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 to the University of Central Arkansas! We are excited that you chose UCA as the place to further your education. Whether you are beginning or continuing your studies here, many opportunities for involvement in campus life await you.

The Division of Student Services is responsible for assisting students in their college experience. We have developed many programs and services to achieve these goals, which are designed to facilitate your assimilation into our University family and foster your growth into well-developed leaders of your generation.

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

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

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

Instruction began in 1908 with 107 students, a faculty of ten, and physical plant consisting of one partially completed building. Today, nearly 12,000 students attend classes taught and served by over 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:

Mindy Pipkin
Associate General Counsel/Compliance Officer
University of Central Arkansas
201 Donaghey Avenue,
Wingo Hall, Suite 207
Conway, Arkansas 72035
(501) 450-3247

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

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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EMERGENCY REFERENCE LIST

- The University Alma Mater
- Study Schedule
- Budget Planning Guide
- UCA Programs & Services
ACADEMIC CALENDAR and CRITICAL DATES
FALL 2017 THROUGH SUMMER 2018

FALL SEMESTER 2017

August 20-23, Sun – Wed
Welcome Week

August 24, Thursday
Instruction begins – day and evening classes

August 25, Friday
Final date to drop Aug. 24 – Oct. 13 or Aug. 24 – Sept. 29 classes and receive a 100% refund
Change-of-course period ends for Aug. 24 – Oct. 13 classes
Final date to register
Final date to add classes
Final date to change from credit to audit or audit to credit

August 26, Saturday
Instruction begins – Saturday classes

August 30, Wednesday
Change-of-course period ends for Aug. 24 – Dec. 15 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. 24 – Oct. 13 or Aug. 24 – Sept. 29 classes and receive a 75% refund. 0% refund after this date
Final date to drop Aug. 24 – Dec. 15 classes with a 100% refund

September 4, Monday
Labor Day Holiday

September 14, Thursday
Final date to drop Aug. 24 – Dec. 15 classes with a 75% refund. 0% refund after this date.

September 19, Tuesday
Final date to officially withdraw from Aug. 24 – Sept. 29 classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received.

October 3, Tuesday
Final date to drop Oct 2 – Nov. 3 classes and receive a 100% refund

October 4, Wednesday
Final date to officially withdraw from Aug. 24 – Oct. 13 classes with a W or W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received.
October 6, Friday           Final date to drop Oct 2 – Nov 3 classes and receive a 75% refund. 0% refund after this date.

October 17, Tuesday     Final date to drop Oct. 16 – Dec 15 classes and receive a 100% refund
                        Change-of-course period ends for Oct. 16 – Dec. 15 classes
                        Last date to register
                        Last date to add classes
                        Last date to change from credit to audit or audit to credit

October 18, Wednesday Noon       Mid-term grade report due

October 19 – 22, Thur – Sun.     Fall Break

October 24, Tuesday         Final date to drop Oct. 16 – Dec. 15 classes and receive a 75% refund. 0% refund after this date.

October 26, Thursday       Final date to officially withdraw from Oct. 2 – Nov. 3 classes with W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received

October 30-November 20    Advance Registration for Spring 2018

November 7, Tuesday        Final date to drop Nov 6 – Dec. 15 classes with a 100% refund

November 10, Friday       Final date to officially withdraw from Aug. 24 – Dec. 15 classes or the university with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received

November 22, Wednesday    Thanksgiving Break. No classes. Offices open

November 23-26, Thur. – Sun.  Thanksgiving Holiday. University closed

November 27, Monday       Final date to officially withdraw from Oct. 16 – Dec 15 classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received

November 30, Thursday     Final date to officially withdraw from Nov. 6 – Dec. 15 classes with a W grade unless already dropped
for non-attendance. After this date, only grades of A, B, C, D, F will be received

December 1, Friday  
Final day to make degree application for December graduation. Name will not be in the commencement program.

December 8, Friday  
Study Day

December 9, Saturday  
Final Exams – Saturday classes

December 11 – 15, Mon – Fri  
Final Examinations – day and night classes

December 16, Saturday  
Winter Commencement

December 18, Monday – Noon  
Final grade report due

**Winter Intersession 2017**

December 18, Monday  
Instruction begins for the Winter Intersession

December 19, 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 22, Friday  
Final date to drop Winter Intersession classes and receive a 75% refund. 0% refund after this date.

January 2, Tuesday  
Final date to officially withdraw from a class or the university with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received

January 5, Friday  
Final examinations for Winter Intersession

January 9, Tuesday – Noon  
Winter Intersession final grades report due

**Spring Semester 2018**

January 11, Thursday  
Instruction begins – day and evening classes

January 12, Friday  
Final date to drop Jan. 11 – March 2 or Jan. 11 – Feb. 16 classes and receive a 100% refund.  
Change of course period ends for Jan. 11 – March 2 classes  
Final date to register  
Final date to add classes
Final date to change from credit to audit or audit to credit

January 13, Saturday  Instruction begins – Saturday classes

January 15, Monday  Dr. Martin Luther King Jr. Holiday

January 18, Thursday  Change of course period ends for Jan. 11 – May 4 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 a Jan. 11 – May 4 classes and receive a 100% refund.
                       Final date to drop Jan. 11 – March 2 or Jan. 11 – February 16 classes and receive a 75% refund. 0% refund after this date

February 1, Thursday  Final date to drop January 11 – May 4 classes and receive a 75% refund. 0% refund after this date.

February 6, Friday  Final date to officially withdraw from Jan. 11 – Feb. 16 classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received

February 20, Tuesday  Final date to drop February 19 – March 30 classes and receive a 100% refund

February 21, Wednesday  Final date to officially withdraw from Jan. 11 – March 2 classes with a W or W grade unless already dropped for non-attendance

February 23, Friday  Final date to drop February 19 – March 30 classes and receive a 75% refund. No refund after this date.

March 6, Tuesday  Final date to drop March 5 – May 4 classes and receive a 100% refund.
                   Change of course period ends for March 5 – May 4 classes
                   Final date to register
                   Final date to add classes
                   Final date to change from credit to audit or audit to credit

March 7, Wednesday – Noon  Mid-term grade report due

March 9, Friday  Final date to drop March 5 – May 4 classes and receive a 75% refund. 0% refund after this date.

March 15, Thursday  Final date to officially from Feb. 19 – March 30 classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 18-25, Sun-Sun</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 30, Friday</td>
<td>Final date to officially withdraw from Jan. 11 – May 4 classes or the university with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received.</td>
</tr>
<tr>
<td>April 2 – 23</td>
<td>Advance registration for Summer and Fall 2018</td>
</tr>
<tr>
<td>April 3, Tuesday</td>
<td>Final date to drop April 2 – May 4 classes and receive a 100% refund.</td>
</tr>
<tr>
<td>April 6, Friday</td>
<td>Final date to drop April 2 – May 4 classes and receive a 75% refund. 0% refund after this date.</td>
</tr>
<tr>
<td>April 13, Friday</td>
<td>Final date to officially withdraw from March 5 – May 4 classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received.</td>
</tr>
<tr>
<td>April 20, Friday</td>
<td>Final date to officially withdraw from April 2 – May 4 classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received. Final date to make degree application for May graduation. Name will not be included in the commencement program.</td>
</tr>
<tr>
<td>April 27, Friday</td>
<td>Study Day</td>
</tr>
<tr>
<td>April 28, Saturday</td>
<td>Final exams – Saturday classes</td>
</tr>
<tr>
<td>April 30 – May 4, Mon-Fri</td>
<td>Final exams – day and night classes</td>
</tr>
<tr>
<td>May 5, Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 8, Tuesday – Noon</td>
<td>Final grade report due</td>
</tr>
</tbody>
</table>

**Summer 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>May 14, Monday</td>
<td>Instruction begins for May Intersession (May 14-June 1), 8-week (May 14-July 6) and 13-Week (May 14-Aug 10) Summer Session classes</td>
</tr>
<tr>
<td>May 15, Tuesday</td>
<td>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</td>
</tr>
</tbody>
</table>
May 18, 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 classes and receive a 75% refund. 0% refund after this date.
Final date to drop 13-Week Summer Session classes and receive a 100% refund.

May 28, Monday

Memorial Day Holiday – No Classes

May 29, 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, only grades of A, B, C, D, F will be received

June 1, Friday

Final examinations for May Intersession classes

June 4, Monday

Instruction begins for 1st Five Week Summer I Session (June 4 – July 6) and 10-Week Summer Session (June 4 – Aug. 10) classes
Final date to drop 13-Week Summer Session classes and receive a 75% refund. 0% refund after this date.

June 5, Tuesday – Noon

May Intersession final grade report due

June 5, Tuesday

Final date to drop 1st Five Week Summer Session or 10-Week Summer Session classes and receive a 100% refund.
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

June 6, Wednesday

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 8, Friday

Final date to drop 1st Five Week Summer Session or 10-Week Summer Session classes and receive a 75% refund. 0% refund after this date.
Final date to make degree application for August graduation and be included in the commencement program.

June 22, Friday

Final date to officially withdraw from an 8-Week course or the university with a W grade unless
already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received.

June 28, Thursday  Final date to officially withdraw from 1st Five Week Summer Session classes or the university with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received.

July 4, Wednesday  Independence Day Holiday. UCA campus closed. No classes

July 6, Friday  Final examinations for Summer I 1st Five Week Summer Session classes

July 9, Monday  Instruction begins for Summer II 2nd Five Week Summer Session classes

July 10, Tuesday – Noon  1st Five Week Summer Session final grade report due

July 10, Tuesday  Final date to drop 2nd Five Week Summer Session classes and receive a 100% refund. Change-of-course period ends for 2nd Five 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

July 13, Friday  Final date to drop a 2nd Five Week Summer Session classes and receive a 75% refund. 0% refund after this date.

July 19, Thursday  Final date to withdraw from 13-Week Summer Session classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received

July 23, Monday  Instruction begins for Summer III Three-Week (July 23- Aug. 10) Summer Session classes.

July 24, Tuesday  Final date to drop Three-Week Summer III Session classes and receive 100% refund

July 25, Wednesday  Final date to officially withdraw from 10-Week Summer Session classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received

August 2, Thursday  Final date to officially withdraw from 2nd Five Week Summer II Session classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7, Tuesday</td>
<td>Final date to withdraw from Three-Week Summer Session III classes with a W grade unless already dropped for non-attendance. After this date, only grades of A, B, C, D, F will be received</td>
</tr>
<tr>
<td>August 10, Friday</td>
<td>Final examinations for 13-Week, 10-Week, 2nd Five Week Summer II and Summer III Session classes</td>
</tr>
<tr>
<td>August 10, Friday</td>
<td><strong>Summer Commencement</strong></td>
</tr>
<tr>
<td>August 14, Tuesday – Noon</td>
<td>13-Week, 10-Week, 2nd Five-Week Summer II, and Three-week Summer III Session final grade report due</td>
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CALENDAR OF EVENTS

FALL SEMESTER 2017

August

13-19  New International Student Orientation
17  Christian Brothers University (Exhibition) @ UCA, 7:30p, MS, Bill Stephens Track/Soccer Complex
20  UCA Fall Move-In Day, 8a-4p, Residence Halls
22  Social Event Policy Training, 6p, Location TBA
24  First Day of Classes
24-27  Panhellenic Sorority Recruitment, various campus locations, Register at uca.edu/panhellenic
27-31  MMP Transitions Week 2017, various locations and times
28  Strike Out Hunger, 7:30p, Baseball Field
29  Transitions Week Greek Expo, 6p, Ida Waldron Auditorium
30  Center for Writing and Communication Open House, 12p-3p, Thompson Hall 109;
     Smokey Emerson, Faculty, Guitar, 7:30, SFA

September

2  UCA @ Kansas State University, Time TBA, FB
5  UCA Volunteer Fair, 1p-3p, SC Ballroom
6  Fall RSO Training, 4p, SC Ballroom;
    Social Events Policy Training, 6p, SC Ballroom;
    B-MAC Kick-Off, 6p, SC 215
6-9  Sigma Phi Lambda Sorority Recruitment, various
     times/campus locations, register at uca.edu/igc
7  Yearbook Portraits, x-period, SC downstairs
8  RSO Renewals Due;
    Graduate (masters and doctoral candidates) deadline to
    apply for Fall graduation
9  UCA @ Murray State University, Time TBA, FB
10-15  Interfraternity Council Recruitment, various times/campus
      locations, register at uca.edu/ifc
12  Student Undergraduate Research Fellowships (SURF) Panel
    Discussion, X-Period, Torreyson West 312;
    NPHC Go Greek Info Night, 5p, Ida Waldron Auditorium
14  Faculty Chamber Recital, 7:30p, SFA
16  Southeastern Louisiana University @ UCA, Time TBA, Estes
    Stadium, FB
17-23  NPHC Week, various times/locations
20  COB Day on the Lawn, 11a-2p
22  CSO Outdoor Concert at Simon Park, 7:30p
23  Leadership Launch, 9a, SC Ballroom
24-30  Banned Books Week, various times/locations
28  UAMS Information Day, SC 213
     Yearbook Portraits, x-period, SC downstairs
30  Band Day/Family Day, Sam Houston State University, Time
    TBA, Estes Stadium, FB

October

1-31  LGBTQ Month
2  Majors Fair, 12:30p-3p, SC Ballroom
3  Justin Cook, Faculty, Trombone, 7:30p, SFA
5  Day of Mindfulness, Time TBD, SC Amphitheater
7  UCA @ Houston Baptist University, Time TBA, FB
11  STEM Career Fair, 9a-1p, SC Ballroom;
Yearbook Portraits, 12p, SC downstairs  
Tatiana Kotcherguina, Faculty, Viola, 7:30p, SFA

12 Fall RSO Fair, 12-3p, SC Amphitheater;  
Faculty Chamber Recital, 7:30p, SFA

14 **Hall of Fame Weekend**, Stephen F. Austin @ UCA, Time  
TBA, Estes Stadium, FB

15 Jazz Ensembles Concert, 7:30p, SFA

16 BearBones Concert, 7:30p, SFA

21 UCA @ Northwestern State University, Time TBA, FB

22-28 **Homecoming Week**

23 Student Undergraduate Research Fellowship (SURF) applications due, 4p, Torreyson West, Suite 324

24 OCTUBAFEST, 7:30p, SFA

25 Health Career Fair, 9a-2p, SC Ballroom

26 Concert Choir/Chamber Singers Concert, 7:30p, SFA

27 Homecoming Greek Show, doors open at 6, show starts at 7, Farris Center

28 **Homecoming**, McNeese State University @ UCA, Time  
TBA, Estes Stadium, FB;  
CSO Concert**, 7:30p, RPH

29 CSO Concert**, 7:30p, RPH

30 Concert Choir/Chamber Singers Concert, 7:30p, SFA

31 TUBAWEEN, 7:30p, SFA

**November**

1-30 Native American Heritage Month

1 Fall Career Fair, 9a-1p, SC Ballroom;  
Yearbook Portraits, x-period, SC downstairs

4 UCA @ Lamar University, Time TBA, FB;  
Low Brass Workshop, All Day, SFA

7 Percussion Ensembles Concert, 7:30p, SFA

11 UCA @ University of the Incarnate Word, Time TBA, FB

15 Guitar Ensembles Concert, 7:30p, SFA

16 #ready2write Essay Contest Winners Reading, X-period,  
Main Hall 003  
University Chorus Concert, 7:30p, SFA

17 Neil Rutman, Faculty, Piano, 7:30, SFA

18 Abilene Christian University, Time TBA, Estes Stadium, FB

22 Gail Robertson, Faculty, Euphonium, 7:30p, SFA

28 Wind Ensemble/Symphonic Band Concert, 7:30p, RPH

29 String Chamber Recital, 7:30p, SFA

30 Band Extravaganza!, 7:30p, RPH

**December**

5 Natural Slides Concert, 7:30p, RPH

9 CSO Concert**, 7:30p, RPH

10 CSO Concert**, 3p, RPH

**SPRING SEMESTER 2018**

**January**

7-10 New International Student Orientation

8 UCA Foundation scholarship applications open/available

11 Social Events Policy Training, 6p, Location TBA

12 MLK Prayer Breakfast, Time TBA, SC Ballroom

17 Center for Writing and Communication Open House, 12p-3p, Thompson Hall 109
29  Spring RSO Training, 4p, SC Ballroom; Social Event Policy Training, 6p, SC Ballroom
30  Minority Student Academic Achiever Celebration, Time TBA, SC 205B

**February**

1-28  Black History Month
2  Graduate (masters and doctoral candidates) deadline to apply for Spring graduation
9  SPBC Annual Stroll Off Competition, Time TBA, Ida Waldran Auditorium
12-13  Bleed Purple Blood Drive, Time TBA, SC Ballroom
23  Teacher’s Fair, 9a-2p, SC Ballroom; Miss Essence Scholarship Pageant, 7p, RPH

**March**

1-31  Women’s History Month
1  BSN program application due, Department of Nursing
7  Spring Job Fair, 9a-2p, SC Ballroom
9  UCA Foundation scholarship applications deadline
12-15  Safe Spring Break Week, Time and Location TBD

**April**

3  Wellness Fair, 10a-2p, SC Ballroom
17  COB Research Day, X-period

**May**

30-June 1 New International Student Orientation

**June**

8  Graduate (masters and doctoral candidates) deadline to apply for Summer graduation
GENERAL RULES & REGULATIONS

STUDENT RIGHTS AND RESPONSIBILITIES

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

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 diverse 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 he/she is 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 use of amplifying equipment, including sound trucks, on university controlled property, is prohibited.

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

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 http://uca.edu/registrar/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 Deans 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 in the Academic Advising Center in Harrin Hall. Please contact their offices for questions on this process. Once the form is complete and authorized it is to be brought or submitted to the Registrar’s Office. 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 F or WF grades 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 & Refund Policy – According to UCA Board Policy 612, students who officially withdraw from the university or make schedule adjustments before the sixth (6th) regular class day of the fall and spring semesters will receive a 100 percent reduction in their charges for registration and mandatory fees, if applicable. Students who officially withdraw from the university or make schedule adjustments after the fifth (5th) regular class day but before 4:00 p.m. on the fifteenth (15th) day of classes will receive a 75% reduction in their charges for registration and fees, if applicable. After the fifteenth (15th) day of classes, all charges for registration and fees must be paid in full.

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

Administrative Withdrawal for Medical, Mental Health or Other Reasons - The Dean of Students Office, located in 210 Student Health Center, can help facilitate an administrative withdrawal for students who experience one or more of the following situations:

- A serious medical issue;
- A serious mental health issue; or
- Death of a close family relative (parent, grandparent, sibling, spouse or engaged person).

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

- Completion of the administrative withdrawal request, available online at http://uca.edu/student/administrative-withdrawal/.
- A brief written statement by a doctor or mental health professional indicating the medical or mental health condition of the student; or in the case of a death, an obituary of the close family relative. The written statement can be e-mailed to latonyam@uca.edu, or faxed to LaTonya Matheney at (501) 450-3248.

Under normal circumstances, the dean of students office will (1) send a recommendation to the Registrar requesting W's on the student's academic transcript for that particular academic term, and (2) send a recommendation to Student Accounts requesting the student's account be adjusted to reflect a pro-rated refund of tuition and fees for that term.

The following additional items will need to be considered:

**Student Housing.** If the student is living in on campus housing, including apartments owned or leased by the University, the student will need to check out with housing staff as soon as possible. Once a student checks out, room and board is normally pro-rated from the time of check-out. The Dean of Students will recommend to housing that the student not be assessed the $425 lease buy-out fee.

**UCA Academic Scholarship.** It is the student’s responsibility to complete the Academic Scholarship Exception form available at http://uca.edu/scholarships/current-students/. 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 Student 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 the UCA Financial Aid Office to see how their withdrawal may impact their financial aid status. Students who receive Title IV funds and who withdraw or stop attending classes through the 60 percent point in a semester will have their aid returned to the federal government. In such cases, the student will owe money to the University for funds that were returned to the government.

Students who have questions about administrative withdrawal for medical or mental health reasons may contact LaTonya Matheney, Dean of Students, at (501) 450-3416 or
latonyam@uca.edu, who is located in 210 Student Health Center.

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

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

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

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

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

1. A copy of the request for hearing and charge of responsibility will be given to the committee by the provost/vice president for student services. A copy will also be forwarded to the university official and eligible parent or student.
2. A hearing will be scheduled within ten (10) working days from the date the request is filed.
by the eligible parent or student. The eligible parent or student and university official(s) denying the request for amendment, will be informed, in writing, of the date, place, and time of the hearing.

3. Four (4) members must be present to constitute a quorum for the transaction of business. Decisions must be reached by a majority of the members present. The chair may cast a deciding vote in the event of a tie. The number of yes, no, and abstention votes will be recorded without designating the person who cast each vote.

4. After the committee considers the matters referred to it by the provost or vice president for student services, the eligible parent or student and the university official(s) will have the right to present witnesses and documentary evidence. Any and all oral testimony and such documentary evidence as is necessary to make a proper determination will be accepted by the committee. The chair may rule on the admissibility of evidence and on the relevance of questions. Responsibility for questioning witnesses, securing evidence, and determining the order of proof will be vested in the committee.

5. Strict judicial rules of evidence will not be applied. The members are to receive all evidence felt to be relevant and material to the issue. The eligible parent or student and the university official(s) will have the right to be present any time testimony is presented and to secure copies of all evidence considered.

6. The eligible parent or student and university official(s) may be assisted and/or represented by an individual of his/her choosing, such assistance may be provided by an attorney at his/her own expense. The university legal counsel may be present.

7. The committee will have five (5) working days from the date of the final hearing to forward a recommendation to the provost/vice president for student services for final decision. A final decision will be rendered within ten (10) working days after receipt of the committee’s recommendation.

8. A written record of the minutes of the proceedings and the recommendation of the committee will be made available to the eligible parent or student and university official(s).

9. In the event the provost/vice president for student services determines that the information in the education records is not accurate, misleading, or otherwise in violation of the privacy rights of the student, the eligible parent or student will have the right to place a statement in the education record commenting on the contested information, or a statement setting forth why he/she disagrees with the decision of the university, or both.

10. In the event the university places a statement in the education records of a student that the records did not contain inaccurate or misleading information, or that the records did not violate the privacy rights of the student, the university will maintain the eligible parent or student’s statement contesting the decision in the record and upon disclosure of the education records to an authorized individual, the university will include the statement submitted by the eligible parent or student.

11. The time-frames may be adjusted when the university is not open for instruction upon extraordinary circumstances, upon approval of the provost/vice president for student services.

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

1. To university officials who have legitimate educational interests. A university official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A
university official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

2. To other college or university officials of another school in which a student seeks or intends to enroll.
3. To certain governmental officials in order to carry out lawful functions
4. To appropriate parties in connection with financial aid to the student.
5. To organizations conducting studies concerning predictive tests, student aid programs, and improving instruction.
6. To accrediting organizations
7. To parents of dependent students.
8. To parents of entering freshmen under the age of 21 who violate the university’s alcohol or drug policies. (Non-academic information.)
9. To individuals who obtain lawful court orders or subpoenas.
10. To appropriate persons when necessary to protect the health or safety of students or other persons.
11. To State or local authorities to whom disclosure was required by state laws adopted before and after November 19, 1974 in very limited circumstances.

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

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

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

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

**Academic Honors** - A student who meets required academic criteria may be identified as the recipient of academic honors, including Presidential Scholar, Dean’s List, etc. However, this identification does not include the recipients of academic scholarships. A student may decline the listing or recognition of an academic honor by submitting a written request to the Provost no later than October 30th of the academic year.

**Filing Complaint** - Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Central Arkansas to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

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

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

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

Transcripts may be released only after all financial obligations to the university are satisfied.

To order either transcript go to this address: [http://uca.edu/registrar/ordering-a-transcript/](http://uca.edu/registrar/ordering-a-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: [http://uca.edu/ubulletin](http://uca.edu/ubulletin) and [http://uca.edu/gbulletin/](http://uca.edu/gbulletin/). 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 advisors in the Academic Advising Center ([www.uca.edu/advising](http://www.uca.edu/advising)) and faculty advisors 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 major, minor and
graduation requirements of the university listed in the applicable academic bulletin. Students
must be familiar with and carefully monitor their academic progress toward the desired
degree. 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, 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
Academic and students should work together to mitigate the impact of absences of those students who miss class while officially representing the university.

**ACADEMIC CLEMENCY POLICY**

UCA Board of Trustees Policy 331, adopted May 1992, revised December 2012

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

**ACADEMIC ADJUSTMENTS & APPEALS COMMITTEE**

An undergraduate student is entitled to petition the University Academic Appeals Committee for relief of an unfair hardship brought about by academic regulations when warranted by special circumstances. The petition form is obtainable from the office of the University Registrar and online at [http://uca.edu/registrar/forms/](http://uca.edu/registrar/forms/).

**GRADUATE COUNCIL POLICY SUBCOMMITTEE**

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

**MAINTENANCE OF STANDARDS**

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

**STUDENT ACADEMIC APPEALS**

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

**Grade Appeals**

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

1. Faculty member
2. Department chair
3. Dean of the college
4. Provost
Student Educational Record Appeals

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

Major, Minor, and General Education Requirements Appeal

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

Academic Policy/Requirements Appeal

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

Professional Program Selection Appeals

Applicants denied admission to professional programs who feel they were treated differently from other candidates in the selection process must first contact the chair of the department. Specific appeal procedures and timelines can be found in the respective program, department, or college admission documents and websites. However, all appeals begin at the department level. The general appeal process is as follows:

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

ACADEMIC INTEGRITY POLICY

UCA Board of Trustees Policy 709, adopted February 2010; 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 the falsified research findings.

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

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

**C. Requirement to Inform Students**

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

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

**D. Notification of Charge of Academic Misconduct**

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

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

**E. Penalties for Academic Misconduct**
1. Each instructor will decide on a case-by-case basis what penalty will be given to the student for his/her academic misconduct; such penalty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Depending on the nature of the misconduct and the context in which it occurs, other penalties may be appropriate; additional penalties, if any, will be recommended by the instructor in consultation with the department chair. The instructor will submit the signed Academic Integrity Violation form to the department chair as notification of the allegation and penalty/penalties. The chair confirms the allegation by signing the form and submits it to the University Registrar for entry in Banner (the “official allegation”).

2. Using the student's preferred email address listed in Banner, the department chair will inform the student of his/her right to appeal. Within ten (10) working days of the department chair’s notification, the student has a right to appeal the decision through the procedures set forth below.

**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/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
  o 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/workshop will be paid by the student and charged to their student account. (2) meeting with graduate dean

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

• Third infraction
  o Automatic additional penalty: expulsion from the Graduate School.

F. Academic Misconduct File

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

G. Appeals Process

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

1. Appeals at the Department/College Level
   a. The instructor will advise the student of an accusation of academic misconduct and the penalties to be applied. Within ten (10) working days of receiving this information and the chair's notification of his/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 Services. The Provost and Vice President for Student Services may choose appropriate designees to act on their behalf. The Provost and Vice President for Student Services (or designees) will render the final decision after considering the recommendations and report of the Academic Integrity and Discipline Committee. The Provost and Vice President for Student Services (or designees) will send a report of the final decision to the student, instructor, department chair, college dean, dean of students, and, 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. The University general counsel may be present to advise the Committee. An attorney will not be provided at University expense. Advisors will only function in an advisory capacity; they will not address the Committee, question witnesses, or otherwise actively participate in the hearing.

6. The student and the instructor (and advisors), the department chair, the college dean, the dean of students, and the undergraduate or graduate dean (as appropriate) may be present at any time testimony is presented and be provided copies of all evidence considered by the Committee. If any person is unable to attend, that person may submit written information on his/her behalf.

7. The office of the college dean or administrator in whose unit the alleged misconduct occurred will retain and secure copies of all evidence considered by the Committee.

8. A copy of the minutes and the Committee’s recommendation will be provided to the student, the instructor, the department chair, the college dean, dean of students, the undergraduate or graduate dean (as appropriate), the Vice President for Student Services and the Provost within ten (10) working days of the final meeting of the Committee.

9. Within ten (10) working days of receipt of the Committee’s recommendation, the Provost and the Vice President for Student Services, or their designees, will render a final decision. The Provost and the Vice President for Student Services, or their designees, will give the student, the instructor, the department chair, the college dean, and, 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.

**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 http://uca.edu/board/files/2010/11/412.pdf.

DMCA (DIGITAL MILLENNIUM COPYRIGHT ACT) COPYRIGHT VIOLATION:
IST will use progressive measure to deter the distribution of unauthorized copyrighted material on its campus network, which will include the following steps:

- For a first offense, IST will issue a DMCA Copyright Violation Notice to the responsible individual.
- For a second offense, IST 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, IST 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. The ADA Coordinator’s office is located in the Student Health Center, 2nd floor.

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

**Basis for Appeal:**

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

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

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

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

**B. General Services:** A student must exhaust avenues of review with the responsible office/organizational representative and director of DRC prior to submitting an appeal involving general services.

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

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

The grievant must submit the following information in the appeal:

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

**1. Accommodations in Specific Courses:**

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

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

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

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

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

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

The Disabilities Grievance Committee:
1. Charge: To serve as the committee to address appeals regarding modifications of general
services. The Disabilities Grievance Committee is a standing committee of the university.

2. Membership: In the event the grievant is a student, membership of the committee is as follows: the AA/EE Officer will serve as the non-voting chair, the director of DRC will serve as a non-voting member, two (2) students, both selected by the Student Government Association and the other selected from ACCESS, one (1) tenured or tenure-track faculty member selected by the Faculty Senate, one (1) non-tenure-track faculty member selected by the Non-Tenure-Track Faculty Senate, and one (1) staff member selected by the Staff Senate. In the event the grievant is a faculty or staff member, membership of the committee is as follows: the AA/EE Officer will serve as the non-voting chair, the assistant vice president for human resources will serve as a non-voting member, two (2) tenured or tenure-track faculty members selected by the Faculty Senate, two (2) non-tenure-track faculty members selected by the Non-Tenure-Track Faculty Senate, and two (2) staff members selected by the Staff Senate.

3. Procedure: (Adjustment and Credentials Committee, Graduate Council or Disabilities Grievance Committee)
   A. Upon receipt of an appeal and supporting documentation from the grievant, the AA/EE Officer will forward the appeal, if under section one (1) or two (2), to the dean of undergraduate or graduate studies. The respective dean will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). If the appeal concerns an issue under section three (3), the AA/EE Officer will forward the appeal to the director of DRC or assistant vice president for human resources. The director or assistant vice president will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). The director or assistant vice president will thereafter call a meeting of the appropriate committee/council within ten (10) working days of receipt of the appeal.
   B. Four (4) members of the committee/council must be present to constitute a quorum for the transaction of business. Decisions must be reached by a majority of the members present. The chair may cast a deciding vote in the event of a tie. The number of yes, no, and abstention votes will be recorded without designating the members’ respective vote.
   C. Throughout the proceedings the grievant may be accompanied by an advisor, who may or may not be an attorney. The university legal counsel may be present. All advisors shall act only in an advisory capacity and shall not question witnesses, address the committee/council, or otherwise actively participate in the proceedings.
   D. Upon review of the appeal, the grievant and appropriate university official(s) may present witnesses and documentary evidence. Any evidence and/or oral testimony and such documentation, if relevant, will be accepted by the committee/council. The chair may rule on the admissibility of evidence and on the relevance of questions. The responsibility for questioning witnesses, securing evidence, and determining the order of proof will be vested in the committee/council. Strict judicial rules of evidence will not be applied. The committee/council may appoint an expert to make an independent evaluation of the documentation provided. The expert may be present at the meeting to interpret the results of the evaluation.
   E. The grievant and appropriate university official(s) may be present at any time testimony is presented and to receive copies of any evidence considered by the committee/council.
   F. A written record of the minutes of the proceedings and the recommendation of the committee/council will be presented to the provost or appropriate vice president within five (5) working days of the final meeting of the committee/council with copies to the grievant and appropriate university official(s).
   G. The provost or appropriate vice president will render the final decision after considering the recommendation of the committee/council. Notification will be forwarded to the parties.

Confidentiality and Procedures for Handling Confidential Information:
Individuals involved in the processes described in the policy shall, to the greatest degree
possible, ensure the confidentiality of information received. Information regarding an individual’s disability is confidential.

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

FREE SPEECH POLICY
Purpose: The University of Central Arkansas believes in academic freedom and free speech. The purpose of this policy is to provide fair and reasonable guidelines regarding the rights of individual assembly and free speech while maintaining order and access to the campus of the University of Central Arkansas.


HOVERBOARDS POLICY
Hoverboards, including electronic skateboards, self-balancing boards, and other similar equipment, may not be stored or possessed inside any university building and/or charged anywhere on campus.

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

To view the complete Board Policy #423 on Roller Skate etc., go to https://uca.edu/board/files/2010/11/423.pdf.

INCLEMENT WEATHER POLICY
The university does not close due to bad weather during academic terms, and only in extraordinary circumstances will classes be canceled. Under some circumstances, the university may close during periods when classes are not in session when weather hampers operation and/or when the residence halls and food services are closed. In 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 inclement weather, closings or changes in schedules will be posted on the UCA home page (uca.edu), UCA’s official Facebook page (http://facebook.com/ucentralarkansas), and the university’s Twitter feed (http://twitter.com/ucabears). The university also provides inclement weather updates to local and regional media outlets – KUCA 91.3 FM and other local and regional radio stations (91.3, 96, 98.5, 100.7, 102.1, 102.9, and 107.7 FM or 920 1230 AM), UCA channel 6, and state TV stations in Little Rock – and a recorded message is provided at the university’s telephone number (501) 450-5000 for closings, cancellations, and delays. Additionally, UCAAlert subscribers will receive major inclement weather notifications by the methods they chose when they subscribed (log in to myUCA and find the Update UCAAlert Contact Info on the Resources tab to sign up for UCAAlert or to update your preferences). For information about specific classes, contact the instructor of the class or the academic department in which the class is offered.

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

For additional information, see uca.edu/weather/.

ROLLER SKATES, ROLLERBLADES, SKATEBOARDS AND OTHER COASTING DEVICES POLICY

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 “Hoverboards” section above.

To view the complete Board Policy #423 on Roller Skates etc., go to https://uca.edu/board/files/2010/11/423.pdf

CAMPUS ACTIVITIES/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 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 show, pageant, program, or other activity is subject to university disciplinary action:
1. Use of fire, gasoline or any other flammable agents.
2. Use of helium balloons or confetti.
3. Indecent or obscene use of props or costumes
4. Use of offensive, sexually explicit lyrics, dance moves, or language.
5. Rappelling and climbing inside or outside of a building is strictly prohibited. (Example: Ida Waldran or Reynolds balcony, etc.)

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

**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.

FUNDRAISING (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) and scheduled with the Calendar Office. Approval of such projects will be based on the following guidelines:

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

GREEK INFORMATION

GREEK STRUCTURE
Greek Letter Organization Definition
To be recognized as a fraternity or sorority at the University of Central Arkansas an organization must meet the following conditions:

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

Governing Bodies
The Greek structure at UCA consists of 14 national fraternities and 11 national sororities governed by four coordinating bodies: Interfraternity Council (IFC), Panhellenic Council, National Pan-Hellenic Council (NPHC), and the Independent Greek Council (IGC). These organizations are nationally affiliated and report on campus to the Division of Student Services.

IFC, Panhellenic, NPHC, and IGC act in accordance with their individual constitutions and bylaws, membership requirements and recruitment regulations which must meet the approval of the vice president for student services and be in compliance with their respective national guidelines. All social Greek-letter fraternities and sororities at UCA are required to maintain membership in the appropriate association as recognized by their national organization.

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

National Organizations
UCA Greek organizations are governed by both national and UCA policies and decisions. It is the position of the University to comply with decisions made by a national organization with respect to individual members of an organization, or the student organization as a whole.

Greek Organization Expansion
Greek governing bodies reserve the right to "open" or "close" expansion in accordance with national and local guidelines. More information can be found at uca.edu/gogreek.

RESPONSIBILITIES OF GREEK ORGANIZATIONS & THE UNIVERSITY
The following are general responsibilities of Greek organizations and the University with respect to Greek life.

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

**GREEK HOUSING**

**Off-campus Housing**

**Purchase or Renting Property Off Campus** - The Board of Trustees authorizes the Administration (according to Board of Trustees Policy No. 705) to allow University organizations to purchase or rent property off campus, if done under the following standards which will be required in order to maintain official recognition by UCA:

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

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

a. Appropriate visitation policy;
b. Policies concerning alcoholic beverages and prohibiting the possession or use of illegal drugs and controlled substances;
c. Procedures for regular safety and maintenance inspections;
d. Identification of items that cannot be used, possessed, or stored on the organizations property;
e. Provisions for parking; and
f. Identification of quiet hours.

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

**On-campus Housing**

**Chapter Rooms in Residence Halls** - Several fraternities and sororities have chapter rooms located in UCA residence halls. A contract is established between the Department of Housing and each Greek organization to regulate use of these rooms. For more specific information about residence hall chapter rooms, contact the director of housing (201 Bernard Hall).

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

**Leasing University Property to Student Organizations** - The administration is authorized (according to Board of Trustees Policy No. 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.

**Alcohol at Greek House Functions** - Alcohol related social functions at on and off-campus
Greek houses are prohibited. Any Greek organization hosting a social event shall be responsible for monitoring and enforcing the ban of alcohol at the event. Failure to actively enforce this policy will result in disciplinary action through the University Greek judicial system, and possible notification of the organization’s national office.

**RECRUITMENT INFORMATION**
Policy on Recruitment - 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 student.
- 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, individual fraternity and sorority chapters may have higher standards for eligibility. This information is available by visiting the Greek Life website, [www.uca.edu/gogreek](http://www.uca.edu/gogreek)

All fraternity and sorority new members will be required to attend a new member orientation.

- Panhellenic, IFC and Sigma Phi Lambda new members will attend the new member orientation the semester of initiation.
  - If a student accepts a bid after the new member orientation they will be required to attend the following semester.
- NPHC, Phi Iota Alpha Fraternity, Inc. and Hermandad de Sigma Iota Alpha, Inc. new members will be expected to attend the new member orientation the semester immediately following initiation.

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

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

There are five National Panhellenic Conference sororities recognized in the Panhellenic Council: Alpha Sigma Alpha, Alpha Sigma Tau, Delta Zeta, Sigma Kappa, and Sigma Sigma Sigma. Panhellenic sorority recruitment is coordinated for the five Panhellenic sororities in August. Panhellenic also allows “continuous open bidding” throughout the year for sororities which are not at the total allowable size. Panhellenic recruitment is restricted to students who are regularly matriculated students at UCA. For more specific information visit the Panhellenic website at [uca.edu/panhellenic](http://uca.edu/panhellenic).

There are 8 active organizations governed under the National Pan-Hellenic Council (NPHC) for historically African-American fraternities and sororities: Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., and Sigma Gamma Rho Sorority, Inc. Each of these organizations recruit through a “Membership Intake” process. Membership Intake is conducted once per semester during the fall and/or spring semester for each organization. Individual chapters will determine if they will have membership intake in conjunction with their state, regional, or national
organization. In addition to the University’s eligibility requirements, interested candidates must complete the following to be eligible for membership intake:

- Must have completed at least twelve (12) UCA credit hours.
  - Transitional courses do not count towards the 12 hours.
- Attend a Greek Information Night at least once per academic year prior to participating in membership intake.
- Attend the Leadership Launch Conference once prior to participating in Membership Intake.

For more specific information visit the NPHC website at uca.edu/nphc

There are nine national fraternities currently recognized in the Interfraternity Council (IFC): Alpha Sigma Phi (Colony), Beta Upsilon Chi, Kappa Sigma, Phi Gamma Delta, Phi Sigma Kappa, Pi Kappa Alpha, Sigma Nu, Sigma Phi Epsilon, and Sigma Tau Gamma.

Recruitment for IFC fraternities is coordinated for member organizations in September and January. Fraternities are also eligible to extend “open bids” throughout the academic year. For more specific information regarding recruitment dates, visit the IFC Fraternity Recruitment website at uca.edu/ifc/.

There is one national fraternity and two national sororities currently recognized by the Independent Greek Council (IGC): Phi Iota Alpha Fraternity, Inc., Hermandad de Sigma Iota Alpha, Inc. and Sigma Phi Lambda. Membership intake for Phi Iota Alpha Fraternity, Inc. and Hermandad de Sigma Iota Alpha, Inc. is conducted once per semester during the fall and/or spring semester for each organization. Individual chapters will determine if they will have membership intake in conjunction with their state, regional, or national organization. Recruitment for Sigma Phi Lambda is coordinated in September and January. For more specific information regarding dates and details, visit the IGC website at uca.edu/igc.

SOCIAL EVENTS POLICY
The Office of Student Life recognizes the value of both on and off-campus social events. In an effort to ensure the safety and success of these events, the following policy shall govern the planning and implementation of all social events. Any exceptions to these procedures must be approved by the Vice-President for Student Services or designee.

A social event is defined as any function or activity that is provided by an organization to meet the social needs of members and/or guests. Such events may include, but are not limited to, parties, dances, concerts, festivals, movies, casino/game nights, comedy shows, picnics, camp-outs, canoe trips, mixers, walkouts, member/date functions, sporting events and races, pageants, pool parties, probates, yard shows, formals, semi-formals, and membership recruitment functions.

All Social Events are categorized as on or off-campus and either open or closed.

- Open events held on-campus are restricted to UCA students and each student is allowed to bring one and only one guest to the event
- Open events held off-campus must be held within Faulkner county, and are limited to students with current college ID plus one guest per member of the sponsoring organization
- Closed events, whether on or off-campus, are restricted to members of the sponsoring organization and each member is allowed to bring one guest

Note: A student organization may invite other special groups if approved in advance by the Office of Student Life.
Note: Only one major student social event is allowed on-campus per day.
In order to host social events, the president, two additional executive board officers and the member responsible for planning events must attend the social events training held each semester by the Office of Student Life. If an organization fails to meet this requirement, all social event privileges will be revoked for that semester.

A student organization that sponsors a social event shall at all times be responsible for the actions of its members, new members, associate members and/or guests.

Recognized student organizations are not permitted to host social events during Welcome Week, Study Week or Finals Week.

In addition to any civil or criminal action taken by local authorities, alleged violations of this policy will be addressed through the university discipline system. The national office of the sponsoring organization may be notified. Information about off-campus events will be forwarded to appropriate law enforcement agencies. UCA reserves the right to attend and monitor an event's activities

**Before the Event**

**Police and Security**

UCA Police are the required method of security for events held on or off campus within Faulkner County. UCA Police, in consultation with student life staff, will determine the number of officers needed to work the event. Any on or off-campus social events registered as “open” must have uniformed police officers with arrest authority present at the event. Closed events may be required to have police officers present depending on the judgment of the UCA Police department in consultation with student life staff.

Deadlines for student organizations to contact UCA Police differ according to where the event will take place.

Events within Faulkner County

- RSOs must contact UCA Police **no later than** fourteen (14) days prior to an event to make security arrangements

Events outside of Faulkner County

- UCA police will not work off campus events outside Faulkner County. Documentation of the security agency working the event must be submitted to UCA police thirty (30) days in advance and include the contact name and phone number.

RSO events will not be approved if they do not meet these deadlines. Once security arrangements are made with police, RSOs must then register their off-campus event with the Dean of Students via OrgSync.

**Registering Events**

All events must be registered with Dean of Students through an organization’s OrgSync portal. Administrators must go to the Events tab of their portal and click on “Create an Event”. From there they will include the event details and the accompanying form to begin the approval process. Failure to complete the registration process may result in an event not being approved.

- On-campus events and off-campus events within Faulkner County, whether open or closed, must be registered at least fourteen (14) days in advance
- Off-campus events outside of Faulkner County must be registered at least thirty (30) days in advance
- Events with contractual live entertainment (concerts, speakers, etc.) must be registered thirty (30) days in advance
Note: If transportation will be provided through a charter bus company, a Bus Conduct Agreement must be completed and returned to the Office of Student Life before the event will be approved. This paper form is available in the Office of Student Life.

Time of Events
On-campus events scheduled on weekends (Friday and Saturday) must end no later than 1:00 am; events scheduled on weeknights (Sunday through Thursday) must end no later than 12:00 am. Off-campus events must have music turned off and lights turned on no later than 2:00 am.

Guest Lists
Information required on a guest list must include guests’ names and driver’s license or state issued ID number. Guest lists must be submitted to the Office of Student Life via OrgSync at least 48 hours in advance.

- For open off-campus events, individuals without a valid college ID must be included on the guest list
- For closed off-campus events, individuals who are not a member of the sponsoring organization(s) must be included on the guest list

Note: Guests must have a valid driver’s license or a state-issued ID card with them upon entering the event. Individuals not on the guest list cannot be allowed into the event.

Checking Out Event Supplies
All organizations must obtain social event supplies from the Office of Student Life before their event. Supplies will be available for pickup no sooner than 1:00 pm the business day of the event. Amount of supplies provided will vary based on number of anticipated attendees and the event venue.

- On-campus open events require an attendance clicker, card reader(s), metal detector wand, and social event signs
- On-campus closed events require a card reader(s) and social event signs.
- Off-campus open events require an attendance clicker, card reader(s), metal detector wand, and social event signs
- Off-campus closed events require a card reader(s) and social event signs. If the event will have alcohol, wristbands and an age verification card reader will also be provided

Advertising
No advertising of an event can take place until the event has been approved on OrgSync. If advertising happens before approval is granted, the event may be subject to cancellation. Advertisement can only happen for open events and must include “Limited to students with a current college ID”.

During the Event
Party Monitors
A student organization must provide its own members as “party monitors” to work an open event. The guideline will be one party monitor per 50 estimated participants at the event. Party monitors must wear identifiable security uniforms. Student party monitors must attend a training program provided by UCA Police department and UCA Student Life. The number of party monitors to be trained must be sufficient in size to cover the largest anticipated open event sponsored by the organization.
Duties of the party monitors are to:

- Introduce themselves to the advisor (for on-campus events) and university police officer to review security procedures (for all events)
- Administer admission procedures established for the event
Assume responsibility for the supervision of the event in keeping with policies governing the use of the building and university regulations

Report any infraction of school policy to the advisor, RSO leadership, and University police officer

**Admission Procedures**

Signs must be posted outside events to address loitering and other behavioral issues.

- **Open Events**
  - Guests should enter through a single entrance
  - Guests must be passed over using the metal detector wand
  - For UCA students: Scan the BearCard
  - For Non-UCA Students: Verify student status by examining college ID, then scan driver's license or state-issued ID
  - For Guests: Verify invitation by referencing guest list and then scan driver's license or state-issued ID
  - Ensure fire code for the venue is not exceeded by using attendance clicker

- **Closed Events**
  - For UCA students: Scan the BearCard
  - For Guests: Verify invitation by referencing guest list and then scan driver's license or state-issued ID

**Advisor**

For on-campus events, it is the responsibility of each organization to have a faculty/staff advisor present. In cases where the advisor cannot attend, another faculty/staff member may be substituted. The organization will be responsible for canceling the event if an advisor cannot attend the entire activity.

The role of the advisor is to:

- be present from the beginning to the end of the event
- work with and through the leaders of the organization in implementation of university policies
- act in accordance with the regulations of the University of Central Arkansas, and call to the attention of students in charge of the event undesirable situations for which corrective measures are needed

**Alcohol**

To sponsor a closed, off-campus event where alcohol will be present, the executive officers, social chair, and new member chair (if applicable) must complete an alcohol risk management program sponsored by the appropriate UCA department. This program will include information on local, state, and federal laws, as well as responsible party planning. In addition, a copy of the organization’s national policy on social events and alcohol related events must be on file with the Office of Student Life.

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

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

**After the Event**

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Returning Event Supplies
All supplies must be returned by noon of the following business day. If supplies are not returned by this deadline, a $15 per day late fee will be charged. If items are not returned within a one week timeframe or have been misplaced/lost, the organization will be charged the full replacement cost for the item(s). All RSO privileges will be suspended until any late fees or replacement costs are received.

Uploading Attendance
Attendance for events will be uploaded to OrgSync by the Office of Student Life upon the return of the event scanners. If an organization is using a card scanner that was not checked out by the Office of Student Life, they must upload all attendance to OrgSync within 24 hours of the completion of the event.

Evaluation Report
At the end of each open social event, UCA police will complete a report to debrief the event. The report will be submitted to the Student Life staff. The purpose of the report is to communicate concerns and make recommendations for improvements for future events, if necessary.

OUTDOOR EVENT LOCATIONS & 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 Social 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/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 & Meadors Hall
- Amphitheater & 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 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 or other university scheduled events (including but not limited to events in SFA, Student Center, Intramural Sports, Athletic practices in Pepsi 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 & Guidelines document will be made available to Recognized Student Organizations through the UCA Scheduling Offices and at RSO training.

**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 organization who wish to schedule an entertainment event must first register the event through OrgSync by going to [http://uca.edu/rso/guide/registering-events/](http://uca.edu/rso/guide/registering-events/).

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 sign contracts with musical, comedy or other entertainment acts must first be reviewed and approved by the Director of Student Activities through OrgSync. No student organization should sign a contract without first going through the OrgSync approval process.

**UCA STUDENT TRAVEL POLICY** ([https://orgsync.com/52031/forms/192501](https://orgsync.com/52031/forms/192501))
UCA students are encouraged to travel to enhance their growth and development. The following travel policies are established to promote student safety, minimize institutional liability, and promote student responsibility.

**Registration.** Registered student organizations (RSOs) and university departments that sponsor student trips outside of Faulkner and Pulaski Counties are required to register their trips on OrgSync. Travel activities that are exempt from this requirement are - UCA athletic
events, music department events, Study Abroad programs, and activities not officially sponsored by a student organization or department.

**Travel Coordinator.** An individual, who may be a student, must be designated as Travel Coordinator. This person is responsible for (1) registering the event, (2) making travel arrangements, and (3) orienting the group regarding travel itinerary, trip behavioral expectations, etc.

**Faculty/Staff Advisor.** The faculty/staff advisor is encouraged (but not required) to attend the travel activity. The advisor will need to approve the travel activity once it is registered on OrgSync.

**Liability Waiver Form.** All travel participants must complete a waiver of liability form on OrgSync.

**Vehicles.** Travel participants are permitted to use personal vehicles, university vehicles (through UCA Physical Plant), or rented/charter vehicles through private companies. *Note: Individuals who use personal vehicles must understand that in case of an accident, their personal insurance carrier is responsible for covering the financial loss of vehicle(s) and/or medical expenses due to death or injury.*

**University Policies.** Travel participants are responsible for abiding by university policies and state and federal laws, which include - but are not limited to - alcohol and drug policies, weapons, sexual misconduct, damage to property, and overnight sleeping arrangements. Failure to abide by these policies and laws, or to register a travel activity on OrgSync, may result in individual and/or group disciplinary action, and other university sanctions (including loss of university travel funds).

**UCA EVENT SCHEDULING PROCEDURES**

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. All events should be scheduled through one of these offices by using the campus Virtual EMS website. Information on event scheduling processes and procedures will be given during RSO trainings and is available on the RSO and Scheduling websites.

All requests MUST be made via Virtual EMS at least two weeks prior to your event. Any member of an RSO may book spaces on behalf of their organization. The student must first submit an online request for a Virtual Account for the group(s) they are a member of and for which they want to submit online reservations requests. The scheduling office will verify that this person is a member by looking at the organization’s roster on OrgSync. If a person is not listed as a member on OrgSync, scheduling access will not be granted for that organization. Once the request for a Virtual Account is processed you will receive an email to let you know if you were approved for an account (this email will also contain a link to submit your reservation request). RSO’s must book events in the Student Center locations. 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 your completed event request form has been received and processed, your event will be placed on the calendar by the appropriate event planner and you will receive an email indicating the status of your reservation request. **Please allow 48 hours from the time you submit your form before calling to confirm.** Once again it is very important to include all your event information on the request form in order to process your request as quickly as possible.
Student Organizations will also be responsible for any direct costs associated with their events such as; UCA Physical Plant, UCA PD, on-site support, Aramark, etc.

Copies of the University’s facility use policy (BOT Policy #400) are available in the SC 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.

Scheduling Offices
Student Center – Lisa Pfrenger 852-2524 - scscheduling@uca.edu
Central Scheduling - Lisa Canady 450-5044 - lcanady@uca.edu
Conference Services - Melanie Watson - 501-852-2699 - melaniesw@uca.edu

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 Disabilities, 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 finding to the Office of Disabilities 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. Carry out is available in lieu of dining in the Cafeteria.

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

MEAL PLANS

The following plans are available to all Residents and Commuters:
- 15 meal per week in the Christian Cafeteria + $100 Dining Dollars
- Total Access in the Christian Cafeteria + $50 Dining Dollars
- 220 Block Meals (Available in Christian Cafeteria or Retail) + $50 Dining Dollars
- 140 Block Meals (Available in Christian Cafeteria or Retail) + $160 Dining Dollars
- Senior Only Plan – 75 Block Meals (Available in Christian Cafeteria or Retail) + $500 Dining Dollars

***The block plans allow the meal-plan holder the option to eat any of their meals for the semester in either the Christian Cafeteria or the Student Center Food Court or the Burdick Bear Express Deli under the Meal Equivalency program.

The following plans are available for Apartment Residents and Commuters Only:
- $650 Dining Dollars + $30 Bonus Dining Dollars ($680 total DD)
- $800 Dining Dollars + $40 Bonus Dining Dollars ($815 total DD)
The following plan is available to Senior Apartment Residents and Commuters Only:

- Senior Only Plan – 75 Block Meals (Available in Christian Cafeteria or Retail) + $500 Dining Dollars ***

Students may choose the plan they want at the beginning of each semester. Because of the large number of students using the university food service, certain rules are important and strictly enforced. Observance of the following rules will make dining service run smoothly:

1. Students must possess and present a valid I.D. card at each meal.
2. 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 or booklets, which will provide reduced rates, may be purchased in the cafeteria office.

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

Bear Express – is located on the first floor of the Burdick Building. It offers Bear Express Deli.

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

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

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

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

UCA Campus Dining offices are located through the south entrance of Christian Cafeteria under the black awning. Please call 501-450-5981 for any questions or visit our website at www.ucadining.com. 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 Southland Conference. Men's competition includes golf, football, basketball, baseball, soccer, cross country and track and field. Women compete in basketball, volleyball, beach volleyball, golf, cross-country, softball, tennis, soccer and track and field. Scholarships are
available for men’s and women’s teams. Athletics has long been a tradition at the University of Central Arkansas. The UCA varsity program is designed for all students as participants or spectators, as well as excellent student spirit groups such as cheerleading (2 squads), dance team, and mascot.

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

**ADMINISTRATIVE POLICY ON USE OF ATHLETIC FIELDS**

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

2. **Definitions:** For purpose of this Policy:
   (a) the term “Game Field” means any field used by the athletic department or athletic teams of the University to conduct intercollegiate sports competitions; and
   (b) the term “Practice Field” means any field regularly used by the athletic department or athletic teams of the University to conduct practice sessions for any sport in which the University participates on an intercollegiate basis with other universities. This term shall also include the 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 Services and to others on campus and signs posted at the Practice Fields affected by the decision.
(e) Any person, group or organization violating the provisions of this section 4 shall be removed from the Practice Field and may be subject to any and all rules, laws or regulations applicable to unauthorized use of university facilities.

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

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

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

**BEARCARD OFFICE**
Your student identification card, BearCard, is the University of Central Arkansas' official photo identification card for students, faculty and staff. 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 BearCard must be in your possession at all times while on the university campus.

The BearCard is used to:
- Purchase items with BearBucks, Dining Dollars, and/or meal plans
- Access to UCA events, Student Health Center, computer labs, the HPER, and your residence hall. If you have access to any doors on campus using your BearCard and are having issues, please contact the BearCard office.
- Receive discounts from participating local merchants.

For your first BearCard, you will need to bring a photo ID (i.e. driver's license or passport), class schedule, and your ID number (it's 9 digits and begins with a B or a zero). You will not be charged for your first BearCard.

Replacement cards cost $15. If your card 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.

**CONTACT INFO.**
Student Center, Suite 104
Phone: 501-450-5818
Fax: 501-852-2415
Email: bearcard@uca.edu
Website: uca.edu/bearcard

Hours: Monday-Friday, 8:00 a.m. – 4:30 p.m.

**BEARBUCKS**
BearBucks is a declining cash balance program similar to Dining Dollars and is available to students, faculty, and staff. BearBucks are sold directly through the BearCard office. BearBucks NEVER expire as long as the student is enrolled at UCA or the faculty/staff is affiliated with UCA.

BearBucks may be used for:
- Purchases at all UCA food service locations (Christian Cafeteria, Food Court, Starbucks, etc)
- Copies and laser printing in the Torreyson Library, College of Business, Tutoring Services, and Technology Learning Center.
- Campus Bookstore purchases
- Student Health Center
- C-Stores
- Snack and Coca-Cola vending machines in select locations on campus.
- Off campus locations (updated at uca.edu/bearcard)

The BearBucks account will be activated automatically upon receipt by the BearCard Office of an initial and minimum deposit of one U.S. dollar (US$ 1.00).

Deposits may be made online with a credit/debit card, at a campus Automatic Deposit Machine (ADM), in the Torreyson Library and Student Center with cash or credit/debit card, over the phone using a debit/credit card, in person by visiting the BearCard office; or by mail with a check or money order. During a set time period at the beginning of the semester, you can put your excess financial aid on your BearBucks account.

Once you have registered your BearBucks account online you can make deposits, check your balance, check your transactions, and deactivate your card. You can also check your account balance at a campus Automatic Deposit Machine (ADM) in the Torreyson Library and Student Center, at any Aramark register (ask the cashier for your balance), and at the BearCard office.

There are no charges assessed to BearBucks users for any transaction(s); however, should a check presented for deposit be returned due to insufficient funds, the user will be charged a $15.00 fee. The account will be deactivated until sufficient funds are deposited. For more information, please read our Disclosure Statement.

**Meal Plans**
The BearCard office assists the department of Housing in managing all meal plans.

Before each semester begins, Housing students may select their meal plan on myUCA> myHousing tab. Commuter students may select their meal plan in the BearCard office. To learn more about the different meal plan options for residential or commuter students check out our website.

**BEARCARD/BEARBUCKS DISCLOSURE STATEMENT**
The undersigned, herein referred to as “Cardholder,” hereby opens a BearBucks Account, herein referred to as “Account,” and agrees to be bound by all of the terms and conditions set forth herein. The Account will be administered by the BearCard Office, located in Student Center, 104, 201 Donaghey Ave., Conway, Arkansas 72035. A copy of this disclosure is also available at uca.edu/bearcard.

1. **THE BEARCARD**
The mechanism for accessing the Cardholder’s Account shall be the BearCard, herein referred to as “Card.” The Cardholder must present their Card at the time of use in order to purchase products or services.
   a. All students, faculty, staff and university affiliated must be in possession of a current BearCard at all times.
   b. The Card is the property of the University of Central Arkansas and is not transferable. Only the person to whom the Card has been issued is eligible
to use the Card. Any transfer, alteration, falsification, or forgery of a Card may result in appropriate disciplinary action. In addition, fraudulent and illegal use of the Card may result in criminal charges.

c. The Card may be confiscated from Cardholder as a result of inappropriate or illegal use.

d. The picture for the UCA BearCard must show a clear, front view of the applicant’s face. The applicant should have a neutral expression, with the mouth closed and eyes open, looking directly ahead. In general, the applicant’s head, including both face and hair, should be shown from the top of the forehead (at the hairline) to the top of the chin on top and bottom and from hairline side-to-side. During the photo session, No hats, sunglasses, hand gestures or inappropriate clothing will be permitted. In addition, bangs (fringe) should not obscure the eyes or an unreasonable amount of the face. Head coverings are only acceptable due to religious beliefs or for medical reasons, provided the head covering does not: obscure or obstruct a full front view of the face; display any logo, insignia, symbol or regalia, word or words, letter, number or character, or any combination thereof, or graphic design other than the overall pattern of the fabric or material; and/or cast a shadow onto the face. The BearCard Office reserves the right to ask for additional verification showing religious or medical status. Eyeglasses worn on a daily basis can be worn for the photo; however, there should be no reflections from the eyeglasses that obscure the eyes. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons.

2. LOST OR STOLEN CARDS
A lost or stolen Card must be reported immediately in person at the BearCard Office or by telephone at (501) 450-5818, during the business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. After business hours, lost or stolen cards may be deactivated online at uca.edu/bearcard. Stolen Cards must be reported to the University of Central Arkansas Police Department at (501) 450-3111. If a BearCard is lost or stolen, Cardholders have 48 hours to report the lost or stolen card to the BearCard Office, UCAPD, and/or deactivate the Card online, and to report in person to the BearCard Office to obtain a replacement card.

3. REPLACEMENT CARDS
A charge of $15.00 will be imposed for lost, stolen, or damaged cards. No charge will be imposed for a card that is inoperable or for a card on which the magnetic stripe no longer works due to normal usage. For a stolen card, no charge will be imposed if an official police report noting that your ID was stolen with your personal property is submitted at the time of your request. The BearCard Office reserves the right to charge Cardholders for replacement cards in a situation where the card is unusable due to neglect or damage on the part of the Cardholder.

4. THE BEARBUCKS ACCOUNT
a. The Account is a record of pre-deposited funds accessed by the Cardholder for the purpose of purchasing products and services.

b. There is no daily limit on the number of purchases that may be made and debited; however, no debits or charges shall exceed the amount of deposited funds.

c. No interest shall be paid on any balance in the Account.
d. The Cardholder understands and agrees that the Account shall not be used as a credit card or to obtain cash advances.

e. The Cardholder understands and agrees that the Account is nontransferable.

f. The Account will be activated automatically upon receipt of the Card from the BearCard Office. Deposits may be made as follows: (1) in person at the BearCard Office with cash, check, money order, or credit/debit card; (2) by mail with a check or money order; (3) by telephone with a credit/debit card; (4) online at uca.edu/bearcard with a credit/debit card; or (5) at a campus Automatic Deposit Machine (ADM) located in the Student Center or Torreyson Library with a credit/debit card or cash. All deposits received by mail will be credited to the Account by the following business day after receipt of payment in our office. Deposits can be mailed to: BearCard, Student Center 104, 201 Donaghey Ave., Conway, Arkansas 72035. In person deposits may be made in the BearCard Office. All deposits received in the BearCard Office before 4:30 p.m., done online, or done at an ADM will be credited to the Account immediately.

g. Deposits may be made at any time in the amount of one U.S. dollar (US $1.00) or more.

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

6. UNAUTHORIZED PURCHASES
If a Card is lost or stolen, the Cardholder is responsible for unauthorized Account purchases until the Card is reported as lost or stolen to the BearCard Office. Once the Card is reported as lost or stolen, the Card (and its associated Account) will be deactivated.

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

8. ACCOUNT CLOSURE AND REFUNDS
a. The Account will be closed if the Cardholder ends their association with the University.

b. The BearCard Office reserves the right to close any Account that is inactive for twelve (12) months or more. Funds on inactive accounts will be forfeited to the university.

c. Students, faculty, and staff refunds may be issued for accounts and may be requested at the BearCard Office. The Cardholder will be issued a check or direct deposited into their bank account. The amount issued will be the remaining balance.

9. RECEIPTS AND STATEMENT
If the point of sale terminal is equipped to provide a receipt, the Cardholder will either receive a receipt as a matter of course or upon request. It is the Cardholder's responsibility to ensure that the receipt is correct. A statement of account activity is available in real-time through the BearBucks website.
10. ERROR RESOLUTION
   a. If there is an error on a receipt of activity statement or if the Cardholder would like more information about a specific transaction, the BearCard Office may be contacted by telephone at (501) 450-5818. The BearCard Office may require that the Cardholder submit a written notification within ten (10) business days of it being brought to our attention.
   b. When making a request for an adjustment to the Account, the Cardholder must furnish the following information: (1) the Cardholder’s name and Account number; (2) a description of the transaction in question and explanation of the discrepancy; and (3) the dollar amount of the transaction in question.
   c. The BearCard Office will investigate the Cardholder’s request and provide a written decision to the Cardholder within ten (10) business days. If an error is found, the BearCard Office will make the necessary adjustments to the Cardholder’s Account. If no error is found, the BearCard Office will provide the Cardholder with a written explanation within three (3) business days of the conclusion of the investigation. The Cardholder may request copies of the document(s) used to conduct the investigation.

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

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

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

CAMPUS RECREATION - (www.uca.edu/campusrecreation)
Recreation - The Department of Campus Recreation provides recreational opportunities that aid in the sociological, psychological, and physiological development of the university’s students, faculty and staff. An indoor pool, softball complex, soccer, informal recreation, racquetball, badminton, table tennis, walleyball, aquatic programs, basketball, and sport clubs are just a few of the recreational opportunities available through the Department of Campus Recreation. The HPER Center is a must for any student interested in fun and fitness. Because of these programs and our indoor and outdoor facilities, this is one of the most popular operations on campus.

HPER Center - A 120,000 square feet recreation facility that houses:
• a gymnasium with three regulation basketball courts, three volleyball courts, and nine badminton courts
• fitness center – 5,500 sq. ft. cardiovascular room and 10,000 sq. ft. weight room
• walk/jog track
• three group exercise studios
• recreation equipment checkout
• separated locker rooms
• outdoor recreation equipment checkout (COPA)
• bicycle rental
• game room and lounge areas
• 6 lane 25 yard indoor pool with 1 meter diving board
• 3 racquetball courts with glass back wall
• plus plenty of recreational programming!

Intramural Sports - Not everyone can be a college athlete, but all can participate in intramural sports at UCA. The program is designed to provide an opportunity for every student, faculty and staff to participate in organized recreational sports competition. Long a tradition on the UCA campus, programs are conducted for men and women, while some are co-rec. Activities include: flag football, dodgeball, tennis, softball, basketball, volleyball, and soccer. These activities are governed by the Intramural Council made up of men and women representatives from each team.

Fitness Center - The UCA HPER Fitness Center consists of 15,500 square feet of space. The first floor “Cardio Area” has 5,500 square feet and the “Weight Room” has 10,000 square feet. UCA students, faculty and staff enjoy conditioning and wellness facilities second to none.

Fitness Evaluation - Our staff will assess your strengths and weaknesses in the following areas: cardiorespiratory fitness and body composition. Upon completion of the evaluation a workout program will be prepared based on your goals and the results of the evaluation. Another appointment will be set to take you through your workout program and give you instruction on how to properly operate all equipment of your workout program.

Personal Training - The overall goal of personal training is to assist participants in achieving physical fitness benefits effectively. To achieve this goal, the following objectives are set. A trainer will provide professional guidance, motivation and accountability. For more information you can contact Arian Story at (501) 852-2575 or visit our website at: www.uca.edu/campusrecreation.

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 UCA HPER 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. Our three new state of the art studios will provide an experience like no other. Our Large Studio (5,000 sq. ft.) is equipped with slim par lights and hemisphere mirror balls (a.k.a disco balls) where the colors change with the beat of the music to energize your workout experience. The classes feel like a dance party instead of a
workout! Our Medium Studio (1,200 sq. ft.) has a full glass back wall facing our beautiful Jewel E. Moore Nature Reserve. This studio is a favorite of our smaller Yoga classes. The Spin Studio (800 sq. ft. hosting 25 Lemond Spin Bikes with cadence meters) is also equipped with slim par lights and one hemisphere mirror ball to fire up those spin classes. This studio also has a full glass back wall facing the Jewel E. Moore Nature Reserve. So, from Zumba to Kickboxing to Insanity to Spin Classes to Yoga, you are sure to find something that suits your needs in our group exercise classes. If you have questions, suggestions or are interested in becoming a Group Exercise Instructor, please contact the Associate Director at 450-5091.

- All classes are free to HPER Center members (students/faculty/staff)
- We reserve the right to set maximums for all sessions to insure safety of all participants
- Proper athletic attire must be worn during class participation. Working out in street clothes/shoes/barefoot is not permitted. Only Yoga classes are taught barefoot.
- 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.
- Please be on time for classes. 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 Outdoor Pursuits & Activities** (COPA) – COPA is located in the southeast corner of the HPER Center. The campus community can check-out, free of charge, various outdoor gear (i.e. camping, canoes, kayaks, and bicycles). COPA also offers information for outdoor activities throughout the state and personal bicycle repair. Experience COPA and get to know the great outdoors!

**Aquatic Center** – The Aquatic Center is located on the west side of the HPER Center. Besides a six lane 25 yard heated indoor pool other amenities of the Aquatic Center include:

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

**Outdoor Facilities** – Located on the south side of the UCA campus, Campus Recreation 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 horseshoe pits located next to field #1.
- **Recreation Field** – lighted field measuring 130 yards by 95 yards can be used for soccer, flag football, ultimate frisbee, or other outdoor recreational activities.
Don’t forget to keep up with what’s happening at Campus Recreation by following us on: Facebook Pages: (UCA HPER, UCA HPER Group Exercise, UCA HPER Trick or Trot), Twitter (UCAHPER), Instagram (UCA_HPER) and our webpage at www.uca.edu/campusrecreation.

CAREER SERVICES CENTER
The Career Services Center, located in 311 Bernard Hall, provides services to assist students in determining career and educational choices. Both group and individual counseling will help students better understand themselves, their interests and abilities. With better self- understanding, the student can determine career objectives that are meaningful and satisfying. This can be accomplished in part by using a computerized career guidance program.

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

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

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 Cooperative Education, located in Bernard Hall Room 318, helps eligible UCA students identify opportunities for these experiences.

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

- A listing of campus events, campus maps, and Reynolds ticket information.
- Ticket giveaways for performances at Verizon Arena.
- Information for parents on local hotels and Parent Orientation;
- List of local businesses offering student discounts;
- Local information on shopping, restaurants, banks, pharmacies, city maps, and outdoor activities;
- Student Center lost & found and campus vending machine refunds.
- Become our Facebook® friend to keep up with campus events, “UCA’s Concierge Services.

Phone 501-450-5890 for more information.
The Counseling Center, located on the third floor of the Student Health Center, provides students, faculty, and staff with a variety of services designed to facilitate personal growth and development. 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. Appointments can be made by calling 450-3138 or coming by the Center Monday through Thursday, 8:00 a.m. to 5:30 p.m., and Friday from 8:00 a.m. to 4:30 p.m., 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. A detailed brochure describing the full scope of activities provided by the Center is available upon request. The Counseling Center can be accessed on the internet at www.uca.edu/counseling

Personal Counseling - The Counseling Center is a place where a student, can receive individual support and assistance with concerns such as improving relationships, managing stress, and coping with depression. Students can explore their thoughts, feelings, and behaviors in an atmosphere of understanding and confidentiality. In addition to individual counseling, the Counseling Center also offers group therapy and couples therapy. The Counseling Center uses a brief counseling model with a typical limit of ten (10) sessions/year per person. Individuals who require longer term therapy will be provided with information on referral sources.

Crisis Intervention – The Counseling Center is responsible for working with the psychological emergencies that occur on campus. Most commonly the causes involve a suicide threat or attempt. The Counseling Center has a staff member available for walk-in/priority 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 450-3111.

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

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

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

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

DISABILITY RESOURCE CENTER
The Disability Resource Center is located in suite 212 of the Student Health Center. The University of Central Arkansas seeks to be in compliance with both the spirit and letter of the law as stated in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act Amendments of 2008 (ADAAA). This center’s primary goal is to provide access to all programs and reasonable accommodations to qualified students. It is the responsibility of the students to notify the University of any disability or disabilities. We fully anticipate that students will be self-
advocates and assist the center to respond to their particular needs. Students are required to provide documentation of disabilities. The University will provide auxiliary services and aids to individuals to ensure equal access to educational programs and effective communication. We will not provide attendants, readers, tutors, devices, or other services of a personal nature for personal use.

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

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

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

Services Provided to Students with Disabilities - DRC staff will work with students (as well as faculty and staff) to provide all necessary classroom/campus accommodations. Accommodations include but are not limited to: extended exam time, note-takers, real-time transcription service, sign language interpreting, alternate format textbooks, and approval for service and therapy/emotional support animals within university housing. Other services are available, depending upon a student’s particular needs.

DIVERSITY AND COMMUNITY
The Office of Diversity and Community is located in Bernard Hall Suite 207 and is home to the Minority Mentorship Program (MMP), the Hispanic Outreach Initiative, the LGBTQ+ Outreach Initiative, the Women of Excellence, the Project X:Early Arrival Program, and the Black Male Achievement Challenge (B-MAC). The office also supports all students and campus community members by promoting multi-cultural programs that educate, challenge and foster a sense of inclusion for the members of the UCA community.

The vision of the Office of Diversity and Community is to contribute to and have a positive impact on the social, academic and leadership development of underrepresented students by providing support and services which are relevant to them.

The mission of the Office of Diversity and Community is to provide multiple support services to enhance the academic success of students from underrepresented populations in higher education to create an inclusive campus community through retention focused programs, mentoring, leadership development opportunities and life skills enrichment.

FINANCIAL AID
The Office of Student Financial Aid is located in Harrin Hall, Suite 200. 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: uca.edu/financialaid/

**Federal Financial Aid:** Eligibility for federal aid programs, such as grants (Pell, SEOG), loans (Perkins, Stafford, PLUS, GRPLUS) and work-study are determined by the Office of Financial Aid based on federal regulations. Detailed information concerning each of the federal aid programs is found on the UCA Financial Aid website. The student’s enrollment status, cost of attendance, family resources and other financial assistance received are considered when determining the student’s eligibility.

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

**How and When to Apply:**
The financial aid award year begins with the fall and ends with the summer. All students applying for federal student aid must complete the Free Application for Federal Student Aid (FAFSA). Students must reapply for financial aid annually. In addition, students will be required to submit additional documents. Once the university has received the results of the FAFSA, these additional documents, if any, will be requested. This request will be sent to the student’s UCA e-mail address. This is the primary means of communication for our office. It is important that students respond to requests for information as soon as possible. It is difficult to identify a single deadline for submitting all requested application materials because numerous scenarios exist. The basic rule is that the student needs to submit all requested documents so that the file will be complete, accurate and awarded prior to the end of the semester/term for which the student is applying. Generally this means the student must have their file completed at least two weeks prior to the end of the semester in which they are requesting aid.

**Eligibility:**
To receive federal student aid at student must at a minimum:
- Be enrolled as a regular student in an eligible degree or certificate program;
- Have a high school diploma, GED;
- Be a U.S. citizen or an eligible non-citizen with a valid social security number;
- Be registered with or exempt from registration with Selective Service;
- Be making satisfactory academic progress;
- Not be in default on any loan or owe a repayment on any grant made under Title IV of the Higher Education Act of 1965 as amended, at any institution;
- Sign a statement of educational purpose saying that you will use your federal student aid funds only for expenses related to attending the University of Central Arkansas;
- Not have borrowed in excess of annual or aggregate limits on any Title IV loan;
- Not be enrolled in an elementary or secondary school;
- Not be incarcerated in a federal or state penal institution;
- Demonstrate financial need (except for some loans).

**Enrollment:**
To be considered for federal financial aid a student must be regularly admitted and enrolled in an eligible degree or certificate program offered by UCA. For federal financial aid purposes, the following chart defines the student’s enrollment status. Please note Pell Grant eligibility is based on your enrollment as of the seventh (7th) day of classes or at the time your aid is packaged, whichever is later.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Undergraduate student enrolled in undergraduate level course</th>
<th>Graduate student enrolled in graduate level course credit</th>
</tr>
</thead>
</table>

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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 semesters. Title IV programs include the federal programs: Pell Grant, Supplemental Educational Opportunity Grant, Work Study, Perkins Loans, 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 semester in which the student was enrolled. A complete copy of the policy may be obtained on the Office of Student Financial Aid homepage at: [http://uca.edu/financialaid/satisfactory-academic-progress-policy/](http://uca.edu/financialaid/satisfactory-academic-progress-policy/)

**Return of Title IV Funds:**

The federal government’s philosophy is that a student earns his or her aid based on the period of time he or she remained enrolled and attending. During the first 60% of the semester/term, a student “earns” Title IV funds in direct proportion to the length of time he or she remains enrolled and attending. A student who remains enrolled and attending beyond the 60% point earns all aid for the semester/term. Unearned Title IV funds, other than work-study, must be returned. The Return of Title IV funds apply if the student withdraws or stops attending through the 60% point in a semester.

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

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

If it is determined that funds must be returned to a federal aid program, the funds must be returned in the following order:
- Direct Unsubsidized loans
- Direct Subsidized loans
- Perkins loans
- PLUS loans
- Pell Grants
- Supplemental Educational Opportunity Grants (SEOG)

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

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

Title IV Authorizations (Federal Financial Aid such as Pell Grants, SEOG, Direct Loans, etc.)
The myUCA financial aid Resources/Additional Information tab lists 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 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. The student may also have holds on their account that prevent registration, transcripts, and viewing of grades.]

VETERAN AND SERVICE MEMBERS G.I. BILL BENEFITS
The Veteran Service Office is located in Harrin Hall room 223 A/B. Contact information is 501-852-2999 or uca.edu/veteranservices. This office certifies all students that receive Military Educational Benefits to include: Post 9/11, Chapter 35 DEA, VA Vocational Rehabilitation Chapter 31, Montgomery GI Bill Chapter 30 & 1606. All service members and dependents can contact the U.S. Department of Veterans Affairs Regional Office in Muskogee, OK for information regarding their qualification for these programs by calling: 1-888-442-4551. We also have a Veteran Student Resource Center located in Main Hall. Go to uca.edu/svrc for more information.

INSTITUTIONAL DIVERSITY
The Office of Institutional Diversity serves as a strategic catalyst for inclusive excellence within our community of faculty and student scholars, among our staff, and beyond our campus. We welcome your collaboration in promoting diversity and inclusive excellence. Feel free to visit the diversity website at http://uca.edu/diversity/.

INSURANCE
University of Central Arkansas no longer has optional insurance available through a private carrier. Information about health care coverage can be obtained at www.healthcare.gov.

UCA International students are required to obtain health insurance and should contact the UCA International Program for further details.

INTERNATIONAL STUDENT SERVICES
International Student Services, within the Division of International Engagement, is located in McCastlain Hall, Suite 109, (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.

Study Abroad—The UCA Office of Study Abroad, within the Division of International Engagement, offers a variety of programs for UCA students interested in earning academic
Offering Summer Faculty-Led Programs, Intensive Language Immersion Courses and exchange opportunities at Partner Schools for a semester or year abroad, the Office of Study Abroad staff is ready to assist you in deciding which program is right for your academic and career goals. Please visit our website today to begin exploring our program options - www.uca.edu/studyabroad The UCA Office of Study Abroad is located in Torreyson Library Office 109, 201 Donaghey Avenue. Conway, AR 72035 and can be reached at 501.450.3646 or studyabroad@uca.edu.

LEADERSHIP DEVELOPMENT
The Center for Leadership Development is located in the basement of the Student Center (Room 011). The Center for Leadership Development 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 on upcoming leadership programs, contact the Center for Leadership Development, Student Center 011, 501-852-2424.

For more information you can also visit: www.uca.edu/lead for the most up-to-date information.

OUTREACH & COMMUNITY ENGAGEMENT
The Division of Outreach and Community Engagement 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.

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

The Division of Outreach and Community Engagement is located in the Brewer-Hegeman Conference Center, Suite 102 (501-450-3188). OCE supports the University’s public service mission by coordinating a number of programs for the campus and community. OCE coordinates

- The use of Brewer-Hegeman Conference Center, UCA Downtown, and several other on-campus facilities
- Continuing education courses, professional development workshops, and summer camps
- Small business and industry training services
- Community and economic development training and research for communities throughout Arkansas
- The Service-Learning Program, student volunteer opportunities, and nonprofit support

SERVICE-LEARNING AND VOLUNTEERISM
The Service-Learning Program integrates meaningful community service into academic courses. Service-learning courses are identified in the course registration system with a
service-learning attribute. The Service-Learning Program also coordinates co-curricular volunteer opportunities for UCA students. OCE encourages UCA students to get involved in the local community through the Bears Serve Challenge (volunteering at least 30 hours in one academic year) and the community service graduation cord (available to graduating students who volunteer at least 100 hours during their time at UCA), and students can log volunteer hours on OrgSync.

More information on all OCE departments and programs is available online at uca.edu/outreach, and a list of current volunteer opportunities for UCA students is posted online at uca.edu/volunteer.

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 non-commercial educational radio station here at UCA. The radio station, which is located in the basement of the Student Center, is student operated and broadcasts contemporary adult music along with community calendar listings, weather, UCA athletic events, and educational and public affairs programs. The station, which is sponsored by the Student Government Association, 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 provides speech, language, and hearing services (evaluations and/or therapy) to the University community and individuals in the surrounding area. Services are provided by graduate students in training to be speech-language pathologists under the direct supervision of faculty who hold state licensure and the Certificate of Clinical Competence from the American Speech Language Hearing Association. The Center is located at the northeast corner of Bruce and Donaghey. Its hours of operation are between 8:00 a.m. and 6:00 p.m. during the Fall and Spring semesters and 8:30 a.m. and 4:30 p.m. during the Summer. Appointments can be made by calling 450-3176, or coming by the Center, Monday through Friday. Clinic personnel comply with HIPAA regulations and maintain confidentiality of client information. Students qualify for a discounted rate. Each semester there are specialty programs offered for adults and children. More information can be obtained at www.uca.edu/slhc.

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

The Student Accounts/Cashier’s Office is located in 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 personal contact, our website, myUCA, 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, 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. For more information, please visit the UCA Payment Plan link on the Student Accounts website, call the UCA Student Accounts office at 501-450-5291, or stop by our office in 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.

**ONLINE ACCESS TO PERSONAL STUDENT ACCOUNT INFORMATION** – You may view charges, make payments, sign up for direct deposit, view holds, print 1098-T information, and more online through your myUCA account. Start at the UCA website (uca.edu), click on the myUCA link located at the top of the homepage, enter your user name (UCA email address without “@cub.uca.edu”) and your password (pin#), click on the self-service tab, click on the student and financial aid link, then click on student account. If access is denied, contact the UCA IST help desk at 501-450-3107.

**E-BILLING** – All students will only receive bills through their UCA CUB e-mail account. No bills will be sent through the mail or to other 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.

**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 or through myUCA on the Student Accounts Channel.

**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 CENTER
The Student Center is the community center of the university serving students, faculty, staff, alumni, and guests. The Student Center offers a variety of programs, activities, services, and facilities. In the basement is the studio for the campus radio station, KUCA, and the offices for Leadership Development, IDEAL, and the Presidential Leadership Fellows. On the first floor is a food court, Post Office, ATMs, University Bookstore, Bearcard Services, C-Store, Concierge Services, lounges, and Einstein Bros Bagels. On the second floor of the Student Center are meeting rooms, a ballroom, lounge space, and offices for the Student Government Association, Student Life, Student Organizations, Student Activities Board, New Student Programs, 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 HEALTH CLINIC
The UCA 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 HPER center. The student health fee you pay each semester covers most of the services received at the SHC. We do ask for replacement cost of vaccines, TB skin tests, elective lab tests for extra credit and lab/treatments ordered by outside physicians. We do ask that you bring your insurance card with you in case a referral to an outside physician/specialist or special tests like MRI’s or CT Scans are necessary.

Appointments – Appointments can be made in person or by calling SHC at 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 and texted to your phone number for your convenience. Remember to bring a valid UCA ID when requesting services. 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 a Physician and 3 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 physician is a Board Certified Physician in Family Practice and a member of the American Academy of Family Physicians. Our Nurse Practitioners are licensed by the State of Arkansas to practice as an Advance Practice Nurse. Our APNs have National Certification as Family Nurse Practitioners. All 4 providers have Prescriptive Authority (ability to write prescriptions).

Nursing and office staff – In addition to our providers, the SHC staff includes 2 Registered Nurses, 4 Licensed Practical Nurses, 2 Radiology Technicians, 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 a Walk-In Clinic. For emergencies, call 911 or campus police at 450-3111.

Excuses for Missing Class – The SHC does not provide excuses for missed classes unless specific instructions are given from one of the healthcare providers. Students are expected to communicate with their instructors about reasons for missed classes. Medical excuses are not provided to students except in special circumstances.

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 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.

Proof that the student has applied for or received a medical or non-medical exemption for those vaccines he/she has not received will be accepted in lieu of receiving vaccine.

Exemptions shall be granted only by the Department of Health.

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 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.

**STUDENT WELLNESS & DEVELOPMENT**

The Office of Student Wellness and Development is located on the third floor of the Student Health Center in Suite 308. The mission is to engage students in the well-being and development of the whole person, while working collaboratively across the university community to supply the resources and tools needed for a healthy mind, body, and spirit. The office provides students with learning experiences that enhance their holistic wellness and contribute to a healthy, balanced lifestyle.

Educational events and programming are held annually on a variety of wellness topics including: alcohol and drug abuse, spring break safety, healthy eating, sexual assault, and stress management. The office aims to reduce harm and negative effects associated with overuse of alcohol, tobacco, and other drugs while supporting students’ efforts in making safe and healthy choices. Awareness weeks, classes, and media campaigns are held annually.

The office coordinates Student Health 101, an online, interactive wellness magazine personalized for UCA students. Each issue contains valuable information that will help students make better decisions related to health and wellness. Students can text the keyword UCA to 40691 to receive Student Health 101 by text or search for @SH101atUCA on Twitter.

Other resources available in the Office of Student Wellness and Development include a private relaxation room with a massage lounger, educational brochures, and vision impairment goggles. Information on programs and resources can be found at uca.edu/wellness or on Twitter and Instagram by searching for @ucawellness.

**TESTING SERVICES**

**University Testing**

University Testing administers exams for individuals aspiring to expand their educational and professional opportunities. ACT, ACT Residual, and SAT Exams are used for admission and course placement. TOEFL iBT and TOEFL ITP measure English proficiency for international students. CLEP and DSST provide the opportunity to earn college credit by examination. CHES, GRE Subject Tests, LSAT, MCHES, NCE, and Praxis exams are administered to those pursuing postgraduate education or licensure. University Testing is located in Torreyson West, Room 315. For more information, visit uca.edu/testing, email universitytesting@uca.edu, or call (501) 450-3209.
Office of Testing Accommodations (OTA)
Office of Testing Accommodations administers the exam needs of students with disabilities by proctoring test/quiz accommodations and scheduling exam times. We work closely with UCA faculty concerning exams and appropriate accommodations. In addition, we specialize in training for OTA Testing Procedures to support our students success. Office of Testing Accommodations is located in Torreyson West, Room 300. For more information, visit http://uca.edu/testing/disability-testing/, email access@uca.edu, or call (501)450-5404.

TORREYSON LIBRARY
Hours – During the fall and spring semesters, Torreyson Library remains open continuously from Sunday at 2 P.M. through Friday at 5 P.M. However, admission to the Library between midnight and 7 A.M. requires the presentation of a current and valid UCA picture identification card, and additional ID may be requested.

Hours vary during weekends, holidays, summer semesters, and intersession periods. For additional information, please call 501-450-3129, 501-450-5224 or visit http://www.uca.edu/Library. Web based services are available 24/7.

Archives - The UCA Archives is dedicated to the acquisition and preservation of historical documents that pertain to the State of Arkansas and its citizens. Operating hours are 8 a.m. to 5 p.m., Monday through Friday. Please call 501-450-3418 for additional information.

ARKLink - As a member of the ARKLink consortium, the Library can provide students with an ARKLink borrower's card, giving them borrowing privileges at dozens of academic libraries throughout Arkansas. Please see http://libguides.uca.edu/ARKLink for more information or inquire about this service at the Circulation Desk.

Books – The main book collection contains over 400,000 print volumes and over 100,000 e-books. Shelf arrangement is by the Library of Congress system except for the Children's Collection which is arranged by the Dewey Decimal system.

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

Computer Access - Over ninety-five desktop workstations are available for student use in the east wing of the Library 1st floor. These workstations offer access to the Microsoft Office suite of products (Word, Excel, etc.), campus network resources, the internet, the Library's book catalog, and the Library's collection of electronic resources. Wireless internet access is active throughout the building. Over 50 laptops are available for "in-building" loan at the Circulation desk.

Course Reserve - Course reserve materials are available for checkout at the Circulation Desk and/or electronically via the Library's website http://www.uca.edu/Library. The checkout period for most reserve items is two hours, and they must remain in the library at all times.

DVD's – Students may check out DVDs from the Browsing Video Collection located in the east wing 1st floor. DVDs may be checked out for three days and students are limited to three DVDs at a time.

Government Information Department - As a member of the Federal Depository Library Program, the Library collects information published by both the United States and Arkansas governments. The Library catalogs online resources that will be useful for patron research, and the library's print collection is available for check-out.
Interlibrary Loan - This service provides students with access to materials such as books, articles, and media not owned by the Library. Requests may be submitted via the Library’s website http://libguides.uca.edu/interlibraryloan or at the Library Reference Desk.

Music Library - Music reference, scores, audio recordings, and audiovisual recordings can be found in the Music Library. The Music Library also has equipment available to listen to and/or view music performances. Music literature on composers, analysis, pedagogy, and history are found in the Library’s Main Book Collection. Hours vary from regular Library hours. Please call 501-450-3413 for additional information.

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

Periodicals - Most of the Library's periodicals (academic journals, magazines, newspapers) are available in full-text e-format from the Library’s website http://www.uca.edu/Library. Print format issues are located in the East Wing of Floor 2.

Printing - Printing/Copying in the Library costs 5¢ per page for black and white. Color printing is available and cost 50¢ per page. BearCards should be used to pay for printing. 100 black and white prints/copies are pre-paid on the students BearCard every semester.

Research Support Services - Library Faculty are available at the Reference Desk to give students personalized help in doing research and finding information required for course assignments. Students may also receive assistance by phone at 501-450-5224, or email Ask-a-Librarian at http://libguides.uca.edu/askalibrarian.

Textbooks - A selection of textbooks for core classes is available at the Circulation Desk. Textbooks can be checked out for a two hour period for in-library use only.

Tutoring Services
The Tutoring Services Center is located in Torreyson Library, Suite 223 (2nd floor above Starbucks). We offer free drop-in peer tutoring services for math and most UCA Core curriculum courses, plus many others, including help for preparation for the Praxis exam using the Northstar system. Online tutoring is offered by request. Additionally, academic reading tutors are specially trained to help with reading intensive courses. Quiet study areas are available for individuals and groups, and the computer lab has stations for research and printing using the BearCard system. The center is open to all students during the day and evenings for Fall and Spring, and during the day for May Intersession and Summer terms.

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

University College
University provides transitional courses to undergraduate students who meet the conditional
and conditional-prep status standards for admission as established by the Board of Trustees and set forth in the Undergraduate Bulletin. These courses include the state-mandated transitional requirements, UNIV 1100: University Studies, and select UCA Core courses. For information regarding the necessary conditions for conditionally admitted or conditional-prep status students to continue enrollment, see the Undergraduate Bulletin.

UNIVERSITY STUDIES (UNIV 1100). This course is designed to aid students in being successful at a collegiate level as well as in their personal lives. There are two primary goals: (1) Empower students to become successful learners at the collegiate level. (2) Empower students to develop a realistic sense of themselves as healthy citizens in a university, professional, public and global community. While required for all conditionally admitted and conditional-prep status students, this course is open to all UCA students.

UNIVERSITY POLICE
The UCA Police Department (UCAPD) is committed to providing quality service and protection to students, faculty, staff, and visitors of the University of Central Arkansas. University police officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission on Law Enforcement Standards and Training. The Department employs 35 full-time employees including 27 sworn, full-time police officers who have full investigative and arrest authority on the campus, contiguous streets and highways, and throughout the state of Arkansas when conducting official business of the University pursuant to A.C.A. 25-17-305. The Department also maintains a 24-hour 911 Communications Center and a Parking and Traffic Services Office which provide additional public safety services to the academic community.

The UCAPD is a service-oriented agency employing the philosophy of community policing within its jurisdiction. This philosophy is based upon the concept that police officers and the campus community as a whole can work together in creative ways to solve problems related to crime prevention. The primary focus of community policing is to foster positive interactions between the police, students, and staff. UCAPD maintains and promotes respect for the individual rights and dignity of all persons and is dedicated to excellence in all of the services that are offered on a year-round basis. University officers are trained to understand the needs of students, faculty, staff and visitors. Police officers, equipped with two-way radios, patrol the campus by vehicle, foot, and bicycle. Comments or suggestions are always welcome by contacting the UCA Chief of Police at (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 UCA Police Department is located on campus between State Hall and Hughes Hall.
The lobby and emergency communications center are staffed 24 hours a day. Persons needing EMERGENCY assistance at any time should call 9-1-1. General assistance can be obtained by calling (501) 450-3111. Additionally, assistance may be summoned via several blue light emergency phones located throughout the campus or from emergency phones inside elevators.

**UCAPD Public Information Officer**

Officer Michael Hopper, Public Relations and Information Officer, serves as the UCA Police Department’s Public Information Officer. Ofc. Hopper is available to answer media inquiries and provide the public with information regarding UCAPD activities.

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

A vehicle parked on campus must display a current UCA parking permit and must be parked in accordance with regulations. The UCA Police Department provides assistance to stranded motorists such as jump starts and lock-out service. Motorists who need assistance are encouraged to call the UCA Police Department at 450-3111.

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

Motorcycles and motorbikes must be parked in areas designated for motorcycle parking. Skateboarding or rollerblading is not allowed inside or near any buildings, on any sidewalks or streets, or in parking lots occupied by vehicles.

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

**COMMITTEES & ORGANIZATIONS**

**ARTS ADVISORY COMMITTEE**

**Committee Responsibilities**

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

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

Procedures - The committee determines its own procedural rules.

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

PUBLICATIONS

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

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

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

STUDENT GOVERNMENT ASSOCIATION

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

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

SGA Officers for 2017-2018:

Executive President: Hershila Lallu
Executive Vice-President: Carly Jo Riggins
Vice-President of Finance: Ryan Pfaff
Vice-President of Operations: Megan McAfee

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

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

The Student Life Committee membership shall be:
1. The Chair who will be the dean of students and who shall vote in case of a tie.
2. Five (5) students appointed by the Student Government Association.
3. Three (3) faculty members appointed by the Faculty Senate.
4. Two (2) administrative staff members appointed by the president.
5. A representative from the Division of Student Services, as appointed by the vice president for student services.

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

There are around 200 recognized student organizations at UCA in which you can become
involved. A complete listing of currently recognized student organizations is available at [www.uca.edu/rso](http://www.uca.edu/rso) and OrgSync, UCA’s student engagement network.

**LEADERSHIP DEVELOPMENT (through the Office of Student Life)**
The various student organizations on UCA’s campus add an important dimension to the college experience. We encourage students to get involved and take advantage of the opportunities to learn more about themselves and develop leadership skills.

The Division of Student Services offers various leadership development workshops throughout the academic year. Guest speakers from around the country, as well as experts on our own campus, speak on important topics that assist students in developing their leadership skills. For more information on upcoming leadership programs, check the OrgSync community homepage and calendar or contact the Office of Student Life, Student Center 207.

**FORMING NEW RECOGNIZED STUDENT ORGANIZATIONS**
There are procedures which must be followed in forming a University of Central Arkansas student organization. A group wishing to be recognized by the University must register their new group on OrgSync. The online form will require an uploaded constitution stating the purposes for which the organization is to be formed and the faculty/staff advisor’s name and contact information.

The following information is required in the constitution:
1. **Name** – Insert the full name of the organization, followed by any acronym by which the association is known. No organization shall use a name identical to or closely similar to the name of a previously recognized organization.
2. **Object** – A declaration of the purposes, goals, activities of the organization.
3. **Members** – Classification and eligibility requirements for membership. Full membership in recognized student organizations is limited to enrolled UCA students. Guest membership in recognized student organizations is permitted for students enrolled at Hendrix College and Central Baptist College in Conway. Individuals who have guest membership status are permitted to the same organizational privileges as individuals who have full membership with the following exceptions: (a) they cannot hold an executive leadership position, as outlined in the organization’s constitution; and (b) they cannot directly benefit from UCA student activity funds allocated to the organization by the UCA Student Government Association. If there are membership participation requirements, they should be listed in this article.
4. **Dues and Finances** - A statement of membership dues, agreement of where all funds will be received and distributed, and provision for disposition of any funds in the event of dissolution of the organization must be included. It must also state what constitutes a fiscal year, a binding contract and who needs to sign a check before it can be processed. The University requests that all university organization financial transactions have the signature of the appropriate officers and advisor.
5. **Officers** – A listing of officers by title and any specific functions (duties) of the officers. Officers must have at least a 2.00 cumulative grade point average and not be on University disciplinary probation. Included should be a statement of terms of the office, the time and method of election, removal from office, and how to fill a vacancy.
6. **Meetings** - Frequency of regular meetings must be stated. Specifications for a special or called meeting must be included. Indicate who calls (authorizes) the called meeting and what previous notice is necessary. What constitutes a quorum must be stated.
7. **Committees** – If standing committees are needed, a section should contain their name, composition, manner of selection (appointed or elected), and duties. There should always be either a standing committee or special committees. Specify how special committees are created; if members of special committees are either elected or appointed and who appoints the members.
8. **Advisor** – Provisions of the primary advisor. Full-time and part-time faculty/staff are
eligible to serve as primary advisors. Graduate assistants are eligible to serve as advisors if the advisor role is a requirement of their position. Who will choose the advisor and what will be the role of the advisor must be stated. (In case of severe hardship in finding an advisor, the Student Life Office may permit a group to complete the recognition process; however, the organization will be inactive until one is obtained.)

9. **Parliamentary Authority** – The organization must adopt a set of rules to conduct their meetings and all proceedings that are applicable. Ex: Robert’s Rules of Order.

10. **Amendment** - Provisions for amendments to the constitution must be included. Provide for any previous notice and what vote is necessary to amend.

**Recognition Process** - A guide for starting a new student organization is located at uca.edu/rso. The Coordinator of Student Organizations will verify that all University requirements for recognition have been met. If everything is in order, the coordinator will notify the Student Government Association and the University Student Life Committee of the group’s request to be recognized. Following the review period, the group will be recommended for recognition if the Student Government Association and Student Life Committee do not challenge the application for recognition.

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

Recognition requires that local organizations affiliated with a national organization must have a local constitution and/or by-laws that are in accordance with and do not conflict with the University of Central Arkansas’ policies and procedures. National constitution/by-laws imposed upon the local organization may not conflict with the University of Central Arkansas’ policies and procedures. If there are any questions involving the above stated conditions, recognition of the group will not be completed until it is referred to the Student Life Committee for review.

Registered student organizations (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). However, recognized student organizations may limit its membership to students who support or share the organization’s religious, political, or other legally protected views, consistent with the First Amendment.

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

1. Adhere to the purposes, aims and activities as stated in the recognition documents.
2. Continue to meet all of the requirements for initial recognition.
3. Remain in compliance with all rules and regulations of the University, Student Handbook, and all federal, state and local laws.
4. Submit any changes in its purpose statement, constitution, or recognition documents on organization’s OrgSync portal profile.
5. Submit the **Organization Registration Renewal** to the Student Life Office at the beginning of each fall and spring semester (Deadline is 15 days after the beginning of the semester). NOTE: If an RSO fails to submit a renewal before the deadline, all RSO privileges will be removed and the organization will be marked as inactive.
6. The president of each student organization must attend the RSO Leadership Training offered by the Student Life Office each semester. Two members as well as the advisor are encouraged to attend.
Minimum Membership Requirements - A student organization must have a minimum of eight student members to receive initial recognition status by the University. In order to maintain recognition status, a student organization must have a minimum of six student members.

An organization that has 4-5 members will be placed on probation and has one full calendar year (12 months) to reach the six-member. Any organization with less than four members will no longer be recognized. Any exceptions to this policy must be submitted in writing to the Vice President for Student Services or designee for his/her consideration.

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

Therefore, advisors should be familiar with:
1. This policy and other university regulations pertaining to student organizations;
2. The constitution and purpose statement of the student organization they are advising; and
3. The activities and projects of their organization.

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

Faculty/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 http://www.ucapd.org/index.php/safeuca/clery-act-information/campus-security-authorities/.

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

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

Recognition of Student Organizations - Recognized student organizations receive the following privileges:
1. Use of university meeting facilities, equipment and services on a regular basis.
2. Use of the university's name in publicity and press releases, subject to the requirement that the organization secure approval for use of the institutional name in off-campus fundraising events.
3. Listing of the organization in appropriate university publications.
4. Opportunity to participate in the 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. Fund raising privileges.
8. A post office box in the Office of Student Life, SC 207.
10. A listing in the online RSO directory
11. Access to apply for and receive SAFA funding through the UCA Student Government Association.
12. Discount on ARAMARK catering through the Student Club Catering Guide. For more information, contact Campus Dining at 501-450-5981.
13. Ability to check out event materials from the Student Life Office.

Affiliation - Recognized student organizations may be affiliated with organizations off campus, where affiliation is:
1. Clearly indicated, either by title or by its constitution at the time of recognition.
2. Consistent with the purposes set forth in the constitution/purpose statement of the organization, and with University guidelines for student organizations.
3. Not such as to change significantly the nature of the organization as an association of students, with primary interests on campus.

Withdrawal of Recognition - Recognition and all privileges thereof may be withdrawn for just cause. Withdrawal of recognition will be decided upon by the University Student Life Committee or through the University discipline process. Requests for withdrawal of recognition or for lesser sanctions are filed with the Coordinator of Student Organizations and University Events. 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. When a recognized student organization fails to conduct its activities in accordance with its constitution/purpose statement and/or the procedures and limits set forth by the university for student organizations.
2. When an organization does not comply with the university regulations set forth in the Student Handbook.
3. When a recognized student organization fails to submit an OrgSync Organization Registration Renewal or other required reports. Any organization failing to renew their OrgSync portal by 15 days after the beginning of the fall and spring semesters will automatically have its UCA recognition and all privileges suspended.

Reactivation - An inactive organization may request reactivation by submitting the "Organization Reactivation Request" form on OrgSync, reaffirming its existing constitution/purpose statement and showing reasonable prospects of organizational continuity. All organization reactivation requests are reviewed subject to the approval of the Student Life committee.

National Organizations - 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 comply with decisions made by a national organization with respect to individual members of an organization, or the student organization as a whole.

Leasing University Property to Student Organizations – The administration is authorized (according to Board of Trustees Policy No. 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.

Purchase or Renting Property Off Campus – The Board of Trustees authorizes the
Administration (according to Board of Trustees Policy No. 705) to allow University organizations to purchase or rent property off campus, if done under the following standards which will be required in order to maintain official recognition by UCA:

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

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

a. Appropriate visitation policy;
b. Policies concerning alcoholic beverages and prohibiting the possession or use of illegal drugs and controlled substances;
c. Procedures for regular safety and maintenance inspections;
d. Identification of items that cannot be used, possessed, or stored on the organizations property;
e. Provisions for parking; and
f. Identification of quiet hours.

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

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

STANDARDS OF STUDENT CONDUCT

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

Mission Statement of UCA Student Conduct
The mission of the UCA student conduct system is three-fold: to change and redirect student behavior, protect the university environment, and protect the rights of students involved in the disciplinary process.

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

The University strives to protect the university environment 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 the behavior is severe.

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

**DELINEATION OF RESPONSIBILITIES**

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

**INTERPRETATION OF STANDARDS OF STUDENT CONDUCT**

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

**INHERENT AUTHORITY**

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

**DISCIPLINE PROCEDURES**

Anyone wishing to report an alleged incident of behavioral misconduct may make a report, in writing, to university housing staff, university police, or the Dean of Students office located in the Student Health Center, room 210. There are four committees and several hearing officers who hear violations of university policy.

1. **Greek Judicial Board** – hears offenses involving Greek organizations. The board is comprised of nine (9) to twelve (12) Greek members representing the three (3) Greek governing bodies. A chairperson is selected by the Greek board members, in conjunction with the board advisor, to coordinate board activities. An advisor from the three (3) Greek governing bodies serves as a non-voting advisor to the board.

2. **Residence Life Judicial Board** – hears non-suspendable offenses of university housing policy. The board is comprised of residents from university residence halls and apartment complexes. Co-chairpersons are appointed from among board members to coordinate board activities. A housing staff person serves as a non-voting advisor to the board.

3. **Housing Hearing Officers** – residence coordinators, apartment managers or other housing staff who hear student housing offenses.

4. **Administrative Hearing Officers** – The dean of students or designee who hears offenses of university policy.

5. **University Judicial Panel** – an administrative panel appointed by the vice president for student services or designee who may hear individual or group disciplinary cases.

**ASSIGNMENT OF ALLEGED VIOLATIONS**

Violations that occur outside of university housing units, or are serious (i.e., suspendable) in nature are generally assigned to an administrative hearing officer or University Judicial Panel for adjudication.
Violations involving student groups are generally assigned to the Greek Judicial Board, University Judicial Panel, or other appropriate council.

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

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

Notice of hearing will be sent by e-mail to the student’s UCA e-mail account at least 72 hours prior to the hearing. The student and the complainant have the right to:

1. Be present at the hearing. However, if either or both the student and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absences and a decision rendered accordingly based on information presented.
2. Present information by witness or by signed written statement if a witness is unable to attend the hearing. It is the responsibility of the student and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
3. Bring an advisor to the hearing. The advisor (who may be a faculty member, friend or family member) may not participate in examination of witnesses or presentation of materials or information to the hearing officer/board. The advisor’s role is limited to providing advice and consultation to the student.
4. Challenge the ability of a board member to serve on the judicial board due to knowledge or bias in the case. The decision of whether the board member shall serve rests with the judicial board as a whole.
5. Question witnesses who are present through the board chair or hearing officer.
6. Be informed of the disciplinary outcome.

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

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

A student found responsible for a student conduct or disciplinary violation may file an appeal with the Academic Integrity and Discipline Committee. Appeal forms are available in the Office of Student Services located in 210 Student Health Center. A disciplinary appeal must be filed in writing within three (3) working days after a disciplinary decision is rendered. It must be delivered to the vice president for student services located in 210 Student Health Center.
Please Note: There are different timelines and procedures for addressing academic misconduct appeals. Please refer to the Academic Integrity Policy located in the ACADEMIC POLICIES section of this handbook.

A disciplinary appeal may be submitted based on one or more of the following:
1. Denial of due process (i.e., failure to follow stated procedures);
2. Inadequate information to support decision; and/or
3. Sanction not in keeping with gravity of wrongdoing (i.e., too harsh).

Upon receipt of the appeal, the Academic Integrity and Discipline Committee may:
1. Affirm the original decision and sanction;
2. Affirm the original decision, but lessen the sanction;
3. Reverse the original decision; or
4. Return the case to the appropriate board or administrative hearing officer for a new hearing.
5. In the event the committee needs clarification of the basis of the appeal or of the board’s recommendation, the committee may hear from the student and/or a board representative for this limited purpose.

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

OFFENSES SUBJECT TO DISCIPLINARY ACTION
Any student, non-student or student group found to have committed any of the following is subject to university disciplinary action:

1. Forgery, alteration, unauthorized possession, or misuse of university documents, records, or instruments of identification.
2. Misrepresenting information or furnishing false information to the University, including filing a false police report.
3. Knowingly presenting an insufficient check or forging a document in payment to the University or to a member of the University community acting in an official capacity, or failure to make satisfactory arrangements for the settling of accounts with the University.
4. Threatening, attempting, or committing physical harm to any person, including one’s self. Students who make threats of serious physical violence - including but not limited to threats to kill other individuals - and/or who attempt to or commit serious acts of physical harm are subject to suspension from the University.
5. Destruction, damage, attempted damage, or tampering with personal or university property, including, but not limited to, acts of arson and vandalism.
6. Theft, attempted theft, or possession of stolen personal or university property, including, but not limited to, acts of larceny, burglary, breaking and entering, or robbery.
7. Possession, use, or distribution of narcotics, hallucinogens, barbiturates, or amphetamines, and other controlled substances defined by Arkansas law, except as expressly permitted by law. Students violating university policy by using or possessing hard drugs or large quantities of marijuana are subject to suspension from the University. Students found guilty of using or possessing a small quantity of marijuana will be required to complete a drug education program and are subject to other disciplinary action.
8. Possession of instruments of crime associated with use of a controlled substance.
9. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages on university property, university owned or leased vehicles, or university-sponsored events. Students violating university policy by using or possessing alcohol will be required to complete an alcohol education program and are subject to other
disciplinary action.

10. The use of any tobacco products anywhere on campus and in any vehicle owned or leased by the University.

11. Unauthorized possession, storage, and/or use of a weapon. This includes, but is not limited to, fireworks or other explosive devices, swords, long-bladed knives, BB or pellet guns, or firearms (see firearms policy for additional information).

12. Gambling on university controlled property.

13. Participation in hazing. Hazing is defined as any intentional action taken or situation created, whether on or off university property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities shall include, but not be limited to, paddling, beating, scavenger hunts, road trips, any activity resulting in fatigue, physical or psychological shock, wearing apparel that is uncomfortable to the individual or which is conspicuous and not normally in good taste, engaging in public stunts or buffoonery, morally degrading or humiliating games or activities, giving of food or drink that is distasteful or designed to provoke nausea, any form of verbal harassment, any action created subjugating an individual to a condition in which the person might tend to lose self-respect, suffer injury to personal dignity, or is required to compromise personal values, any activity which interferes with scholastic duties, threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetuated) of the IFC, IGC, NPHC or Panhellenic Hazing Code and/or Constitution.

14. Disorderly conduct including, but not limited to, violent, noisy, or drunken behavior, public intoxication, and the use of abusive or obscene language on university controlled property or while representing the University, or attending a university function.

15. Any interference with functions or activities of the University and the educational programs, including interferences as follows:
   a. Unauthorized occupancy of university facilities and blocking access to or from such facilities; and/or
   b. Infringements on the rights of students, faculty, staff, or other authorized personnel to gain access to any university facility for the purpose of attending class, participating in an interview, university conferences, or other university activities.

16. Disrupting the peace and good order of the University including, but not limited to, fighting, quarreling, inciting to riot, or other disruptive behaviors.

17. Any violation of university rules regarding the operation and/or parking of motor vehicles.

18. Violation of visitation or closing hour regulations.

19. Lewd and lascivious behavior, indecent exposure, illicit sexual relations or perversions.

20. Malfeasance or misuse of elective or appointive office in a student organization that is injurious to the organization, its members and/or the welfare of the university community.

21. Violation of state, federal, local laws or ordinances, or of any university rules, regulations, or policies as approved by the officers of the University.

22. Failure to comply with directions of University officials acting in the performance of their duties.

23. Failure to respond to requests from university officials for conferences on matters pertaining to the student's status in the University including, but not limited to, failure to respond to mail, telephone messages, and email messages.

24. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.

25. Unauthorized presence on or use of university premises, facilities or property.

26. Harassing or alarming another person. This includes, but is not limited to, racial and sexual harassment, attempting or threatening to strike, kick or otherwise subject another person to physical contact; making an offensive coarse utterance, gesture, or display; addressing abusive language to any person; following a person in or about a public place or places; making threatening, obscene, or 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.

27. Intentionally engaging in sexual conduct with another person without the consent of the person, soliciting sex with a minor, or viewing photo or video images of a minor. (See Sexual Misconduct Policy for additional information).


29. Threatening, harassing, or obscene telephone calls.

30. Submitting false information on admissions documents.

31. False reporting of an emergency including, but not limited to, false fire alarms and bomb threats. **Students found guilty of false reporting of an emergency are subject to a minimum two-semester suspension from the University.**

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

33. Violation of the computer use policy. (See Computer Use Policy in handbook for further details.)

34. Acting disorderly or disrupting the classroom.

35. Filming or videotaping individuals engaged in sex, nudity, or similar behaviors without their knowledge or permission.

36. Threatening, intimidating, or harassing individuals involved in the disciplinary process, including complainant, witnesses, accused, hearing officer, or board members.

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

38. Student or student groups who retaliate or seek revenge by taking the law into their own hands including, but not limited to, showing up in mass and acting in a harmful or threatening manner.

39. Aiding or assisting in any of the conduct described above.

**DISCIPLINARY ACTION**

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

1. **Warning** - Notice, oral or written, that a specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action, such as probation or suspension. The student is officially warned that further unacceptable behavior will result in more serious action.

2. **Probation** - The student's participation in university life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of university regulations may lead to more serious disciplinary action, such as suspension or expulsion. Restrictions on privileges may also be conditions of probation.

3. **Housing Probation** - The student's participation as a resident in the University's housing system is placed on a provisional basis.

4. **Relocation to Another Housing Unit.** The student is relocated from his/her residence hall or apartment to another location.

5. **Removal from Housing** - The student's participation as a resident in the University's housing system is denied.

6. **Removal from Academic Class.** The student is removed from an academic class for behavioral reasons.

7. **Counseling** – Any student who is judged to be a threat to him or herself or other individuals, or who violates other university policies, may be required to attend counseling.

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8. **Suspension** - When a student's behavior is unacceptable to the extent that it reflects unfavorably upon character, judgment, and maturity and/or is harmful to the well-being of the student body and the University, the student may be suspended from the University.
   a. Active Suspension - the student is separated from the University and must leave the campus for a specified period of time after which the student is eligible to petition for readmission. The Vice President for Student Services' Office is to be notified when a student requests readmission.
   b. Immediate Suspension - a student is subject to immediate suspension from student housing or the university pending an official disciplinary hearing when conduct jeopardizes the safety of the student, other members of the university community, and/or institutional property. A hearing will be scheduled as soon as possible, but no later than five (5) calendar days after the immediate suspension.

9. **Expulsion** - The student shall be separated from the University on a permanent basis.

10. **Additional Sanctions** - In addition to the previously stated actions, any of the following may be included as a part of any action taken:
   a. Reimbursement for damages;
   b. Loss of privileges;
   c. Restricted intervisitation;
   d. Denial of participation in social or extracurricular activities;
   e. Removal from elective or appointive office;
   f. Ineligibility for pledging, initiation or representation of the University;
   g. Periodic interviews with a Student Services staff member for the purpose of counseling; and/or
   h. Work, self-improvement, community service, or educational projects.

11. **Loss of Access** - Any student who has been separated from the University by suspension or expulsion as a result of disciplinary action shall be denied the privileges of the University and of university organizations during the period of such expulsion or suspension. Such students shall not be permitted to participate in any university recognized function or stay in any residence hall or other university owned/controlled housing.

12. **Ban from Campus or Facilities.** A non-student may be banned from campus for an indefinite or specified period of time, and is subject to arrest for criminal trespass if the ban is violated. A student may be banned from specified campus facilities, including housing units, and is subject to arrest and/or further disciplinary action if the ban is violated.

13. **Parent Notification.** The University will notify a parent or legal guardian of a student who is an entering freshman (initial two semesters) and under the age of twenty-one (21) if he/she violates any rule or policy of the university governing the use or possession of alcohol or controlled substances.

14. **Disciplinary Fee for Non-Compliance.** Students who fail to complete an assigned educational sanction will automatically be assessed a monetary fee that must be paid within 30 days from the time they are notified. Assessment of a monetary fee does not relieve students of the requirement to complete the assigned educational sanction. The assigned educational sanction must be completed during the following semester. In the event a student fails to pay the monetary fee and complete the assigned educational sanction, all university records will be flagged preventing re-enrollment. Upon fulfillment of the above-stated requirements, students will then be eligible for re-enrollment. Fees that will be assessed for specified sanctions are as follows:

<table>
<thead>
<tr>
<th>Educational Sanction</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Alcohol Education Program</td>
<td>$50</td>
</tr>
<tr>
<td>Drug Education Program</td>
<td>$50</td>
</tr>
<tr>
<td>Violence Prevention Program</td>
<td>$50</td>
</tr>
<tr>
<td>Counseling Program</td>
<td>$50</td>
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</tbody>
</table>
15. **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, school-sponsored activities, and other student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the University. Such responsibilities include:
   a. Complying with all university regulations;
   b. Taking reasonable steps, as a group, to prevent violations of law or university regulations by members of a group; and,
   c. Being willing to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the University.

2. Failure to accept the responsibilities of group membership may subject an organization to permanent or temporary suspension of charter, withdrawal of university recognition and/or support, social probation, denial of use of university facilities, or other appropriate actions. All university organizations are subject to disciplinary actions administered by the vice president for student services or designee. The vice president for student services reserves the right to monitor all university student organizations.
   a. Groups involved in fairly serious policy violations are subject to immediate suspension of some or all activities while an investigation is being conducted.

**MEDIATION OPTION**

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

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

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

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

**FIREARMS POLICY**

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 Services.

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 § 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.

**BEHAVIORAL INTERVENTION PLAN**

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

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

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

Students who are **involuntarily withdrawn** from the university have the right to appeal the BIT decision to a three (3) person judicial panel composed of senior-level university administrators. Students will be afforded due process rights including notice of a hearing, and the ability to appear before and present evidence on their behalf. The decision of the judicial panel is final. (All other appeals of decisions by the BIT are handled through the regular university appeals process.)
Individuals can find the Behavioral Intervention Plan in its entirety by going to the UCA website and check Behavioral Intervention Plan listed under the A-Z index.

SAFETY & 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 35 full-time employees including 27 sworn, full-time police officers who have full investigative and arrest authority on the campus, contiguous streets and highways, and throughout the state of Arkansas when conducting official business of the University pursuant to A.C.A. 25-17-305. The Department also maintains a 24-hour 911 Communications Center and a Parking and Traffic Services Office which provide additional public safety services to the academic community.

The UCAPD is a service-oriented agency employing the philosophy of community policing within its jurisdiction. This philosophy is based upon the concept that police officers and the campus community as a whole can work together in creative ways to solve problems related to crime prevention. The primary focus of community policing is to foster positive interactions between the police, students, and staff. UCAPD maintains and promotes respect for the individual rights and dignity of all persons and is dedicated to excellence in all of the services that are offered on a year-round basis. University officers are trained to understand the needs of students, faculty, staff and visitors. Police officers, equipped with two-way radios, patrol the campus by vehicle, foot, and bicycle. Comments or suggestions are always welcome by contacting the UCA Chief of Police at (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.

**UCAPD Public Information Officer** - Officer Michael Hopper, Public Relations and Information Officer, serves as the UCA Police Department’s Public Information Officer. Ofc. Hopper is available to answer media inquiries and provide the public with information regarding UCAPD activities.

**UCAPD Clery Notification Methods** - The UCA Police Department’s Clery Annual Security Report is the university’s “student right to know” report. An updated hard copy is printed each year in September. Copies are available in the UCAPD lobby. Persons requesting copies may contact the UCAPD Operations Support and Compliance Commander at (501) 450-3111. A digital version is available online on the UCAPD website at [http://ucapd.org/go/cleryreport](http://ucapd.org/go/cleryreport). The UCAPD Crime, Incident and Activity Report is updated monthly and is available by contacting the UCAPD Administrative Services Commander at (501) 450-3111. UCAPD also publishes a daily activity/crime log, fire log and campus bulletins which can be accessed on the UCAPD Web site.

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

**Institutional Response to Crime Reports** - Upon receipt of a call or other notification of a crime, a university police officer will be dispatched to handle the complaint. The officer will investigate each reported incident and prepare an initial report. Follow-up investigation will also be conducted by the UCAPD’s Criminal Investigations Division. The initial and follow-up police reports will be prepared for use by UCA authorities, city, county or federal prosecutors, and other law enforcement agencies. Members of the community are reminded that it is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved.

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

**Reporting Crime and Other Emergencies on Campus** - The UCAPD is located on campus at the intersection of Marian Ross Avenue and W. J. Sowder Street, between State and Hughes Hall. Persons needing EMERGENCY assistance at any time should call the UCA Police CommCenter by dialing 911 from campus office telephones, residence hall telephones, telephones at campus-owned houses or fraternity houses, or on cell phones. General assistance can be obtained by calling 450-3111. Assistance can also be summoned by pushing the call button on any blue light emergency telephone or elevator emergency telephone located throughout the campus. The dispatcher instantly knows the location of the caller and will ask what type of assistance is needed.

The UCA Police Department’s lobby is open 24-hours a day. The on-duty Dispatcher is available to assist at the lobby window. A local access telephone and a library of free crime prevention, safety and health brochures are also available in the lobby. The web address for the UCAPD is [www.ucapd.com](http://www.ucapd.com). Contact information for each member of the UCAPD is located on the website.

UCAPD will respond as quickly as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and the severity of the call. Crimes in progress, traffic accidents and medical assists have a higher priority than
It cannot be stated enough how important it is to promptly and accurately report crime, no matter where it occurs. If a crime is not promptly reported, evidence can be lost and/or a suspect could elude arrest. If a crime is not accurately reported, leads could be missed and an investigation could head in the wrong direction. If you see a crime or emergency, promptly report it to UCAPD and answer questions as accurately as you can. The investigation can only be as good as the information received. If you see or receive knowledge of criminal activity or other emergencies, or if you are the victim of such, please contact UCAPD or any campus official.

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

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

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

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

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

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

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

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

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

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

**SHELTER-IN-PLACE PROCEDURES**

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

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

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

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

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.

3. Shut and lock all windows (tighter seal) and close exterior doors.

4. Turn off air conditioners, heaters, and fans.

5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation system as soon as possible as applicable.)

6. Make a list of people with you and ask someone (Housing staff, faculty, or other staff) to call the list in to UCAPD so they know where you are sheltering. If only students are present one of the students should call in the list.

7. Turn on a radio or TV and listen for further instructions.

8. Make yourself comfortable.

CRIME AWARENESS/REPORTING

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

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

Each month a complete accounting of reported criminal offenses and police activity is summarized and reported to the President and other key administrators and is available upon request. In addition, each month selected offenses used to gauge fluctuations in the overall volume and rate of crime (which are the same offenses required to be disclosed under the Campus Security Act) are reported to the Arkansas Crime Information Center and the Federal Bureau of Investigation in an identical summary as reported by city, county and other state law enforcement agencies. Each year, the Federal Bureau of Investigation publishes a book of crime statistics called “Crime in the United States” which includes accurate accounting of the criminal incidents which occurred on the UCA campus as well as other campuses within the state and the nation. Similarly, each year the Arkansas Crime Information Center publishes the crime statistics in a book called “Crime In Arkansas.”

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

Annual Fire Safety Report - If a fire occurs in a UCA building, community members should immediately notify UCAPD at (501) 450-3111 or 9-1-1. UCAPD will respond and will dispatch the Conway Fire Department. If a member of the UCA community finds evidence of a fire that has been extinguished, and the person is not sure whether UCAPD has already responded, the community member should immediately notify UCAPD to investigate and document the incident.
The fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is your own safety!

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

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

UCAPD publishes this fire safety report as part of its annual Clery Act compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for UCA. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (see chart on page 11 for more information). The compliance document is available for review 24 hours a day on the UCAPD Web site at www.ucapd.com.

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

Health and Safety Inspections - Housing and Residence Life staff perform residence hall/apartment health and safety inspections monthly. Inspections will be announced. The safety and cleaning inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the UCA Student Handbook policies and procedures which include the rules and regulations for residence halls/apartments. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room/apartment. Prohibited items will be immediately confiscated disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

SAFETY PROGRAMS & SERVICES
UCA offers a number of educational programs and safety services to promote safety on campus.

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

- UCA Police bike team officers patrol residence halls both day and night to provide a
highly visible deterrent to crime and to enhance communication with students.

- Residence hall fire drills are conducted once each semester, and tornado and severe weather drills once per year to educate students on proper procedures in case of fire or severe weather emergencies.
- Residence halls frequently offer programs on sexual assault prevention, alcohol and other drugs, theft prevention, sexually transmitted diseases and other workshops to educate students about personal safety and health related issues.
- The UCA Police sponsors self-defense classes periodically or on an as needed basis for groups to provide a means of learning effective and simple ways for students to defend themselves against an attack.
- The UCA Police Speakers Bureau provides crime prevention and awareness programs for campus community groups, faculty and staff, student and other organizations, and campus residents.
- UCA supports a system of “blue light” emergency telephones throughout the campus on walkways and in parking facilities to provide direct communication with the UCA Police Department.
- The UCA Police Department provides escort of cash transfers and of persons who desire the security of a police officer when traversing the campus or returning to their vehicle at night.
- Engravers are available through UCA Police which allows students to engrave belongings with personal identification numbers, making it easier to retrieve stolen property.
- On-site examinations of a physical facility and its surrounding property are conducted by UCA Police officers for the purpose of determining security status, identifying deficiencies, and defining and recommending the protection needed.
- University Health Service is available to treat minor injuries and illnesses.
- The UCA Police Department operates a 911 public safety answering point and receives directly all 911 calls made from campus or university owned or controlled properties enabling UCA Police to respond to any police, fire or medical emergency and dispatch appropriate services instantly.

Theft Prevention Tips For Houses, Residence Halls or Apartments

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

Operation Identification - Operation ID is a nationwide program designed to discourage burglary and theft of valuables. It also provides a way for you to easily identify stolen property, and increases law enforcement’s chances of recovery and conviction.
Most burglars steal valuables for resale. But if you mark all items permanently (name and/or numbers) the burglars may be unable to sell them. If a criminal knows all your valuables are marked, he or she may look for easier and more profitable victims.

How to participate in Operation Identification:

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

Crime Prevention Tips For Your Personal Safety

- After dark, avoid unlighted, vacant or deserted areas. If you are being followed or see suspicious activity, move to a lighted building or area and attract the attention of other people. Dial 911 or use a blue light or elevator emergency phone to contact the UCA Police Department.
- Avoid walking alone after dark. Call the UCA Police Department to request an escort on the campus or adjacent areas. Walk with a friend or in a group.
- Avoid jogging alone – day or night.
- Never hitch a ride from a stranger
- Be aware of your surroundings and other people who may be around you.
- Consider carrying a noise-making device (such as a whistle) with you.
- Consider waiting for the next elevator rather than entering an elevator alone with a stranger. Stand away from the elevator door to avoid being pushed inside. If you are assaulted while inside an elevator, hit the ALARM BUTTON and not the emergency stop button.
- Always have your keys in your hand and ready for use when you approach a locked door or vehicle.
- Look around your vehicle and in the back seat before getting in.
- Drive on well-traveled streets; keep your doors locked. Make it a habit to lock your doors as soon as you get into your vehicle.
- If your vehicle breaks down, stay inside and open your window only slightly. If someone stops to help, stay inside and speak to them through the window – ask them to call for help.
- Where possible, engrave your driver’s license or identification number on valuable items. An engraving tool is available for your use at the UCA Police Department.

Obscene and Annoying Telephone Calls

- Hang up as soon as you realize the nature of the call.
- Use caller ID, your answering machine or voice mail to screen calls. Also, use an answering machine or voice mail to record an obscene or annoying caller for possible evidence.
- If you receive repeated calls, keep a log of the time and contents of the call(s). Listen for background noise that might help identify the location from which the call was initiated.
- Call the UCA Police Department for more assistance.
What To Do In the Event You Are Assaulted - Although your personal safety is maximized when you take precautions, you may still someday be the victim of a crime. Your reaction can affect whether or not you are physically harmed. You should think NOW about how you might react under a variety of circumstances. Are you prepared to scream and yell? Are you prepared to use physical force to resist? If you are faced with an armed criminal, cooperating with his or her demands may minimize the risk of injury. Avoid sudden movements and do what he or she demands. If you believe your life is in danger, use any defense you can think of (screaming, kicking, biting, running). Your objective should be to get away.

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

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

After investigating the missing person report, should UCAPD determine that the student is missing and has been missing for more than 24 hours, UCA will notify surrounding law enforcement agencies and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UCA will notify the student’s parent or legal guardian immediately after UCAPD has determined that the student has been missing for more than 24 hours.

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

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

Dean of Students
    To Be Determined, 450-3416
Director of Counseling Services
    Dr. Susan Sobel, 450-3138
Director of Housing and Residence Life
    Mrs. Stephanie McBrayer, 450-3132
Director of Athletics
    Dr. Brad Teague, 450-3150
Associate Vice President for Human Resources
    Dr. Graham Gillis, 450-3181
Executive Vice President and Provost
    Dr. Steven Runge, 450-3126
Medical Coordinator of Student Health Services
    Mrs. Sandy Childress, 450-3136
Director of Student Wellness & Development
    Mrs. Jenna Davidson, 450-3133

UCA Staff - Other university staff have responsibility for promoting a safe and secure environment.
Residence halls are staffed by professional live-in Hall Directors and several upper class Resident Assistants who live on residential floors. These individuals are responsible for enforcing residence hall and university policies, presenting programs on a variety of issues, handling students’ personal concerns, and responding to emergency situations. Residence hall staff are on call 24-hours a day. The Department of Housing and Residence Life office is open from 8:00 a.m. to 4:45 p.m., Monday through Friday. The telephone number is 450-3132.

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

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

**Campus Grounds and Environmental Crime Prevention** - The University of Central Arkansas is a public institution open to the general public during normal business hours. The UCAPD, Department of Physical Plant, Office of the Executive Vice President, and Student Government Association work hand-in-hand to provide the safest possible environment at the University of Central Arkansas. Each Fall semester, members of the executive administration, Student Government Association, Director of Physical Plant, Chief of Police and others conduct a night safety walk to review conditions on the campus. Such walks in the past have led to increased signage, lighting, trimming of greenery, etc. Additionally, UCAPD personnel routinely check to see that exterior lights are functional, blue light and elevator phones work, exterior doors are locked when appropriate, and any observable safety concerns are corrected.

**Facility Security**

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

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

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

- Students who lose their key will have their room re-cored as quickly as possible after the key is reported missing.
- Installation of outside door locks cored to residents’ room key, or computerized card access system, both of which restrict non-residents access to the residence halls during late night hours.
- Installation of security alarms on rear exit doors to minimize the propping open of doors.
- Installation of telephone call boxes at the entrance to each residence hall.

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

**Access to Campus Facilities**

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

**Residence Halls** - Access to residence halls is restricted to residents, their approved guests, and other approved members of the university community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. UCAPD officers patrol the residence halls on a regular basis.

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

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

- Non-residents are not permitted in the residence halls unless they are a guest of a resident, or have other legitimate purpose for visiting a hall. All guests must be escorted by a resident of that building at all times.
- Alcohol and drugs are banned from campus. Students are not permitted to possess or consume alcohol or non-prescription drugs in the residence halls or other parts of the university campus.
- Weapons, firearms, and explosive devices are not allowed on campus or in the residence halls (see UCA Firearms Policy for additional information).
- UCAPD enforces a 10:00 p.m., quiet hour policy outside the residence halls.
- Residence hall exterior doors are locked 24 hours. Residents must use their access card to enter their building when doors are locked.
- Academic classroom buildings are normally locked after the last class or scheduled event.
- Non-students who come onto campus and violate university policies may be subject to a disciplinary hearing which could result in a ban from campus.

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

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

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

Other Locations

UCA maintains relationships with three (3) other campuses or locations where a very small number of students may complete some of their coursework toward a degree. These institutions/locations and Web sites on which Clery crime statistics and other security information can be obtained are as follows:

- Mid-South Community College
  http://www.midsouthcc.edu/assets/files/downloads/About_downloads/consumer.pdf OR
  http://www.ope.ed.gov/security/
- Baptist Hospital School of Nursing
  http://www.ope.ed.gov/security/
- St. Vincent Infirmary
  This is not a Title IV institution and Clery crime statistics are not available.
DIVERSITY STATEMENT

“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.”

DIVERSITY, EQUITY, OR CIVILITY CONCERN REPORTING

In keeping with the University of Central Arkansas (UCA) non-discrimination policy in employment, admissions, and other functions and programs, UCA does not discriminate against a person on the basis of gender, race or color, ethnicity, religion, spiritual beliefs, national origin, age, familial status, socioeconomic background, sexual orientation, disability, political beliefs, intellectual perspective, genetic information, military status, or other factors irrelevant to participation in its programs.

In alignment with UCA’s core values of community, collegiality, integrity, and respect, 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. 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. To that end, all individuals are worthy of dignity and value; therefore, communications should contribute to mutual respect, campus collaboration, and positive associations.

Reports of discrimination, inequities, or incivility may be made to the Office of Institutional Diversity at: Institutional-Diversity@uca.edu or 501.450.3135.

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/apartments owned or leased by the University) and in any vehicle owned or leased by the university. Electronic cigarettes 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, Methamphetamine (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), Qualudes, and Alcohol.

**OPIOIDS AND MORPHINE DERIVATIVES** - Opioids and morphine derivatives can cause drowsiness, confusion, nausea, feelings of euphoria, and respiratory complications and death. Long-term use often leads to physical dependence and addiction. Types of drugs include: Codeine, Hydrocodone, Heroin, Morphine, 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 AND TREATMENT PROGRAMS**
There are a number of groups, offices, agencies, and hospitals in central Arkansas that offer drug treatment and rehabilitation services/programs. Options can be located at
Yellopages.com under the headings “Alcoholism Treatment Centers” and “Drug Rehab.” The UCA Counseling Center (Student Health Center – 3rd floor, 450-3138) can provide referrals for those with alcohol and other drug issues. UCA Student Wellness and Development, (Student Health Center – 3rd floor, 450-3133) provides and Alcohol/Drug Awareness programming and courses.

**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) he appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he is likely to endanger himself, other persons or property, or that he unreasonably annoys persons in his vicinity; or (2) he consumes an alcoholic beverage in a public place. Public intoxication is a Class C misdemeanor, and can result in (1) a fine of up to $150, and/or (2) imprisonment in the county jail (or other authorized institution) for up to 30 days.

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

**Federal penalties and sanctions for illegal possession of a controlled substance** - 21 U.S.C. 844© - First conviction: up to one (1) year imprisonment and fined at least $1,000 but not more than $100,000, or both. After first prior drug convictions: at least 15 days in prison, not to exceed two (2) years and fined at least $2,500 but not more than $250,000, or both. After two or more prior drug convictions: at least 90 days in prison, not to exceed three (3) years and fined at least $5,000 but not more than $250,000, or both. Special sentencing provisions for possession of crack cocaine: mandatory at least five (5) years in prison, not to exceed 20 years and fined up to $250,000, or both if: (a) first conviction and the amount of crack possessed exceeds 5 grams, (b) second crack conviction and the amount of crack possessed exceeds 3 grams, (c) third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram. 21 U.S.C. 953(a) (2) and 881 (a)(7) - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment (See special sentencing provisions re: crack.) 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 844(a) - Civil fine of up to $10,000. 21 U.S.C. 853(a) - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second or subsequent offenses. 19 U.S.C. 922(g) - Ineligible to receive or purchase a firearm. Misc. - Revocation of certain Federal licenses and benefits, (e.g., pilot license, public housing, etc.) are vested within the authorities of individual Federal agencies.

**OTHER POLICIES REGARDING ALCOHOL, TOBACCO, AND OTHER DRUGS AT UCA**
- For information regarding other alcohol or drug policies, consult other sections of the UCA.
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 Services.

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 Life
- Awareness and Risk Reduction programs provided by Student Wellness and Development, 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, Student Wellness and Development, 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/her mind, respect his/her wishes.
- Do not assume previous sex gives permission for future sex. Again, listen to what the person has to say.
• Do not assume a person enjoys force or pressure to have sex. People wish to be treated with care and respect. Forced sex is nothing more than a violent and criminal act.
• Do not assume a person who dresses in a particular fashion and acts provocatively wants to have sex.
• Realize that alcohol and drugs are not an excuse to have sex. You do not have the right to take advantage of a person who is intoxicated or incapable of saying no.

DEFINITIONS FOR SEXUAL MISCONDUCT

Sexual Assault
Deliberate physical contact of a sexual nature of another person without that person’s consent. Non-consensual sexual contact: Non-consensual sexual contact is any sexual touching, with any object, by a man or a woman upon another person without consent or making any person touches you or them in a sexual manner. Non-consensual intercourse: Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent.

Rape (Arkansas Definition)
A person commits rape if he/she engages in sexual intercourse or deviant sexual activity with another person: (a) by forcible compulsion; (b) who is incapable of consent because he/she is physically helpless; or, (c) who is less than fourteen (14) years old (the assailant must be two years older than the victim for this to apply); or (d) where the victim is less than sixteen (16) years old and is incapable of consent because of being mentally defective or mentally incapacitated. Rape is a Class Y felony.

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.

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

Gang rape
A rape that involves more than one perpetrator.

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

PROCEDURES FOR OCCURRENCE OF 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.

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 Procedures 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 room 327 - 450-3138) provides short term counseling for a variety of personal problems. The service is free to students, faculty and staff at the University.

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

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

Faulkner County Victims Service Center (Faulkner County Courthouse located at the corner of Robinson and Locust - 450-3051) - Provides advice and assistance to Faulkner County victims who file reports with law enforcement officials. Victims need not prosecute to receive assistance. Service is free to victims.
**University Police** (Corner of W.J. Sowder Street and Marian Ross Avenue - 450-3111 - for emergencies, dial 911) Provides assistance in investigating and prosecuting sexual assault crimes that occur on the UCA campus.

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

**Faulkner County Sheriff’s Department** (Faulkner County Courthouse located at the corner of Robinson and Locust - 450-4914 - for emergencies dial 911) Provides assistance in investigating and prosecuting sexual assault crimes in Faulkner County area (outside the Conway city limits).

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

**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 SEXUAL MISCONDUCT POLICY**

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

Sexual misconduct, including, but not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking, by any faculty member, staff member, student, or a third party who is a participant in a university-sponsored program, event, or activity, is a violation of both state and federal law as well as 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 misconduct primary prevention, awareness, and risk reduction programs and training for the entire UCA community. Sexual misconduct 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 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.

**MANDATORY REPORTING**

The University of Central Arkansas has designated all employees, both faculty and professional staff, as mandatory reporters. Additionally, anyone affiliated with the university in an official capacity, but who may not necessarily be employees (i.e. off-campus student organization advisors) are also deemed as mandatory reporters. When an employee becomes aware of an alleged act of sexual misconduct, the employee must promptly contact the Title IX coordinator, a deputy Title IX coordinator, general counsel or assistant vice president for human resources. The employee should use the Sexual Misconduct Complaint Form, which may be found on the university website. Alternatively, the employee may call the Title IX coordinator and then follow-up by completing the form. The Title IX coordinator and any deputy Title IX coordinator are also available to provide guidance on how to handle a situation to faculty and professional staff at any time. Individuals who are aware of or have experienced an incident of misconduct should promptly report the matter to the Title IX coordinator, a deputy Title IX coordinator, general counsel or assistant vice
president for Human Resources. Sexual misconduct should be reported within 180 days of its occurrence. However, complaints reported after 180 days will still be investigated.

GRIEVANCE PROCEDURES FOR SEXUAL MISCONDUCT CLAIMS
Employees or students of the university who believe they have been subjected to sexual misconduct are encouraged to use the University Sexual Misconduct Grievance Procedures, which may be found on the university’s website, to resolve their complaint.

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

To view the full Board Policy #511 on Sexual Misconduct and to learn more about the University’s efforts to prevent, to stop, and to remedy the effects of sexual misconduct, go to www.uca.edu/titleix.

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 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.

1. Definitions - For purposes of this policy only:

a. “Employees” are all faculty and staff of the University.

b. “Faculty” are all full and part-time employees of the University who teach, graduate students with teaching responsibilities, and other instructional personnel.

c. “Staff” are all full and part-time employees of the University not included in the definition of faculty.

d. “Students” are all full or part-time students of the University.

e. A “consensual relationship” is any dating, romantic, or sexual relationship.

f. “Position of authority” includes, but is not limited to, situations in which an individual is responsible for the evaluation or supervision of employees or students.

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

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

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

To view the full Board Policy #515 on Consensual Relationships, go to www.uca.edu/board/files/2010/11/515.pdf.

HOUSING & RESIDENCE LIFE
UCA’s Housing & Residence Life staff welcomes you to your new home!

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

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

Leadership positions are available to give you career skills and personal development in areas of time management, communication, and decision making. You will have the opportunity to plan events and make decisions that impact your community.

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

HOUSING & RESIDENCE LIFE VISION, MISSION, & 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 & 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/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/apartment both in terms of space and time, and the right to be free of unwanted guests in your room/apartment.

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

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

YOU HAVE THE RESPONSIBILITY to know and abide by the laws of the State of Arkansas, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable residential community. You have the responsibility to remove yourself from situations that include policy violations.

YOU HAVE THE RIGHT to confront another’s behavior which infringes on your rights.

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

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

YOU HAVE THE RESPONSIBILITY to participate in floor/building/apartment complex meetings, and sharing responsibility for adhering to and enforcing community policies and guidelines. These are some of your rights and responsibilities - think about them; talk about them; and make them a part of what you do during your stay here.

GENERAL HOUSING INFORMATION
The Department of Housing & Residence Life office is located in Bernard Hall, Room 201. The housing staff strives to maintain a positive living learning community environment.

Housing Deposit Information
The housing deposit insures against damages and 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 Lease for specific information concerning cancellation, forfeiture of deposit, and lease buy-out fee.

Lease Information
All students living in university housing are required to sign a lease for the academic year (2 semesters). If a student leaves their residence hall or apartment before their lease expires, they are required to buy-out the remainder of the lease for $425.00. These students also forfeit their $100.00 Housing deposit. Students may be automatically exempt from the buy-out option if they meet certain criteria, such as graduation. First-time entering freshmen are required to live on campus the first two semesters and do not have a Lease Buy-out option. Refer to your housing lease or contact the Housing and Residence Life Office for more information.

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

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

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

Freshman Residency Requirement
All unmarried full-time freshmen students who enter with less than 21 semester hours credit (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 Housing and Residence Life Office, 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 or aunt/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 & 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 make application for withdrawal.

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

RESIDENCE LIFE STAFF
Assistant Director (ADs)
The Assistant 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 Assistant Director is responsible for all activities in the residence halls or apartments that are in their ‘area’ of campus, which include Residence Coordinator and Resident Assistant supervision and crisis intervention. The Assistant Director offices are located in Bernard 201 and they can be reached by email or phone to schedule an appointment.

Residential Student Conduct Coordinator
The Residential Student Conduct Coordinator is a full-time, professional staff member with a master’s degree in college student personnel, counseling, or a related field. The Coordinator is responsible for the management of the student conduct process within the Housing and Residence Life community. The Residential Student Conduct Coordinator can be reached by calling the Housing & Residence Life Office at 450-3132.

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 the apartment complex 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. His/her duties include directing and enforcing housing policies, helping residents with problems, clarifying university practices and policies, developing and preserving a harmonious community living
environment, overall responsibility of daily building operations and working with students in the development of programs and activities.

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

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

At least one RA per hall/complex is “on duty” every night of the week. In residence halls, RA duty schedules are posted at the front desk and near each RA’s room door. In apartments, RA duty schedules are posted near each RA’s apartment and on the office door. If there is a problem, find your RA or go see the RA on Duty. RA duty hours are from 4:30pm to 8:00am Monday thru Thursday and 24 hours from 4:30pm on Friday to 8am 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 Coach (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 much more. Additionally, PCs are trained extensively on campus resources and ensure students connect with relevant and timely information.

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/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 http://www.ucarha.org/ 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 Residence Coordinator serves as the advisor to the Cubs.

**Big Bear Heroes**
Are you passionate about social justice? Join the Social Justice League (SJL) as a Big Bear Hero and share your ideas for programs to bring awareness of social justice issues to the UCA campus. Don’t have ideas but want to help? No problem. Help SJL with campus-wide programming every month, as well as One World Week events in the spring. Do you have your cape on?

**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/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/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 http://www.ucarha.org/ for more information.

**Social Justice League (SJL)**
The Social Justice League is a student-run organization whose mission is to educate the University of Central Arkansas residence halls, apartment complexes, and the campus community about various issues of diversity and social justice through thought provoking and entertaining programs. SJL is always looking for passionate members to help carry out the organization’s mission.

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

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

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

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

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

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

University furnishings of any kind are forbidden on the balconies.

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

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

**Bicycles, Motorcycles, In-Line Skates, 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).

**Cable Television**
One basic cable TV service port is provided in each student residence hall room or apartment living room, and is included in the room and board fee. Students are asked to provide their own cable adapter, available in most merchandise stores. Periodic checks for cable signal leakage or splicing occur throughout the year. Outside antennas/satellite dishes are prohibited in all housing facilities. Any TV must have a digital tuner or the student will be required to purchase a digital converter box from Conway Corporation.

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

**Care of University Furnishings**
The University of Central Arkansas has provided each room/apartment with basic furnishings. No furniture or appliances should be removed from a room/apartment. **Apartment students should not place University furnishings outdoors. 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/her own. Damage to room/apartment or room/apartment furnishings beyond the limits of reasonable wear will be charged to the occupants of that room/apartment. A Room/Apartment Condition Report (R/ACR) will be provided to protect against improper charges to a student's account. It will be assumed that any damage to the room or room furnishings, which is not noted on the 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/apartment equipment, or other property will be assessed against the student responsible. If the person responsible cannot be determined, the cost of the damages will be divided among the room/apartment occupants.

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

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

**Checking out of Residence Halls & Apartments**
When students check out due to a room change, or to leave the university, they must check out with the Residence Coordinator or Resident Assistant on duty. Residents will need to sign their RCR/ACR, return the key, remove all personal belongings, and clean the room to its original condition. At the end of each semester, students must check out within 24 hours of their last final. Failure to check out properly with a residence life staff member will result in a $50 improper check-out fee. Failure to return your key will result in a $50.00 fine for traditional residence halls/$75.00 for apartments/suite style residence halls charge to re-core the lock if the key is not returned, a $10.00 charge if an access card is not returned, and minimum $75.00 charge if the room/apartment is not clean and free of all belongings and
trash. To appeal any damage charge the student must submit an appeal letter in writing to the Assistant Director within 30 days of the check-out date.

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

Cleaning
Custodians clean the lobby, lounge, hallways, laundry rooms, and community baths (not private baths in suites.) Each resident is responsible for cleaning his/her own room and/or apartment, and a minimum standard of cleanliness is expected from all residents. 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/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/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:
- Personally confront the individuals involved and stop the violation;
- Alert a staff member of the violation; or
- 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.
- **Posters, pictures, or other decorative items cannot cover more than 50% of the wall surface in your room/apartment for fire safety.**
- Do not place decorative items on or around air conditioning units in residence hall rooms or hallways.
- Students are not allowed to paint their rooms, including painted murals.
- Students cannot hang fabric covering their walls, however curtains around the windows are allowed when hung with tension rods.
Students are permitted to lay down their own carpet, but should not tape down the carpet. Students bringing carpet should put their names and room numbers on the center back of the carpet. Staff will place names on carpet when necessary.

- Contact paper is prohibited.
- Do not place aluminum foil, newspaper, or other items covering the windows.
- Students may not hang objects outside their residence hall or apartment windows.
- No decorative items can be hung from the ceiling or light fixtures or sprinkler heads.
- Students are not to decorate their room/apartment with alcohol items. All alcohol items found as decorations will be documented for violation of housing policy. Alcohol items are defined as any item that once contained alcohol or alcoholic beverages (i.e. empty alcohol bottles, empty wine bottles, empty beer cans or bottles, beer 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/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, electric grill (George Foreman type), and coffee makers should only be plugged in during use and should never be left unattended while plugged in.

The use of open-coil, open plate devices (hot plates, broilers, certain space heaters, toaster ovens, and electric fry pans/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 Bear/Donaghey/Farris/New/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/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 antennae/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 & 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.

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

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

Guest/Visitation Policies
Residents are welcome to bring guests 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 10am -2am Sunday through Thursday and 10am - 3am Friday and Saturday. Beyond those hours residents are welcome to bring overnight guests of the same sex into the residence facilities. In the case of double rooms or apartments, prior consent of all roommates is required. Guests are limited to three overnight visits in an academic year. Visits of greater than three nights, even with breaks in between or in different resident's rooms or apartments, are prohibited.

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/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 to request removal of sports equipment that has landed on a roof.

Illness
If there is a medical situation during the operating hours of the Student Health Clinic, the resident is encouraged to seek medical attention at the Student Health Clinic. If there is a medical emergency at any time, residents should contact UCA PD at 450-3111 as well as the hall or apartment staff.
Internet Communications
The Department of Housing and Residence life encourages its residents to become involved and connected to the community in any way possible. The internet has provided additional ways for community members to connect and communicate. However, with these additional means of networking and communicating, extra care and diligence must be taken by community members. The goal of this policy is to help students become aware of the added responsibility associated with these forms of networking and communicating.

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 (limited availability in Baridon Hall). 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/Quiet Hour Policies
Quiet hours are those times during which noise should be kept at a minimum within the halls/apartment complexes. Residents should assume that other residents may be either sleeping or studying and conduct themselves in such a manner as not to disturb anyone. Radios, stereos, and TVs should not disturb others. Noise heard more than one door down or outside the apartment is considered too loud. Quiet hours are from 10:00 PM to 10:00 AM daily.

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 PM to 7:00 AM, Sunday through Thursday, and from 11:00 PM to 7:00 AM on Friday and Saturday. Exceptions to these hours for group activities (i.e. outdoor dances, step shows, etc.) must be approved by the Vice President for Student Services or designee. The purpose of outdoor quiet hours is to provide a reasonable environment for academic pursuits. Any event with
amplified sound must be approved by the Residence Coordinator and the Dean of Students Office.

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.

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.

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

Parking
All students 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. The only exception to the pet rule would be service animals for students with a documented disability. Residents requiring service or emotional support animals must provide written documentation to Disability Resource Center and inform residence life staff.

Private Rooms
Upperclassmen interested in a private room should apply for the room through the My Housing Link on MyUCA. If private rooms are not available students should send an email to Housing and Residence Life at housing@uca.edu to request a private room in the hall/apartment they wish to reside. Private room contracts are available by the semester only. There is an additional charge for students who are offered a private room contract. Private rooms are not available to first semester freshmen.

Registered 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 & Residence Life Department for up to 30 days, and then will be discarded. Failure to remove items from the halls will result in removal charges and storage fees starting at $20.00 per item, 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 swiping their student ID. Propping doors open is prohibited at all times. Students should not attempt to compromise residence hall security at any time. 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.

Residents Without Roommates
When a resident is left without a roommate, the resident has several options:
1. The resident may decide to have a private room at an additional charge; (not available to first semester freshmen or during high occupancy periods);
2. The resident may find another resident to move into the room/apartment;
3. The resident may move in with another resident within the hall/apartment complex or into another hall/apartment complex; or
4. If the resident occupies the last single in the building/complex, he/she may remain in the room without paying the private room charge. A student will not be required to move out of his/her building to consolidate. The resident must realize that a roommate may be assigned at any time and they cannot use the second bed, desk, dresser or closet.

The Residence Coordinator will inform the resident that these options exist and provide the names of students within the hall/complex who are in the same situation. After five school days, the Residence Coordinator will contact each resident to determine if progress has been made. If a resident fails to take any action, the Residence Coordinator will require students in the same building to consolidate (i.e., move together). During consolidation, the resident with the earliest deposit date has the option of staying in his/her present room and being assigned a roommate. The resident with the latest deposit date will be the person who is asked to move. If residents refuse to consolidate they will be assessed the private room charge. These procedures have been developed to create space for students who desire a private room, and to keep students from forcing their roommate out with the intent of obtaining a private room without charge.

Respect for University Officials
In order to maintain an orderly environment, students must show respect for and follow the requests of Housing & Residence Life staff, university police, and other university officials as they carry out their assigned duties. Students who show disrespect to university officials are subject to university disciplinary action (which may include suspension or expulsion) and possible criminal prosecution. Disrespect to a university official may involve acts of violence or threatened violence (to include physically striking, making verbal or written threats, etc.); inciting others to violence; failure to follow directives; intimidation or harassing behavior (including invading personal space, yelling, screaming, etc.); or yelling obscenities or making obscene gestures. Students should comply with the requests of university officials at all times. Individuals who believe they are treated unfairly should still comply with an official's request, and then express their concerns to an appropriate supervisor at a later date.

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

- All searches of residence rooms/apartments by law enforcement officials for the purpose of searching for contraband items will require the resident's permission, probable cause, or a properly executed search warrant. Whenever possible, a university official* or University police officer should accompany off-campus law enforcement officers to insure protection of the student's rights.

- In certain situations, university officials or campus police may enter a student's room/apartment for enforcement of university regulations or for health or safety reasons. Contraband that is found in plain or open view may be confiscated and used in university disciplinary and/or criminal hearings. In certain situations, residence life staff may search a student's room/apartment 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/apartment to perform maintenance services and periodic maintenance checks. Students normally will receive two days’ notice when periodic checks are to be performed. 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/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 Assistant Director for that hall/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/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/apartment will be conducted. The student should be asked to stand outside or in the door frame of the room/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.

* Deans, Directors, Housing and Residence Life Staff including student staff, University Police, or other individuals who are responsible for enforcing university regulations.
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 & 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 / Access Cards
Every resident is issued a room/apartment key. Students who reside in a residence hall with card access capability will have their student ID activated as their access card for their building. STUDENTS SHOULD KEEP THEIR ROOM KEY AND ACCESS CARD ON THEIR PERSON AT ALL TIMES. If a key or card is lost, for security reasons residents must see their Residence Coordinator immediately. Residents will be charged $50 to recode a traditional residence hall room due to loss of key and $75 for apartments, Baridon Hall, New Hall, and Farris Hall. Any student found giving their access card or 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.

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/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/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 may pick up the meal by presenting the sick student's ID.

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

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/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 lease 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/apartment stairways, lobbies, restrooms, laundry rooms, sidewalks, or parking lots. Residents are responsible for trash removal and cleanliness within ten (10) feet of their apartment. Trash dumpsters/bins are available at each apartment complex. Apartments that use individual trash bins from the city of Conway should remove bins from roadway the same day that trash is picked up. A resident who fails to properly dispose of their trash are in violation of housing policy. Apartment residents are subject to citations for violation of city littering ordinances.

Vending Machines
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 / 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/Routers
The use of personal wireless printers/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 www.uca.edu/it/students 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 room/apartment.
- Do not loan keys to others. Report lost or misplaced keys immediately to a residence life staff member (Residence Coordinator or Resident Assistant).
- Report any suspicious people or behavior to a residence life staff member or call university police, 450-3111.
- Report incidents of vandalism or property destruction to the residence life staff.

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/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.

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

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

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

Policies for university housing have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of fellow residents. Ideally, you as a resident accept the responsibility involved with living in a community, and should make an effort to be aware of how your actions affect your neighbors and suitemates. You are encouraged to confront and report violations of policy to your Resident Assistant. Resident Assistants are required to report violations of university and housing policy to a Residence Coordinator. Depending on severity, an alleged violation can be handled in several ways.

Informal Disciplinary Process
An informal disciplinary process has been developed to provide a non-adversarial atmosphere for adjudicating violations of housing policies.

Assignment of Case - A student who has been documented for violating a housing policy may have their case heard informally by their Residence Coordinator or the Student Conduct Coordinator.

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

Notice of Informal Hearing - Upon completion of investigation, the Residence Coordinator/Student Conduct Coordinator will contact the accused student requesting his/her presence at an informal hearing. The hearing officer will specify which policy the student was documented as violating. The Residence Coordinator/Student Conduct Coordinator need NOT give 72 hours notice of hearing (as normally provided for a formal hearing).

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

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

Failure to Appear - A student who fails to appear for an informal hearing after receiving notice is subject to the following: The hearing officer may follow up by telephone 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 until the next administrative working day to accept or reject the decision (as listed in the procedures above).

Formal Disciplinary Process
For information on the University's Formal Disciplinary Process, please refer to the student handbook section regarding Standards of Student Conduct.
**Group Cases** - When several students as a group are 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.


This handbook may be subject to change as circumstances require
EMERGENCY REFERENCE LIST

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

Music by Homer F. Hess  
Words by Ora Blackmum

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

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

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

Chorus

Then we'll unfurl our colors the Purple and the Gray,  
And in the breezes see them ever proudly sway:  
They lead us upward, they lead us onward,  
They lead us to victory.

Then let us gather round with loyal hearts and true,  
Our Alma Mater’s call obey;  
Our dear old colors will live forever,  
The royal Purple and the Gray.
STUDY SCHEDULE

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Class Schedule</th>
<th>Study Schedule</th>
<th>Work Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON</td>
<td>______________________________________________________________</td>
<td>__________</td>
<td></td>
</tr>
</tbody>
</table>
| TUE | ______________________________________________________________ | __________________ | __________________ 
| WED | ______________________________________________________________ | __________________ | __________________ 
| THUR | ______________________________________________________________ | __________________ | __________________ |
| FRI | ______________________________________________________________ | __________________ | |
| SAT | ______________________________________________________________ | __________________ | |
| SUN | ______________________________________________________________ | __________________ | __________________ |
Budget Planning Guide - for month of __________________

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

**Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>(Date)</th>
<th>(Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current checkbook balance</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Cash on hand</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Monthly work income</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Family contribution</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Financial Aid (grant, loan, etc.)</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Other</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>______</td>
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</tr>
</tbody>
</table>

**Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>(Date)</th>
<th>(Date)</th>
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</thead>
<tbody>
<tr>
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<td>$______</td>
<td>$______</td>
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<tr>
<td>College books</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Fees/student organization dues</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Room/Apt. rent</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Board/food expenses</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Cleaning/personal supplies</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Conway Corp. Utilities</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Entergy Gas Utilities</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Telephone</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Internet service</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Car payment</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Gas</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Car insurance</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Car maintenance &amp; other exp.</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Health insurance</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Other insurance</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Medical expenses</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Entertainment expenses</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Fitness center expenses</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Clothing expenses</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Laundry expenses</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Furniture &amp; equipment</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Church/other donations</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Taxes</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Taxes</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Misc.</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Misc.</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

**Balance (income-expenses) =**

<table>
<thead>
<tr>
<th>(Date)</th>
<th>(Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>
CAMPUS PROGRAMS/SERVICES

Academic Advising Center
Harrin Hall
(501) 450-5149 or 450-5160
-Academic Advising & Registration
-Tutors, Reading & Writing Labs
-Learning Style Inventories

Admissions
Bernard Hall 101
(501) 450-3128
-Undergraduate admission
-Academic Scholarship Information

BearCard
Student Center, Suite 104
(501) 450-5818
-Student ID
-BearBucks

Campus Recreation
HPER Building
(501) 450-5712
-University Intramural Sports
-Recreation Activities
-Farris Field Softball Complex
-Aquatics Center

Career Services
Bernard Hall 311
(501) 450-3134
-Career Exploration & Information
-Resume Writing
-Job Listings (PT & Permanent)
-On-Campus Work Study Job Listings

Community School of Music
450-5755 or 450-3672
-Private & group instruction, non-credit
-Lessons taught fall, spring, sum I & II

Cooperative Education
Bernard Hall 314
(501) 450-3250
-Internships

Counseling Center
Student Health Center 327
(501) 450-3138
-Personal & Group Counseling
-Outreach Programming
-Self-Help Center

Dean of Students
Student Health Center 210
(501) 450-3416
-Student Conduct
-Student Handbook
-Emergency Student Loans

Disability Resource Center
Student Health Center 212
(501) 450-3613
-Provides Resources for Students with Disabilities
-Coordinates Services with Faculty
-Support Group for Students with Disabilities

Diversity and Community
Bernard Hall 207
(501) 450-3135
-Mentorship Program
-Transition Weekend
-Education & Cultural Programming

Financial Aid
Harrin Hall 200
(501) 450-3140
-Federal Financial Aid Programs
-Student Employment
<table>
<thead>
<tr>
<th>CAMPUS PROGRAMS/ SERVICES</th>
<th>SERVICES OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing &amp; Residence Life</td>
<td>-Housing Assignments</td>
</tr>
<tr>
<td>Bernard Hall 201</td>
<td>-Residence Life Programming</td>
</tr>
<tr>
<td>(501) 450-3132</td>
<td></td>
</tr>
<tr>
<td>HPER Fitness Center</td>
<td>-State of the art equipment</td>
</tr>
<tr>
<td>(501) 450-3463</td>
<td>-Fitness programs/classes</td>
</tr>
<tr>
<td></td>
<td>-Fitness evaluations</td>
</tr>
<tr>
<td>International Engagement</td>
<td>-International Student Advising</td>
</tr>
<tr>
<td>McCastlain Hall, Suite 109</td>
<td>-Weekly shopping shuttles</td>
</tr>
<tr>
<td>(501) 450-3445</td>
<td>-Monthly cultural activities</td>
</tr>
<tr>
<td></td>
<td>-Study Abroad</td>
</tr>
<tr>
<td>KUCA Radio (91.3 FM)</td>
<td>-Public Non-commercial Station</td>
</tr>
<tr>
<td>Student Center Basement</td>
<td>-Contemporary adult music</td>
</tr>
<tr>
<td>(501) 450-3326</td>
<td>-News, Weather, Athletic events</td>
</tr>
<tr>
<td></td>
<td>-Educational &amp; Public Affairs Prog.</td>
</tr>
<tr>
<td>Math Lab</td>
<td>-Tutoring</td>
</tr>
<tr>
<td>Math Dept. (501) 450-3147</td>
<td>-Two math labs</td>
</tr>
<tr>
<td>New Student Programs</td>
<td>-Orientation for new students</td>
</tr>
<tr>
<td>Student Center 206</td>
<td>-New student programs</td>
</tr>
<tr>
<td>(501) 450-3235</td>
<td>-Student Orientation Staff (S.O.S.)</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>-Information on 200+ Organizations</td>
</tr>
<tr>
<td>Student Center 207</td>
<td></td>
</tr>
<tr>
<td>(501) 450-3137</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>-Class Registration/Drop &amp; Add</td>
</tr>
<tr>
<td>Harrin Hall 224</td>
<td>-Grade Information</td>
</tr>
<tr>
<td>(501) 450-5200</td>
<td>-Academic Transcript</td>
</tr>
<tr>
<td></td>
<td>-Student Withdrawals</td>
</tr>
<tr>
<td>Student Accounts/Cashiering</td>
<td>-Billing Information/Fee Payment</td>
</tr>
<tr>
<td>Bernard Hall 110</td>
<td>-Check cashing</td>
</tr>
<tr>
<td>(501) 450-5015</td>
<td></td>
</tr>
<tr>
<td>Student Activities Board &amp;Programming</td>
<td>-Welcome Week Programming</td>
</tr>
<tr>
<td>Student Center 206</td>
<td>-Campus Concerts &amp; Events-Lecture, Comedy, Film Programs</td>
</tr>
<tr>
<td>(501) 450-3235</td>
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<tr>
<td>Student Center Administration</td>
<td>-Special Room set ups</td>
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<tr>
<td>Student Center 206</td>
<td>-Solicitation Permits</td>
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<tr>
<td>(501) 450-3235</td>
<td>-SCTV</td>
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<tr>
<td>CAMPUS PROGRAMS/SERVICES</td>
<td>SERVICES OFFERED</td>
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<tr>
<td><strong>Student Health Clinic</strong></td>
<td>-Treatment for Minor Illness &amp; Injury</td>
</tr>
<tr>
<td>Student Health Center, 1st Floor</td>
<td>-Women's Health Center</td>
</tr>
<tr>
<td>(501) 450-3136</td>
<td>-Pregnancy, Hepatitis-B, TB Skin &amp; Cholesterol Tests</td>
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<tr>
<td></td>
<td>-Selected Drug Prescriptions</td>
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<td></td>
<td>-Selected Immunizations</td>
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<td></td>
<td>-Routine X-ray/Lab</td>
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<tr>
<td><strong>Student Life</strong></td>
<td>-Panhellenic Sorority Information</td>
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<td>Student Center 207</td>
<td>-IFC Fraternity Information</td>
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<tr>
<td>(501) 450-3137</td>
<td>-NPHC Fraternity &amp; Sorority Info</td>
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<td>-Student Organizations (RSO's)</td>
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<td>-Bear Den</td>
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<td><strong>Student Services</strong></td>
<td>-Clearinghouse for general Info.</td>
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<tr>
<td>Student Health Center 210</td>
<td>-Notify Instructors of Student Illnesses</td>
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<tr>
<td>(501) 450-3416</td>
<td>-Locate Students in emergency situations</td>
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<tr>
<td><strong>Student Wellness &amp; Leadership Development</strong></td>
<td>-Wellness Programming</td>
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<td>Student Health Center, 308</td>
<td>-Alcohol &amp; Drug Education</td>
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<td>SC Basement 011</td>
<td>-Leadership Program &amp; Workshops</td>
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<tr>
<td>(501) 450-3133/(501) 852-2424</td>
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<td><strong>UCA Writing Center</strong></td>
<td>-Helps students become better communicators</td>
</tr>
<tr>
<td>Thompson Hall 109</td>
<td>-Offers assistance with writing</td>
</tr>
<tr>
<td>(501) 450-5123</td>
<td>-Remedial courses</td>
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<td><strong>University College</strong></td>
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<tr>
<td>Main 10</td>
<td></td>
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<tr>
<td>(501) 450-3220</td>
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<tr>
<td><strong>University Police</strong></td>
<td>-Campus Security &amp; Crime Prevention</td>
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<tr>
<td>W.J. Sowder St, (501) 450-3111</td>
<td>-Criminal Investigations</td>
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<td>-Parking &amp; Traffic</td>
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