in accordance to the policy being violated.

Students should take an active role in disengaging themselves from violations of university policy, and are expected to do one or more of the following:

a. Personally confront the individuals involved and stop the violation;
b. Alert a staff member of the violation; or
c. Leave the scene of the violation.

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. The use of Alien tape is not permitted.
- **Posters, pictures, or other decorative items cannot cover more than 50 % of the wall surface in your room or 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. Wallpaper 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 or sprinkler heads.
- Students are not to decorate their room or 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 bongs 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.

Electrical Appliances - Residence Halls

The capacity of residence hall electrical systems is limited. Students may use only UL approved surge protectors and there can be no more than 2 surge protectors per room. At no time should outlet extenders or extension cords be used in any residential community.
UL approved electronics such as computers, stereos, televisions, DVD or Blu Ray players, study lamps, irons, fans, and other small appliances are allowed for use in the resident rooms. All appliances must be UL listed and use UL approved cords. Items such as curling irons, hair straighteners, clothing irons, and coffee makers should only be plugged in during use and should never be left unattended while plugged in. Air fryers are only permitted in shared kitchen spaces and not in resident rooms.

The use of open-coil, open plate devices (hot plates, broilers, certain space heaters, toaster ovens, and electric fry pans or skillets), open flames, ember devices, oil lamps, and incense are prohibited. Additionally, the following items are prohibited:

- Sun lamps
- Wireless routers (See Wireless Routers Section)
- Microwave ovens (Except in Baridon, Bear, Donaghey, Farris, New and All apartment complexes)
- Air conditioners (personally owned units)
- Halogen 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 or stereos
- Televisions with digital tuners
- DVD players
- Desk lamps
- Coffee makers
- Microwave ovens
- Small electric grills (George Foreman type)

The following are examples of appliances *not permitted*:

- **Plugged in and unattended** curling irons, hair straighteners, clothing irons, electric grills (George Foreman type), and coffee makers are considered a fire hazard and are not allowed.
- Air conditioners (personally owned units)
- Halogen lamps
- Sun lamps
- Outside antenna or satellite dishes
- Potpourri pots (candles and electric)

- Outdoor grills or fire pits of any type
- Space heaters or heaters

Energy Conservation

Energy and resource conservation is a major concern with the Department of Housing and 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.

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, including any RSOs or other groups within the building. If a fire alarm goes off, you should:

- Put on a coat and put on shoes quickly.
- Close and lock your door.
- Walk quickly, but in an orderly manner, through the exit for your area and continue 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. 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.**

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 or Residence Life 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/RLC. All costs associated with unlawful emission of fire extinguisher contents will be the responsibility of the person found responsible for the emission - this includes cleanup and property replacement.

Garbage Disposals and 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 and Visitation Policies

Residents are welcome to bring guests (maximum of two per resident at a time during visitation hours) into the residence facilities. All Housing policies must be observed and guests must be escorted at all times by the student they are visiting. 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 - if a guest violates University or Housing policies, the resident may be held responsible. Guests must not infringe on the rights of roommates or other residents.

Visitation hours are 10 A.M. - 2 A.M. Sunday through Thursday and 10 A.M. - 3 A.M. Friday and Saturday. Beyond those hours residents are welcome to bring a maximum of one overnight guest of the same sex into the residence facilities per night. In the case of double rooms or apartments, prior consent of all roommates or suitemates 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.

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. Anyone under the age of 18 is not permitted to stay overnight. Children must be attended to 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 or 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.

Hall Roofs

Residents are not allowed on the roof, room ledges or window sills of any housing facility. Contact a RA or Residence Coordinator or Residence Life 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 call 911 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.

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 unless offered by university housing. Bed risers, such as those available for purchase at Wal-Mart and Target are allowed. These range around 6 inches in

height. Only one set can be used. Absolutely no stacking, homemade riser, or cinder blocks can be used.

Maintenance

Students who have a maintenance request should submit the request on myUCA > myHousing by selecting the "maintenance request" option on the left-hand side menu. 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 and Quiet Hour Policies

Quiet hours are those times during which noise should be kept at a minimum within the halls or 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 10:00 P.M. to 10:00 A.M. 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.

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. The university has established outdoor quiet hours from 10:00 P.M. to 7:00 A.M.,

Sunday through Thursday, and from 11:00 P.M. to 7:00 A.M. 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 Affairs 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.

Special finals quiet hours are established to promote maximum studying during finals week. Finals quiet hours begin the Thursday before finals begin and last throughout finals 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.

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.

Food or Grocery Deliveries

Food and grocery deliveries should only be placed when the resident is available and in a location where they can receive the delivery. Delivery drivers are not permitted to deliver food or grocery orders to Residence Hall lobbies as the doors are locked 24/7.

Parking

All students with vehicles 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. A repeated violation of this policy will result in removal from Housing. The only exception to the pet rule would be service animals and emotional support animals for students with a documented need. Residents requiring service or emotional support animals must provide written documentation to the Office of Accessibility Resources and Services and inform residence life staff. Emotional support or service animals should not be present in a resident’s assigned space prior to gaining approval.

Single Rooms

Upperclassmen interested in a single room should apply for the room through the My Housing Link on MyUCA. If single rooms are not available, students should send an email to Housing

and Residence Life at housing@uca.edu to request a single room in the hall or apartment they wish to reside. Single room contracts are available by the semester only. There is an additional charge for students who are offered a single room contract.

Single rooms are not available to first semester freshmen. *Specific single room request information and availability will be available at the beginning of each semester.*

Recognized Student Organization (RSO) Rooms

Located within several of the residence halls are RSO rooms available for rent. Within these rooms, all Housing and Residence Life policies and procedures are in effect.

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 and 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 $25.00 per item, bag, or box.

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 amphitheater in front of the Student Center and Ferguson Chapel; and the Technology Plaza area between Torreyson 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.

Residence Hall Doors

The exterior doors of all residence halls are locked at all times. Residents may gain access to their residence hall by using BearCard Mobile. Propping doors open is prohibited at all times. Students should not attempt to compromise residence hall security at any time. Please do not hold doors open for anyone you do not know or are not familiar with, even if it may come

across as impolite. Any student or guest found compromising the residence hall security will be documented.

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.

Residence Life Cinema

Residents can enjoy our free movie streaming service at movies.uca.edu. Residents will receive email or social media notifications every month which allow them to vote for their favorite movies to be added to our streaming library. Please visit Residence Life Cinema for more information.

Residents Without Roommates

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

1. The resident may decide to have a single room at an additional charge; (not available during high occupancy periods);
2. The resident may find another resident to move into the room or apartment;
3. The resident may move in with another resident within the hall or apartment complex or into another hall or apartment complex; or
4. If the resident occupies the last single in the building or complex, they may remain in the room without paying the single room charge. A student will not be required to move out of their 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 or complex who are in the same situation. 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 or 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 single room charge.*** These procedures have

been developed to create space for students who desire a single room, and to keep students from forcing their roommate out with the intent of obtaining a single 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 and 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 and 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 or 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 a University police officer should accompany off-campus law enforcement officers to ensure protection of the student's rights.
- In certain situations, university officials or campus police may enter a student's room or 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 or apartment for the enforcement of university regulations or for health and safety reasons, regardless of whether or not consent has been granted. Any policy violations or contraband found during an administrative search may be confiscated and used in university disciplinary hearings.
- University maintenance personnel, university officials, or contractors of the University may enter a student's room or apartment to perform maintenance services and periodic maintenance checks. 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.

Room or Apartment Administrative Search

An administrative search should only be performed when there is reasonable suspicion of a policy violation in or around a Housing and Residence Life facility, and all other options have been exhausted. If all other options have been exhausted, including talking to the resident concerning the suspected violation and having UCAPD speak with the student, the following guidelines must be followed:

1. The Residence Coordinator or Graduate Assistant on duty must be on the scene to directly collect all relevant information (i.e. information from roommate, student staff, social media photos, etc.)
2. The Residence Coordinator or Graduate Assistant on duty must contact a professional staff member for approval for an administrative search. The Associate Director for that hall or complex should be the first professional staff member contacted.
3. If approved, the Residence Coordinator or Graduate Assistant on duty must work with another staff member at the graduate or professional level in conducting the search.
4. For safety reasons, UCAPD should always be present, though not directly inside, the room or apartment prior to an administrative search.
5. If students are present, they must be informed that due to reasonable suspicion of a policy violation or health and safety concern, an administrative search of their room or apartment will be conducted. The student should be asked to stand outside or in the door frame of the room or apartment during the search.
6. Staff members completing the search must wear gloves.
7. Any contraband found should be turned over to UCAPD for disposal.
8. At the conclusion of the search, a reasonable effort must be made to return all items in the student's room to their original state.

Room, Hall, and Apartment Changes

Residents who want to change their housing assignment may complete the Room Change Request Form found at uca.edu/housing. Room changes are offered for a two week period at the beginning of each semester. Students requesting a room change must have already met with their RA in order for the request to be considered. In the case of a roommate conflict, the RA and or RC may require mediation before a room change will be considered. The Housing and Residence Life Office reserves the right to assign another student to an open space

without prior notification. The University also has the right to relocate students at any time for any reason.

Room Keys and Access Cards

Every resident is issued a room or 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 $55 to recore a traditional residence hall room due to loss of key and $125 for apartments, Baridon Hall, Bear Hall, New Hall, Donaghey Hall, and Farris Hall. Any student found granting access or giving their key to another person to enter their room, apartment, or building will be subject to disciplinary action as well as any student found to be gaining access illegally.

When a student is locked out of their room, they may call the Housing Office at 501-450-3132 during normal business hours (Monday – Friday, 8 A.M. to 4:30 P.M.) or their building's Resident Assistant On Duty at all other times to be let into their room. For the first lockout, there is no fee. For subsequent lockouts, the following fees will be charged to the student's account: 2nd lockout: $25; 3rd lockout: $75; 4th lockout and any thereafter: $100.

Safety and Cleaning Checks

Safety and cleaning checks will be conducted monthly during the first week of every month and prior to all breaks. The purpose of these checks is to address any maintenance, cleanliness, and safety issues or concerns. All residents living in UCA Housing, including Greek Housing are subject to these monthly checks.

Sick Trays

If a student is ill enough to be confined to his or her room, a request can be made from the nurse on duty in Student Health Clinic for a meal to be picked up from the cafeteria. After the request is made, another student (identified by the sick student) may pick up the meal by presenting their ID for verification.

Smoking

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

Smoking and using Vaporizers (Vaping) are not permitted in university housing. Smoking and Vaping in residence facilities will set off the fire alarms and result in disciplinary action.

Social Gathering Policy

Students hosting large gatherings in their assigned residence hall room or apartment assume responsibility for the conduct of all guests. If alcohol and or drugs are present at the gathering the host(s) may be subject to relocation or removal from housing in addition to the required alcohol and or drug sanctions set in place by the University. Relocation may result in a change in housing rate.

Solicitation Policy

Selling or soliciting door to door 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 Housing and Residence Life office prior to posting any signs. All approved signs MUST be stamped and dated in the Housing and Residence Life office. Any posters, flyers, or other advertisements posted without the approval stamp will be removed by Housing and Residence Life staff. For more details, please see the Housing and Residence Life office, Bernard 201. 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 contract is over. Students interested in summer housing options need to complete a separate application in the Housing and Residence Life Office.

Throwing, Dropping, or Hanging Objects from a Residence Facility

Under no circumstance 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, dropped, and or hung will be subject to disciplinary 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 or 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 or bins are available at each apartment complex. Apartments that use individual trash bins from the city of Conway should remove bins from the roadway the same day that trash is picked up. A resident who fails to properly dispose of their trash is in violation of housing policy. Apartment residents are subject to citations for violation of city littering ordinances.

Vending Machines

Report any problems with the machines by calling the phone number posted on the machine. Tampering with vending or laundry machines is prohibited.

Weapons, Explosives, and Firearms

Unauthorized possession, use, or storage of weapons (i.e., firearms, BB or pellet guns, paintball guns, air guns, soft air guns, illegal knives, slingshot, fireworks, explosive devices, and devices used to launch a projectile) or ammunition is prohibited in the residence halls and UCA owned or leased apartments and depending upon severity, can result in immediate suspension of the student.

Windows and 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.*

Wireless Printers and Routers

The use of personal wireless printers and routers is not permitted. The use of these devices adversely impacts the campus network, and students found in violation of this policy could face judicial sanctions including the loss of internet access. Please see Banned and Permitted Devices for more details.

Safety and Security Guidelines

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.

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 all times, and do not prop open these doors for any reason.
- Close and lock windows when sleeping or away from the room or 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.

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 are issued** when a tornado has been sighted in the area; and **storm alert** when a severe thunderstorm is approaching. The UCA Emergency Alert system will send out notice when the UCA campus is under a tornado warning. You should take these steps if a tornado warning is issued:

- Go to the designated area for your hall or apartment if a tornado warning is issued.
- Take pillows and blankets if time permits.
- Stay away from windows.
- Stay calm.
- Do not move from your designated area until the residence life staff tells you it is safe.

Stormwater

Students are responsible for making sure they do not contribute to the pollution of stormwater runoff on campus. Ultimately this water is discharged into local waterways (Stone

Dam Creek, Lake Conway and the Arkansas River) without treatment. U.S. EPA's Stormwater Phase II Final Rule establishes an UCA as being responsible for stormwater management program on campus with the intention of improving the nation's waterways. Common stormwater pollutants include: oil and grease from vehicles and parking lots, pesticides, mud from vehicles, and trash. These pollutants are deposited into nearby waterways, impacting beneficial uses of the resource and interfering with the habitat for fish, other aquatic organisms, and wildlife. Students are to take precautions not to contribute any of these pollutants to stormwater runoff into Stone Dam Creek."

Thefts

Hopefully you will never be a victim of theft, but if this should happen to you, make a report with university police immediately. Make sure to also notify your residence life staff. 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 at 501-450-3111 immediately.

As stated in the UCA Student Housing Contract, 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 Contract. The student and guarantors are encouraged to carry appropriate insurance to cover such losses.

Video Surveillance

Video doorbell systems (such as Ring) and other similar cameras (wired or wireless) and monitoring systems may not be installed or used anywhere on the UCA campus or in university housing facilities. This is due to the intrusive methods required to install such systems and because of privacy concerns for other students or residents.

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 or another student staff member. Resident Assistants and other student staff members are required to report violations of university and housing policy to a building Coordinator. Depending on severity, an alleged violation can be handled in several ways.

Disciplinary Process

A disciplinary process has been developed to provide a non-adversarial atmosphere for adjudicating violations of housing policies.

Assignment of Case - A student who has been documented for violating a housing policy may have their case heard informally by their hall Coordinator or an Associate Director.

Investigation of Report - Upon receipt of an incident report, the hearing officer may conduct a brief investigation by contacting the complainant (person filing the report) and witnesses if necessary.

Notice of Hearing - Upon completion of an investigation, the hearing officer will notify the accused student, at least 72 hours in advance, requesting their presence at a hearing. Notification will be in writing and will specify which policy(ies) were allegedly violated.

Hearing Procedures - The hearing is normally conducted on a one-on-one, individual basis between the hearing officer and the student. During the 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 subsequent hearing should they reject the findings of the hearing officer. The student is permitted to present witnesses and or other evidence during the informal hearing. The student may have an advisor present during the hearing, who can be anyone the accused student chooses. The advisor may not participate in the examination of witnesses or presentation of materials or information to the hearing officer or board. The advisor's role is limited to providing advice and consultation to the student.

Recommended Decision - After conducting the 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 student has three administrative working days to accept or reject the hearing officer's decision. If accepted, the decision is recorded onto a decision or sanction form and emailed to the student, with a copy filed with the Dean of Students Office. If the student rejects the decision, the case is referred to the appropriate hearing officer for a subsequent hearing, if a valid appeal reason exists. If the student fails to specify a preference, the hearing officer's decision shall stand. *The Vice President for Student Affairs will make the final decision regarding all university discipline.*

Failure to Appear - A student who fails to appear for an *informal hearing* after receiving notice is subject to the following: The hearing officer may follow up by telephone, email, or other means to reschedule the hearing, or the officer may render a decision and send it to the student in writing. The student then has three administrative working days to accept or reject the decision (as listed in the procedures above).

Group Cases - When several students as a group are documented for violating housing policy, the hearing officer may visit with the 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.

Quick Reference Guide

Emergency	911
313-TALKUCA Anonymous Text Line	313-825-5822
Non-Emergency UCA Police	501-450-3111
Non-Emergency Conway Police	501-450-6120
Counseling Center	501-450-3138
Dean of Students	501-450-3133

Dr. Randy Pastor Student Health Clinic	501-450-3136
UCA General Information	501-450-5000

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.

Campus Programs and Services

Admissions
Harrin Hall, Suite 100
501-450-3128
Email: UCA Admissions

- Undergraduate admission
- Academic Scholarship Information

BearCard
Ronnie Williams Student Center, Suite 104
501-450-5818
Email: UCA BearCard

- Student ID
- BearBucks

Campus Recreation and Wellness
Thomas C. Courtway Student Recreation Center
501-450-3450

- University Intramural Sports
- Recreation Activities
- Farris Field Softball Complex
- Aquatics Center

Career Services
Bernard Hall, Suite 318
501- 450-3250
Email: UCA Bears4Hire

- Career Exploration
- Resume Writing
- Job Listings (full-time, part-time and internships)

Center for Writing and Communication (CWC)
Thompson Hall, Suite 109
501-450-5123
Email: UCA CWC

- Help Students Become Better Communicators
- Offers Assistance with Writing

Cooperative Education
Bernard Hall, Suite 318
501-450-3250
Email: UCA Bears4Hire

- Internships

Counseling Center
Dr. Randy Pastor Student Health Clinic, Suite 327
501-450-3138

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

Dean of Students
Dr. Randy Pastor Student Health Center, Suite 308
501-450-3133

- Administrative Withdrawals
- DASH@DOS
- Student Care Reporting
- Clearinghouse for General Information
- Notify Instructors of Student Illnesses

Financial Aid
Harrin Hall, Suite 200
501-450-3140

- Federal Financial Aid Programs

First Year Experience
Ronnie Williams Student Center, Suite 203
501-450-5892
Email: First Year Experience
Email: UCA Soar

- Orientation for New Students
- First Year Experience
- Student Orientation Staff (S.O.S.)

International Student Services
Schichtl, Suite 120
501-450-3445
Email: UCA Global

- International Student Advising
- Weekly Shopping Shuttles
- Monthly Cultural Activities
- Study Abroad

KUCA Radio (91.3 FM)
Ronnie Williams Student Center First Floor
501-450-3326

- Public Non-Commercial Station
- Contemporary Adult Music
- News, Weather, Athletic Events
- Educational and Public Affairs Program

Leadership Development
Ronnie Williams Student Center, Suite 207
501-450-3137
Email: Student Involvement & Leadership

- Leadership Programs and Workshops
- Leadership Library
- Student Group Training

Math Resource Lab
Mathematics Computer Science Technology Bldg., First Floor
501-450-3147

- Tutoring
- Two Math Labs

Office of Accessibility Resources and Services
Dr. Randy Pastor Student Health Center, Suite 212
501-450-3613

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

Outreach and Community Engagement
Brewer-Hegeman Conference Center, Suite 102
501-450-3118
Email: UCA Outreach

- Conference Services Facility Rentals
- Non-Credit Courses
- Service and Volunteer Opportunities
- Voter Registration

Registrar
Harrin Hall, Suite 224
501-450-5200
Email: UCA Registrar

- Class Registration Drop and Add
- Grade Information
- Academic Transcript
- Student Withdrawals

Student Advocacy and Community
Bernard Hall, Suite 207
501-450-3135
Email: Office Student Advocacy & Community

- Academic Bridge Connection Room/Computer Lab
- Bear Bottoms Diaper Program
- Emergency Textbook Grant
- Free copying and printing up to 15 B&W copies
- Student Everyday Wear (S.E.W.) Closet
- Student Lounge

Student Accounts Cashiering
Bernard Hall, Suite 110
501-450-5015
Email: UCA Student Accounts

- Billing Information and Fee Payment
- Check Cashing

Student Activities Board and Programming
Ronnie Williams Student Center, Suite 206
501-450-3235

- Welcome Week Programming
- Campus Concerts, Events - Lecture, Comedy, Film Programs

Student Center Administration
Ronnie Williams Student Center, Suite 206
501-450-3235

- Special Room Set-ups
- Solicitation Permits
- SCTV

Student Health Center
Dr. Randy Pastor Student Health Center, First Floor
501-450-3136
Email: shc@uca.edu

- Treatment for Minor Illnesses and Injury
- Women's Health Center
- Pregnancy, Hepatitis-B, TB Skin and Cholesterol Tests
- Selected Drug Prescriptions and Immunizations

Student Involvement and Leadership
Ronnie Williams Student Center, Suite 207
501-450-3137
Email: Student Involvement & Leadership

- Panhellenic Sorority Information
- IFC Fraternity Information
- NPHC Fraternity and Sorority Information
- Registered Student Organizations (RSO's)

Student Organizations
Ronnie Williams Student Center, Suite 207
501-450-3137
Email: Student Involvement & Leadership

- Information on 200+ Organizations

Student Transitions
Old Main, Suite 104
501-450-3220
Email: Department of Student Transitions

- Transitional Courses and Support

Thomas C. Courtway Student Recreation Center
501-450-3450

- State of the Art Equipment
- Fitness Programs and Classes

- Fitness Evaluations

University Police
W.J. Sowder Street
501- 450-3111

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

Veterans and Military Resource Center
Student Success Center, West Wing
501-852-0735
Email: UCA Veteran Services

- Veterans Outreach and Transition Programs
- Earned Benefits Assistance