

2013

## Student Handbook, 2013

University of Arkansas, Fayetteville

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# University of Arkansas

## Division of Student Affairs Student Handbook

Academic Integrity: Keep Your Compass With You

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## Welcome to the University of Arkansas Student Handbook



Welcome to the 2012-2013 academic year at the University of Arkansas. Whether you are a returning student or new to campus, you've made a great decision to attend this university and be part of the Razorback Family.

We in the Division of Student Affairs are committed to "strengthening students for success." Our ultimate goal is to assist you in identifying and understanding your unique collection of talents and provide you with experiences to develop those talents into strengths which will aid you in all areas of your life. As individuals, and as a collective community, the faculty, staff and students of the University of Arkansas are here to support one another and aid you in all your endeavors. Take a look around this site and see the various resources and opportunities that are available to you.

Critical to your success is understanding your role in relation to the community as a whole. At the University of Arkansas, we proudly assert standards of conduct as the baseline of community expectations, including those associated with academic and behavioral integrity. The quality of

your academic experience and the value of your degree is inextricably linked to the integrity of our community. We challenge you to not only KNOW THE CODE, but to live it.

Finally, I encourage you to strive for exceptional success in the classroom and to become engaged in offerings outside of the classroom. Curricular, co-curricular and extra-curricular engagement will enrich your natural talents and strengthen your University of Arkansas experience.

Sincerely,  
Dr. Daniel J. Pugh, Sr., VPSA/DOS

## Welcome from Associated Student Government



Welcome to another exciting year at the University of Arkansas! My name is Tori Pohlner and I am excited to have the opportunity to serve you this year as your student body president. This year we anticipate the largest student body in Arkansas' history –over 24,000 talented students. So in welcoming you to the University this year, I not only welcome you to campus, but also into the Razorback Family.

We pride ourselves on the incredible relationships that exist within this Family. At the YOU of A, we strive to ensure you know that here you are not just a number, but a valued member of our community. If you are a new student this year, it shouldn't be long before you start feeling at home with your fellow students and your faculty members.

I can't be sure how many times in my lifetime I've heard that "Youth is wasted on the Young." So do not let your college experience, or even just this year, go by without getting the most out of it as you can. We have only four short years to enjoy our time as students here, and sooner than we'd like to imagine, we find ourselves at graduation, with our names etched into the stone of Senior Walk, and as Arkansas Alumni. There will be good times and bad, happy and sad, but through it all your Razorback Family will be here, at home on the Hill, to experience those times with you.

So join us as we live, join us as we learn. Join us as we give, love, celebrate, and volunteer this term. My favorite line of our Alma Mater quotes the University as the "Pride of our hearts that are loyal and true." Stay loyal and true to our University and to yourself. Do that, and you'll be in perfect coherence with the contents of this Student Handbook.

If there is any way in which ASG can serve you this year, please do not hesitate to reach out to me or any other member of the Association. We're to serve you and to represent your voice and interests! If you have any questions about anything you see on this site, please send them to [asgpres@uark.edu](mailto:asgpres@uark.edu) and I will gladly answer them for you.

Take care, and Go Hogs!  
Tori Pohlner, Associated Student Government President



# University of Arkansas

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## Division of Student Affairs Student Handbook

### Overview

## Student Affairs

- [Values Statement \(http://handbook.uark.edu/studentaffairs.php\)](http://handbook.uark.edu/studentaffairs.php)
- [Vision Statement \(http://handbook.uark.edu/studentaffairs.php#2\)](http://handbook.uark.edu/studentaffairs.php#2)
- [Mission Statement \(http://handbook.uark.edu/studentaffairs.php#3\)](http://handbook.uark.edu/studentaffairs.php#3)
- [Office Of The Vice Provost For Student Affairs / Dean Of Students \(http://handbook.uark.edu/studentaffairs.php#4\)](http://handbook.uark.edu/studentaffairs.php#4)
- [Student Affairs Departments \(http://handbook.uark.edu/studentaffairsdepts.php\)](http://handbook.uark.edu/studentaffairsdepts.php) »
  - [Arkansas Union \(http://handbook.uark.edu/arku.php\)](http://handbook.uark.edu/arku.php)
  - [Campus Card Office \(http://handbook.uark.edu/cco.php\)](http://handbook.uark.edu/cco.php)
  - [Center For Educational Access \(http://handbook.uark.edu/cea.php\)](http://handbook.uark.edu/cea.php)
  - [First Year Experience Programs \(http://handbook.uark.edu/fye.php\)](http://handbook.uark.edu/fye.php)
  - [Greek Life \(http://handbook.uark.edu/greeklife.php\)](http://handbook.uark.edu/greeklife.php)
  - [Office of Academic Integrity and Student Conduct \(http://handbook.uark.edu/ethics.php\)](http://handbook.uark.edu/ethics.php)
  - [Off Campus Connections \(http://handbook.uark.edu/occ.php\)](http://handbook.uark.edu/occ.php)
  - [Center For Community Engagement \(http://handbook.uark.edu/clce.php\)](http://handbook.uark.edu/clce.php)
  - [Office Of Student Activities \(http://handbook.uark.edu/osa.php\)](http://handbook.uark.edu/osa.php)
  - [Student Media \(http://handbook.uark.edu/studentmedia.php\)](http://handbook.uark.edu/studentmedia.php)
  - [University Career Development Center \(http://handbook.uark.edu/cdc.php\)](http://handbook.uark.edu/cdc.php)
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  - [Pat Walker Health Center \(http://handbook.uark.edu/pwhc.php\)](http://handbook.uark.edu/pwhc.php)
- [Veterans Resource & Information Center \(http://handbook.uark.edu/vric.php\)](http://handbook.uark.edu/vric.php)

## University Housing

- [Mission \(http://handbook.uark.edu/universityhousing.php#1\)](http://handbook.uark.edu/universityhousing.php#1)
- [The Statement Of Community Principles And Respect \(http://handbook.uark.edu/universityhousing.php#2\)](http://handbook.uark.edu/universityhousing.php#2)
- [Staff \(http://handbook.uark.edu/universityhousing.php#3\)](http://handbook.uark.edu/universityhousing.php#3)
- [Counselors-in-residence \(http://handbook.uark.edu/universityhousing.php#4\)](http://handbook.uark.edu/universityhousing.php#4)
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- [Student Government \(http://handbook.uark.edu/universityhousing.php#6\)](http://handbook.uark.edu/universityhousing.php#6)
- [Residents' Interhall Congress \(http://handbook.uark.edu/universityhousing.php#7\)](http://handbook.uark.edu/universityhousing.php#7)
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# Academic Information

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- [International Students And Scholars \(http://handbook.uark.edu/iss.php\)](http://handbook.uark.edu/iss.php)
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- [Academic Advisement \(http://handbook.uark.edu/advisement.php\)](http://handbook.uark.edu/advisement.php)
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  - [Introduction \(http://handbook.uark.edu/academichonesty.php#1\)](http://handbook.uark.edu/academichonesty.php#1)
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  - [Procedures \(http://handbook.uark.edu/academichonesty.php#3\)](http://handbook.uark.edu/academichonesty.php#3)
  - [Sanctions \(http://handbook.uark.edu/academichonesty.php#4\)](http://handbook.uark.edu/academichonesty.php#4)
  - [Implementation And Review \(http://handbook.uark.edu/academichonesty.php#5\)](http://handbook.uark.edu/academichonesty.php#5)

# Campus Safety

- [University Of Arkansas Police Department \(http://handbook.uark.edu/campussafety.php\)](http://handbook.uark.edu/campussafety.php) »
  - [Mission Statement \(http://handbook.uark.edu/campussafety.php#1\)](http://handbook.uark.edu/campussafety.php#1)
  - [Razorback Patrol Escort Service \(http://handbook.uark.edu/campussafety.php#2\)](http://handbook.uark.edu/campussafety.php#2)
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  - [Transit - 575-ride \(http://handbook.uark.edu/campussafety.php#5\)](http://handbook.uark.edu/campussafety.php#5)
  - [Parking - 575-park \(http://handbook.uark.edu/campussafety.php#6\)](http://handbook.uark.edu/campussafety.php#6)
  - [Safe Ride - 575-safe \(http://handbook.uark.edu/campussafety.php#7\)](http://handbook.uark.edu/campussafety.php#7)

# IT Services

- [Technology At The University Of Arkansas \(http://handbook.uark.edu/itservices.php#1\)](http://handbook.uark.edu/itservices.php#1)

# Financial Aid

- [Financial Aid Office \(http://handbook.uark.edu/finaid.php\)](http://handbook.uark.edu/finaid.php)

# Athletics & Recreation

- [Razorback Athletics \(http://handbook.uark.edu/athletics.php\)](http://handbook.uark.edu/athletics.php)
- [Recreation \(http://handbook.uark.edu/athletics.php#1\)](http://handbook.uark.edu/athletics.php#1) »
  - [Department Of Intramural/recreational Sports \(http://handbook.uark.edu/athletics.php#2\)](http://handbook.uark.edu/athletics.php#2)

# Code of Student Life

- [Preface](http://handbook.uark.edu/codeofstudentlife.php#1) (<http://handbook.uark.edu/codeofstudentlife.php#1>)
- [Student Responsibility On Campus And Off Campus](http://handbook.uark.edu/codeofstudentlife.php#2) (<http://handbook.uark.edu/codeofstudentlife.php#2>)
- [I. Student Conduct And Disciplinary Proceedings](http://handbook.uark.edu/studentconduct.php) (<http://handbook.uark.edu/studentconduct.php>)
  - »
    - [A. Identification Of Students On Campus](http://handbook.uark.edu/identification.php) (<http://handbook.uark.edu/identification.php>)
    - [B. Student Standards Of Conduct](http://handbook.uark.edu/standardssofconduct.php) (<http://handbook.uark.edu/standardssofconduct.php>)
    - [C. Disciplinary Proceedings](http://handbook.uark.edu/disciplinaryproceedings.php) (<http://handbook.uark.edu/disciplinaryproceedings.php>)
    - [D. Appeal Procedures](http://handbook.uark.edu/appealprocedures.php) (<http://handbook.uark.edu/appealprocedures.php>)
    - [E. Administrative Actions](http://handbook.uark.edu/adminactions.php) (<http://handbook.uark.edu/adminactions.php>)
    - [F. Authorized Disciplinary Sanctions](http://handbook.uark.edu/sanctions.php) (<http://handbook.uark.edu/sanctions.php>)
    - [G. Disciplinary Records](http://handbook.uark.edu/records.php) (<http://handbook.uark.edu/records.php>)
    - [H. Selection Process Of The All-university Conduct Board \(aucb\)](http://handbook.uark.edu/selectionprocess.php) (<http://handbook.uark.edu/selectionprocess.php>)
- [II. Housing And Dining Regulations](http://handbook.uark.edu/housingregulations.php) (<http://handbook.uark.edu/housingregulations.php>) »
  - [A. Residence Hall And University Apartment Policies](http://handbook.uark.edu/residencepolicies.php) (<http://handbook.uark.edu/residencepolicies.php>)
  - [B. Dining Hall Regulations](http://handbook.uark.edu/diningregulations.php) (<http://handbook.uark.edu/diningregulations.php>)
- [III. Student Organizations And Activities](http://handbook.uark.edu/studentactivities.php) (<http://handbook.uark.edu/studentactivities.php>) »
  - [A. Introduction](http://handbook.uark.edu/intro.php) (<http://handbook.uark.edu/intro.php>)
  - [B. Definition Of Student Organizations](http://handbook.uark.edu/studentorgs.php) (<http://handbook.uark.edu/studentorgs.php>)
  - [C. Conditions Of Membership And Leadership](http://handbook.uark.edu/conditionsofmembership.php) (<http://handbook.uark.edu/conditionsofmembership.php>)
  - [D. Eligibility For Co-curricular Participation](http://handbook.uark.edu/eligibility.php) (<http://handbook.uark.edu/eligibility.php>)
  - [E. Registration Of Student Organizations](http://handbook.uark.edu/orgregistration.php) (<http://handbook.uark.edu/orgregistration.php>)
  - [F. Non-discrimination Policy For Student Organizations](http://handbook.uark.edu/nondiscrimination.php) (<http://handbook.uark.edu/nondiscrimination.php>)
  - [G. Funding Of Registered Student Organizations](http://handbook.uark.edu/orgfunding.php) (<http://handbook.uark.edu/orgfunding.php>)
  - [H. Student Organization Responsibility For Activities And Events](http://handbook.uark.edu/activityresponsibility.php) (<http://handbook.uark.edu/activityresponsibility.php>)
  - [I. Student Organization Responsibilities For Alcohol And Other Drugs](http://handbook.uark.edu/alcoholresponsibility.php) (<http://handbook.uark.edu/alcoholresponsibility.php>)
  - [J. Intervention Policy For Alcohol And Drug Violations](http://handbook.uark.edu/intervention.php) (<http://handbook.uark.edu/intervention.php>)
  - [K. Solicitation And Fundraising](http://handbook.uark.edu/solicitation.php) (<http://handbook.uark.edu/solicitation.php>)
  - [L. Use Of University Facilities](http://handbook.uark.edu/facilities.php) (<http://handbook.uark.edu/facilities.php>)
- [IV. University Ideals And Organization](http://handbook.uark.edu/universityideals.php) (<http://handbook.uark.edu/universityideals.php>) »
  - [A. The Meaning Of A University](http://handbook.uark.edu/meaning.php) (<http://handbook.uark.edu/meaning.php>)
  - [B. University Government](http://handbook.uark.edu/universitygovernment.php) (<http://handbook.uark.edu/universitygovernment.php>)
  - [C. Access To Higher Education](http://handbook.uark.edu/access.php) (<http://handbook.uark.edu/access.php>)
  - [D. The Learning Process](http://handbook.uark.edu/learningprocess.php) (<http://handbook.uark.edu/learningprocess.php>)
  - [E. Emergency Information-parent Notification](http://handbook.uark.edu/emergencyinfo.php) (<http://handbook.uark.edu/emergencyinfo.php>)
  - [F. Freedom Of Expression](http://handbook.uark.edu/freedomofexpression.php) (<http://handbook.uark.edu/freedomofexpression.php>)
  - [H. Freedom Of Association And Inquiry](http://handbook.uark.edu/freedomofassociation.php) (<http://handbook.uark.edu/freedomofassociation.php>)
  - [I. Freedom Of Assembly](http://handbook.uark.edu/freedomofassembly.php) (<http://handbook.uark.edu/freedomofassembly.php>)
  - [J. Administrative Organization](http://handbook.uark.edu/adminorg.php) (<http://handbook.uark.edu/adminorg.php>)
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- L. Affirmative Action (<http://handbook.uark.edu/affirmativeaction.php>)
- M. Travel For Students Representing The University Of Arkansas (<http://handbook.uark.edu/travelforstudents.php>)
- V. Appendices (<http://handbook.uark.edu/appendices.php>) »
  - Appendix A -Campus Council Statement on Discrimination (<http://handbook.uark.edu/appendixa.php>)
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  - Appendix F - Code of Computing Practices (<http://handbook.uark.edu/appendixf.php>)
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  - Appendix I - Inclement Weather Policy (<http://handbook.uark.edu/appendixi.php>)

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Campus Resources**

- [University of Arkansas Homepage \(http://www.uark.edu/\)](http://www.uark.edu/)
- [ISIS \(http://isis.uark.edu/\)](http://isis.uark.edu/)
- [Pat Walker Health Center \(http://health.uark.edu/\)](http://health.uark.edu/)
- [Campus Dining \(http://www.dineoncampus.com/razorbacks/\)](http://www.dineoncampus.com/razorbacks/)
- [Center for Leadership and Community Involvement \(http://leadership.uark.edu/\)](http://leadership.uark.edu/)
- [Computing Services \(http://uits.uark.edu/\)](http://uits.uark.edu/)
- [Student Affairs \(http://studentaffairs.uark.edu/\)](http://studentaffairs.uark.edu/)
- [University Housing \(http://housing.uark.edu/\)](http://housing.uark.edu/)
- [University Express Mail \(http://mail.uark.edu/\)](http://mail.uark.edu/)



# University of Arkansas

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## Division of Student Affairs Student Handbook

### Student Affairs

#### Vision

The University of Arkansas Division of Student Affairs engages students to develop their strengths, inspiring leadership for a global society.

#### Mission

The University of Arkansas Division of Student Affairs strengthens students for success.

#### Values

The University of Arkansas Division of Student Affairs values inclusion, service, inquiry, partnership, and excellence:

**Inclusion:** We embrace the uniqueness of individuals and engage every member of our diverse community.

**Service:** We connect students to resources, opportunities, and experiences transforming them into active, engaged citizens of a global society.

**Inquiry:** We engage ourselves and our students in the acquisition, application, and creation of knowledge for lifelong learning.

**Partnership:** We explore and welcome opportunities to collaborate with our students, colleagues, and members of our global community.

**Excellence:** We apply our varied talents and strengths with integrity to providing exceptional service to our students.

### Office of the Vice Provost for Student Affairs / Dean of Students

<http://studentaffairs.uark.edu/> (<http://studentaffairs.uark.edu/>)

The Associate Vice Chancellor for Student Affairs/Dean of Students' office emphasizes student advocacy while broadening the development of services and programs that address a range of student needs. Intentional departmental and programmatic enhancements are a hallmark of our efforts. Most notable recent enhancements include defining and expanding the roles for Associate Dean of Students for Campus Life and the Associate Dean of Students for Student Life, construction and opening of Maple Hill III, and Brough retail (Starbucks, Quiznos, and Zona Mexicana).The Office of the Vice Provost for Student

Affairs/Dean of Students is dedicated to developing exceptional programs and services that enhance the Arkansas Experience and enrich the quality of student and campus life. Staff members are available and willing to assist with any problem or question a student, staff, and/or faculty member may have regarding student and campus life at the University of Arkansas. The office is available for the clarification of University policies and procedures, confidential consultation, formal academic grievances, personal and family crisis assistance for students, and referral to all campus and community services. The Associate Vice Chancellor for Student Affairs/Dean of Students office also seeks to assist students and faculty members in cases of emergency or extenuating circumstances. Staff members are firmly committed to addressing the challenges and individual needs of the Razorback family.

The following offices/areas report to the Associate Vice Chancellor for Student Affairs / Dean of Students:

- Arkansas Union
- Campus Card Office
- Campus Dining/Chartwells
- Career Development Center
- Center for Educational Access
- Center for Community Engagement
- Office of Academic Integrity & Student Conduct
- New Student & Family Programs
- Greek Life
- Pat Walker Health Center
- Off Campus Connections
- Pre-College Programs
- Student Activities
- Student Media
- University Housing
- Veterans Resource & Information Center

The organizational structure of the Associate Vice Provost for Student Affairs/Dean of Students Office requires three Associate Dean of Students to assist with the leadership of the various units, as well as an Associate Vice Provost and Assistant Vice Provost to oversee the auxiliary departments and functions.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Arkansas Union

**Link:** <http://union.uark.edu> (<http://union.uark.edu>)

The Arkansas Union seeks to support unique and diverse programs, provide professional services, and satisfy the ever-changing needs of students, faculty, staff, alumni and guests.

#### Tenets

**Facilities** - Offer a welcoming and inviting facility that provides a functional and exciting "Woo Pig Sooie" atmosphere for all Union constituents.

**Services** - Promote student admission and retention by offering services, conveniences and amenities, while also serving the larger University of Arkansas community.

**Program Support** - Support departments and organizations in promoting the growth and development of students through civic, cultural, educational, social and recreational programs.

The Arkansas Union serves as the community center of the University for all members of the college family. As the "living room" on campus, the Union is the gathering place of the University. The Union provides services and conveniences that members of the campus community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations. Included in the Union are:

#### Retail Outlets

ATM's (various banks)  
Chartwells Catering and Dining Services  
Club Red Convenience Store  
First Security Bank  
PMC - Union Copy Center & Printing Drop Off  
Razorback Shop  
RZ's Coffeehouse®  
U.S. Post Office  
Union Hair Care

#### Food Court

The WOK  
Burger King®  
Chick-Fil-A®  
The Diner

El Rojo Grande  
Salad and soup bar  
Sub Generation  
Mama Leone's

## **Facilities**

24-hour computer lab  
Anne Kittrell Art Gallery  
Verizon Ballroom  
Banquet rooms  
Lounges  
Meeting rooms  
Reception rooms  
Union Information Desk  
Union Theater

The Arkansas Union is the center of student activity and is a perfect place for students to get involved on campus. The Union is a student-centered organization that values participatory decision-making. Through volunteerism, committees and student employment, the Union offers first-hand experience in citizenship and educates students in leadership, social responsibility and values. As the center of the college community life, the Union complements the academic experience through an extensive variety of cultural, educational, social and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education. The Union provides program support for the departments hosting these events. Located within the Union are several offices dedicated to providing programs and services to students.

## **Student Services**

Arkansas Union Reservations and Guest Services  
University Career Development Center  
Associated Student Government  
Business Services for Student Affairs  
Campus Card Office  
Center for Community Engagement  
Center for Educational Access  
First Year Experience  
Greek Life  
Multicultural Center  
Off Campus Connections  
Academic Integrity and Student Conduct  
Student Activities  
Student Technology Center  
Treasurer's Office  
Student Ombuds Services  
UA Productions  
Veterans' Resource and Information Center

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Campus Card Office

RAZORBUCK\$ on your Campus Card



With Razorbuck\$, you don't have to worry about carrying enough cash to take care of the little (or big) things in life. There's no fumbling around for checkbooks and wallets, or wondering about the balance in your bank account. A Razorbuck\$ account provides convenient purchasing power without carrying cash at many locations on campus, including:

- University Bookstore, Computer Store, Razorback Shop, The Parking Spot and Mall Locations
- Union Food Court, Quiznos, Papa John's, Maple Hill Diner, Einstein Brother's Bagels, Brough To Go\*
- Campus Operated Convenience Stores\*
- Campus Dining Halls\*
- Campus Coffee Shop\*
- Student Accounts Office
- Arsaga's In The Law Library
- Transit & Parking Office
- All Parking Garages and Pay Stations
- General Access Copy Machines
- Pat Walker Health Center
- Union Hair Care

➤ Select Vending Machines

➤ PrintSmart

➤ Select Off Campus Merchants include Beat the Bookstore on Garland, Chipolte on Dickson St., Harps on Garland, Rick's Bakery, Sassy's Red House, Sunrise Café on Garland, Zaxby's on Martin Luther King, Jr. Blvd,

\* Location offers a 5% discount to Razorback\$ account holders.

## **Safety**

Razorback\$ funds are deposited into your personal account and may only be used by you. Utilizing your Razorback\$ account reduces the risk of theft. If your card is lost or stolen, go to <http://Razorbucks.uark.edu>. Log into your account to "Report A Missing Card" and suspend your card. This process will stop access to your Razorback\$ account, Flex account and meal plan until you find or replace your card. You will have to present your found card to the Campus Card Office to have it re-instated.

## **Easy to Use**

Simply present your Campus Card at participating locations, tell the cashier you want to pay with Razorback\$ and your purchase will be debited from your account. Your balance is displayed after each transaction. To open or add funds to your Razorback\$ account, stop by the Campus Card Office in Room 427 of the Arkansas Union. We accept cash, check in the office. To make a deposit with a credit or debit card, go to <http://Razorbucks.uark.edu>. (<http://Razorbucks.uark.edu>) We accept Visa, MasterCard, Discover and American Express. Deposits may be made with cash only at deposit machines in Mullins Library, Law School Library and the Arkansas Union Living Room. Contact us at (479) 575-7563. Visit us on Facebook at <http://www.facebook.com/uarkcampuscard> (<http://www.facebook.com/uarkcampuscard>) for updates on dining hours and Off Campus Merchant updates

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Center for Educational Access

**Link:** <http://cea.uark.edu> (<http://cea.uark.edu/>)

Adjusting to a university setting presents many challenges for new students, especially those with disabilities. The University of Arkansas, Fayetteville, makes every effort to offer equal educational opportunities for all students and is committed to improving the total university experience for students with disabilities. The Center for Educational Access (CEA) plays an important role in facilitating access for students with disabilities and serves as a liaison between administrators, faculty, and students. The philosophy underlying the provision of services is one that maximizes campus accessibility and helps students develop and maintain independence in college and beyond.

The Center for Educational Access, located in Room 104 of the Arkansas Union, serves as the central campus resource for students with disabilities. Working in partnership with students, faculty, and staff, the goal of the CEA is to ensure a physically and educationally accessible university environment. CEA staff members work individually with students and assist academic units by determining reasonable accommodations that enable every student to have access to the full range of programs and services at the university. For more information contact: Center for Educational Access, University of Arkansas, 104 ARKU, Fayetteville, AR 72701; phone (479) 575-3104 (voice); (479) 575-3646 (TTY); email [ada@uark.edu](mailto:ada@uark.edu) (<mailto:ada@uark.edu>).

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Center for Community Engagement**

**Link:** <http://service.uark.edu> (<http://service.uark.edu>)

The Center for Community Engagement is located in Arkansas Union A644.

#### Volunteerism and Service Learning Programs

The Volunteer Action Center (VAC) Board is a committed group of students who are actively involved in service in the community. The VAC Board is comprised of 30 students who will collectively serve more than 1800 hours of service during the 2010-2011 academic year by providing meaningful service opportunities through events and ongoing projects that will engage students, staff and faculty. During 2009-2010 the VAC Board engaged 4,417 students in service for 12,409 hours making an economic impact in Northwest Arkansas of more than \$258,000. The VAC coordinates events such as Make a Difference Day, Komen Race for the Cure, MLK Day of Service, and Alternative Spring Break.



# University of Arkansas

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## Division of Student Affairs Student Handbook

### **New Student & Family Programs**

**Link:** <http://nsfp.uark.edu/> (<http://nsfp.uark.edu/>)

New Student & Family Programs at the University of Arkansas is a collaborative effort developed to enhance the academic and social integration of incoming students through a variety of classroom and co-curricular activities. Faculty and Student Affairs professionals work together to offer special assistance and promote skills designed to help students experience a fulfilling, rewarding, and successful first year at the University, and to assist them in reaching their ultimate goal of completing a degree. New Student & Family Programs supports and collaborates on major initiatives including: Extended Orientation Programs which encompasses R.O.C.K. Camp, R.O.C.K. Camp Adventure, and Hog W.I.L.D. Welcome Weeks, Parent and Family Programs which consists of Fall Family Weekend, Spring Family Reunion, and the Parent Partnership Association, Leadership Programs including Emerging Leaders and Friday Night Live. NSFP collaborates with a variety of campus constituencies on New Student Convocation & Burger Bash, Help-A-Hog, Midnight Madness Shopping Spree, Diversity Leadership Institute (DLI), and Alcohol.edu.

New Student & Family seminar courses are guided by an advisory board of Student Affairs professionals and New Student & Family course coordinators from each academic college. University of Arkansas executive administrators, faculty, and staff members participate in these programs as speakers, mentors or through other means of engagement. By providing transitional support for incoming students, New Student & Family Programs effectively promotes the students' academic growth and support the mission of the University.

#### **Services Provided by NSFP Include:**

##### **R.O.C.K. Camp**

R.O.C.K. Camp is the next step of orientation and your first step to becoming a true Razorback! This premiere four-day camp gives incoming students a jumpstart in their transition from high school to college by developing a diverse social network of classmates, upperclassmen, faculty, and staff, and encouraging them to bond to the University of Arkansas through an introduction to campus culture and traditions. Students have the opportunity attend one of two sessions of R.O.C.K. Camp. Students will move into their fall on-campus residences on the first day of each session.

##### **R.O.C.K. Camp Adventure**

R.O.C.K. Camp Adventure is a new initiative in conjunction with the Outdoor Connection Center located within the IUniversity Recreation Department. This five-day enriching program will provide a fun, rugged and exciting experience for students who enjoy the

outdoors and all that nature has to offer...all while learning what it means to be a True Arkansas Razorback! You can expect to take part in camping, canoeing, hiking, rock climbing and spelunking.

### **HOG W.I.L.D. (Welcome, Involvement, Leadership & Diversity) WELCOME WEEK**

Get ready to get involved in your new community! W.I.L.D. stands for "Welcome, Involvement, Leadership, and Diversity" and at the beginning of the fall and spring semesters the entire University community will be welcoming you. During the first two weeks, you'll get acquainted with campus, university resources, the surrounding community, and discover the student organizations and programs that fit you best. By participating in Welcome Weeks you'll get an opportunity to meet, interact, and form new relationships with other students, faculty, and staff. Welcome Weeks will offer a range of activities designed to meet the diverse needs and interests of all our students. Some of these activities include, movies, departmental programs, the Freshman Pep Rally, and cookouts with plenty of free food to go around.

### **New Student Convocation**

New Student Convocation, required for all entering students, is your official welcome to the University of Arkansas academic community. University administration, faculty, and staff introduce themselves and offer insight into what the next few years will hold for you. As the precursor to your graduation ceremony, this event promotes academic success and educational attainment.

### **Burger Bash**

Burger Bash immediately follows Academic Convocation as the official "back to school" cookout with free food and entertainment. The cookout gives you a chance to check out The Gardens tailgating area and connect with other new students.

### **EMERGING LEADERS**

The Emerging Leaders program is an exciting and engaging leadership development programs designed for first year students and others seeking to develop their leadership skills. This program provides students a chance to meet new people, explore new ideas, and become more involved in university-wide leadership opportunities including student government, student organization officer positions, residence hall leadership, and student mentor positions.

### **FRIDAY NIGHT LIVE**

Friday Night Live (FNL) is a student run committee dedicated to creating fun and entertaining late night programs for University of Arkansas students. Each FNL provides a variety of activities, games, crafts, and giveaways. The FNL mission is to provide educational, entertaining cultural, and creative late night programming to enhance the Arkansas experience by building and uplifting our campus community. Most FNLs take place in the Arkansas Union 6 to 8 times a semester beginning at 9pm and concluding at 1am. Times and locations are subject to change. All students, faculty, staff, and community members and their guests are welcome to attend and have a great time...for FREE!

### **Diversity Leadership Institute**

New Student & Family Programs, in collaboration with University Housing - Residence Education, hosts an annual event called, Diversity Leadership Institute (DLI). Through a series of educational sessions, roundtable discussions, a Tunnel of Oppression, and Keynote Sessions, DLI educates students in the areas of diversity and social justice, helping

them to gain a better understanding about the differences in the students they will meet. Additionally, the sessions help participants develop leadership skills related to diversity and cross-cultural connections, which empower them to become more empathetic and respectful to the diversity of others.

### **HELP – A – HOG**

Help-A-Hog volunteers from all academic colleges and administrative departments will spend the first two days of each semester staffing tables strategically located in high traffic areas to assist you with any questions you have. The volunteers can help you with directions, building codes, academic and administrative services information, and any other issues you have in order to make your first few days at the University of Arkansas easier.

### **PARENT AND FAMILY PROGRAMS**

The Parent & Family Program seeks to facilitate active parental support for students during their college transition. Parents or guardians are automatically entitled to the benefits and privileges of membership in the Parent Partnership Association. All first year parents receive a Parent Handbook, the Parent Perspective newsletter (10 electronic issues), Student newsletter subscription (10 electronic issues, First Year Student only), and have access to an online Parent Forum and a Parent Listserv where questions are answered and additional guidance is provided. These resources are all designed to encourage and enhance healthy student growth and development.

### **FALL FAMILY WEEKEND AND SPRING FAMILY REUNION**

The Fall Family Weekend and Spring Family Reunion Programs are great opportunities for families to come back to campus during the fall and spring semesters and take part in several activities designed for the whole family. Families can meet faculty and staff, spend time with their students, participate in a variety of family friendly activities, attend a rousing Razorback athletic event, and learn more about the University.

### **PARENT PARTNERSHIP ASSOCIATION**

Parent Partnership Association has a three-fold mission:

To help families successfully transition into the University.

To encourage mutual understanding and to facilitate communication between parents, students, and the University of Arkansas.

To promote and sponsor programs and services that meet the needs of families and involve parents in the life of the University Community.

Dues Paying Associate members of the program also receive a parent ID card, a car decal, discounts on fee based family programming, scholarship opportunities and leadership opportunities on the Parent Advisory Board. Visit the Parent & Family Programs web site <http://parents.uark.edu> to learn more about the benefits of Parent Partnership Association membership.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Greek Life

**Link:** <http://uagreeks.uark.edu> (<http://uagreeks.uark.edu/>)

The Office of Greek Life facilitates the educational process and provides resources related to programs which promote the growth and development of students affiliated with fraternities and sororities on campus. The overall mission is to enhance the academic, cultural, moral, and social development of students in Greek organizations; provide training in leadership and other personal and social skills; promote student involvement in extracurricular activities and community service projects; and promote Greek Life as a productive and viable lifestyle on campus. Programs such as Recruitment, Greek Getaway, Order of Omega, Speed Greeking, and Greek Summit are coordinated by the Office of Greek Life, the Interfraternity Council, National Pan-Hellenic Council, and the Panhellenic Council.

The Interfraternity Council (IFC), Panhellenic Council (PHC), and National Pan-Hellenic Council (NPHC) are the governing bodies for 11 national sororities and 17 fraternities. The officers and representatives of IFC, Panhellenic, and NPHC work with the Office of Greek Life to provide positive programs and leadership opportunities to the members of the Greek organizations. The Greek Life Office is located in the Arkansas Union A687; telephone (479) 575-5001 or FAX (479) 575-3531;

The following are Greek Letter Organizations on the UA campus:

### Greek Organizations

#### Fraternities

AGR Alpha Gamma Rho - [alphagam@uark.edu](mailto:alphagam@uark.edu) (<mailto:alphagam@uark.edu>)

APA Alpha Phi Alpha - [apa@uark.edu](mailto:apa@uark.edu) (<mailto:apa@uark.edu>)

FH FarmHouse - [fh@uark.edu](mailto:fh@uark.edu) (<mailto:fh@uark.edu>)

KS Kappa Sigma - [kappasig@uark.edu](mailto:kappasig@uark.edu) (<mailto:kappasig@uark.edu>)

KAY Kappa Alpha Psi - [kappaalphipsi@uark.edu](mailto:kappaalphipsi@uark.edu) (<mailto:kappaalphipsi@uark.edu>)

LCA Lambda Chi Alpha - [lambdach@uark.edu](mailto:lambdach@uark.edu) (<mailto:lambdach@uark.edu>)

OPP Omega Psi Phi - [omegapsi@uark.edu](mailto:omegapsi@uark.edu) (<mailto:omegapsi@uark.edu>)

PBS Phi Beta Sigma - [phisig@uark.edu](mailto:phisig@uark.edu) (<mailto:phisig@uark.edu>)

PDT Phi Delta Theta - [phidelt@uark.edu](mailto:phidelt@uark.edu) (<mailto:phidelt@uark.edu>)

PHIOTA Phi Iota Alpha - <http://www.phiota.org> (<http://www.phiota.org/>)

FIJI Phi Gamma Delta - [fiji@uark.edu](mailto:fiji@uark.edu) (<mailto:fiji@uark.edu>)

PKA Pi Kappa Alpha - [pike@cavern.uark.edu](mailto:pike@cavern.uark.edu) (<mailto:pike@cavern.uark.edu>)

SAE Sigma Alpha Epsilon - [sae@uark.edu](mailto:sae@uark.edu) (<mailto:sae@uark.edu>)

SC Sigma Chi - [sigmachi@uark.edu](mailto:sigmachi@uark.edu) (<mailto:sigmachi@uark.edu>)

SN Sigma Nu - [sigmanu@uark.edu](mailto:sigmanu@uark.edu) (<mailto:sigmanu@uark.edu>)

SP Sigma Pi - <http://www.joinsigmapi.com/> (<http://www.joinsigmapi.com/>)

SPE Sigma Phi Epsilon - [sigep@uark.edu](mailto:sigep@uark.edu) (<mailto:sigep@uark.edu>)

## **Sororities**

ADP Alpha Delta Pi - [adp@uark.edu](mailto:adp@uark.edu) (<mailto:adp@uark.edu>)

AOII Alpha Omicron Pi

AKA Alpha Kappa Alpha - [aka@uark.edu](mailto:aka@uark.edu) (<mailto:aka@uark.edu>)

CO Chi Omega - [chiomega@uark.edu](mailto:chiomega@uark.edu) (<mailto:chiomega@uark.edu>)

DDD Delta Delta Delta - [tridelt@uark.edu](mailto:tridelt@uark.edu) (<mailto:tridelt@uark.edu>)

DST Delta Sigma Theta - [deltasig@uark.edu](mailto:deltasig@uark.edu) (<mailto:deltasig@uark.edu>)

KD Kappa Delta - [kappadel@uark.edu](mailto:kappadel@uark.edu) (<mailto:kappadel@uark.edu>)

KKG Kappa Kappa Gamma - [kappas@uark.edu](mailto:kappas@uark.edu) (<mailto:kappas@uark.edu>)

PBP Pi Beta Phi - [piphi@uark.edu](mailto:piphi@uark.edu) (<mailto:piphi@uark.edu>)

ZPB Zeta Phi Beta - [zpb@uark.edu](mailto:zpb@uark.edu) (<mailto:zpb@uark.edu>)

ZTA Zeta Tau Alpha - [zeta@uark.edu](mailto:zeta@uark.edu) (<mailto:zeta@uark.edu>)

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Off Campus Connections

#### Serving Commuter Students and Adult Learners

**Link:** <http://www.uark.edu/occ> (<http://www.uark.edu/occ>)

Off Campus Connections provides resources and referrals for current and prospective undergraduate commuters, including:

First Semester Students Living at Home  
Upperclassmen Living Off-Campus  
Adult, Returning, and Transfer Students

Commuters (also known as off campus students) are undergraduates not living in a residence hall, fraternity, or sorority house. More than 10,000 University of Arkansas undergraduate students are commuters. This student population includes traditional-aged students who live with family members, as well as non-traditional students who are age 25+, are married, or have dependents. Students attending college part-time are defined as non-traditional, as are those who are financially independent or have a non-traditional high school diploma. Off Campus Connections assists commuter and adult students in removing obstacles that may impede their success at the university.

A Commuter Lounge is provided on the 6th floor of the Arkansas Union (above the ballroom). Commuters are encouraged to utilize the lounge as a place to watch TV, study or relax between classes, or visit with other commuter students. Wireless Internet is provided and a small computer lab is located in the Career Development Center near the lounge. Wake Up Wednesdays offers free morning coffee and doughnuts and takes place during the fall and spring semesters.

Students are informed about campus life and commuter opportunities through electronic newsletters and email announcements on the commuter listserv. Student employees known as Peer Assistance Leaders (P.A.L.S.) are available to mentor commuter students. PALS assist commuters in navigating student life and the campus in general.

The Off-Campus Housing Website, <http://offcampushousing.uark.edu> (<http://offcampushousing.uark.edu/>), is a free searchable student housing database. Current and prospective students utilize the site to locate off-campus housing and search for potential student roommates. A message board also allows students to post items for sale and communicate with other students regarding housing.

Of Campus Connections wants commuters to become connected and stay connected with the university. The more connected a student feels, the more likely the student will persist and receive their degree.

For further information relating to off campus student needs, visit the Off Campus Connections website or send an email to [occ@uark.edu](mailto:occ@uark.edu) (<mailto:occ@uark.edu>). You may also visit the office in Arkansas Union Room 632 or contact OCC by telephone at 479-575-7351.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Office of Academic Integrity and Student Conduct

**Link:** <http://ethics.uark.edu> (<http://ethics.uark.edu>)

The mission of the Office of Academic Integrity and Student Conduct(OAISC) is to provide an equitable and effective educational system which promotes responsibility, individual growth, accountability and student learning through community outreach, peer mentoring, and enforcement of the Code of Student Life. The office is designed to provide an equitable process for addressing students' alleged infractions of University rules, regulations, and/or laws. This system is informal, non-adversarial and is intended to be a part of the total educative process of the University. Students are encouraged to make responsible decisions and to be accountable for their actions. Students who witness violations of the Code or who are victims of inappropriate or illegal behavior perpetrated by other students are encouraged to report to the OAISC. For more information see the Code of Student Life.

OAISC also has student leadership opportunities in the form of the PEERs (Peers Educating Ethical Razorbacks) program and the All-University Conduct Board (AUCB), and the All-University Academic Integrity Board (AUAIB). The PEERs group accepts applications year-round for students who are interested in developing and implementing educational initiatives regarding student-based issues/concerns. Group members have provided presentations to the campus community regarding topics such as academic honesty, alcohol education, and ethical decision making. Students are responsible for creating the material, making contacts, and presenting the information to the student body. The All-University Conduct Board accepts applications during the spring semesters. The All-University Conduct Board is responsible for adjudicating non-academic violations to university policy. Students members of the AUCB are provided with comprehensive training on a wide variety of policy based topics. Student members of the AUCB are also provided an opportunity to interact with faculty and staff members of the board. The All University Academic Integrity Board is responsible for the adjudication of alleged infractions to the University of Arkansas' policies on academic integrity. OAISC also provides a number of educational opportunities such as the Managing Emotions program and the SEEC (Students Experiencing Ethical Choices) course. These programs focus on providing students with the skills to make positive choices in all relationships be they academic, personal, or social.

Students who are interested in any of the above listed programs are free to contact the Director of OAISC. OAISC is located in the Arkansas Union, ARKU 634; telephone (479)575-5170.

OAISC is also responsible for the implementation of the University of Arkansas Campus Response to Alcohol and Drug Violations and Sanctioning Guidelines. Through this program Educational Funds are collected from students who are found responsible for violating the University of Arkansas' policy on alcohol and/or drugs. Funds collected through this policy

will be utilized for programming and training purposes surrounding alcohol and drug education initiatives designed to educate students regarding the dangers associated with alcohol and drug use and abuse. These funds will be utilized in a manner that allows the University of Arkansas to address these violations on a holistic level for the benefit of all students that may be affected.

[Find the structure for the Least Restrictive Sanctions for Alcohol and Drug Violations here.](http://ethics.uark.edu/1874.php)  
<http://ethics.uark.edu/1874.php>



# University of Arkansas

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## Division of Student Affairs Student Handbook

### Office of Student Activities

**Link:** <http://osa.uark.edu> (<http://osa.uark.edu>)

The Office of Student Activities provides many different opportunities for students to get involved on campus. The Office of Student Activities is the central location for student organizations and activities for the University.

The main goal of the Office of Student Activities is to provide students with educational, cultural and social programs. All of our programs are planned and implemented by students. The Office of Student Activities is responsible for five major areas:

### ASSOCIATED STUDENT GOVERNMENT

The Associated Student Government (ASG) provides important services to the University community and is an integral part of a shared campus governance system. ASG is a student led organization that enables students to have an active voice in the decisions and policy that directly affect all students at the University of Arkansas. Students involved in ASG have the opportunity to positively impact the quality of student life, allocate student fees to registered student organizations, provide a voice for student concerns as well as oversee programs and policies for all students. Through the Executive, Legislative and Judicial Branches of student government, students have the opportunity to work for and among their peers to make a difference on all levels of university. Visit the student government website <http://asg.uark.edu/> (<http://asg.uark.edu/>) or stop by the ASG office (ARKU A669) to find out how you can make an impact.

### DISTINGUISHED LECTURES

Distinguished Lectures Committee (DLC) decides which dynamic and pertinent speakers to bring to the University of Arkansas campus. These speaking engagements are completely free to all students. Some of the speakers brought over the past few years have been President George H.W. Bush, CNN anchor Anderson Cooper, basketball icon Magic Johnson, and author Malcolm Gladwell.

### HEADLINER CONCERTS

Headliner Concerts Committee (HCC), which is composed primarily of students, gets to make the decision on what big-name artist to bring to campus each year. Because you have already paid a per-credit-hour fee to support this committee, when concert day arrives there

is NO admission for students. Over the last three years the committee brought Grammy winning artists John Mayer, Foo Fighters and rapper T.I. , among others, to Barnhill Arena.

## **REGISTERED STUDENT ORGANIZATIONS**

All student organizations must register annually with the Office of Student Activities. Registration information is kept on file to assist students and administrators in learning more about particular organizations. OSA provides student organizations with assistance and services to help them succeed, including the annual event known as Razorbash, Student Involvement Fairs, information on facility reservations and fund-raising, trademark forms, mailboxes, and locker space. The center also assists student organizations in event planning, provides educational workshops for students and advisors, and conducts retreats for student organizations. A limited number of offices are also awarded annually in the Arkansas Union to organizations through the Office of Student Activities.

### **Types of Registered Student Organizations (RSO):**

**GOVERNING** - An organization whose primary purpose is to serve as a governing body for a large or specific constituency of students.

**GREEK** - An organization with Greek letters who is a member of the National Inter-Fraternity Council, the Pan-Hellenic Council, or the National Pan-Hellenic Council (NPHC) and is registered with the office of Greek Life.

**HONORARY/SERVICE** - An organization that requires a minimum grade point average as a prerequisite to membership and/or is affiliated with a national service or honorary organization.

**INTERNATIONAL/CULTURAL** - An organization whose primary purpose is to provide a forum in which participants create awareness for a specific culture through educational, social, and recreational activities.

**PROFESSIONAL** - An organization whose primary purpose is to provide a forum for participants to discuss and develop professional careers and/or is affiliated with a national or regional association.

**RELIGIOUS** - An organization whose primary purpose is to provide information and activities associated with one or more religions.

**SPECIAL INTEREST** - An organization whose primary purpose is to provide an organized format for the practice and/or pursuit of a special or common interest.

## **UNIVERSITY PROGRAMS**

University Programs (UP) is a volunteer student organization responsible for coordinating and planning over 200 events annually for the campus community. University Programs provides UA students with cultural, educational, recreational, and entertainment experiences. Eight committees along with committee chairs and their executive officers select, schedule, and produce events such as concerts, movies, lectures, fine arts performances, and gallery exhibits. University Programs provides excellent opportunities to

develop leadership skills and to gain practical experience in a variety of areas. Supported by an activity fee instituted in 1988 in return majority of the events are free to the student body.

## **UP Video Theatre**

On the fourth floor of the Arkansas Union is a Video Theatre which has a schedule of current movies all semester long. The Video Theatre is sponsored by the Student Activities fee and is free to students. A schedule of movies can be found at <http://osa.uark.edu> (<http://osa.uark.edu>).

## **Anne Kittrell Art Gallery**

The Anne Kittrell Art Gallery is located on the 4th floor of the Arkansas Union and is a student run art gallery. Throughout the semester there will be a schedule of student, regional and national art exhibits. Also, the Anne Kittrell Art Gallery can be reserved for receptions and special events by calling the Office of Student Activities at 479-575-5255.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Pat Walker Health Center**

**Link:** <http://health.uark.edu> (<http://health.uark.edu>)

The Pat Walker Health Center provides medical care, mental health services, and health promotion and education programs for students, spouses of students, and employees of the University of Arkansas.

Students pay a per credit hour semester health fee that covers professional office visit charges. While students do not pay for a visit, there are charges for laboratory, x-ray and procedures that can be charged to insurance or to the individual. Student spouses may pay the health fee on an optional basis. All services are available at (479) 575-4451.

The University strongly recommends that all students have health insurance. A policy is available to all students, student spouses and their dependent children. Students may enroll in this plan at the Student Health Insurance office at the Pat Walker Health Center, 525 North Garland Avenue.

### **Medical Services**

The Pat Walker Health Center Primary Medical Clinic provides medical care through family practice, sports medicine, clinical laboratory, and x-ray services. Primary care includes the diagnosis and treatment of acute illness and injury as well as prevention and education. The Women's Clinic offers specialized services for women's health needs to include gynecological health annual women's examinations, contraceptive and family planning, and diagnosis and treatment of infections and other illnesses. The Immunization Clinic services include allergy shots, immunizations, and consultations regarding traveling abroad.

The medical staff is comprised of seven board-certified physicians in family practice, emergency medicine, sports medicine, gynecology and psychiatry as well as three licensed nurse practitioners. Professional staff also includes full-time registered nurses, licensed practical nurses, registered lab and x-ray technicians.

### **Counseling and Psychological Services**

Counseling and Psychological Services is the primary provider of counseling and mental health services to the students of the University of Arkansas. Among the specific services available are counseling and psychotherapy; psychiatric evaluations and treatment; crisis and emergency mental health services; educational programming; and consultation to students, faculty, and staff about mental health concerns. Professions represented on the CAPS staff include clinical and counseling psychology, professional counseling, social work, psychiatry, and nursing, and graduate students from clinical psychology, social work, and

counselor education receive intensive training experiences at CAPS. These clinicians treat a wide variety of psychiatric disorders, including depression, anxiety disorders, bipolar disorder, and traumatic stress disorders.

But we also see students dealing with the challenges and stresses of college life, including relationship conflicts, alcohol and substance abuse, and identity issues, among others. CAPS is committed to providing any student who contacts us with a professional assessment of their situation; this assessment focuses on the current circumstances and on identifying resources and strategies that can be helpful in dealing with these situations. Among the strategies commonly identified are referral to other campus offices; referral to specialty providers in the community; and ongoing CAPS services. Students interested in an assessment with a CAPS clinician should call CAPS at 479-575-5276 and speak with the office staff about our services. CAPS also has professionals on call at all times for emergency and crisis intervention, and the on-call clinician may be reached by calling 479-575-5276 at any time. CAPS is supported by the student health fee, which covers office visits with CAPS professionals.

## **Health Promotion and Education**

Health promotion and education of the Pat Walker Health Center encompass a wellness approach through pro-active and prevention-focused programs. The Health Promotion and Education Department is staffed by certified health education specialists who offer numerous individual and group services that help students improve their overall health or the health of others.

The programs and services offered include, but are not limited to, STAR Central for victims of sexual assault and/or relationship violence, the Lifestyle Improvement series of academic classes (look for CHLP 2101 courses on ISIS), individual behavior change counseling on health issues such as stress/time management, resilience, assertiveness training, self-esteem enhancement, tobacco use cessation, alcohol and other drug use/abuse prevention, relationship health, sexually transmitted infection prevention, sexual health, and eating concerns. Peer education training opportunities are available. Additionally, CPR and first aid training is available.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Student Media

#### Links:

<http://www.uatrav.com/> (<http://uatrav.com/>)

<http://www.kxua.uark.edu> (<http://kxua.uark.edu/>)

<http://yearbook.uark.edu> (<http://yearbook.uark.edu/>)

<http://uatvonline.net> (<http://uatvonline.net/>)

Student Media consists of four student groups that either publish or broadcast news, information and entertainment primarily aimed at the University of Arkansas community. These groups are The Arkansas Traveler, the student print and online newspaper; the Razorback, the UA yearbook; UATV, student-produced television; and KXUA student radio. The student managers and editors make all content decisions and are responsible for the day-to-day operations of their respective mediums. Each contributes to a sense of community at the UA and helps put a face on the community from a student perspective so that we might better understand ourselves and so that others not on campus might know something of the UA. Student Media helps to promote a shared identity for the UA community, fosters discussion through news and comment, and provides valuable experience to students interested in a career in mass media. For more information, please contact the Office of Student Media at 479-575-3406.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### University Career Development Center

**Link:** <http://career.uark.edu> (<http://career.uark.edu>)

According to results from a recent student survey by the National Association of Colleges and Employers (Student Survey 2010), the likelihood of a student getting a job offer increased with the frequency of career center use. Students who used the career center four or more times a semester were more likely to have job offers than those who used it once a semester. The results also indicated use of career services resulted in higher median salaries, and median salaries climbed with increased use.

Your University Career Development Center (CDC) can help you achieve the same great job search results. Get started today by taking advantage of our valuable FREE resources:

**Career Advising** – Advisors in the CDC are available to assist students who may need help selecting a college major, looking for career information, researching or exploring careers, preparing for their job search or considering a graduate school.

**Career Assessments** - The STRONG Interest Assessment, FOCUS 2 and TypeFocus are career assessments that can help students make career decisions based on their interests and values.

**Career Fairs** - In partnership with academic areas on campus, the CDC hosts a number of career fairs each year to provide opportunities for students to connect with employers and to learn more about companies and organizations. These connections could lead to valuable internships or full-time employment.

**Job Search Preparation** – The CDC offers resume critiques, interview skills training, mock interview, networking opportunities, and several professional development events throughout the academic year to prepare students for internships, co-ops or full-time jobs.

**Cooperative Education Opportunities** – Cooperative Education is a program that enables students to gain professional work experience in paid, degree-related positions. Co-op students earn credit, a competitive wage and valuable “real world” work experience.

**Internet Job Search Resources** - Through the CDC’s website, students are able to access a number of job search sites. These resources enable UA students to apply for jobs on-line and to sign-up for on-campus interviews.

**Professional Development Institute** - This nationally recognized program creates opportunities for UA students to develop professional career-building skills. Participation in this program can help students gain the valuable skills which give them the competitive advantage in their job or graduate school search.

For more information, check out [career.uark.edu](http://career.uark.edu) (<http://career.uark.edu>)

The UA Career Development Center is conveniently located in the Arkansas Union 607 and in the BELL Engineering Center 3158; Ph: (479)575-2805.



# University of Arkansas

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## Division of Student Affairs Student Handbook

### **D. Appeal Procedures**

#### **1. Appeal of Administrative or All-University Conduct Board Decision**

In the event a charged student or student organization disagrees with a finding of “responsible” or sanction of an Administrative Hearing Officer or the AUCB, the charged student or student organization may request an appeal. In instances of Level 1 or similar sanctions, the student or student organization may appeal to the VPSA/DOS for Student Affairs within five (5) business days after notification of the decision. In instances of Level 2 or similar sanctions, the student or student organization may appeal to the VPSA/DOS and Chancellor within five (5) business days after notification of the decision. Appeals of all decisions shall be submitted to the Office of Academic Integrity and Student Conduct. All appeals are subject to the Additional Provisions Pertaining to All Appeals listed below.

#### **a. Procedure for Level 1 Appeals:**

- 1) The VPSA/DOS for Student Affairs shall receive the petition from a student or student organization choosing to appeal (1) the decision of the AUCB, or (2) the decision of the Administrative Hearing officer. Such petition shall be submitted in writing to the Office of Academic Integrity and Student Conduct explaining in detail the reasons for the student’s or student organization’s appeal.
- 2) Upon receiving a petition, the VPSA/DOS shall obtain the record of the administrative hearing officer or the AUCB. Such record shall include all relevant documents and records and if appropriate, a statement from the hearing officer or AUCB advisor that summarizes the case and the reasons supporting the disciplinary decision.
- 3) The VPSA/DOS, shall decide whether to approve, reject, or modify the decision in question, or remand the case to the AUCB for clarification or a new hearing. based on the grounds for an appeal outlined below.
- 4) The decision of the VPSA/DOS shall be made within ten (10) business days of the receipt of all information outlined above, or as soon as possible thereafter.

#### **b. Procedure for Level 2 Appeals**

- 1) The VPSA/DOS and Chancellor shall receive the petition from a student or student organization choosing to appeal (1) the decision of the AUCB, or (2) the decision of the Administrative Hearing officer. Such petition shall be submitted in writing to the Office of Academic Integrity and Student Conduct explaining in detail the reasons for the student’s or student organization’s appeal.
- 2) Upon receiving the petition, the VPSA/DOS and Chancellor shall obtain the record of the AUCB or administrative hearing officer. Such record shall include relevant documents and records from the AUCB. A statement from the AUCB advisor shall summarize the case and the reasons supporting the disciplinary decision.
- 3) Following review of the record, the VPSA/DOS and Chancellor shall approve, reject, or

modify the hearing officer or AUCB decision, or remand the case to the hearing officer or AUCB for clarification or a new hearing. This decision shall be based on the grounds for an appeal outlined below.

4) The decision of the VPSA/DOS and Chancellor shall be made within thirty (30) business days of the receipt of all information outlined above, or as soon as possible thereafter.

**c. Additional Provisions Pertaining to All Appeals**

1) Appellate review shall be based on the record in the case and does not include a right of additional hearings or meetings on behalf of the student.

2) To be permissible, the appeal must be submitted within the designated time frame and contain a detailed discussion of the student's evidence and reasoning based on the permissible grounds for appeal contained in this policy

3) In the event of a permissible appeal, subject to all applicable University policies, the sanctions (except interim action or interim suspension) will be put into effect only after the VPSA/DOS for Student Affairs (or, in cases involving Level 2 sanctions, the Chancellor) makes a decision, although sanctions may be retroactive to the date of the alleged offense.

4) The function of the VPSA/DOS (or Chancellor, as applicable) in reviewing an appeal is that of reviewing the action of the AUCB or administrative hearing officer to determine if: (1) an alleged violation of the rights guaranteed the accused has occurred (2) the sanction is too severe for the violation; (3) new and significant evidence that was not available at the time of the hearing has developed which has a bearing on the outcome or (4) an objective assessment of the evidence under the preponderance of evidence standard does not support a finding of responsibility.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Veterans Resource & Information Center**

**Link:** <http://veteranscenter.uark.edu> (<http://veteranscenter.uark.edu/>)

The University of Arkansas Veterans Resource & Information Center ensures the academic and professional success of student veterans by understanding their unique needs and by serving as a central point of contact into a seamless collaboration between prospective and current student veterans, the University of Arkansas, the U.S. Department of Veterans Affairs, and a diverse network of community partners.

Veterans and dependents of service members may be eligible to receive monthly educational assistance from the Veterans Administration while enrolled at the University of Arkansas. For more information, including GI Bill eligibility, contact the Veterans Resource & Information Center at [vrlic@uark.edu](mailto:vrlic@uark.edu) (<mailto:vrlic@uark.edu?subject=Information>) or 479-575-8742. Students may also visit the center in Arkansas Union Room 632 or online at <http://veteranscenter.uark.edu> ([http://veteranscenter.uark.edu](http://veteranscenter.uark.edu/))

[\(http://veteranscenter.uark.edu\)](http://veteranscenter.uark.edu/)

[\(http://veteranscenter.uark.edu\)](http://veteranscenter.uark.edu/)

# University of Arkansas

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## Division of Student Affairs Student Handbook

### University Housing

#### Mission

"University Housing is committed to providing a quality living and learning environment that both challenges and supports the personal, social, and academic development of our residents and their diverse communities."

University Housing has responsibility for resident student welfare, residence hall and apartment staffing, educational and social programs, student advisement, residence hall and apartment maintenance and repair, housekeeping, and University Housing contract issues. Our central office is located in the former Speech and Hearing Clinic Building, known as ARKA. The office is located at 410 Arkansas Avenue, on the corner of Arkansas Avenue and Maple Street. We can be reached by telephone at 479-575-3951 or via e-mail at [housing@uark.edu](mailto:housing@uark.edu) (<mailto:housing@uark.edu>).

#### The Statement of Community Principles and Respect

University Housing strives to create an environment where all members of our community work together to celebrate the diversity among us. Our goal is to use our various cultural experiences and collaborate on ways to solve problems and challenges in order to continually improve the quality of our residence life community.

The University Housing community is interconnected and attempts to create a place where open-mindedness, respect, and compassion for all are central to what we do.

Our goal is to eradicate all instances of bigotry and injustice in word, deed, action, and policy, as they infringe on the basic rights of all. We will not tolerate harassment, jokes, statements, or other behavior, which does not respect the equality and dignity of others.

We see diversity as a strength that promotes and advances learning on all levels. Our diversity enables us to view things from new perspectives.

#### University Housing Core Values

We will act with **INTEGRITY** to develop trusting relationships-among ourselves and with our constituents.

Our **FOCUS ON STUDENTS** will drive our decision-making process.

We will continually improve the quality of our **SERVICE** to both our internal and external clients.

**DECISIONS** will be made as close as possible to the point of contact with our students and other clients.

All Staff can **CONTRIBUTE** to achieving our mission.

**CROSSING ORGANIZATIONAL BOUNDARIES** in pursuit of excellence will be valued.

Keeping **STAKE HOLDERS** informed of our issues on decisions is paramount.

**WISDOM** is most evident when people know when to seek help.

We will seek to **UNDERSTAND OTHERS'** points of view as prerequisite for developing win/win opportunities in all our interactions.

## **Staff**

Residential living units exist to provide an opportunity for students to extend their learning experiences beyond the classroom, library, and laboratory. The University Housing staff strives to create a living environment in which each student is offered an opportunity to develop as an individual in an atmosphere that encourages emotional and intellectual growth.

The University Housing Residential Education staff consists of Resident Assistants (RA), typically undergraduate students who live and work on the residential floors; professional Coordinators for Residence Education (CREs), who live in the residence halls and are responsible for supervising RAs and the hall secretaries, advising Hall Government and managing daily residence life operations; hall secretaries who assist in the administrative operations in the hall and provide customer service; and Assistant Directors and Associate Directors (AD) who supervise CREs and oversee various Residential Education functions across campus.

In addition to the hall staff you will meet Facilities staff members: Housekeepers and Skilled Trades maintenance workers who maintain the living environment in the building. Our Information Technology employs ResNet Technicians, students who assist residents by identifying problems with computers on the campus network (including personal computers), and troubleshooting solutions when appropriate.

The Housing Central Office is currently located at 410 Arkansas Avenue (ARKA). Other offices at ARKA include: Administrative Services, responsible for room assignments, Housing and Dining Contracts, and departmental research, and the Residential Education leadership and support offices..

The Office of Business Affairs, responsible for appropriate stewardship of Housing resources including accounting, purchasing, and staff development/human resources management, and the

Office of Residential Facilities are located in Pomfret Hall, including supervisory staff for Housekeepers and Maintenance, and Housing offices overseeing Facilities Operations, Safety and Security and Interior Design.

The Housing information Technology unit consisting of Computer Support specialists, Application Designers and the Coordinator for Marketing are located in Futrall Hall.

## **Counselors-In-Residence**

Counselors-In-Residence (CIR) are doctoral graduate students who are trained to listen and assist you in making life decisions. The CIR staff is available for assistance with problem solving and decision-making. This is a service provided by University Housing to all residence hall students free of charge. You can contact your RA or CRE for more information about the Counselor-In-Residence program.

## **Resident Assistants**

Resident Assistants (RAs) live in the residence halls. . They are upper-class and graduate students selected on the basis of skills, interests, and abilities which enable them to assist and advise you in obtaining the most from your experience at the University of Arkansas. Resident Assistants receive in-service and on-going training designed to further develop their skills and knowledge base. Since RAs have the opportunity to work closely with you and other students over an extended period of time, they are in the unique position of being able to assist you. They work to create a positive environment in four ways: (1) by fostering a sense of community; (2) by encouraging academic success; (3) by providing you with help and assistance; and (4) by working with you and other University Housing staff to ensure the best possible operation of the residential living unit

## **Student Government**

Each hall has its own government. Like any other concentration of people within limited boundaries, the residence hall functions best when positions of leadership, organization, and representation are established. Two types of hall government exist on campus: Traditional hall senates that elect a president, vice-president, secretary/treasurer, other executive officers; and Student Interest and Activity Boards (SIABs), which are organized into student directorships. All residence halls elect or designate from two to seven (depending on the population of the hall) Residents' Interhall Congress representatives. The hall government sponsors and coordinates various activities for the community, such as community service activities, recognition dinners, intramural sports, etc.

## **Residents' Interhall Congress**

<https://sites.google.com/site/uarkric/?pli=1> (<https://sites.google.com/site/uarkric/?pli=1>)

Residents' Interhall Congress (RIC) is the student government organization representing all on campus students. Like their slogan says, they are "The voice of the on campus student", but that does not limit them to a mere legislative body. RIC also serves as the liaison for students within the housing community. From representing student interest regarding on campus issues, to providing programs for residents such as the RIC Cookout, Razorback Idol, and Casino Night, RIC's goal is to work for student interests. We work closely with the individual hall governments to improve residents' quality of life and to assist them in reaching their own hall-specific goals.

If you are interested in getting involved in RIC to make a difference for your hall, there are lots of opportunities for you. Serving as an RIC senator, hall executive, or hall senator really are just a few. As an on campus resident, you are already a member of RIC.

## **Campus Dining Services**

<http://www.dineoncampus.com/razorbacks/> (<http://www.dineoncampus.com/razorbacks/>)

The residence dining halls and retail food options are operated by Chartwells Dining Services. Each all-you-care-to-eat dining center has its own managing chef, so menus will vary by location. Students are encouraged to eat in all dining halls. These locations are Brough Commons, Northwest Quad, and Pomfret. You simply present your University ID to the cashier each time you desire entrance into one of the residence dining centers. The number of meals per week or per block will vary according to the plan you have. You are not allowed to share your meal privileges with any other student or guest. You may use the flex dollars portion of your meal plan to purchase meals for others in the dining centers.

## **Meal Plans are for Resident and Commuter Students**

A variety of on-campus and off-campus meal plans are available to meet your specific needs. If you are living on campus a meal plan is a requirement. Commuter students can opt in to any of the same plans offered for residents, but have two additional, smaller plans available to them. For more information about meal plans, contact Campus Dining at (479) 575-3232.

## **Flex Dollars**

Flex Dollars are allocated per semester and help customize your meal plan to fit your unique eating habits and class schedule. These dollars can be used to purchase food and beverages in all campus dining locations. Please note, Wal-Mart, Subway and Arsagas, do NOT accept Flex dollars. Flex dollars are limited to the amount included with each meal plan and may be supplemented by adding two blocks of \$50 additional Flex or Razorbucks. To add Flex, visit Housing in Hotz Hall. To start or add Razorbuck\$, go online to [razorbucks.uark.edu](http://razorbucks.uark.edu).

## **Meal Trade Combos**

You have an opportunity to trade one of the meals on your plan any night of the week in designated retail locations. In the Union Food Court you can trade a meal for a combo from 5 p.m. – 11 p.m. Monday-Thursday, and 5 p.m. to 9 p.m. on Friday. Meal trades are also available at the Hill Grill in Maple Hill complex from 6 p.m. - 11 p.m. Sunday through Thursday and at Quiznos, and Papa John's locations at Brough from 5:30 p.m. - 8:30 p.m. Friday and Saturday.

<http://www.addthis.com/bookmark.php?v=120&winname=addthis&pub=uofa&source=men-120&lng=en&s=&url=http://handbook.uark.edu/universityhousing.php&title=University%20Housing%20%20Student%20Handbook%20%20University%20of%20Arkansas&logo=&logobg=&logocolor=&ate=AT-uofa/-/4ffd96dfa4944323/1&frommenu=1&uid=4ffd96df1a74756f&pre=http://handbook.uark.edu/studentaffairs.php&tt=0&ca>

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Academic Information**

Primary sources of academic information for students are the Catalog of Studies, the student's academic advisors and teachers, and web sites for the student's program, department, and college. Catalogs are available at the U of A web site, and a listing of college and school advising centers is provided below. Students are encouraged to learn to use their catalogs as a reference for academic policy. Go to the U of A home page site for Academics <http://www.uark.edu/home/11023.php> (<http://www.uark.edu/home/11023.php>) to find connections to the List of Schools and Colleges, List of Majors, Registrar's Office (to request a transcript, access the eight-semester degree programs), Schedule of Classes, Catalog of Studies, Academic Support (tutoring and supplemental instruction services), and other special centers, programs, and opportunities.

The Division of Academic Affairs is headed by the Provost and Vice Chancellor for Academic Affairs. The provost is responsible for academic affairs policy development and oversight of the 10 colleges and schools, along with Enrollment Services, the University Libraries, Diversity Affairs, Air Force and Army ROTC, the Teaching and Faculty Support Center, and the offices of Institutional Research and Summer Sessions.



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## Division of Student Affairs Student Handbook

### Enhanced Learning Center

**Links:** <http://elc.uark.edu> and <http://qwc.uark.edu>

The Enhanced Learning Center provides assistance to all University of Arkansas students in meeting their academic goals. Our goal is for every University of Arkansas student who needs or wants academic assistance to participate in the programs and services of the Center without hesitation or barrier.

The Center has two primary components: The E. L. C., which specializes in math, the sciences, social sciences, and world languages, and the Quality Writing Center (Q. W. C.), which provides writing assistance to students from COMP I through the doctoral dissertation.

More than 15,000 students took advantage of the Center's programs during Fiscal Year 2012 and participated in these programs over 96,000 times. These programs and services include: Tutoring through the E. L. C. and the Q. W. C. as noted above; Supplemental Instruction which supports a number of classes with a high failure or withdrawal rate and an enrollment of 100+ students (Data Analysis & Interpretation, Organic Chemistry I & II, Principles of Biology, Principles of Economics I & II, Principles of Macroeconomics, Principles of Microeconomics, University Chemistry I & II were offered in 2011-12); Study Groups; Peer Mentors; Workshops (Topics in 2011-12 included Understanding and Avoiding Plagiarism, and a variety of workshops providing academic support information related to being successful in the university environment).

The primary location of the E. L. C. is Gregson Hall (GREG), Garden Level (south entrance). Services are also provided in Chemistry (CHEM), Electrical Engineering (BELL), Freshman Engineering (ENGR), Futrall Hall (FUTR), Mechanical Engineering (MEEG), and Mullins Library (MULN). For more information call 575-2885 or access the web site at the E. L. C. link above.

The primary location of the Q. W. C. is Kimpel Hall (KIMP), Room 316. Additional services are provided in Mullins Library (MULN). For more information call 575-6747, or access the Q. W. C. link above.

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## Division of Student Affairs Student Handbook

### International Students & Scholars

**Link:** <http://iss.uark.edu/> (<http://iss.uark.edu/>)

International Students and Scholars (ISS) strengthens the University of Arkansas as an active member of the international community. The office provides pre-arrival assistance and comprehensive orientation programs for newly admitted international students each semester. Cross Cultural Mentors provide one-on-one contact and group activities for new international students during International Orientation and throughout the new student's first semester, assisting them in their adjustment to the academic community and the Fayetteville/Northwest Arkansas area. The office provides services such as immigration advising for non-immigrant students/faculty/researchers, employment authorization and other programs and services which help students and scholars reach their academic and personal goals and make their time at the U of A more productive and enjoyable.

The office administers four outreach programs that give students an opportunity to learn about U.S. life and culture while enriching the community's knowledge and appreciation of diverse populations and cultures. These are: the Friendship Family program, which pairs students with local families who share American culture, daily life, and special activities with students; the Conversation Club program, which provides students with a small-group setting in which to practice conversational English with native speakers; the International Culture Team, a group whose members speak or share other skills and talents through presentations at community organizations, representing their home countries and cultures; and Cultural Field Trips to introduce the cultures that shaped the history of Arkansas.

The office co-sponsors the Living and International Learning Community in Holcombe Hall and the celebration of International Education Week each fall including seminars with immigration attorneys. A number of registered student organizations specific to various country, culture, or language groups are linked with the office including the International Students Organization (ISO), a group for U.S. and international students, which organizes events such as the International Bazaar and an annual banquet.

The Office of International Students and Scholars is located in Holcombe Hall, Room 104; phone (479) 575-5003, FAX (479) 575-7084; e-mail [iss@uark.edu](mailto:iss@uark.edu) (<mailto:iss@uark.edu>).

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Student Support Services**

**Link:** <http://sss.uark.edu> (<http://sss.uark.edu>)

Student Support Services is designed to provide a powerful combination of programs and services to students who are first-generation, and/or modest-income, and/or individuals with disabilities. The services provided by Student Support Services place an emphasis on individual assessment, counseling, advising, and skill building. Some of these services include: academic/financial/personal counseling, financial scholarships (\$980-\$1,500), social etiquette instruction, career and graduate school preparation, academic/cultural enrichment, assistance with tutoring, and mentorship. The overarching goal of the University of Arkansas Student Support Services program is to empower students, assist them in achieving academic excellence, and seeing them through to graduation. For more information, please contact us at (479) 575-3546 or visit us at the Garden Level of Gregson Hall.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Multicultural Center**

**Link:** <http://multicultural.uark.edu/> (<http://multicultural.uark.edu/>)

The University of Arkansas Multicultural Center (MC) was established to create and maintain educational, cultural, and social programs to assist in the development and advancement of an ethnically diverse student body. The MC offers comprehensive educational and cross-cultural programs designed to promote academic excellence, respect differences, and empower students to develop success strategies for their future.

The Center offers a large gallery area for programming, art displays and cultural exhibits, meeting space, a small resource library that includes books, videos, and board games, as well as an informal lounge. Students are encouraged to take advantage of these resources, as well as get involved with the various student organizations offered at the University of Arkansas. Located on the 4th floor of the Arkansas Union (ARKU 404), the Multicultural Center may be contacted at 479-575-8405.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Academic Advisement

**For Academic Advisement information, please contact the following offices:**

#### **Architecture**

Phone: 479-575-2399

Fax: 479-575-7429

<http://architecture.uark.edu/102.php> (<http://architecture.uark.edu/102.php>)

#### **Education and Health Professions**

Visit <http://boyer.uark.edu/index.php> (<http://boyer.uark.edu/index.php>) for advising information

#### **Walton College of Business**

328 Walton College of Business

University of Arkansas

Fayetteville, AR 72701

Phone: 479-575-6308

Fax: 479-575-2525

<http://waltoncollege.uark.edu/> (<http://waltoncollege.uark.edu/>)

#### **Fulbright College**

518 Old Main Room

University of Arkansas

Fayetteville, AR 72701

Phone: 479-575-3307

Fax: 479-575-7121

<http://www.uark.edu/~arsc/> (<http://www.uark.edu/~arsc/>)

#### **College of Engineering**

3189 Bell Engineering Room

University of Arkansas

Fayetteville, AR 72701

Phone: 479-575-6012

Fax: 479-575-7744

<http://www.engr.uark.edu/> (<http://www.engr.uark.edu/>)

#### **Dale Bumpers College of Agricultural, Food and Life Sciences**

E108 Agricultural, Food, and Life Sciences

University of Arkansas

Fayetteville, AR 72701

Phone: 479-575-2252

Fax: 479-575-6890

<http://bumperscollege.uark.edu/33.php> (<http://bumperscollege.uark.edu/33.php>)

**The Graduate School**

50 Stonehouse North

University of Arkansas

Fayetteville, AR 72701

Phone: 479-575-4401

Fax: 479-575-5908

TDD: 479-575-5909

Toll-free: 866-234-3957

E-mail: [gradinfo@uark.edu](mailto:gradinfo@uark.edu) (<mailto:gradinfo@uark.edu>)

<http://grad.uark.edu/> (<http://grad.uark.edu/>)

**NOTE:** Honors College does not provide academic advising; each college offers academic advising for honors students in their majors.

# University of Arkansas

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Division of Student Affairs  
Student Handbook

## **Academic Honesty**

See [provost.uark.edu](http://provost.uark.edu) (<http://provost.uark.edu/>) for the most recent academic integrity policies.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Campus Safety

#### University of Arkansas Police Department

**Link:** <http://uapd.uark.edu/> (<http://uapd.uark.edu/>)

#### Mission Statement

The women and men of the University of Arkansas Police Department, in partnership with the community we serve, are committed to protecting the future of Arkansas by promoting a safe and secure environment through excellence, initiative, and integrity.

University of Arkansas Police Department (UAPD) is a nationally accredited police department and has been an active law enforcement agency since 1972. The authority to operate as a law enforcement agency comes from Arkansas State Statute 25-17-304. UAPD Officers have the same authority as any municipal police department officer or county sheriff's deputy in Arkansas. UAPD Officers complete the same basic training as other police officers in the state. UAPD Patrol Officers and Communications Center staff are on duty twenty-four hours a day, seven days a week. Officers patrol the campus in cars, on bicycle, and on foot. UAPD offers a wide range of services such as twenty-four hour campus patrol, criminal investigations, crime prevention programs, women's self-defense (R.A.D.), safety bulletins, fingerprinting for employment purposes, motorist assists, the Razorback Patrol Escort Service, and daily crime logs. You can contact UAPD on campus telephones by dialing 2222, or from off campus phones, pay phones, and cell phones by dialing 575-2222. Dial 911 for any emergency, on or off campus. UAPD is located at 155 South Razorback Road in the Administrative Services Building, across from Bud Walton Arena. You can also contact UAPD by using one of the Emergency/Information Telephones located across the campus and in selected parking lots. The phones are also located in all elevators on campus and throughout parking decks. UAPD has a web site on the World Wide Web at <http://uapd.uark.edu/> (<http://uapd.uark.edu/>). On the web site you can see a list of programs that UAPD presents to the community. You can schedule a program, see the latest campus crime statistics, and get good crime prevention information and more.

#### Razorback Patrol Escort Service

Sunday - Thursday, 6:00 PM to 12:30 AM Escorts at other times by police officers

#### Safety Programs

- Rape Aggression Defense (Women's Self Defense; one hour credit course, Department of Health Science, Kinesiology, Recreation & Dance)



- Alcohol Awareness
- Personal Safety
- Safety on Campus
- Theft Prevention, and others
- Statistical information
- Loan and assistance with engravers
- Fingerprinting for identification and job applications
- Special events security

UAPD encourages students, faculty, and staff to work in partnership with the police and to be responsible for their own personal security and the security of others. UAPD officers cannot be everywhere all the time. They need your help to provide a safe environment.

## Transit and Parking

**Link:** <http://parking.uark.edu> (<http://parking.uark.edu>)

### Transit - 575-RIDE

Razorback Transit provides fare-free, fixed route bus service to University of Arkansas students, faculty, staff, and the general public. All Razorback Transit buses and vans have wheelchair lifts. All buses have bike racks. Razorback Transit's 14 bus routes provide convenient stops and frequent service near all locations on campus, the Downtown Square, shopping malls, medical, and service areas. 13 of the 14 routes can be accessed at Union Station, south of the Arkansas Union. Complementary paratransit service is also provided for qualifying passengers. Information and maps of the routes can be found on the Transit and Parking website at <http://transit.uark.edu/> (<http://transit.uark.edu/>). Maps are also located at the Arkansas Union and Hunt Hall Information Desks and on all transit buses.

### Parking - 575-PARK

UA parking permits are required for any vehicle to park on campus Monday through Friday, 7:00 a.m. to 5:00 p.m., except at parking meters and in hourly parking spaces in the Garland Avenue, Harmon Avenue and Stadium Drive Garages. Night reserved lots are reserved until 8:00 p.m., Monday through Thursday and Resident Reserved areas are reserved at all times. Permits are available for faculty, staff, students, and visitors. Visitor permits may be purchased for a day or a week but cannot be used by university students. Current fees are available on the Transit and Parking website at <http://parking.uark.edu/> (<http://parking.uark.edu/>). Meter payment is also required on weekdays from 7:00 a.m. to 5:00 p.m. The Harmon Avenue Garage is a gated garage. Entries and exits are made by obtaining a ticket and paying at the pay-on-foot stations. Debit cards are also available for the Harmon Avenue Garage. Short-term meters (gold-colored) require payment every 20 minutes at all times. These are only to be used for loading and unloading. Vehicles can receive a citation every 20 minutes the meter is expired at short-term meters. Parking rules and regulations are enforced when the university is open, even when classes are not in session. Replacement parking permits cost \$5. Parking permit purchase, citation payments, and citation appeals may be made by mail, internet (<http://myparkingaccount.uark.edu/> (<https://myparkingaccount.uark.edu/cmnl/index.aspx?ck=t>)), at the Transit and Parking Department located in the Administrative Services Building on Razorback Road or at the Harmon

Avenue Garage. Permit types, lot locations and parking citation appeal information can be found on the parking map or on the website at <http://parking.uark.edu/> (<http://parking.uark.edu/>).

## **Safe Ride - 575-SAFE**

Safe Ride operates Wednesday through Saturday from 10:30 p.m. until 3:00 a.m. during the fall and spring semesters. This service is provided to currently enrolled UA students. Students will be taken from any place in the Fayetteville city limits to their residence, within the Fayetteville city limits. The Night Owl service is provided on campus from 10:30 p.m. until 1:00 a.m. Mondays and Tuesdays during the fall and spring semesters.

Receive Important Transit and Parking Information by subscribing to the Transit and Parking listserve. Send an email to: [listserv@listserv.uark.edu](mailto:listserv@listserv.uark.edu) (<mailto:listserv@listserv.uark.edu>) with the command subscribe parkinginfo in the body of the email. You may receive the same information by following UofAParking on Twitter or Tranist and Parking University of Arkansas on Facebook.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### IT Services

Get online using one of our two wireless networks, UA Wireless for guests and UA Secure for UARK users. [http://its.uark.edu/wireless\\_wired.html](http://its.uark.edu/wireless_wired.html) ([http://its.uark.edu/wireless\\_wired.html](http://its.uark.edu/wireless_wired.html))

Access an array of services including email, wireless, Blackboard, ISIS, and computer lab workstations using your UARK account. [http://its.uark.edu/uark\\_account.html](http://its.uark.edu/uark_account.html) ([http://its.uark.edu/uark\\_account.html](http://its.uark.edu/uark_account.html))

Install Symantec AntiVirus for free on off-campus and on-campus computers. Symantec installation is required to access the campus network. <http://its.uark.edu/antivirus.html> (<http://its.uark.edu/antivirus.html>)

Get online in your residence hall using ResNet after installing Symantec on your computer. <https://housing.uark.edu/resnet/> (<https://housing.uark.edu/resnet/>)

Receive important messages and announcements via your official University of Arkansas email account. [http://its.uark.edu/student\\_email.html](http://its.uark.edu/student_email.html) ([http://its.uark.edu/student\\_email.html](http://its.uark.edu/student_email.html))

Chat with other UARK users—as well as MSN, Yahoo!, ICQ, Google, and AIM contacts—using Jabber, an instant messaging system supported by IT Services. [http://its.uark.edu/instant\\_messaging.html](http://its.uark.edu/instant_messaging.html) ([http://its.uark.edu/instant\\_messaging.html](http://its.uark.edu/instant_messaging.html))

Subscribe to IT Services on Facebook and Twitter to find out about major changes or interruptions to technology services on campus. <http://facebook.com/uarkits> | <http://twitter.com/uait>

Get technical support by contacting the IT Services Help Desk at 575-2905 or [helpdesk@uark.edu](mailto:helpdesk@uark.edu) Monday through Thursday, 7 a.m. to 6 p.m., and Friday, 7 a.m. to 5 p.m.

Get online help by submitting an AskIT request. IT Services staff reply to AskIT cases within two business days. <http://askit.uark.edu> (<http://askit.uark.edu>)

Get multimedia support and training from the Student Technology Center in the Arkansas Union. <http://its.uark.edu/stc.html> (<http://its.uark.edu/stc.html>)

Take free IT Workshops on Word, Excel, and other software. <http://its.uark.edu/training.html> (<http://its.uark.edu/training.html>)

Use General Access Computing Labs (GACLs) workstations at the Mullins Library, Arkansas Union, Northwest Quad, J.B. Hunt Building, and Administrative Services Building (on Razorback Road). [http://its.uark.edu/computer\\_labs.html](http://its.uark.edu/computer_labs.html) ([http://its.uark.edu/computer\\_labs.html](http://its.uark.edu/computer_labs.html))

Check out laptops at the Mullins Library, Arkansas Union, or J.B. Hunt building GACLs with your University ID card. [http://its.uark.edu/equipment\\_checkout.html](http://its.uark.edu/equipment_checkout.html)  
([http://its.uark.edu/equipment\\_checkout.html](http://its.uark.edu/equipment_checkout.html))

Access GACL software with VLab, a real-time virtual desktop environment for students.  
<http://vlab.uark.edu> (<http://vlab.uark.edu>)

<http://twitter.com/uaitis> (<http://twitter.com/uaitis>)

<http://facebook.com/uarkits> (<http://facebook.com/uarkits>)

<http://uits.uark.edu/> (<http://uits.uark.edu/>)

# University of Arkansas

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## Division of Student Affairs Student Handbook

### Financial Aid

**Link:** <http://www.uark.edu/admin/fininfo> (<http://www.uark.edu/admin/fininfo>)

### Financial Aid Office

**Link:** <http://finaid.uark.edu/> (<http://finaid.uark.edu/>)

#### The Financial Aid Office provides the following services:

- Financial aid counseling
- Awarding of federal and state financial aid assistance including grants, campus employment, student loans and the Arkansas Academic Challenge Scholarship
- Certification of parent loans
- Certification of alternative loans
- Emergency loan certification
- Work Study information

If you need information on locating work study positions, please see <http://finaid.uark.edu/> (<http://finaid.uark.edu/>) for a current list of job openings. The Financial Aid office can be reached at (479) 575-3806 or in person at 114 Silas Hunt Hall. Please see <http://finaid.uark.edu/25.php> (<http://finaid.uark.edu/25.php>) for the cost of attendance per semester.

### Academic Scholarship Office

**Link:** <http://scholarships.uark.edu/> (<http://scholarships.uark.edu/>)

The Academic Scholarship Office can aid students in locating necessary or additional funding to complete or begin their education at the University of Arkansas. The office staff is available to assist you with a multitude of scholarship questions including information on outside scholarships for UA students. The Academic Scholarship Office can be reached at 479-575-4464 or [scholars@uark.edu](mailto:scholars@uark.edu) (<mailto:scholars@uark.edu>). The office is located in 114 Silas Hunt Hall.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Athletics & Recreation**

#### **Razorback Athletics**

**Link:** <http://www.arkansasrazorbacks.com/> (<http://www.arkansasrazorbacks.com/>)

The Athletics Department is host to a number of male and female collegiate athletic teams.

#### **Recreation**

##### **Department of University Recreation**

**Link:** <http://urec.uark.edu/> (<http://urec.uark.edu/>)

The department of university recreation (UREC) is a major campus-wide service unit of the College of Education and Health Professions. UREC continues to serve the university community by providing a diverse selection of recreational opportunities that are designed to enhance the quality of life of each participant. The department of University Recreation is one of the largest student employers on campus with over 300 students hired annually.

In order to meet the diverse recreational needs of the university community, the department is organized into eight program areas: Accessible Recreation, Club Sports, Facility Management, Intramural Sports, Fitness/Wellness, Instructional Programs, Outdoor Connection Center and Special Events.

The Accessible Recreation program offers students, faculty, and staff who are registered with the Center for Educational Access an opportunity to receive exercise and recreational activity assistance at no cost. The Accessible Recreation program also offers a private exercise studio for accessible recreation clients who desire a more private setting.

The Club Sports program provides opportunities for individuals who share a common interest in a specific sport and enjoy the benefits of a group experience. Each club is self-administered by elected officers and adheres to departmental, program and university policies and procedures. The Club Sports program offers 25 club sports that serve over 850 student club athletes annually. Club Sports provide students with the opportunity to extend their athletic careers and to experience a variety of leadership and team roles.

The Facility Management program offers quality support services that enhance activities and academic programs offered by the department of university recreation and the University of Arkansas. The primary areas of responsibility are scheduling, supervision, maintenance, membership recruitment, security of the HPER building and drop-in recreation activities. A new satellite fitness center, located on the second floor of the Arkansas Union, is scheduled

to open during the fall 2011 semester. This center will provide an additional 6,000 square feet of fitness floor space, offering cardio equipment, selectorized weights, dumbbells, benches, stretching space, a 1,500 square foot group exercise studio, and locker and shower facilities for men and women.

Intramural Sports is designed to provide students, faculty and staff an opportunity to participate in competitive recreational activities in a fun and safe environment. The program is organized into men's, women's and co-rec leagues. You must be a HPER member to participate in intramurals. The Intramural Sports program promotes physical fitness, leadership, teamwork, social interaction, and campus involvement. The program offers over 30 fun-filled activities throughout the school year.

The Fitness/Wellness program provides a diverse selection of quality recreational activities for individuals to pursue fitness, wellness, and leisure opportunities that enhance their personal development and establish habits for a healthy lifestyle. Fitness/Wellness activities are offered through drop-in recreation opportunities or through advance-registration procedures. Examples of drop-in recreation activities within the program include Group Exercise classes such as Yoga, Aqua Aerobics, and Strength/Cardio classes, as well as education seminars in wellness-related topics. Advance-registration activities include Personal Training programs, Fitness Assessments, Massage and certification clinics.

Instructional Programs offer many unique and interesting instructional programs each semester such as various dance styles, martial arts and swim lessons. Instructional Programs is an authorized provider for several American Red Cross programs, including CPR, First Aid, and AED instruction, as well as Lifeguard certification.

The Outdoor Connection Center (OCC) enhances the campus recreation community by organizing diverse adventure activities while offering extensive leadership opportunities. The OCC has an extensive equipment rental center, an active adventure trip/activity program, a nationally recognized educational workshop/certification program and a resource library that offers instructional literature and media for most outdoor related topics. The OCC serves the university community in an environmentally friendly way by offering a full service bicycle shop. The OCC offers bicycle assessments (which are safety inspections), repairs, parts and accessories. The OCC also has a bouldering wall within the rental center that serves as a social hub for students during rental center hours. The center has a 2,800 square foot climbing wall. All off-campus programs provided by the Outdoor Connection Center have an educational foundation and focus on preparing students to minimally impact the environment, travel in the backcountry safely, and learn a new recreational activity.

The Special Events program provides a diverse selection of quality recreational and educational activities in a leisure environment that enhances personal development through social and personal interaction.

Like UREC on Facebook  
Follow uarkrec on Twitter

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **Code of Student Life**

#### **Preface**

The mission of the University of Arkansas is teaching, research, and service. Inherent in this mission is the responsibility of the University to educate its students to be responsible, civic-minded citizens. The Code of Student Life outlines student conduct and disciplinary policies that pertain to students and student organizations at the University of Arkansas. It is designed to provide information to students, faculty, and staff regarding the ideals that underlie our academic mission, and the expectations that the University has regarding the conduct of students. The purpose of the policies outlined in the Code is to protect the rights of all members of the University Community and to maintain an atmosphere in the University community appropriate for an institution of higher education.

The Code of Student Life is established by the Faculty Senate pursuant to Board of Trustees Policy 810.1(II)(A)(7). Students seeking interpretations of provisions within the Code may contact the Vice Provost for Student Affairs/Dean of Students (VPSA/DOS).

#### **Student Responsibility for Conduct On Campus and Off Campus; Jurisdiction for Disciplinary Matters**

University faculty, staff, and students value the University's relationship with the surrounding Fayetteville community and realize that the University has tremendous social, cultural, and economic impact on the greater Northwest Arkansas area. The University seeks to help students learn to become conscientious members of their community, and students are expected to conduct themselves in a responsible manner at all times, whether on or off campus.

The Code of Student Life applies to all persons enrolled in courses offered by the University of Arkansas, Fayetteville. (Note that the School of Law has its own process for reviewing alleged violations of the Code). The Code of Student Life also applies to persons who withdraw or graduate after allegedly violating the Code of Student Life or who are not enrolled for a particular term but have an apparent continuing relationship with the University. While procedures may vary, the conduct requirements of the Code of Student Life apply at all locations connected to the University of Arkansas, Fayetteville, including locations in a foreign country or in another state, and to all University activities, regardless of location. Furthermore, the University reserves the right to withhold or withdraw degrees, honors, or awards, due to violations of this Code.

If students or student organizations are cited by staff, faculty, or other students for a possible violation of local, state, and federal laws and/or University policies, they may be subject to



the judicial process of the University and/or appropriate legal action. If students or student organizations are reported by community members for possible violations of the law, the University will cooperate with appropriate officials taking necessary legal action. If these students or student organizations are reported to University officials, the University may intervene on a formal or an informal basis. "Informal" intervention will involve individual student(s) or student organization leader(s) being referred to the VPSA/DOS or designee for discussion of the incident. Off-campus behavior that may have an impact on the mission of the University, or that may have an impact on the health, safety or welfare of any individuals involved, may be subject to University disciplinary action.

The conduct requirements of the Code of Student Life, but not the procedures, also apply to persons who have been notified of their acceptance for admission and persons who are living in University of Arkansas residence halls, although not enrolled at the institution.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **I. Student Conduct and Disciplinary Proceedings**

- [A. Identification of Students on Campus \(http://handbook.uark.edu/identification.php\)](http://handbook.uark.edu/identification.php)
- [B. Student Standards of Conduct \(http://handbook.uark.edu/standardsofconduct.php\)](http://handbook.uark.edu/standardsofconduct.php)
- [C. Disciplinary Proceedings \(http://handbook.uark.edu/disciplinaryproceedings.php\)](http://handbook.uark.edu/disciplinaryproceedings.php)
- [D. Appeal Procedures \(http://handbook.uark.edu/appealprocedures.php\)](http://handbook.uark.edu/appealprocedures.php)
- [E. Administrative Actions \(http://handbook.uark.edu/adminactions.php\)](http://handbook.uark.edu/adminactions.php)
- [F. Authorized Disciplinary Sanctions \(http://handbook.uark.edu/sanctions.php\)](http://handbook.uark.edu/sanctions.php)
- [G. Disciplinary Records \(http://handbook.uark.edu/records.php\)](http://handbook.uark.edu/records.php)
- [H. Selection Process of the All-University Conduct Board \(AUCB\) \(http://handbook.uark.edu/selectionprocess.php\)](http://handbook.uark.edu/selectionprocess.php)

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **A. Identification of Students on Campus**

1. Each student is issued a photo id card, which must be retained while she/he is registered at the university.
2. In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University. A person may be asked to present some form of identification.
3. If any person refuses or fails upon request to present evidence of his/her identification, and it appears reasonable that the person has no legitimate reason to be on the campus or in the facility, the person will be ejected from the campus or facility.
4. Any person who alters or intentionally mutilates a University ID card, or who allows another to use his/her ID card will be subject to discipline.
5. An ID card is subject to confiscation by an agent of the university when acting in the performance of his or her duty if:
  - a. the ID card is in the possession of an individual other than the person to whom the ID card was issued and this person is attempting to use the ID card to represent him or herself as a registered student, or,
  - b. the ID card is presented by the person to whom it was issued but it is not valid for the current term of registration, and the individual uses the ID in an attempt to access university services for duly registered students.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **B. Student Standards of Conduct**

Students share the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. All students and their guests shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. When asked to report to any University office in conjunction with a disciplinary matter, a student is expected to appear at the time specified or to arrange another appointment. Any student found responsible for a violation outlined in the Code of Student Life is subject to disciplinary sanctions, and may expect more significant sanctions relative to the severity of the offense and/or if found responsible on multiple occasions.

Notwithstanding actions taken by state or federal authorities, or private litigants, the VPSA/DOS or designee may initiate disciplinary proceedings as outlined below against a student or student organization that is suspected of violating or attempting to violate this Code or other applicable University rules or governing laws, including the following:

1. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.
2. Harassment, abuse, coercion, or threatens by means other than the use or threatened use of physical force. Harassment is defined as unwelcome conduct that is severe and pervasive and substantially interferes with the learning, working, or living environment, and which would detrimentally affect a reasonable person under the circumstances. Harassment is extreme, outrageous, or persistent acts or communications that are intended or reasonably likely to harass, intimidate, or humiliate another. Whether the alleged conduct constitutes prohibited harassment depends on the entire circumstances, including the nature, frequency, type and duration of the conduct. Coercion is defined as improperly compelling or inducing someone to engage in conduct or refrain from engaging in conduct, including, but not limited to, through threats or instilment of fear.
3. Conduct that interferes with the operations of the University. Such conduct includes but is not limited to disruption or obstruction of teaching, research, administration, or other University activities.
4. Conduct that endangers the health or safety of any person.
5. Discrimination against any member of the University community or visitor, or in connection with any University activity, through offensive behavior of a biased or prejudicial nature related to an individual's personal characteristics, such as race, color, national origin, sex, religion, disability, age or sexual orientation. Such conduct includes, but is not limited to, conduct that violates the University's policies prohibiting discrimination.

6. Sexual Harassment: Unwelcome comments or conduct based on gender that creates an intimidating or offensive working, learning, or living environment and that represents substantial interference with the rights or opportunities of the victim. Such conduct includes, but is not limited to:

- a. Conduct that violates the University's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or written communication of a sexual nature.
- b. The use of phone, email or any other method designed to relay messages or materials of a sexual nature that are unwanted by the recipient.

7. Sexual Misconduct: Any sexual activity or attempt to engage in sexual activity, that does not involve the knowing consent of each individual expressed verbally or otherwise, or any prohibited activity as defined in university policies on sexual assault. Such conduct includes, but is not limited to, any sexual act in which a person is threatened, coerced, or forced to engage in against her or his will, or any sexual act engaged in while a partner is temporarily or permanently incapacitated, such as:

- a. Any form of sexual penetration when the victim does not or is unable to provide knowing consent.
- b. Any touching or fondling of the sex organs or body parts for the purpose of sexual gratification when the victim is unable to or does not give knowing consent.
- c. Any trespass, force, restraint, domicile invasion, or coercion made with actual or threatened sexual intent.
- d. Indecent exposure.

8. Stalking, defined as repeated and unwanted attention, harassment, contact, or other conduct directed at a specific person that would cause a reasonable person to feel fear.

9. Disorderly conduct including, but not limited to the following: engages in fighting or in violent, threatening behavior, makes unreasonable or excessive noise, uses abusive or obscene language or makes obscene gestures, disturbs or disrupts any assembly or meeting of persons, obstructs vehicular or pedestrian traffic, or creates a hazardous or physically offensive condition.

10. Damage, defacement or destruction of property.

11. Attempted or actual theft or unauthorized use of any property or services.

12. Possession of firearms or other weapons in violation of the law or University policy.

13. Possession, use, or distribution of an alcoholic beverage in violation of law or University policy, including, but not limited to, supplying alcoholic beverages to those who are not of legal age to consume or possess alcohol. (See Appendix D).

14. Public intoxication or appearing in a public place manifestly under the influence of alcohol or a controlled substance to the degree that the person is likely to endanger himself or herself or another person or property.

15. Unauthorized use or possession of a controlled substance, narcotic, drug paraphernalia, or counterfeit controlled substance, as defined under state or federal law.

16. Sale, manufacture, delivery, or transfer (actual or intended) of a controlled substance, narcotic, or counterfeit controlled substance, as defined under state or federal law."

17. Violation of safety systems, including, but not limited to the below listed behaviors as well as any behavior prohibited by
  - a. Unauthorized use, abuse, or interference with fire protection equipment or safety equipment which could result in death, injury or substantial property damage.
  - b. Intentional setting off of false fire alarms.
  - c. Bomb threats or similar threats involving dangerous devices or substances.
  - d. Behavior which constitutes a significant fire hazard.
  - e. Unauthorized possession or use of any material or substance which constitutes a significant health hazard.
18. Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets and dynamite, without express authorization by an authorized University official.
19. Possession or use of any dangerous or prohibited chemical without express authorization by an authorized University official.
20. Hazing, including, but not limited to, actions designed or with the effect of producing mental or physical discomfort, embarrassment, harassment, or ridicule or interfering with academic achievement. Such activities may include but are not limited to the following:
  - a. excessive or involuntary use of alcohol
  - b. paddling or physical abuse in any form
  - c. creation of excessive fatigue
  - d. kidnapping
  - e. degrading or humiliating games and activities.
21. Forgery, alteration, destruction, misuse, or possession of University documents, including but not limited to University identification cards or records, without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, or alteration or misuse of transcripts, or student identification cards.
22. Possession, duplication or use of keys to any University premises without authorization; entry or use of University premises without permission.
23. Gambling for money or other items of value on University premises; including but not limited to, card playing or other games of chance or skill for money or other items of value.
24. Organization or participation in activities which are in violation of University policy related to demonstrations and/or assemblies. (See Appendix E).
25. Violation of the University's Code of Computing Practices, including but not limited to, the misuse of a University computer or a University computer network.
26. Instigation of a disturbance in violation of University policy and/or any local sound ordinance.
27. Misuse of University telephones, telephone services or equipment, including but not limited to the use of University phones, telephone services or equipment without consent of those responsible for their control or misuse of a personal phone or communications device on University premises or in connection with a University activity.

28. Harboring or bringing a pet on University premises in violation of University policy. (See Appendix G).
29. Smoking or use of tobacco products or electronic cigarettes on University property or in a University vehicle in violation of state law or university policy.
30. Failure to comply with sanctions imposed under the Code of Student Life.
31. Using electronic or other devices to make an audio or video record of any person, without the person's prior knowledge or consent, where there is a reasonable expectation of privacy and such a recording is likely to cause injury, distress, or damage to reputation, including, but not limited to, in such locations as showers, locker rooms or restrooms.
32. Abuse of the University disciplinary system, including but not limited to:
  - a. Knowing falsification or misrepresentation of information presented to any judicial authority.
  - b. Interference with a judicial process through coercion, intimidation, threats or bribery.
  - c. Failure to promptly obey any mandate of any university disciplinary authority, including but not limited to a notice to appear for a disciplinary hearing or to appear as a witness in a disciplinary proceeding without proper excuse or justification.
  - d. Failure to obey notice from an authorized University official to appear for a meeting or hearing as a part of the student conduct system.
  - e. Initiation of a complaint with prior knowledge that information submitted is false.
  - f. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
33. Any violation of University of Arkansas Housing policies and procedures. (See Section III).
34. Any violation of any Arkansas state and/or federal criminal law.
35. Failing to comply with orders or directives of University officials, University hearing bodies, University Police or any other law enforcement officers acting in the performance of their duties.
36. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
37. Conduct which encourages or enables illegal activity and/or a violation of the Code of Student Life by failing to confront the behavior or by implicitly condoning the behavior by his/her presence during the activity.
38. Tampering with the election of any University-recognized student organization.
39. Violation of any published University policies, rules, or regulations. It is the responsibility of the student to be familiar with all university policies that relate to appropriate behavior on campus.
40. Violation of University policies on Academic Integrity, provided that violations are generally governed by the policies and procedures established in the University's Academic Integrity Policy.

If a violation of this Code is defined with reference to a particular law, regulation or policy, the definition shall include any amendments, as well as any successor or replacement law, regulation or policy. A violation of this Code shall not include constitutionally protected activity.



# University of Arkansas

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## Division of Student Affairs Student Handbook

### **C. Disciplinary Proceedings**

Under the direction of the Chancellor, and subject to other University policies, the VPSA/DOS has primary responsibility and authority for the administration of student discipline in response to violations defined in Section B above. Further delegation of this authority may be made by the VPSA/DOS to Associate Deans of Students. The Dean of the Graduate School will be notified in all cases involving graduate students.

#### 1. Filing Complaints

- a. Any academic or administrative official, faculty member, staff member, or student may file a verbal or written complaint with the Office of the Dean of Students against any student or student organization for a violation of the Code of Student Life.
- b. While action on a complaint of a violation is pending, the status of the student or student organization shall not be altered except for reasons outlined below, or as otherwise provided for in University policy.

#### 2. Presumption of Non-Responsibility – Standard of Evidence

Subject to all other provisions of the Code or University Policy, any student or student organization charged with an infraction under this Code shall be presumed not responsible for a violation until determined to be responsible by a preponderance of evidence.

#### 3. Preliminary Investigation

When the VPSA/DOS or designee receives information that a student or student organization has allegedly violated University policies or local, state, or federal law, the VPSA/DOS or designee shall investigate the alleged violation. After completing a preliminary review of the complaint, within seven (7) business days, or as soon as possible thereafter, the VPSA/DOS or designee may dismiss the allegation or may proceed with the disciplinary process as outlined in the Code. Proceeding with the disciplinary process may involve:

- a. imposing an Interim Suspension or an Interim Action as described below which will remain in effect pending a review by the All-University Conduct Board or appropriate University official, or
- b. making a Referral for Psychological Evaluation as described below or
- c. proceeding with the pre-hearing conference as described below.

#### 4. Disciplinary Correspondence

Disciplinary correspondence regarding alleged violations of the Code of Student Life will generally be sent to the student's University email account or the most current address listed with the University Registrar's Office. However, the University reserves the right to use other reasonable means to notify students. Students involved with a University disciplinary matter are responsible for checking their university email accounts on a regular basis.

## 5. Summoning a Student for a Pre-hearing Conference

- a. The VPSA/DOS or designee may formally summon a student or representatives of a student organization to appear for a pre-hearing conference in connection with an alleged violation by sending him/her/them a pre-hearing notification communication.
- b. The pre-hearing notification communication shall outline the specific charges, and shall direct the student or student organization to schedule a pre-hearing conference within three (3) business days after the receipt of the communication. If a student or student organization fails to schedule a pre-hearing conference within three (3) business days, a reminder communication will be forwarded to the student or student organization. This communication instructs the student or student organization to schedule an appointment within five (5) days of the receipt of the communication or the case will be heard in the absence of the student or student organization.
- c. If an accused student or student organization fails to respond to these communications within the allotted time, the accused student or student organization forfeits rights as outlined below, and the administrative hearing officer or AUCB may proceed with the disciplinary hearing in the student's or student organization's absence.

## 6. Pre-hearing Conference

- a. During the pre-hearing conference, the VPSA/DOS or designee shall explain the rights, responsibilities, and judicial procedures to the accused student. Specifically, the accused student or student organization's rights are as follows:
  - 1) To have a pre-hearing interview with the VPSA/DOS or designee. If the student fails to schedule or attend the pre-hearing interview, the student waives her/his right to request a hearing as outlined below.
  - 2) To have written notice of the charge(s) and an outline of rights prior to an administrative or AUCB hearing. In the event that additional charges are brought, a further written notice must be forwarded to the student.
  - 3) To review all available information, documents, exhibits, and a list of witnesses that may testify against him/her/them. Prior to the hearing, the VPSA/DOS or Designee will inform the student of any new material in the student's disciplinary file that is likely to be considered at the hearing.
  - 4) To request an Administrative or AUCB hearing.
  - 5) To elect not to appear at the hearing. The hearing is then conducted in the student's or student organization's absence.
  - 6) To be assisted by one advisor. An advisor may be defined as; a friend, a family member, a member of the university community or an attorney. The accused student is responsible for presenting his/her own case and therefore, advisors may not speak or participate directly in any hearing before a conduct board or hearing officer. It is a student's responsibility to request and obtain the services of an advisor. University officials are neither required, nor obligated to act as advisors. The advisor, upon request of the student or student organization, may:
    - a) Advise the student or student organization concerning the preparation and presentation of his/her case. The advisor may not speak for the student or student organization.
    - b) Accompany the student or student organization to all judicial proceedings. The student or organization is limited to the presence of one advisor, who shall not speak for the student or student organization.
    - c) In cases involving sexual or violent offenses, the alleged victim may have a support person present during the hearing. The support person is in attendance to provide emotional support to the alleged victim. The support person may not participate in the hearing.
    - d) Any advisor or support person who fails to observe restrictions or otherwise interferes with the hearing process may be dismissed at the discretion of the chair or hearing officer.

7) Unless the student or student organization waives all or part of the notice, the formal hearing will not be held fewer than five (5) class days from the date of the original charge communication.

b. During the pre-hearing, the VPSA/DOS or designee shall inform the student or student organization of the following options for resolution of the disciplinary charges:

1) The student may deny responsibility and request an administrative hearing before the VPSA/DOS or designee where determination of responsibility will be made.

2) The student may deny responsibility and request a hearing before the All University Conduct Board(AUCB) where a determination of responsibility will be made.

3) The student may accept responsibility and request for an administrative hearing before the VPSA/DOS or designee to determine an appropriate sanction.

4) The student may accept responsibility and request for the AUCB to determine an appropriate sanction.

5) The VPSA/DOS or designee may opt to refer any case for consideration by the AUCB.

c. The VPSA/DOS or designee is authorized to provide other opportunities for conflict resolution outside of the judicial process, when appropriate, if all involved parties agree. These opportunities may include mediation or other methods designed to reach a mutually satisfactory resolution. All parties must mutually agree upon the choice of conflict resolution method after review of procedures and potential terms of resolution. Such alternative means of conflict resolution are not permissible with regard to allegations of sexual misconduct as defined in this Code.

d. If a student or student organization fails, without good cause, to respond to the charge communication sent under this section, the administrative hearing officer or AUCB may proceed with the disciplinary process (including any hearings) in the student's or student organization's absence.

## 7. Hearings

Subject to the availability of judicial panel members and witnesses, the student's hearing will be held not later than twenty (20) business days following the date of the pre-hearing or the student's failure to respond to the second charge communication, or as soon as possible thereafter.

The purpose of a hearing is to determine whether a student is "responsible" or "not responsible" for violating the Code of Student Life. At this hearing, a decision will be made based on available information, with or without the attendance of the accused student or student organization, provided that efforts have been made to notify the student or organization consistent with this Code. If the student or student organization fails to attend the hearing, it will be assumed that the student or student organization denies responsibility for all allegations. When a student or student organization is found responsible and it is deemed appropriate, sanctions will be imposed. If a student or student organization fails to attend a hearing, he or she will be notified in writing of the outcome of the hearing. In situations where a student or student organization is found "not responsible" for the charged violations, but the hearing officer or AUCB concludes that the student or student organization would benefit from an educational conversation with appropriate University officials, the hearing officer or AUCB may require a student to participate in such a conversation.

## 8. All-University Conduct Board

a. When a student requests a regular hearing before the AUCB or when the VPSA/DOS or designee refers a case to AUCB for a hearing, the AUCB becomes involved. The VPSA/DOS or designee serves as the advisor to the AUCB. A panel consisting of five members will be selected from a pool of members to hear each case. The chair, who is a faculty member, casts the tiebreaking vote when necessary and, when applicable, assigns the disciplinary sanction(s) in accordance with the Code of Student Life.

- 1) Chair – Faculty (3-year appointment by Chair of Campus Faculty)
- 2) Two University Faculty / Staff Members – staff appointed annually by OAISC/faculty appointed by Chair of Campus Faculty.
- 3) Two University Student Members – appointed annually from among students in good standing by OAISC involving Associated Student Government (ASG) in selection process. To be considered in good standing for purposes of serving on the AUCB, students must not have any presently applicable disciplinary sanctions or pending charges with OAISC.
- 4) Alternates – In instances where a University Staff/Faculty member or University Student member of the AUCB does not participate, an assigned alternate will serve as one of the five members of the AUCB.

## b. Jurisdiction and Responsibilities of AUCB

1) The AUCB has original jurisdiction when a student or student organization requests a board hearing, or when the VPSA/DOS or designee determines that a board hearing is necessary.

## c. Procedural Standards for All University Conduct Board Cases

- 1) All matters upon which the decision may be based must be introduced into evidence at the hearing before the AUCB. The decision shall be based solely upon such matters and must be supported by the evidence.
- 2) All evidence will be admitted except that which is irrelevant or repetitious. The AUCB chair will be the sole judge of admissibility of evidence.
- 3) AUCB records are maintained in the OAISC and are confidential and may be released only with the consent of the student or otherwise consistent with law and University policy. This includes records of the conduct proceedings and disposition.
- 4) Any member of AUCB who has a personal interest in the particular case may not participate. In such cases in which a member cannot serve due to a conflict of interest, an alternate will serve as indicated above. If more than one member of AUCB does not participate, a temporary member may be appointed by the VPSA/DOS of Student Affairs or his/her designee.

## d. Duties of the VPSA/DOS to AUCB Prior to a Hearing

The VPSA/DOS or designee shall:

- 1) Consult the AUCB in setting the date, time, and place for the hearing.
- 2) Assist the AUCB in summoning witnesses and preparing evidence that is requested by the AUCB.
- 3) Notify the student or student organization by university email account or by communication of the date, time and place for the hearing. The VPSA/DOS or designee shall send the hearing notification communication as outlined above. The hearing notification communication shall specify a hearing date not less than five (5) business days after the date of the receipt of the communication. A student may request in writing that an earlier date be set, if feasible. The AUCB, for good cause, may postpone the hearing and notify all interested persons of the new hearing date, time, and place.
- 4) The communication described above shall:

- a) Direct the student charged to appear at a specified date, time, and place and inform the student that the case will be heard in absentia if she/he has failed to report within 15 minutes of the specified time and date.
- b) Advise the student of his/her rights as outlined in Section C above.
- c) Contain the charges that will be offered against him/her.
- d) Notify the respondent that the VPSA/DOS or designee may question the student's witnesses and request a list of the respondents' witnesses.

#### 9. Charge-Plus-Sanction Communications

For minor violations of the Code of Student Life, the VPSA/DOS or designee may utilize communications which notify students of the charge as well as a prescribed sanction. Students receiving such communications will be afforded a hearing upon request. If a student does not request a hearing within a reasonable period of time described in the communication, the student will be deemed to have accepted responsibility for the charge and agreed to the sanctions as outlined in the communication.

#### 10. Special Procedures for Cases Involving Alleged Sexual Misconduct

a. For cases involving allegations of sexual misconduct, a complainant shall have the following rights:

- 1) To have a pre-hearing meeting with the VPSA-DOS or designee, if desired by the complainant.
- 2) To have written notice of the charge(s) and an outline of rights prior to an administrative or AUCB hearing.
- 3) To review available information, documents, exhibits, and a list of witnesses relating to his or her complaint that is likely to be considered at the hearing.
  - a. Note that there may be information in the respondent student's disciplinary file, for example, regarding prior offenses, that would not be available to the complainant.
- 4) To propose information, documents, exhibits, and witnesses relating to her/his complaint to be considered at the hearing.
- 5) To attend and testify at the hearing, if the complainant desires.
- 6) To be accompanied by one advisor or support person. An advisor or support person may be defined as: a friend, a family member, a member of the university community or an attorney. If the complainant wishes to testify, the complainant is responsible for speaking on her/his own behalf and therefore, the advisor/support person may not speak or participate directly in the hearing. It is a complainant's responsibility to request and obtain the services of an advisor/support person. University officials are neither required nor obligated to act as advisors/support persons.
- 7) To make a final summary statement to the AUCB prior to the respondent's final summary statement.

b. Cases involving alleged sexual misconduct will receive priority in scheduling hearings.

c. A complainant shall be notified, in writing, whether the student has been found responsible for alleged misconduct and any disciplinary measures relating to the complainant, for example, changes in living arrangements or requirements to stay away from the complainant. In sexual misconduct cases where the respondent is found responsible, and there is an appeal, the complainant shall receive a copy of the appeal, and may provide a written response to the appeal to the VPSA/DOS within five (5) business days after the University issues notification of the appeal. If there is an appeal, the complainant shall be informed of the outcome.

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## Division of Student Affairs Student Handbook

### **E. Administrative Actions**

Certain authorized individuals have the authority to impose interim administrative actions in order to protect the safety and welfare of members of the university community. Those professional staff members authorized to impose certain interim administrative actions are the VPSA/DOS or designee and the Director of Housing or designee.

#### **1. Interim Action**

In certain circumstances certain authorized individuals may propose restrictions, change of living arrangements, change in class schedule or other action that will insure the safety and welfare of members of the University community. Any restrictions outlined in the interim action will be clearly presented to the respondent. In the event that interim action is invoked, the student or student organization will be afforded an informal preliminary hearing by the an Associate Dean of Students for Student Affairs before interim action is implemented. At this hearing the student or student organization shall be given an opportunity to explain why the Interim Action is not necessary to protect the safety or welfare of members of the University community. If the charged student fails to report for a meeting with the Associate Dean at the time specified in the interim notification communication, the interim action may be implemented immediately. Following implementation of an interim action, the interim action may be further reviewed, and continued, modified, or terminated, when the related student disciplinary matter is considered by the AUCB or hearing officer. The preliminary meeting will occur no later than 48 hours after the initial notification communication is delivered.

#### **2. Interim Suspension**

Interim suspension is an action requiring that a student immediately leave the campus and University property. It suspends the student's participation in any classes or any other University activities. Notwithstanding any other provision of this Code, Interim Suspension may be imposed upon a student or student organization by an Associate Dean of Students for Student Affairs or designee when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself or herself, or other members of the University community or University property, or is persistently disruptive to the University community.

a. All Interim Suspensions are subject to review by the VPSA/DOS or designee. Students who request a review must do so within two (2) business days of the delivery of the Interim Suspension notification communication. Students must comply with the terms of the Interim Suspension until a requested meeting occurs. If the terms of the Interim Suspension are modified, the student must comply with the modified terms of the Interim Suspension. It is the student's responsibility to request a meeting with the VP/DOS or designee.

b. Any student who is suspended on an interim basis and returns to the campus and University property or otherwise violates the terms of the interim suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the VPSA/DOS or designee or to participate in the disciplinary procedures against him/her) may be granted in writing by the VPSA/DOS or designee.

c. When a student is suspended on an interim basis, he/she is given notice containing the reasons for suspension, the duration and any conditions that apply, and a copy of this interim suspension policy. A student notified of such interim suspension may, within ten (10) business days of the written notice of suspension, excluding official university breaks and holidays, request through the VPSA/DOS or designee a hearing before the AUCB to determine whether the student is responsible for the charges and the appropriate sanction(s) and whether the conditions of the interim suspension should continue. This hearing before the AUCB shall be conducted as expeditiously as possible. The VPSA/DOS or designee may require a psychological evaluation prior to a hearing as outlined below.

d. The University reserves the right to invoke interim suspension for a student organization when there is reasonable cause to believe there may be an immediate threat to the safety of members of the University community or a risk to University property.

### **3. Referral for Psychological Evaluation**

If authorized individuals determine that a student should undergo a psychological evaluation prior to a hearing before a conduct board or hearing officer, the student should be administratively referred to the appropriate entity for such evaluation according to the guidelines outlined below:

a. Those professional staff members authorized to make an administrative referral for a psychological evaluation are the VPSA/DOS, Associate Dean of Students or designee, and the Director of Housing or designee.

b. When an authorized professional staff member has reasonable cause to believe that a student has severe emotional problems, and when there is reasonable cause to believe that a student's continued presence on campus would present a danger to himself/herself and/or others, the staff member may direct the student to consult with the Director of Counseling and Psychological Services (CAPS). In the event of a student's refusal, interim action from the University may be invoked.

c. Whenever possible, the student who is being administratively referred to the Center for Counseling and Psychological Services will be accompanied by an appropriate professional staff member related to Student Affairs.

d. Following an evaluation, the Director of CAPS may recommend that the student be withdrawn from the University to seek psychological/medical treatment if:

1) The student has violated, threatened to violate, appears likely to violate, has shown or manifested an intention to violate the law or institutional policies and appears to lack the capacity to respond to the discipline process, or does not appear to know the nature and wrongfulness of the alleged action;

2) The student has threatened or attempted suicide and is suffering from a serious mental disorder that is being exacerbated in the campus environment; or

3) A student is engaged in behavior which places him or her in serious medical jeopardy producing conditions that cannot be treated effectively without leaving the University.

e. If withdrawal is recommended, the Director will notify the VPSA/DOS. If the VPSA/DOS accepts the Director's recommendation to withdraw, the student shall be immediately withdrawn from the University. The VPSA/DOS or designee will notify the Dean of the College in which the student is enrolled. It is understood that such withdrawal will be backdated to a time pre-dating the last date for dropping a course without a grade and that the student will automatically receive a W in all course work. The Registrar will also be directed to flag the student's file so that any readmission application will come to the attention of the Vice Provost/Dean of Students for Student Affairs, and the director of CAPS.

f. The Registrar will be directed to place a hold on the student's file so that any re-admission application will come to the attention of the Director of CAPS and the Dean of Students.

g. The Director of CAPS will send a report summarizing the results of the evaluation and any recommended action to the VPSA/DOS. Other appropriate personnel will be notified of any action taken regarding a change in the student's status by the Office of the VPSA/DOS (e.g., the University Housing staff member if the student is living in a residence hall).

h. If a student has been administratively withdrawn from the University based on recommendations from the Director of CAPS, prior to re-enrollment, the student will be required to submit a report from a licensed mental health practitioner stating that he/she is capable of participating in the University judicial process and/or that the student has received sufficient treatment to be capable of returning to the university community. The University may require further evaluation by the Director of CAPS or by another licensed practitioner. After a satisfactory report has been received by the University, the student may request through the VPSA/DOS or designee a hearing before the AUCB to determine if the student is responsible for any disciplinary charges and if so, determination of appropriate sanction(s). This hearing before the AUCB shall be conducted as expeditiously as possible, and, the disciplinary process must be completed prior to re-enrollment.



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## Division of Student Affairs Student Handbook

### **F. Authorized Disciplinary Sanctions**

When the AUCB, the VPSA/DOS or designee has determined that a student or student organization has violated the Code, sanctions are fashioned in such a manner that will redirect the individual or group's inappropriate behavior, encourage responsible judgment and ethical reasoning, protect the community's property and rights, as well as affirm the integrity of the institution's conduct standards. The AUCB chair or the VPSA/DOS or designees are authorized to impose any one or a combination of sanctions appropriate to address the misconduct.

The primary types of sanctions are listed below. While all disciplinary sanctions are a serious matter, sanctions designated as Level 2 sanctions are generally applied to more serious misconduct. Ordinarily, the sanction of suspension or expulsion will be implemented in matters where a student's/student organization's actions:

1. Threaten or harm the safety or property of the individual, members of the individual's organization, or other persons or entities (including the University);
2. Persistently disrupts the University community; and/or
3. Include multiple serious violations of the Code of Student Life.

However, other types of serious violations may warrant suspension or expulsion, as well. In matters where the resulting sanctions for a student or student organization may be expulsion, the All-University Conduct Board will ordinarily serve as the original hearing body.

#### **1. Disciplinary Sanctions**

a. University Reprimand (Level 1 sanction). In cases of minor violations, students will be placed on a warning status for one (1) calendar year. A copy of the decision is retained in a student's file for one (1) year and may be used in determining sanctions for cases brought during that year. Records are not maintained after the warning period has expired.

b. University Censure (Level 1 sanction). A University Censure is a warning similar to, but more serious than, a University Reprimand. A student may be placed on University Censure for a specified period not to exceed a student's graduation. These records are maintained seven (7) years from the date of sanction.

c. Conduct Probation (Level 2 sanction). This sanction is imposed when a student's actions are found to be serious, but not serious enough to warrant Suspension or Expulsion. The disciplinary authority shall indicate the length of the probationary period. A student who is placed on Conduct Probation is considered not to be in good standing with the University. In the event of a further violation of this Code while on Conduct Probation, the VPSA/DOS or

designee will generally seek the penalty of Suspension. These records are maintained for seven (7) years from the date of sanction. In addition, the student can be restricted from certain activities on campus (participation in registered student organizations, intramural athletics, varsity athletics, etc.).

d. Suspension. Suspension involves withdrawal of enrollment privileges for a specified period of time and ordinarily carries with it conditions, which must be met for re-enrollment. During the period of Suspension, the student may not come onto campus, except when specifically authorized in writing by the Dean of Students or designee. Failure to abide by this condition may result in arrest for trespassing and/or further disciplinary sanctions. Suspended students are not permitted to live or board in University facilities or approved student organization housing (i.e., facilities owned by the University and leased to a student organization). Re-enrollment after a Suspension requires that the student apply to the VPSA/DOS or designee at the close of the imposed period for a determination of whether they have met the conditions of conduct related sanctions. Students suspended may not receive credit for University work completed by correspondence or in residence at another university without prior permission from the Provost or designee. Records of suspension are maintained indefinitely.

e. Expulsion (Level 2 sanction). Expulsion is a permanent dismissal from the University. These records are maintained indefinitely.

## **2. Additional Sanctions**

a. Educational Sanctions (Level 1 sanction). All consequences of conduct hearings are intended to be educational. In this context, however, the term “educational sanctions” specifically describes those tasks, assignments, or experiences that a student is obligated to complete as a result of a board or hearing officer’s decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the respondent to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture or meeting, to perform community service, or to attend counseling.

b. Removal of Activity Privileges (Level 1 sanction). This option may be exercised if it is believed by the board or hearing officer that restricting or removing specified activities or privileges might be an effective educational sanction. This approach may be particularly useful when the violation is related to a University activity, such as a fight during an intramural game or an alcohol violation at a University sponsored event.

c. Registration and Account Holds (Level 1 sanction). The VPSA/DOS or designee has the authority to place a hold or to request the Registrar or appropriate University Official to impose a hold on a student’s account when a student fails to comply with assigned sanctions. Account holds may restrict students from making changes to their accounts including, for example, restrictions on registering for classes or receiving a degree. Account holds shall remain in place until the student complies with the assigned sanction(s).

d. Restitution (Level 1 sanction). Restitution is one likely response to situations that involve medical expenses or destruction, damage or loss of property incurred as a result of a violation of the Code. When restitution is required, the board obligates the student or student group to compensate a party or parties for a loss suffered as a result of the violation(s). If the respondents are unable to make monetary restitution within the required reasonable time

period, the board or its designated representative may arrange alternative means such as commensurate service and/or replacement.

e. Removal from a Living Unit (Level 2 sanction). In imposing this sanction, the board or hearing officer may require a student to vacate a particular residence hall, Greek living unit, or all University housing and facilities. For example, removal may separate students from environments where evidence suggests that adjustment has been difficult. Circumstances in the environment such as conflicts with supervising personnel, peer pressure, or an unwillingness to recognize and respect the rights of others may indicate a need for the use of this sanction. Besides affirming the rights of other residents in the living unit, this sanction may provide the offending student an opportunity to make a fresh start in a new setting.

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## Division of Student Affairs Student Handbook

### **G. Disciplinary Records**

1. A hearing record, notice of appeal, and each petition for review are confidential and may not be disclosed in whole or part except as provided for by law. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record maintained in the Office of the VPSA/DOS.
2. Records for cases resulting findings of "not responsible" are maintained for one year.
3. Records for cases resulting in University Reprimands will be destroyed one calendar year from the date of the decision, barring additional violations.
4. A student who is suspended, indefinitely suspended, or expelled will have a hold placed on his/her registration file by the VPSA/DOS or designee. This hold will be removed when the term of suspension expires and/or conditions for reenrollment have been met. Suspensions, Indefinite Suspensions and Expulsions are maintained indefinitely.
5. Suspension or expulsion will be noted on the transcript as a withdrawal with a mark of "W" assigned.
6. Records for cases not resulting in interim suspension, indefinite suspension, or expulsion will be destroyed seven years after the date of the incident or as permitted by federal or state law.
7. Discipline records for individuals are confidential and are not made available to unauthorized persons except upon consent of the student or as otherwise provided by law, including the Family Education Rights and Privacy Act (FERPA).
8. Recordings of applicable hearings will be made available to charged students for review in the OAISC office suite in the presence of an OAISC staff member.

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## Division of Student Affairs Student Handbook

### **H. Selection Process of the All-University Conduct Board (AUCB)**

1. The pool of possible AUCB Board members will consist of up to eight undergraduate student members and eight graduate student members, twelve faculty members and eight staff members (must possess a master's degree or terminal degree).
2. The Chairperson will be chosen from among the nine faculty members.
3. All faculty members will be eligible to act as chair of an AUCB hearing panel.
4. When an individual hearing panel is convened by the VPSA/DOS or designee from the pool of available board members, a quorum is fulfilled when five members are present and chaired by a faculty member. There will be no fewer than two faculty/staff members on any hearing panel. There will be no fewer than two student members on any hearing panel unless the student member requirement is waived by the student or a seated student does not participate and the alternate panel member is a representative from the staff/faculty pool.
5. Undergraduate members may only serve on hearing panels concerning undergraduate students. Graduate students may serve on both graduate and undergraduate hearing panels.
6. AUCB Members shall be selected as follows:
  - a. The faculty members making up the possible pool of AUCB chair members shall be appointed by the Chair of the Campus Faculty. OAISC may submit the names of interested faculty members to the Chair of the Committee on Committees for consideration for appointment. In making appointments, the Chair shall give consideration to the appointment of both nine-month and twelve-month faculty. Three faculty members shall be appointed annually to serve three years. Faculty members are eligible to reapply for additional terms as indicated above. The staff members will be selected by the Director of OAISC through an application and interview process. Staff members will be confirmed by the chair of the Staff Senate.
  - b. The thirty-six students named to AUCB should represent the diverse population of the University community. The following procedures for selection shall be followed:
    - 1) Applications for all AUCB membership will be submitted to the OAISC. Graduate applications will be forwarded to the Dean of the Graduate School, or her/his designee, who will review the applications, conduct interviews and choose graduate members. The

Graduate Dean's Advisory Board may also appoint students for membership.

2) The VPSA/DOS or his/her designee will conduct interviews for undergraduate student members of the AUCB. The Graduate Dean or his/her designee will conduct interviews for the graduate student members of the AUCB. Ordinarily, one representative of the ASG (appointed by the ASG President) should be part of the interviewing team.

3) The Director of the OAISC will make a recommendation to the VPSA/DOS for Student Affairs.

4) Undergraduate members will be chosen who meet the following minimum qualifications: (a) a cumulative GPA of not less than 2.5 that will be maintained throughout the duration of a student's participation; (b) good disciplinary standing with the University; and (c) a minimum of 12 hours of course work completed at the University.

5) Graduate student members will be chosen who meet at least the following minimum qualifications: (a) a cumulative GPA of not less than 3.00 that will be maintained throughout the duration of a student's participation; (b) in good standing with the University; and (c) current enrollment in a graduate degree program.

6) Student members shall serve one-year terms, and are eligible to serve additional terms with re-application, appointment and approval as indicated above.

c. When a case involves a graduate student, the hearing panel will consist only of graduate student members.

d. Vacancies occurring during the course of the year will be filled as follows: 1) undergraduate students, by the VPSA/DOS or designee; 2) graduate students, by the Graduate Dean or designee; 3) staff, by Chair of the Staff Senate; 4) faculty, by the Chair of the Campus Faculty.

e. Ad Hoc Panels: When circumstances such as University holidays, summer terms or lack of member availability due to heavy caseload render a hearing by a regular hearing panel impractical, and a hearing before a single hearing officer is not well-advised, the VPSA/DOS or designee may convene an ad hoc hearing panel. The membership of the hearing panel shall be approved by the VPSA/DOS for Student Affairs or his/her designee. When possible, the ad hoc hearing panel will include current AUCB representatives. Ad hoc panels should also include staff, undergraduate and graduate student representation when the case involves a graduate student. When convened, the ad hoc hearing panel shall assume the authority equal to the regular hearing panel that otherwise would have heard the referral.

f. Members of the AUCB become active members after receiving training through the Office of Academic Integrity and Student Conduct.

Revised Effective August 15, 2011

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## Division of Student Affairs Student Handbook

### **II. Housing and Dining Regulations**

- A. Residence Hall and University Apartment Policies  
(<http://handbook.uark.edu/residencepolicies.php>)
- B. Dining Hall Regulations (<http://handbook.uark.edu/diningregulations.php>)

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## Division of Student Affairs Student Handbook

### **A. Residence Hall and University Apartment Policies**

University Housing Policies and Regulations may be found in the resident's room and board contract, in a handbook distributed to students when they check into their residence hall or apartment, and/or in signs posted in public areas of residence halls and apartments. Students and residents should refer to the residence hall handbook or residence hall contract available from University Housing for a more complete list of regulations. Students in violation may be referred to the Dean of Students Office for judicial action. Below are examples of behavior that is prohibited in and around residential facilities:

1. Entry into restricted areas of the residential facilities. These include, but are not limited to:
  - a. The residence hall roof, windows, ledges, and walls;
  - b. Restrooms designated for use by members of the opposite sex (i.e., men in women's restrooms);
  - c. Another resident's room, suite, or apartment without permission;
  - d. Dining centers and convenience stores during non-operational hours;
  - e. Front desk and staff office space.
2. Throwing or hanging objects from windows, removal of screens, or the use of a window as an entrance or exit.
3. Signs other than those used to display school spirit may not be displayed in window or exterior surfaces of the residence hall or other locations.
4. Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.
5. Noise or behavior that disrupts other residents in the residential facilities and/or interferes with their ability to study.
6. Using barbecue grills or gas grills in any residence hall facility. Items such as toasters, toaster ovens, hot plates, electric skillets or appliances with an open heating element are prohibited in all student rooms.
7. All candles (even those used as decorations) are prohibited and incense, aromatic herbs or the burning of any other substances is prohibited.
8. Storing personal items in public areas of a residential facility.
9. Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
10. Playing of sports or activities that present a risk of injury to persons or property within and around a residential facility.
11. Failure to vacate immediately when a fire alarm has sounded.
12. All residence halls are smoke-free. This includes all student rooms.
13. The University of Arkansas Policy on Alcohol and Drug Use (Appendix D) is enforced in all residential facilities. In addition, no alcoholic beverages are permitted in facilities designated as "substance-free". Drunkenness will not be tolerated and may prevent you from entering or remaining in a residence hall. Drunkenness as defined in number



- 14 in the Student Standards of Conduct - "is visibly overcome or publicly intoxicated by alcohol".
14. Door-to-door selling/soliciting/canvassing of any item, service or cause is prohibited.
  15. Permitting non-residence hall students to utilize equipment or services intended for the exclusive use of residence hall students is prohibited.
  16. University Housing facilities are not open to anyone other than residents assigned to that facility, University officials, and guests (as defined below) who have a legitimate reason for being in the building. Residential facilities are special purpose buildings and are not open to the general public. A guest is someone who comes to a residential facility to visit a specific resident or who has been extended an invitation to visit by the University for a specific occasion, special function, tour, or official visit. A roommate has the right to free access to their home at all times and must not be restricted by visitation of a guest.
    - a. All guests must be escorted by their host at all times.
    - b. The host is responsible for familiarizing the guest with pertinent University rules and regulations and is responsible for the conduct of the guest(s).
    - c. Opposite-sex visitation hours are posted in the lobby of each residence hall or can be determined by contacting the University Housing Office.
    - d. Residents may have overnight guests of the same gender for a period of time not to exceed two (2) consecutive days and not more than three (3) overnight periods in a seven-day period on a rolling calendar basis.
    - e. The University does not condone cohabitation.
    - f. Individuals in violation of these or other University rules and regulations may be required to leave a residential facility.
  17. Dogs, cats, birds, rodents, reptiles, or other pets are not permitted at or in University residence halls. Small, harmless fish are permitted and these must be removed from the residence hall during breaks and at the end of the contract period.
  18. University Housing has other regulations that are described in the Contract for Room and Board Accommodations or published and displayed in the residence halls.

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## Division of Student Affairs Student Handbook

### **B. Dining Hall Regulations**

Students are responsible for following all dining hall and dining center regulations either posted or published while using these facilities. Students in violation may be referred to the Dean of Students Office for judicial action.

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## Division of Student Affairs Student Handbook

### III. Student Organizations and Activities

- A. Introduction (<http://handbook.uark.edu/intro.php>)
- B. Definition of Student Organizations (<http://handbook.uark.edu/studentorgs.php>)
- C. Conditions of Membership and Leadership  
(<http://handbook.uark.edu/conditionsofmembership.php>)
- D. Eligibility For Co-Curricular Participation (<http://handbook.uark.edu/eligibility.php>)
- E. Registration of Student Organizations (<http://handbook.uark.edu/orgregistration.php>)
- F. Non-Discrimination Policy for Student Organizations  
(<http://handbook.uark.edu/nondiscrimination.php>)
- G. Funding Of Registered Student Organizations (<http://handbook.uark.edu/orgfunding.php>)
- H. Student Organization Responsibility for Activities and Events  
(<http://handbook.uark.edu/activityresponsibility.php>)
- I. Student Organization Responsibilities for Alcohol and Other Drugs  
(<http://handbook.uark.edu/alcoholresponsibility.php>)
- J. Intervention Policy for Alcohol and Drug Violations  
(<http://handbook.uark.edu/intervention.php>)
- K. Solicitation and Fundraising (<http://handbook.uark.edu/solicitation.php>)
- L. Use of University Facilities (<http://handbook.uark.edu/facilities.php>)

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **I. Student Organization Responsibilities for Alcohol and Other Drugs**

The University of Arkansas Alcohol and other Drug Policies are consistent with the educational and non-punitive philosophy that governs the Code of Student Life. The Code emphasizes personal responsibility and is intended to facilitate individual student growth and development.

To help reduce the incidence and prevalence of alcohol use that may adversely affect the quality of an individual's experiences at the University of Arkansas, abstinence is expected. No alcohol may be brought to any event on campus or in organized student housing. All open containers must be emptied and/or disposed of prior to entering a public area on campus or in organized student housing. Kegs and other containers used for distributing alcoholic beverages are not permitted anywhere on campus or in organized student housing. Alcohol may not be distributed on campus or in organized student housing. Persons of legal age as prescribed by state law regarding alcoholic beverages may possess and consume the beverages in the privacy of their own rooms. Students of legal age who choose to drink, either on or off campus, are expected to handle alcohol in a low risk manner and behave responsibly.

The following procedures have been established to emphasize the shared responsibility of the host organization and individuals attending social events or activities related to an organization. These procedures are intended to reduce risks associated with social events and to assure compliance with University policies as well as state and local laws concerning the use of alcohol and other drugs.

#### **1. Registration**

Any social event that is sponsored by a living group (Residence halls and Greek houses) must be registered through University Housing or the Office of Greek Life, respectively. Social events sponsored by the ASG fee will be registered with the Office of Student Activities. Registration of student organization social events sponsored by other departments is at the discretion of that department.

All social events that require registration must be registered at least one (1) week prior to the date of the event. Student organizations will have a designated faculty advisor or authorized sponsor present at the event. In addition, a representative from the registering office will meet with the organization leader(s) to plan procedures in accordance with these guidelines for the event. Student organizations are required to comply with University policies, and state and local laws to the best of the ability of the hosting group(s).

## 2. Policies for Events in Greek Houses

### a. Guest List

All social events, other than events for members and dates, will be restricted to individuals on the guest list. A guest list must be present at the entrance at all times and the names of those entering the event must be confirmed and marked on the list.

### b. Maximum Occupancy

The maximum number of individuals permitted to be in attendance at a particular event at any one time must be determined prior to the registering the event and in conjunction with the University personnel registering the event. The host group(s) will be responsible for keeping an accurate count of the number of individuals in attendance at any one time.

### c. Entrances and Exits

The number of permissible entrances for a registered social event will be determined at the time the event is registered and by the office registering the event. Likewise, the number of exits (along with the appropriate requirements for staffing them) will be determined by the registering office at the time the event is registered and will be based on appropriate fire codes and safety requirements.

### d. Outdoor Activity

Outdoor activities are permitted; however, the hosting group or groups are reminded that alcoholic beverages are not permitted in any public area of the living units or on the University campus.

### e. Marshals

Marshals should be identified individuals (e.g., via t-shirts or arm-bands) who are responsible for the proper management of the social event. Marshals may NOT be new members. They are expected to be on duty for the duration of a social event. Marshals will refrain from consumption of alcohol and work with the faculty adviser or sponsor and University of Arkansas Police Department (UAPD) officers, when appropriate. Some of the marshal's responsibilities include, but are not limited to: controlling entrances and exits, verifying identity of guests with names on the guest list, informing UAPD of individuals with alcohol in public areas, informing UAPD of other persons displaying inappropriate behavior, assuring that no alcohol enters the social function, and making decisions regarding the continuation of an event, if necessary.

A training program is conducted for marshals at the beginning of each academic year by the Office of Greek Life, and all potential marshals for a student organization's social events are required to attend. In addition, it is required that the organization's four major officers and activities chair-person attend these training programs.

### f. University of Arkansas Police Officers

The registering office of the sponsoring group(s) will determine whether the organization will need University of Arkansas Police Department (UAPD) designated officers present at the event. The registering office representative will make the request to UAPD for officers. The sponsoring organization will be responsible for employing the officers at a time and one-half rate. The number of officers employed will be determined by the registering office and the Director of the UAPD.

### g. Structures

Due the potential liability, the only structures that the University will permit to be constructed are fences built to insure that only invited individuals enter the event. Materials must be evaluated by the Office of Greek Life for safety. Any structure must

be approved two (2) weeks before building is to start by the Office of Greek Life. The building of structures may begin one (1) week prior to the social event.

h. Clean-up

A clean-up committee must be identified prior to the activity. Clean up of the outside property, fences, and neighborhood must be completed immediately following the event. All materials must be removed within three (3) days of the function.

### **3. Off-Campus Social Events**

Any registered student organization that sponsors a social event away from campus is obligated to adhere to all local and state laws. It is the responsibility of the sponsoring group (s) to institute measures to assure that minors do not consume alcoholic beverages at off-campus social events. All off campus events sponsored by Greek organizations must be registered in the Office of Greek Life.

### **4. Violations**

If University policies, state, and/or local laws are violated during or as a result of a social event, the sponsoring group(s) will be considered responsible and held accountable for the violation(s). The group must understand that other potential legal liabilities may also occur for the organization, individual students, officers, guests, and advisers. Littering, infringing upon the rights of others, and abuse of public or private property are examples of violations of this policy. Other possible violations of University policy will include, but are not limited to the following:

- a. Failure to register functions in accordance with the above stated policies
- b. Construction of unauthorized structures
- c. The failure to use required entrances and exits properly
- d. The consumption of alcohol by individuals who are under the legal age
- e. The providing of alcohol to any person under 21 years of age
- f. The consumption of alcohol outside the privacy of assigned student rooms
- g. Failure to provide adequately trained and identified marshals to supervise the event
- h. Conducting "spontaneous" social functions, activities or events at organized student housing
- i. Exceeding the maximum number of guests at any given time
- j. Failure to comply with the policies regarding sound system and sound ordinances
- k. Failure to adhere to clean-up plans
- l. Failure of responsible members to attend all training sessions

### **5. Sanctions**

Possible penalties for violations of these regulations include:

- a. Legal action, including citation or arrest
- b. University disciplinary action that will include educational sanctions and/or loss, curtailment, or elimination of student social functions and notification of national organization, where applicable
- c. Student organizations may also lose their recognition as a campus organization

## **6. Certification of Agreement to Comply**

These policies must be posted in a conspicuous spot for all members of the group to read. Verifying signatures of executive officers and advisers of these policies will be required as part of the registration form.

NOTE: All groups should remember that these are minimum standards of care that should be exercised in all social events. Depending on the scope of activities, additional measures may be deemed necessary by the group/university to insure a safe and enjoyable activity.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **J. Intervention Policy for Alcohol and Drug Violations**

A process of progressive intervention will be followed in the event that a student group or organization is cited for violation of the University alcohol and/or drug policy. This process will be administered during a two-year (2) period beginning with the most recent policy violation and including any infractions that occurred in the two (2) years prior to the most recent policy violation.

#### **1. First Infraction**

- a. The membership of the student group/organization will be issued a University Reprimand and will be referred to the Student Assistance Program (SAP) and required to participate in an alcohol and/or other drug education series.
- b. Appropriate documentation will be filed in the Office of the Dean of Students, presented to the chapter president, and presented to the national organization. Consequences for further violations will be outlined.
- c. Depending upon the circumstances and the severity of the infraction, these sanctions may be modified by the hearing officer or judicial board, and additional sanctions and/or more or less severe sanctions may be levied.

#### **2. Second Infraction**

- a. The membership of the student group will be issued a University Censure and the hearing officer or judicial board will institute a cancellation and non-approval of all social functions for six (6) academic weeks. This restriction will be counted during the fall and spring semesters. (Generally, the summer months will not count toward this restriction period).
- b. The membership of the student group/organization will be referred to the Student Assistance Program (SAP) and required to participate in and/or develop an alcohol and/or other drug education series.
- c. Appropriate documentation will be filed in the Office of the Dean of Students, presented to the chapter president, and presented to the national organization. Consequences for further violations will be outlined.
- d. Depending upon the surrounding circumstances and the severity of the infraction, these sanctions may be modified by the hearing officer or judicial board, and additional sanctions and/or more or less severe sanctions may be levied.

#### **3. Third Infraction**

- a. The hearing officer or judicial board will place the student group/organization on Conduct Probation for a period of one (1) year.



- b. The hearing officer or judicial board will institute a cancellation and non-approval of all social functions for twelve (12) academic weeks. This restriction will be counted during the fall and spring semesters. (Generally, the summer months will not count toward this restriction period).
- c. The membership of the student group/organization will be required to participate in and/or develop an alcohol and/or other drug education series.
- d. Appropriate documentation will be filed in the Office of the Dean of Students, presented to the chapter president, and presented to the national organization. Consequences for further violations will be outlined.
- e. Depending upon the surrounding circumstances and the severity of the infraction, these sanctions may be modified by the hearing officer or judicial board, and additional sanctions and/or more or less severe sanctions may be levied.

#### **4. Fourth Infraction**

- a. The student group/organization will be suspended as a registered student organization of the University. Accordingly, the organization will lose all privileges associated with that official status.
- b. Appropriate documentation will be filed in the Office of the Dean of Students, presented to the chapter president, and presented to the national organization. Consequences for further violations will be outlined. In all infractions, whether student or organizational in nature and depending upon the surrounding circumstances, additional sanctions may be levied. It is the University's expectation that students who belong to organizations that have stricter policies than those of the University will adhere to those stricter policies.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **K. Solicitation and Fundraising**

For updated information access the university website at <http://vcfa.uark.edu/Documents/7080.pdf> (<http://vcfa.uark.edu/Documents/7080.pdf>) (U of A Policies and Procedures for Facilities use)

#### **1. University Buildings and Grounds**

The buildings and grounds owned by the Board of Trustees of the University of Arkansas exist for, and are exclusively devoted to, the organized and approved University program of higher education. As such, they are committed to being used for the non-profit, tax-exempt use of the official program of the University. Therefore, private unsolicited business activities are not permitted on University premises. However, in certain limited areas, the University contracts with private firms to provide needed on-campus services for students, faculty, and staff that contribute to the accomplishment of the University's educational purposes.

#### **2. Solicitation on University Buildings and Grounds**

Apart from prohibiting profit-making commercial business activities, the University also regulates, within limits, under separate policies, and consistent with the above policy, any use of its buildings and grounds for solicitation, including fund raising activities. Fund raising activities must not violate state law by including a drawing, raffle, lottery, game of chance, or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize. The Arkansas Constitution, Article 19, Section 14, states: Lotteries Prohibited-No lottery shall be authorized by this State, nor shall the sale of lottery tickets be allowed. Arkansas Statute 41-2025 specifically supports this Article. Inquiries relating to any of these policies should be directed to the Office of Student Activities, ARKU A665.

#### **3. Policy on Canvassing and Solicitation**

Merchants or students may sell goods and/or services to residence halls, sororities, and fraternities on specific occasions when the organization in question has requested a particular service or when such service is directly relevant to the purpose of that organization. Under no circumstances is door-to-door selling, soliciting, or canvassing permissible. Upon such request, the Office of the Dean of Students or, in the case of residence halls, the University Housing Office, will issue the merchant an official pass identifying him or her as a legitimate campus solicitor in keeping with the above policy. (Failure of a solicitor to receive appropriate identification to sell on University premises may lead to requested action by civil authorities). Specific procedural guidelines should be sought from the Dean of Students.

#### 4. Insurance

The suitability of life insurance programs for college students is regulated by law in cases of premium deferment by a premium financing arrangement. Insurance agents and companies offering this type of insurance need to receive approval of the suitability of their programs under Regulation 14 of the State of Arkansas Insurance Department prior to solicitation of students. Any agent or company wishing to sell premium financed life insurance to college students must register with the Office of the Dean of Students, ADMN 325.

#### 5. Raising Funds for Student Organizations

- a. All fund raising activities by registered student organizations (including occasions when admission is charged or donations are requested), whether on or off campus, must be registered in advance with the Office for Student Activities. Fundraisers must be registered at least two weeks in advance of the planned fund raising event. Such projects must be handled through the organization's University bank account and will require a detailed operating statement (stating expenditure and income). This operating statement must be presented to the Office of the Associate Vice Chancellor for Financial Affairs no later than two weeks after the project is concluded.
- b. Registered student organizations may charge membership dues at meetings and conduct fund raising projects on the campus. These activities must support the program of the organization as stated in that organization's registration material, the educational purposes of the University community, and/or a philanthropic purpose.
- c. Fund raising projects for philanthropic purposes must be directed to nonprofit, tax-exempt organizations and not made directly available to an individual or individuals.
- d. Speakers may be invited to the campus to discuss political issues. However, political party membership may not be solicited, nor political candidates financially supported or opposed. Moreover, money may be raised only for projects or activities that directly support the program of the local organization.
- e. Use of University facilities and premises for fund raising activities is permitted only at the designated locations under the following specified conditions:
  1. **Arkansas Union** - Use is in the building and on the Union Mall only. Use is subject to scheduling arrangements, and fund raising may be conducted only if the project does not duplicate the services already provided within the Arkansas Union. Decisions relating to such projects should be referred to the Director of the Arkansas Union.
  2. **Science-Engineering Auditorium** - Use of the facility is scheduled through the Dean of Fulbright College of Arts and Sciences.
  3. **Barnhill Arena** - Use is limited to times when there is no athletic event; use of facility is scheduled through the Associate Director of Women's Athletics.
  4. **East side of Vol Walker Hall** - Use is limited to such activities that do not involve hawking of wares.
  5. **Within the common use areas of living units** - Use is limited to: (1) such activity that is initiated, planned, and executed by that living unit and adheres to established approval procedures, and (2) such activity or service that is specifically requested by that living unit. Under no circumstances is door-to-door selling, soliciting, or canvassing permissible.
- f. Requests for fund raising activities at locations other than those specifically named above must receive:
  1. approval for fund raising from the Office of Student Activities, and

2. approval of the site by the Director of Facilities Management and the person responsible for the facility requested.
- g. The Committee on Student Relations shall rule on cases brought to their attention where there is some question as to whether the above conditions have been met.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### L. Use of University Facilities

For updated information, access the university website at <http://vcfa.uark.edu/Documents/7080.pdf> (<http://vcfa.uark.edu/Documents/7080.pdf>)

#### 1. General Policies

- a. University facilities and outdoor space are governed by the policies of the Board of Trustees of the University of Arkansas and exist for the primary purpose of serving a planned and scheduled program of educational activity. Consistent with Board of Trustees Policy 705.1 and University of Arkansas at Fayetteville Policy 708.0, when not required for regularly planned educational or research programs, and subject to other University policies, University facilities or outdoor space may be made available for use by University entities and Non-University entities. University entities shall only include colleges, departments, and other university organizational units; faculty; staff; students; University-related foundations and University alumni association; and registered student organizations. Non-University entities shall only include individuals and organizations that are not acting as University entities and are not sponsored by a University entity. Use of University facilities or space must not interfere with educational activities of the University. Moreover, such use is conditioned on receiving prior approval consistent with the procedures described below. Notwithstanding anything to the contrary, all uses of University facilities and outdoor space by University entities or non-University entities shall remain subordinate to the University's right to use the facilities at any time to advance the educational mission of the institution.
- b. Subject to all other University policies, the University prohibits the use of facilities and outdoor space for private, for-profit business activities. The University regulates any use of its buildings and grounds for solicitation, including fund-raising activities. Non-University groups or organizations shall not use university facilities for private purposes, for the conduct of private business and/or to raise money for projects not connected with a University activity except as otherwise permitted by University policy.
- c. Consistent with the University's educational mission, first priority for use of facilities or outdoor space shall go to University entities, and the University reserves the right to modify or cancel reservations accordingly. Moreover, to help ensure a diverse array of activities and uses, non-University entities are limited to an initial total of five (5) reservations each Fall semester, Spring semester, and summer with any portion of a calendar day considered one reservation. After the initial total of five reservations per semester has been obtained by a non-University entity, other non-University entities that wish to reserve space shall take priority; provided, however, if other non-University entities have not submitted a reservation request, then a request submitted by a non-University entity which has utilized its initial total of five reservations shall be

considered and processed consistent with this policy. Furthermore, after the initial total of five reservations per semester, non-University entities may receive no more than three reservations at a time. Subject to Policy 2d, below, non-University entity reservations must be requested no later than three-business days prior to the day of the event. Student reservations must be made through a registered student organization with the prior approval of the faculty or staff advisor. These provisions are not intended to limit informal student use of small group study or meeting space reserved according to facility-specific policies.

- d. Those requesting reservations must agree to be financially responsible for all costs associated with the reservation, including but not limited to security costs, cleanup, or damage to University property. Moreover, if warranted by the nature of the event, the University may require a requestor to obtain appropriate insurance coverage and/or to indemnify the University, its officials and employees for any claims pertaining to the use of the University's facilities.
- e. Non-University entities will not be allowed to reserve spaces and/or facilities during "Dead Days", any official examination periods, and all dates of any Official University Commencement activities.

## **2. Reservation Procedures**

The following procedures apply to reservations requested by or for individual faculty, staff, or students; registered student organizations; or non-University entities:

- a. Indoor Space: Those requesting a reservation of an indoor University facility/space should contact the building executive responsible for that location and follow any policies and procedures established for that sit
- b. Outdoor Space: Those requesting a reservation of an outdoor University facility/space must complete a reservation form and submit the form to Facilities Management or the office responsible for the location to be used. If approved by that office, then that office shall provide a copy of the approved request to the organizer, and shall forward other copies of the reservation to the University calendar in the ID and Information Office, University Relations, The Office of Student Activities, and the University of Arkansas Police Department (UAPD).
  1. Outdoor Reservation Forms: Copies of the Outdoor Facility/Space Reservation Form may be obtained from the Office of Student Activities (A665 Arkansas Union), the Office of the Director of Facilities Management, the University web site at <http://vcfa.uark.edu/Documents/7080Form.pdf> , and the office of University officials having authority to approve requests.
- c. Security Assessment:
  1. If an event is expected to have 500 or more people in attendance; or
  2. if a security assessment is requested by a university official; or
  3. if, in the opinion of the organizer, the event might require security, then, in all such instances, the organizer must contact the Director of UAPD or the Director's designee at least three (3) business days prior to the event to enable an assessment of potential security needs, including estimated costs to the organizer. UAPD must certify that this review has been completed prior to University approval of the space reservation. If the Director or his designee recommends that security be provided for the event, UAPD will provide a brief description of the expected arrangements and estimated costs; such costs shall

- be the responsibility of the event organizer as a condition of approval of the reservation, along with any other required costs.
- d. Approval Subject to Review: At all times, any reservation approval is conditioned upon full compliance with all University policies and all reservation requirements. The University reserves the right to disapprove the request (or terminate the reservation) of any entity that fails to comply with University policies, or state or federal law, or which has damaged University facilities at any time.
  - e. Available Facilities: A list of reservable facilities/outdoor spaces and the approving official/department is available in the Student Handbook Section III.L.7
  - f. Fundraisers: Fundraisers sponsored by Registered Student Organizations must be approved by the Office of Student Activities (A665 Arkansas Union) no later than two weeks before the event is to take place. The fundraising form is available in the Office of Student Activities. The Office of Student Organization Accounts (Hunt Hall 101) keeps records of income generated by the activity. All funds must be deposited with the Office of Student Organization Accounts.

### **3. Additional Facility Use Policies**

- a. Organizer Presence Required: The organizer must be present throughout the event with a copy of the approved reservation form for the duration of the function and present the form to UAPD if requested. The event may be terminated by UAPD for failure to have a copy of the approved reservation form on the premises.
- b. Alteration of University Property: Alteration or physical modification of property owned or leased by the University is not permitted. To prevent damage to University infrastructure, Facilities Management must approve the erection of tents or any temporary structures.
- c. Decorations: The organizer must have decorations approved and/or facilities inspected for safety in advance by Facilities Management or the facility official.
- d. Property Damage: Any group or individual that causes damage to University property must pay any charges necessary to return the property to its original state; University employees, students or organizations may also be subject to disciplinary action.
- e. Organizer Arrangements: The organizer shall be responsible for addressing issues such as special power requirements, access to restrooms, adequate waste receptacles, and inclement weather sites. Many campus buildings are closed after hours and on weekend/holidays; therefore, power and restrooms are not readily available. If waste receptacles are overflowing after an event, then the requestor/sponsoring group will be charged the additional cleanup costs incurred by the department that operates the facility/outdoor space. The organizer shall be solely responsible for any and all costs arising from or relating to any event and by requesting to use University facilities agrees to pay all such charges.
- f. Publicity, handouts, etc.: All publicity, handouts, printed materials, etc., are governed by University policies and procedures. These procedures are outlined in this handbook in sections entitled "Publicity and Literature" and "Printed Materials".

### **4. Sound Regulations on Campus and Respect for Others**

- a. Noise Disturbance: University entities and non-University entities must respect others' rights by not creating noise disturbances on the campus or around residences. The sound regulations apply to outdoor campus events that may potentially cause noise

disturbances regardless of whether or not amplified sound is used (e.g., outdoor music performances).

- b. Maximum Decibel Levels: Absent a written waiver from the University, outdoor events held on campus must abide by the following sound regulations, which prohibit unreasonable sound disturbance.
  - 1. A level of 70 decibels will be permitted in approved locations from 6:00 PM Sunday through 6:00 PM Friday.
  - 2. A level of 80 decibels will be permitted in approved locations from 6:00 PM Friday through 6:00 PM Sunday.
- c. Noise Complaint Procedures: If a complaint is registered with UAPD, then decibel levels will be measured by UAPD from the location of the activity as well as at the source of the complaint to assure compliance with approved levels. An attempt will be made to work cooperatively with the event sponsor in assuring approved sound levels. If cooperation does not occur, and if deemed appropriate by UAPD, the event may be terminated.
- d. Additional Sound Restrictions: During the week (Sunday evening through Friday afternoon), sound systems may be used on campus and around University residences only between the hours of 10:00 AM and 11:00 PM. The use of sound systems during the weekend must be terminated by 1:00 AM on Saturday and Sunday mornings.
- e. End of Semester Policy: Outdoor events which could create noise disturbances on campus will not be approved after the last day of classes through the end of finals each fall and spring semester.
- f. Notification to Others: Event organizers are responsible for notifying parties potentially affected by their event sound levels or activities. The University may approve lower sound levels in locations surrounding Fayetteville residential areas.
- g. Athletics: Any official athletic contest or spirit event sponsored or hosted by Men's or Women's Athletics or any Razorback Band practice or performance shall be exempt from the sound restrictions contained in this policy.

## **5. Procedures for Use of Facilities By Student Organizations**

- a. Any registered student organization may use University facilities for open or closed meetings or performances subject to University policies regarding use of University facilities and outdoor space.
- b. If an off-campus speaker or performer is to be invited to address an open meeting of a registered student organization, the faculty/staff adviser, or in the absence of an adviser, a tenured faculty member, must give his or her approval prior to the time that an invitation is extended and publicity is released. The University administration may properly inform an organization concerning its views on any proposed meeting to which an off-campus speaker or performer has been invited but will leave the final decision concerning the meeting to the organization and its adviser.
- c. Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship.
- d. An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his/her views by either the University or the student organization. In the event that a request for the use of a University facility by a registered student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request stating the reasons for the denial.



- e. Speakers may be invited to the campus to discuss political issues. However, political party membership may not be supported or opposed at the event. Registered student organizations may solicit memberships and dues at meetings, however,, money may not be raised for projects not directly connected with a University activity, and private business may not be conducted in University facilities.

## 6. Scheduling Events

- a. A registered student organization may use University facilities for meetings. All University policy regarding the use of University facilities and outdoor space as well fund raising, legal, reservation, and scheduling considerations also apply to registered student organizations. In the interest of minimizing conflicts, all co-curricular events (i.e., dances, concerts, speakers, workshops, etc.) sponsored by student organizations and held outside of a campus living unit are encouraged to advertise on the University calendar in the I.D. and Information Office after the facility has been reserved with the person or office responsible for the facility. Student organizations wishing to organize a fundraising project are required to fill out a fundraising form located in the Office of Student Activities or on <http://osa.uark.edu/> (<http://osa.uark.edu/>).
- b. Activities for which various facilities may be used are as follows:

### Concerts

Fine Arts Concert Hall

Fine Arts Theater

Chi Omega Greek Theater

Fine Arts Open Air Theater

Arkansas Union

All auditoriums

Barnhill Arena

Dances

Arkansas Union

Residence halls

Lectures and Convocations

Arkansas Union

Bell Engineering Center

Old Main

Waterman Hall

Reynolds Center

Fine Arts Concert Hall

Barnhill Arena

Science-Engineering Auditorium

Chi Omega Greek Theater

HPER Building gymnasiums

All auditoriums

Razorback Stadium

Broyles Athletic Complex

Meetings and Study Halls

Arkansas Union

All auditoriums

Fine Arts Concert Hall

Fine Arts Theater

Chi Omega Greek Theater  
Reynolds Center  
Classrooms  
Recreational Events  
Arkansas Union  
HPER Building  
Chi Omega Greek Theater  
The area between Bough Commons and Humphreys Hall  
Intramural Fields  
Barton Pavilion (Agri Park)  
Barnhill Arena  
Track/Tennis Center  
University Track  
Parking Deck

## 7. Reserving Facilities

- a. Facilities for any event or meeting must be reserved with the person or office responsible for the facilities to be used as listed below:

Administration Building Conference Rooms (Chancellor)  
Animal Science Auditorium (Department of Animal Sciences)  
Arkansas Union (Arkansas Union Event Services)  
Arkansas Union Mall (Director, Facilities Management)  
Barnhill Arena (Associate Director of Women's Athletics)  
Barton Pavilion (Agri Park) (Director, Agricultural Experiment Station)  
Bell Engineering Center (Dean, College of Engineering)  
Business Administration Auditorium (Dean, College of Business)  
Chemistry Auditorium (Chair, Department of Chemistry)  
Chi Omega Greek Theater (Director, Facilities Management)  
Classrooms (Registrar)  
Continuing Education Center (Dean, Division of Continuing Ed.)  
Engineering Hall Auditorium (Dean, College of Engineering)  
Fine Arts 213 (Lecture Hall) (Chair, Department of Art)  
Fine Arts Concert Hall (Chair, Department of Music)  
Fine Arts Theater (Chair, Department of Drama)  
Gardens, The (Director, Facilities Management)  
Graduate Education Auditorium (Dean, College of Education)  
Home Economics Auditorium (Head, Department of Home Ec.)  
HPER Building Gymnasiums (Head, Department of Health Science, Kinesiology, Recreation, and Dance)  
Kimpel Hall Auditoriums (Dean, Fulbright College)  
Leflar Law Center (Dean, School of Law)  
Mullins Library Seminar Rooms (Director, Libraries)  
Old Main Auditorium (Dean, Fulbright College)  
Old Main Lawn (Director, Facilities Management)  
Ozark Hall Auditorium (Dean, Graduate School)  
Peace Fountain (Director, Facilities Management)

Reynolds Center (Reynolds Center Office)  
University Housing facilities (University Housing)  
Science Engineering Auditorium (Dean, Fulbright College)  
Science Engineering Center (Dean, Fulbright College)  
Vol Walker Hall Auditorium (Dean, School of Architecture)  
Other arrangements through the responsible person or agency

b. Service Charges

1. With the exception of the Arkansas Union, Barnhill Arena, the Reynolds Center and Barton Pavilion (Agri Park), no routine service charge will be made for the use of facilities identified herein. However, any special services provided by the Facilities Management or other departments will result in appropriate charges to the using groups.
2. Ordinary maintenance requirements (i.e., scheduled refinishing of floors, painting, etc.) will be assumed by the University even though this schedule may be advanced due to the extra use of such facilities.
3. Reservation forms are available at the Office of Student Activities (A665 Arkansas Union), the Office of the Director of Facilities Management, and in the offices of University officials having authority to approve requests. The forms are to be filled out in quintuplicate by the representative of the group or organization requesting the use of the facilities, then submitted to the person responsible for approving the request.
4. To permit necessary adjustments and arrangements, scheduling should take place sufficiently in advance of the using date. Two weeks is the normal time required for activities requiring special services. It is expected that major events will be scheduled as far in advance of the activity date as possible.

c. Use of Union Facilities

1. Room Reservation: Requests to use meeting rooms in the Arkansas Union will be honored for officially registered student organizations, University departments, non-University official guests, and official guests of the University (as approved by the Vice Chancellor for Student Affairs). Reservations for space are made by the Arkansas Union Event Services Office, ARKU 634. The reservations should be made at least 24 hours prior to the event. Larger events must be scheduled at least two weeks in advance. University scheduled classes for credit may not be held in the Union.
2. Student groups that are spontaneous in nature, or are forums on current campus events may use Union meeting rooms with the approval of the Arkansas Union Director. These groups shall have the privileges of an officially registered student organization with the exception of fund-raising activities.
3. Groups reserving rooms in the Union are granted exclusive use of such rooms for the time period reserved.
4. Non-University Entities: (Non-University entities may request to reserve space in the Union) Subject to the approval of the Vice Chancellor for Student Affairs or designee and all applicable University policies.
5. Information Tables: Requests to use information/display tables in the Arkansas Union will be honored by students, student organizations, and University departments. The Arkansas Union Event Services Office, Room 634, will make all arrangements.
  - a. All table activities must carry the identification of the sponsoring organization.
  - b. A representative of the sponsoring organization must be present at the table at all times.

- c. Organizations may reserve table space in five-day increments. If table space is available at the end of this five-day period, requests for extension will be honored in two-day increments.
  - d. Promotions may take the form of ticket sales, collection of funds, handing out of literature, etc.
  - e. Tables must be kept neat and orderly. Materials must be removed at the end of each day.
  - f. All table activities are limited to the confines of the table. Traffic flow through the hallways cannot be restricted. Information table activities cannot interfere with the rights of others operating other information tables.
  - g. Talking to the customers of the Arkansas Union or loud and boisterous activity will not be allowed.
  - h. Fundraising activities must be approved prior to reserving an information table. Fundraising is the collection of money in any form for any reason. The Office of Student Activities in accordance with University regulations must approve fundraising activities in any form.
6. Non-University related groups may reserve information/display table space if:
- a. The use of the booth would result in a service to the University community that is needed and is of measurable benefit, i.e., telephone service, etc.
  - b. The use of information/display table space is a means to recruit students and is sponsored through the University Career Development Center, the U.S. Armed Forces recruiting teams, or other government agencies sponsored by the University Career Development Center. Arkansas Union Reservations are made in Room 634. A Union Reservationist can be reached at 575-2146, Monday-Friday, 8 AM - 5 PM

d. Publicity and Literature

Subject to all other University policies regarding the use of University facilities and outdoor space, the campus is open to the distribution of literature and petitions, and student-use bulletin boards have been provided in all University buildings. Generally, all organization publicity, handouts, etc., are governed by the following regulations, which do not include the additional restrictions of the Election Code, available in the ASG office, Arkansas Union.

- 1. Signs will not be attached to trees, interior or exterior surfaces of academic or administrative buildings, surfaces of University equipment (trash cans, light poles, etc.), or any sidewalks on campus. This specifically includes gummed or pressure sensitive material and is applicable to windows and other glass surfaces.
- 2. Signs not exceeding four square feet in area may be placed on stakes in the ground provided the stakes are not larger than one square inch.
- 3. Publicity campaigns and literature signs must not obstruct traffic, create a safety hazard, restrict normal activity such as ground care, or interfere with academic or business functions of the University.
- 4. All signs must carry the name of the sponsoring organization.
- 5. All signs and leaflets must be removed and the area completely cleaned up on the day following the final day of the event being publicized. All remaining signs will be cleaned up by the appropriate University personnel and charges billed to the sponsoring organizations.
- 6. Campaign publicity for any registered student organization elections including those for Associated Student Government must follow any additional guidelines set out in the organization's Election Code in addition to those outlined above.

7. Signs posted in the Arkansas Union must be dated in the Office of Student Activities and are subject to Arkansas Union Advisory Committee guidelines.
  8. All residence halls have one general bulletin board to which free access for posting signs is available. Students should check with a Resident Assistant or the Resident Director to find its location. Permission to post notices on floor bulletin boards or in any other areas of the hall must be approved by the Director of University Housing or designee.
  9. Campaigning for election will not be allowed in the dining rooms. Tables for selling or solicitation for petition signatures may be set up in the lounge area at Brough Commons only.
  10. A city ordinance prohibiting putting handbills on vehicles without the owner's permission does apply to the campus. Clearance for such activity must be obtained from the Office of the Dean of Students and the University of Arkansas Police Department.
- e. Printed Materials
- Printed matter may be sold or distributed free on the campus and in the following University buildings: the Arkansas Union (in areas designated by the Union Governing Board), the lower lobbies of Brough Commons, and other areas in residence halls or food service units designated by the Director of University Housing or designee. Such sale or distribution is subject to the limitation that it must not disrupt classes, food service, or the free flow of faculty, staff, or students, and that sales persons may not hawk their wares.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **A. Introduction**

The Committee on Student Relations is a Campus Faculty committee responsible for developing and interpreting policies outlined in the Student Handbook. Responsibility for implementing the policies of this section has been delegated to the Office of the Vice Chancellor for Student Affairs. The Vice Chancellor, in turn, has delegated much of this responsibility to the Office of Student Activities under the guidance of the Associate Vice Chancellor for Student Affairs & Dean of Students. The Office of Student Activities coordinates the registration of student organizations, provides training for advisors and student leaders, and assists with the student fee funding and scheduling of student-sponsored events.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **B. Definition of Student Organizations**

For current information access the Office of Student Activities website at <http://osa.uark.edu> (<http://osa.uark.edu>).

1. Subject to all other University policies, Student Organizations or student committees are (1) composed entirely of University students; (2) entirely responsible for the conduct of various sponsored activities, as well as the daily affairs of the group. Student organizations may not extend membership to non-students. The involvement of faculty and staff is defined in the role of an advisor, rather than a voting member. Additionally, registered student organizations must have and maintain a minimum of six (6) active members to secure approved Registered Student Organization (RSO) status from the University. The active membership must include at least two officers, a President and Treasurer, and all officers must meet the requirements for co-curricular participation as outlined in Section D below.
2. Residence hall, fraternity, sorority and governing bodies are considered student organizations and are expected to complete the registration process before facilities other than their own specific living unit can be used. Additional regulations for the establishment and operation of fraternity and sorority groups (outlined in the respective governing board's constitution) are available in the Office of Greek Life.
3. Many groups such as faculty-initiated academic interest groups, faculty/student governing committees, musical organizations, University athletic teams, and theatrical activities are not student, but University organizations. As such, they are directed or chaired by a regular University staff member, and responsible to campus academic or administrative authorities. Membership in University organizations is subject to various internal requirements and regulations. The University staff member, by virtue of his or her expertise, is responsible for directing the organization. Students often participate in the organization's decision-making process. Registration of such groups through the Office of Student Activities is not required; however, they are subject to general University procedures; for example, non-discrimination, fund-raising, outdoor event, and trademark policies.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **C. Conditions of Membership and Leadership**

In selecting its membership and leadership, no student organization may discriminate on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sexual orientation, or gender (except for single-sex social sororities and fraternities and residence halls exempted from Title IX). Registered student organizations may, however, limit their membership and leadership to students who, upon individual inquiry, affirm that they support the organization's religious, political, or other legally protected views, consistent with the First Amendment. All officers of a student organization must meet the requirements for co-curricular participation as outlined in Section D below. Officers and advisors of student organizations are held responsible for seeing that this condition is met.



# University of Arkansas

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## Division of Student Affairs Student Handbook

### **D. Eligibility For Co-Curricular Participation**

The major concern of the University of Arkansas for its students is their academic achievement. One mark of academic achievement is orderly progress toward a degree. Students should complete a minimum of twelve (12) hours of course work each semester. Each student is therefore advised to balance a desire to progress in a systematic fashion toward a degree and the desire and ability to participate and/or lead in co-curricular activities. After a student has assessed the abilities and interests he/she may have, the student may then choose to participate in activities or organizations (taking into consideration the qualifications required by the various activities and organizations). To assume leadership, elective and/or appointive positions, the student must meet the University requirements listed below:

1. Co-Curricular Requirements: The minimum requirements that the University sets for students to assume elective and appointive positions in co-curricular activities include full-time enrollment and continuance (a minimum of twelve (12) hours of on-campus course work for undergraduate and law students and six (6) hours for graduate students), a 2.25 or better cumulative grade-point average, and the absence of academic or disciplinary probation. Additional requirements: Organizations or groups may make, with the consultation of the Office of Student Activities, such additional eligibility requirements as they deem necessary. These additional requirements cannot be in conflict with University policies on nondiscrimination.
2. Types of Participation Subject to the Requirements: The above stated requirements must be met in order to:
  - a. apply or receive consideration for an appointive or elective office
  - b. campaign for an elective office
  - c. hold an elective or appointive office
  - d. receive special honors
  - e. receive an appointment to serve on an all-campus (student or faculty-student) committee or governing-organization (RIC, IFC, Panhellenic, NPHC, etc.) or on the staff of any University or student publication
3. Individuals should be aware of their eligibility status at all times. They shall inform the concerned organizations of their status when seeking or desiring to continue in positions of leadership as described above.
4. The Office of Student Activities is responsible for ensuring that the students participating in said organizations are in compliance with these requirements each semester.
5. Appeal to waive requirements: Any student who does not meet the aforementioned requirements and is still interested in an appointive or elected position can request a review by the Director of the Office of Student Activities or designated representative. Any student wishing to appeal a decision regarding eligibility must do so by filing an

appeal in writing to the Director of the Office of Student Activities. Co-curricular Eligibility Appeal forms are available in the Office of Student Activities.

6. Athletic Requirements: NCAA and athletic conference rules will govern participation in intercollegiate athletics for men and women.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **E. Registration of Student Organizations**

Access the Office of Student Activities website at <http://osa.uark.edu> (<http://osa.uark.edu/>) for current information on the Registered Student Organization (RSO) registration process. Student groups may apply for RSO status throughout the year and may receive the benefits of RSO status once fully registered.

#### **1. Registration**

When and if any group of students comes together for a common purpose and use University facilities on a regular basis, registration of the group as a student organization is required. The Office for Student Activities will assist the group in completing the registration process. A student organization wishing to conduct a sustained program must be registered in order to engage in the following activities (subject to all applicable University policies):

- a. Use University facilities.
- b. Be listed in University publications, websites and newsletters.
- c. Use the University name in publicity and press releases.
- d. Use University logos and trademarks.
- e. Apply for and expend University funds as distributed through the Associated Student Government.
- f. Apply for and occupy office space in a University building.
- g. Participate in university programs as an organization.
- h. Participate in any information fairs.
- i. Apply for University recognition for organizational achievement.

#### **2. Requirements**

Student organization registration requires that organizations and their participants meet the requirements to receive status as a Registered Student Organization

#### **3. Disclaimer**

University recognition as a RSO does not imply that the viewpoints of the organization are those of the University.

#### **4. RSO Registration**

- a. RSOs are required to re-register each year during the annual RSO Registration period that occurs each spring semester. Established RSOs that fail to complete the annual

registration process during the spring semester will lose their status as a RSO. RSOs that miss the deadline may re-register for the remainder of the academic year in question when the Office of Student Activities re-opens the enrollment period for a limited timeframe at the beginning of the spring semester.

- b. New student organizations may register year-round in order to receive the benefits of a RSO.

## **5. Requirements for Registration:**

A student group wishing to obtain status as a Registered Student Organization must complete the appropriate registration process outlined by the Office of Student Activities. Required registration information will include:

- a. Name of organization. No organization shall register a name identical to or closely similar to the name of a previously registered organization nor can the University of Arkansas precede any organization name.
- b. An official acronym of the organization.
- c. A constitution of the organization, which includes 1) a statement of purpose in keeping with the goals and purposes of the organization and, 2) a declaration of goals and activities. Each organization's constitution must be reviewed by the organization annually and resubmitted during the annual renewal process if changes were made. If no changes have been made the organization will be required to resubmit the organization's constitution bi-annually during the annual renewal process. University of Arkansas policies take precedence over those of an organization's constitution or by-laws.
- d. A signed RSO Compliance and Non-Discrimination statement.
- e. A list of all officers, including contact information and University ID numbers. Student Organizations are required to have at least two officers including a president and treasurer. All officers must be students eligible for co-curricular participation pursuant to University policy.
- f. A list of six official representatives of the organization, including contact information and University ID numbers (the six representatives may include the organization's officers). All official representatives must be students eligible for co-curricular participation pursuant to University policy.
- g. The name and title of a faculty or staff advisor. Part-time faculty and staff qualify as advisors if they are not simultaneously pursuing a graduate degree. However, part-time faculty and staff pursuing a graduate degree may serve as an advisor if it is a requirement of their University appointment.
- h. The contact information for officers, members, advisors and the organization itself.
- i. Officers must attend a mandatory officer orientation through the Office of Student Activities.

## **6. Advisors**

Advisors are expected to actively consult the RSO officers and members and regularly attend meetings of the organization.

## **7. Acknowledgements**

In applying for RSO status, leaders of the student organization are required to acknowledge the following:

- a. That the student organizations responsible for conducting its activities in accordance with all applicable federal, state, and local laws and University policies, and that failure to do so may lead to suspension or termination of the organization's recognition by the University and/or loss of University privileges.
- a. That the student organization is responsible for conducting its activities in accordance with all applicable federal, state, and local laws and University policies, and that failure to do so may lead to suspension or termination of the organization's recognition by the University and/or loss of University privileges.
- b. That it is the policy of the University of Arkansas, Fayetteville to promote equal opportunity for all students as valued members of the University community and to support affirmative steps to accomplish that objective.
- c. That it is the policy of the University of Arkansas, Fayetteville to prohibit discrimination on the basis of age, disability, ethnic origin, marital status, race, religion, gender, or sexual orientation, or any other grounds prohibited by federal or state law or University policy. Accordingly, no student may be excluded from membership or leadership in a registered student organization on the basis of his or her age, disability, ethnic origin, marital status, race, gender(unless exempt under Title IX), religion, or sexual orientation, provided, however, that registered student organizations may limit their membership and leadership to students who, upon individual inquiry, affirm that they support the organization's religious, political, or other legally protected views, consistent with the First Amendment.
- d. That events funded from the ASG fee must provide equal participation opportunity to all students.

## **8. Disclaimer**

Applicants for RSO status must have a constitution and/or by-laws that are in accordance with and do not conflict with University of Arkansas, Fayetteville, policies and procedures. Additionally, for RSOs affiliated with a national organization, any national constitutions/by-laws applicable to the local organization may not conflict with University of Arkansas policies and procedures. If there is any question whether an organization has satisfied the requirements for RSO status, the group's registration will not be completed until all necessary reviews are completed, including any appeal.

## **9. Renewal of Registration**

To keep the organization's RSO status current, registration must be renewed each academic year through the process prescribed by the Office of Student Activities. This renewal consists of providing updated registration information including: names of current officers, members, a faculty or staff advisor, contact information and a current constitution. Should this renewal of registration not occur, all privileges extended to the organization by the Office of Student Activities and the University of Arkansas will be withdrawn. Renewal of registered student organization status is not automatic, and renewal is not complete until all necessary information and materials have been submitted by the organization and processed consistent with University policy.

## **10. Student Organization Status**

There are three classifications of registration status for student organizations:

- a. Not registered: Student organizations that have incomplete applications or have not submitted or renewed all required information are considered not registered. A student organization that is considered not registered is not eligible for any of the benefits bestowed upon registered student organizations.
- b. Restricted registration: Organizations will have restricted registration when the organization fails to meet all the requirements to be registered such as when an officer fails to attend a required orientation, an officer or advisor resigns, for failure to adhere to university policy, or for conduct related sanctions. In these instances, the RSO will be sent notification and given a specified amount of time to correct the situation and meet all requirements.
- c. Registered: An organization becomes registered when all materials are received and processed by the Office of Student Activities, and the organization meets all registration requirements as outlined in the following sections.

## **11. RSO Registration Process**

All registration applications for student organizations will be processed by the Office of Student Activities in the following manner:

- a. Registered status will be granted to organizations that have fully submitted their application and all required materials and the Office of Student Activities has verified the following:
  1. that all written materials meet University requirements,
  2. that student members and officers meet the requirements for co-curricular participation,
  3. that the advisor is eligible to act as a RSO advisor, and
  4. that the officers have attended a required officer orientation.
- b. Written notice will be sent to any organization and/or student that failed to fulfill all requirements. The written notice will state the amount of time granted to the organization and/or student to resolve the issue. During this time, the student organization will be on restricted registration.
- c. Students that do not meet the requirements for co-curricular participation may appeal in writing to the Director of the Office of Student Activities or designated representative. The appeal process is outlined in Section D. Eligibility For Co-Curricular Participation.
- d. Organizations that have not fulfilled all requirements for registered RSO status may appeal to the Director of the Office of Student Activities or designated representative. The appeal process is outlined below.

## **12. Restrictions and Withdrawals**

Organizations that fail to meet the requirements for registered status or violate RSO registration policies at any time may have their status withdrawn or restricted by the RSO Program Coordinator in the Office of Student Activities. Such organizations may appeal to the Director of the Office of Student Activities.

### **13. Appeal Process for Denial, Withdrawal, or Restriction of Registered Organization Status**

Decisions to restrict, deny or withdraw registration may be appealed by submitting a written appeal to the Director of the Office of Student Activities. Appeals will be considered upon limited grounds 1) that the standards and process outlined in the Office of Student Activities RSO registration policy were not adhered to in the decision to restrict, deny or withdraw status, or 2) that new and significant information has become available that affects the decision to restrict, deny or withdraw status 3) that the decision to deny, withdraw or restrict the organization was excessively severe or biased. Appeals must be submitted within 10 days of written notice of the original decision. The university e-mail system will be considered sufficient for written notice. The Director of the Office of Student Activities or designee will decide if the appeal has sufficient merit to warrant a hearing. If the appeal has grounds, the Director or designee will hear the appeal as soon as possible. If the Director of the Office of Student Activities or designee decides not to hear the appeal, the decision to restrict, deny or withdraw status will remain in effect as outlined by the RSO Associate Director or designated representative. Appeals regarding disciplinary sanctions administered by the Office for Academic Integrity and Student Conduct, whether for an individual or the organization, must adhere to the appeal policy outlined by that office, and may not be overruled through this appeal process.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **F. Non-Discrimination Policy for Student Organizations**

1. Student Organizations are required to acknowledge that it is the policy of the University of Arkansas
  - a. To prohibit discrimination on the basis of age, disability, ethnic origin, marital status, race, religion, gender, or sexual orientation, or any other grounds prohibited by federal or state law or University policy.
  - b. To promote equal opportunity for all students as valued members of the University community and to support affirmative steps to accomplish that objective
2. No student may be excluded from membership or leadership in a registered student organization on the basis of his or her age, disability, ethnic origin, marital status, race, gender (unless exempt under Title IX), religion, or sexual orientation or as otherwise prohibited by federal or state law or University policy.,
  - a. This policy will be administered in a manner consistent with U.S. law and the First Amendment rights of student organizations.
    - i. Certain groups, such as social fraternities and sororities, governing organizations in single-sex residence halls, and other organizations specifically exempted from Title IX of The Education Amendments of 1972, are permitted to exclude men or women.
    - ii. Registered student organizations may limit their membership and leadership to students who, upon individual inquiry, affirm that they support the organizations religious, political, or other legally protected views, consistent with the First Amendment.
  - b. All University funded events of any RSO must be open to all students regardless of age, disability, ethnic origin, marital status, race, religion, gender, or sexual orientation. This includes events funded through university departments or student activity fees including, but not limited to the ASG fee and the University Programs Fee.
  - c. Failure to adhere to this policy may result in disciplinary action and may lead to suspension or termination of the organization's recognition by the university and/or loss of University privileges.
3. University sponsored student groups. University policies prohibiting discrimination also apply to University-sponsored groups such as choral groups, bands, and cheerleading squads.
4. Communication of the Policy
  - a. The Non-Discrimination Policy for Student Organizations or groups shall be published annually in the Code of Student Life.
  - b. All official University publications shall carry the statement that "The University of Arkansas is an equal opportunity/affirmative action institution."
5. Implementation



- a. Each student organization or group is responsible for taking appropriate steps to comply with the Non-Discrimination Policy for Student Organizations. Organizations that desire to affiliate with the University, use the University name or facilities, or receive support and assistance from the University staff or faculty shall register and sign an acknowledgement of the Non-Discrimination Policy for Student Organizations.
  1. An individual having a complaint, grievance, or questions concerning selection, conditions of membership, or treatment by an organization or groups shall take the matter to the University's Office of Equal Opportunity and Compliance. The Director of Equal Opportunity and Compliance or designee shall review the matter and forward a recommendation for appropriate action to the Vice Chancellor for Student Affairs.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **G. Funding Of Registered Student Organizations**

#### **1. Banking Arrangements**

Registered Student Organizations must deposit their funds in a University checking account maintained by the UA Treasurer's Office. A small charge is made against each account to cover operating expenses of its account. National social fraternities and sororities are exempted from this regulation.

#### **2. Expending Funds**

- a. All funding, whether received from non-university sources or University sources must be spent for organizationally related activities.
- b. Funding received from university sources (student fees, governing body allocations, departmental monies, etc.) is subject to departmental and university purchasing policies and regulations.
- c. Funding raised from non-university sources is subject to review by the University Controller, who retains the right to question the propriety of the expenditure.

#### **3. Unexpended Balances of Inactive Registered Student Organizations**

Student organizations previously registered with the University may have unexpended balances remaining in their organizational checking accounts, even though the group is no longer active on campus. If a student organization fails to officially re-register with the Office of Student Activities for two (2) consecutive years, their university checking account will be closed. Any unexpended balance remaining in the checking account will be used to fund programs and materials for registered student organizations.

#### **4. Associated Student Government Allocations (ASG)**

- a. RSO Funds must be used to promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between students and student groups, and/or foster campus community. All funded programs/events must be open to the University community and free to all students who pay the activity fee.
- b. RSOs requesting ASG allocations must present a budget to the ASG Senate Appropriations Committee in the prescribed budget format approved by that Committee. The ASG Appropriations Committee must forward a copy of each budget request to the RSO Assistant Director in the Office of Student Activities.
- c. RSOs can apply for funds from the ASG three (3) times during an academic year (October/November, January/February, and March/April) by submitting a RSO Funding

Application to the ASG Appropriations Committee. The March/April session will fund for the following fall semester. The October/November session will fund the following spring and summer semesters, and the January/February session is designed to allow RSOs to apply for funds at the beginning of the spring semester to accommodate for any changes made to spring and summer budgets.

- d. Applying RSOs can be awarded money for 1) conferences, 2) special events, and 3) administrative costs according to the following criteria:
  1. Conference lodging and registration fees of no more than \$2,000 per fiscal year.
    - a. Non-UA conference requests are required to be accompanied by a copy of the registration form or other official literature indicating cost per person, and a typed explanation of how the UA community will benefit from the conference.
    - b. Request to Purchase Travel forms must be submitted to the ASG Office Manager no less than three weeks prior to the conference registration due date. If the form is turned in within three weeks of the due date of conference registration, the funds may not be made available for use for the specific conference.
    - c. All RSOs must additionally fill out other necessary travel forms prior to traveling out of Northwest Arkansas. See Travel Policy for more detailed information.
    - d. The combined total of all allocations for conference lodging and registration may not exceed 25% of the ASG Allocations budget during any fiscal year.
    - e. Conference funding is limited to lodging and registration fees only.
  2. Special Events that occur on campus or in the Fayetteville/Springdale area.
    - a. RSOs must include the date, time and location for each event for which they request funding, and an itemized, detailed budget for each event.
    - b. Request to Purchase Event forms must be completely filled out and submitted to the ASG Office Manager no less than two weeks prior to the event. If the form is turned in within two weeks of the event, the funds may not be made available for use for the specific event.
  3. Administrative costs that are no greater than \$500 per year. This includes, and is limited to office supplies, postage, web page development, printing that is not related to a specific program, newsletters, computer software, and brochures.
- e. Applying RSOs must meet the following criteria to qualify for RSO funds:
  1. RSOs must be registered with the Office of Student Activities.
  2. RSOs must conduct organizational activities in accordance with all applicable Federal, State, and local laws and University policies.
  3. RSOs must not knowingly present false documents or information to ASG or the Office of Student Activities.
  4. RSOs must not receive funding from other University of Arkansas fees, sporting events, living groups, or living group organizations.
    - a. This excludes co-sponsored activities and events. The organization requesting funds must submit other sources of student fee based income with their budget at the time of their request.
    - b. This excludes RSO fundraising at events that are not funded through the ASG allocations budget.
  5. Applying RSOs will not be awarded money from the ASG Allocations Budget for any of the following:
    - a. Repayment of debt.
    - b. Off-campus rent.
    - c. Activities that make a direct contribution to a political campaign or church.

- d. Travel expenses. RSOs who travel to conferences or other destinations cannot apply for travel expenses through the ASG allocations process. Only conference registration and lodging may be funded. RSOs are allowed to apply for funding for the travel and lodging of speakers and guests visiting the UA campus.
- e. Activities that raise funds. Note: funds may be raised to assist in paying for the ASG funded event, but not in order to fundraise for the organization or future events.
- f. Gifts or awards, excluding speaker honorariums.
- g. The duplication of materials, supplies, or services that the University will provide for free.
- h. Any beauty pageants or participation therein.
- i. All organizations receiving funding must agree to:
  - a. abide by State regulations in all purchasing and budget control activities;
  - b. expend funds only for University related purposes; and
  - c. maintain organization funds in a University account. Any funds the organization raises outside of its ASG allocation should be deposited into the organization's University checking account, which is maintained by the UA Treasurer's Office.

## **5. Entertainers, Speakers and Performers**

- a. Information on acts, both local and national, that may be available for entertainment at social events, is located in the Office for Student Activities in the Arkansas Union.
- b. RSOs must follow all contractual procedures as required by the University. It is strongly recommended that any student organization or group wishing to engage entertainment groups contact the Office for Student Activities for specific advice as to contracting procedures.
- c. Student organizations and their advisors are not authorized to enter into contractual agreements on behalf of the University of Arkansas.
- d. Arrangements for speakers and performers are to be made in keeping with the University Speaker and Performer Policy.
- e. Concert Policy
  - 1. Concerts contracted with funding from university sources must be made available to the entire university community
  - 2. The concert policy, as well as procedures to implement the policy, are available in the Office for Student Activities. The policy applies only to musical events of such magnitude as to be held in larger campus venues, such as Barnhill Arena.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **H. Student Organization Responsibility for Activities and Events**

Student groups and organizations planning and carrying out their activities and conducting their affairs bear the responsibility for doing so in accordance with University regulations as well as state and local law. Student Organizations will be held responsible for the behavior of their members or guests when the actions of these individuals evolve from or are associated with the organization or an activity related to the organization. The extent to which an organization will be held responsible for the actions of individual members or guests will be determined in accordance with the following guidelines.

1. Definition of an Activity Related to an Organization: An activity is considered to be related to an organization when one of the following circumstances exists:
  - a. The activity being sponsored was planned in an official meeting of the organization.
  - b. The activity is a registered event with the Office of Greek Life.
  - c. The context of the activity indicated that it was the product of the organization, per se. This includes, but is not limited to: the activity was held on chapter property, the presence of one or more of the group's officers, the presence of eight or more of the group's members, promoting or financing the event, or the presence of organized entertainment.
2. The parent organization shall be responsible for the actions of pledge classes or other subgroups carrying official status.
3. Events or activities that include numbers of nonmembers are also the responsibility of the group or organization in question. Appropriate measures must be employed to prevent or deal with infractions and problems involving nonmembers (see section 4.b, and section J below).
4. Dealing with Infractions: Each group or organization has the responsibility and is expected to deal with individuals allegedly in violation of University regulations or laws by referring such individuals to UAPD, the Office of Academic Integrity and Student Conduct, The Office of Student Activities, and/or The Office of Greek Life. Circumstances that do not constitute violation of University policy or law, but that may be violations of organizational regulations may be dealt with internally, by the organization.
  - a. Each group or organization is expected to refer such individual(s) to the appropriate University authorities. UAPD should be contacted immediately for any issue involving public safety, removal, or arrest (e.g., hazing, fighting, public intoxication, trespass, etc.). The Office of Greek Life or the Office of Student Activities should be contacted for any constitutional violations. Referral should be made to the Office of Academic Integrity and Student Conduct for violations of the Code of Student Life and/or university judicial action.

- b. The group or organization must show good faith in referring individual(s) who may be responsible for violating University policy or any applicable laws of the state, county, or city. The degree to which the group or organization carries out this overall responsibility will have bearing on the extent to which it may be held accountable for the actions of the individual(s). Members and non-members of a group at an activity related to an organization are included in the expectation of the group's responsibility and appropriate measures must be employed to prevent or deal with problems and/or violations.
- c. When (1) sufficient preventive measures (see section I below) have not been employed and/or, (2) action to refer individual cases to appropriate authorities has not been taken, the student organization may be held accountable for violations.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### IV. University Ideals and Organization

- A. The Meaning of a University (<http://handbook.uark.edu/meaning.php>)
- B. University Government (<http://handbook.uark.edu/universitygovernment.php>)
- C. Access to Higher Education (<http://handbook.uark.edu/access.php>)
- D. The Learning Process (<http://handbook.uark.edu/learningprocess.php>)
- E. Emergency Information-Parent Notification (<http://handbook.uark.edu/emergencyinfo.php>)
- F. Freedom of Expression (<http://handbook.uark.edu/freedomofexpression.php>)
- H. Freedom of Association and Inquiry (<http://handbook.uark.edu/freedomofassociation.php>)
- I. Freedom of Assembly (<http://handbook.uark.edu/freedomofassembly.php>)
- J. Administrative Organization (<http://handbook.uark.edu/adminorg.php>)
- K. Campus Governance (<http://handbook.uark.edu/campusgovernance.php>)
- L. Office of Equal Opportunity and Compliance (<http://handbook.uark.edu/affirmativeaction.php>)
- M. Travel for Students Representing the University of Arkansas  
(<http://handbook.uark.edu/travelforstudents.php>)

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **A. The Meaning of a University**

No great university is merely a reflection of the society in which it exists. It is a place where truth is freely sought, where inquiry is encouraged, where new ideas and new ways may develop and flourish at the expense of the old. It is a seedbed of change in an ever-changing society. An academic community grows only when its members may act and express themselves freely and without fear. To preserve these basic concepts, certain rights and responsibilities must be established. These rights and responsibilities in no way limit the broader freedoms that are guaranteed to citizens in a free society.



# University of Arkansas

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Division of Student Affairs  
Student Handbook

## **B. University Government**

Students shall be accorded the maximum opportunity, consistent with the efficient operation of the University, to participate in the making of policies and decisions that concern them.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **C. Access to Higher Education**

Students shall be free to express opinions and communicate ideas by publishing and distributing written materials, whether such publications be official or otherwise, subject only to federal, state, and local law.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **D. The Learning Process**

A free, effective educational process depends upon the available opportunities. It is the role of the instructor to encourage free discussion, inquiry, and expression in the classroom. It is the role of the students to be intellectually alert to information presented and to accept or reject that information, based on informed opinion, without fear of penalty. Students must be evaluated solely on the basis of academic performance and must be graded in a manner that reflects a good faith judgment of their work. To secure a fair evaluation, it is the responsibility of every student to develop intellectually within the legitimate confines of each course.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **E. Emergency Information-Parent Notification**

When a University staff member becomes aware that a student is suffering from a serious injury or illness or is abnormally absent from his or her housing unit, the next of kin will be notified under the following circumstances:

1. Seriously injured or ill. In some cases, in accord with the wishes of the student and upon the advice of a University physician or psychiatrist, notification may be delayed or omitted. This decision will be made in consultation with the Associate Vice Chancellor for Student Affairs/Dean of Students.
2. Abnormally absent from his or her housing unit and from class attendance for a sufficient period of time to cause concern for personal welfare.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **F. Freedom of Expression**

Higher education is a vehicle for the social and economic advancement of the individuals in a democracy. The University of Arkansas will always admit qualified students, and students may use University facilities and services regardless of age, disability, ethnic origin, marital status, race, religious commitment, sex, or sexual orientation.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **H. Freedom of Association and Inquiry**

Students are free to form and/or join any association that interests them. Students are free to examine and discuss, individually and collectively, all questions of interest to them, including questions relating to University actions or policies. They may express opinions on such subjects both publicly and privately. University officials may not abridge the right of students to petition for redress or grievances.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **I. Freedom of Assembly**

Students, as citizens of the University community, possess the right to assemble, discuss issues, distribute literature, circulate petitions, and make use of campus bulletin boards for the purpose of promoting and publicizing activities or causes subject to the provisions stated in Rights and Responsibilities and to procedures respecting the use of University facilities and policies regarding outside speakers. When a student or a student organization wishes to participate in a scheduled University or student sponsored program, activity, or event, permission must be obtained from the sponsoring group prior to the program.

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## Division of Student Affairs Student Handbook

### **J. Administrative Organization**

<http://vcfa.uark.edu/Documents/1020.pdf> (<http://vcfa.uark.edu/Documents/1020.pdf>)

The Board of Trustees has the legal control and responsibility function for the multi-campus University of Arkansas. Meetings of the Board of Trustees are scheduled at least bimonthly. The Board of Trustees is composed of 10 members appointed by the Governor for staggered 10-year terms and has constitutional status. The President is the chief executive officer of the University and is responsible to the Board of Trustees. The Chancellor is the chief executive officer on the Fayetteville campus and reports to the President. Four Vice Chancellors on the Fayetteville campus are responsible to the Chancellor for their respective areas. They are the Vice Chancellors for Student Affairs, University Advancement, Academic Affairs, and Finance and Administration. Deans are the chief administrative officials of the various colleges and schools. Deans, directors, and other administrative officials are responsible to the appropriate Vice Chancellors or directly to the Chancellor for the discharge of duties and responsibilities placed on them.



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## Division of Student Affairs Student Handbook

### **K. Campus Governance**

The Articles of Local Campus Government for the University of Arkansas, Fayetteville, were adopted by the Board of Trustees as Board Policy 810.1, and appear in the Faculty Handbook. All campus faculty committees except the tenure committee have student representatives, whose nominations are made through the Associated Student Government. The Associated Student Government (ASG) provides important services to the University community and is an integral part of governance on the campus. ASG has four executive officers selected in campus-wide elections and 51 senators elected on a college model basis. Operation of the Associated Student Government is guided by the ASG Constitution and the ASG Code, all of which are published in the Code Book. Reference copies of the Code Book are available for examination by students or other interested parties on the ASG website. ASG addresses student concerns and involvement in the University community through responsible activism and specific initiatives. ASG Senate has responsibility for various legislative functions including funding recommendations, and initiates campus-wide legislation based on student concerns. Students who want to be involved in ASG activities may apply at the ASG office in ARKU A669 or call 575-5205. Other student organizations that represent living groups and are an integral part of student government are the Residents Interhall Congress (RIC), the Interfraternity Council (IFC), the Pan-Hellenic Council, and the National Pan-Hellenic Council (NPHC). This information can be viewed at the following website.

<http://uagreeks.uark.edu/> (<http://uagreeks.uark.edu/>)

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## Division of Student Affairs Student Handbook

### **L. Office of Equal Opportunity and Compliance**

<http://oeoc.uark.edu/> (<http://ofaa.uark.edu/>)

The University is dedicated to making the campus a setting where diversity is valued and celebrated and where neither prejudice nor discrimination is tolerated. It is the policy of the University of Arkansas to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential. The university should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, it is the policy of the University of Arkansas, to prohibit discrimination and sexual harassment of its students, faculty, and staff and to make every effort to eliminate discrimination and sexual harassment in the university. Please view the above web site for more information.

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## Division of Student Affairs Student Handbook

### **M. Travel for Students Representing the University of Arkansas**

Fayetteville Policies and Procedures 332.4 Frequently, students travel off-campus to represent the University. For information on student travel policy and procedure, please view the following sites.

<http://vcfa.uark.edu/Documents/3324FAQ.pdf> (<http://vcfa.uark.edu/Documents/3324FAQ.pdf>)

[http://vcfa.uark.edu/Documents/FayPol\\_Bus\\_3324.pdf](http://vcfa.uark.edu/Documents/FayPol_Bus_3324.pdf)

([http://vcfa.uark.edu/Documents/FayPol\\_Bus\\_3324.pdf](http://vcfa.uark.edu/Documents/FayPol_Bus_3324.pdf))

<http://vcfa.uark.edu/Documents/3320.pdf> (<http://vcfa.uark.edu/Documents/3320.pdf>)

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## Division of Student Affairs Student Handbook

### V. Appendices

- [APPENDIX A - Campus Council Statement on Discrimination](http://handbook.uark.edu/appendixa.php)  
(<http://handbook.uark.edu/appendixa.php>)
- [APPENDIX B - Sexual Harassment Policy](http://handbook.uark.edu/appendixb.php) (<http://handbook.uark.edu/appendixb.php>)
- [APPENDIX C - Sexual Assault Policy](http://handbook.uark.edu/appendixc.php) (<http://handbook.uark.edu/appendixc.php>)
- [APPENDIX D - Use of Alcoholic Beverages on University Facilities](http://handbook.uark.edu/appendixd.php)  
(<http://handbook.uark.edu/appendixd.php>)
- [APPENDIX E - Protest Activities and Demonstrations](http://handbook.uark.edu/appendixe.php)  
(<http://handbook.uark.edu/appendixe.php>)
- [APPENDIX F - Code of Computing Practices](http://handbook.uark.edu/appendixf.php) (<http://handbook.uark.edu/appendixf.php>)
- [APPENDIX G - Prohibition of Pets](http://handbook.uark.edu/appendixg.php) (<http://handbook.uark.edu/appendixg.php>)
- [APPENDIX H - Firearms and Other Weapons](http://handbook.uark.edu/appendixh.php) (<http://handbook.uark.edu/appendixh.php>)
- [APPENDIX I - Inclement Weather Policy](http://handbook.uark.edu/appendixi.php) (<http://handbook.uark.edu/appendixi.php>)

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **APPENDIX A - Campus Council Statement on Discrimination**

#### Campus Council Statement on Discrimination

In spring 1983 the Campus Council adopted a statement regarding discrimination, which was amended in fall 1991: The Campus Council of the University of Arkansas, Fayetteville, does not condone discriminatory treatment of students, faculty, or staff on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sex, or sexual orientation in any of the activities conducted upon this campus. Members of the faculty are requested to be sensitive to this issue when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The University faculty, administration, and staff are committed to providing an equal educational opportunity to all students.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **APPENDIX B - Sexual Harassment Policy**

#### Sexual Harassment Policy

[http://ofaa.uark.edu/SEXUAL\\_HARASSMENT\\_POLICY.pdf](http://ofaa.uark.edu/SEXUAL_HARASSMENT_POLICY.pdf) It is the policy of the University of Arkansas to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential. The University should be a place of work and study for students, faculty, and staff, which is free of all forms of sexual intimidation and exploitation. Therefore, it is the policy of the University of Arkansas to prohibit sexual harassment of its students, faculty, and staff and to make every effort to eliminate sexual harassment in the University. For more information and to view the policy, please visit the above site.

#### Appendix B to the Sexual Harassment Policy

Recommendations for Education and Publicity Concerning the Policy Because new students and employees continually join the University community, it is important that education about sexual harassment and publicity about the University's policy be presented frequently and that attempts are made to reach all members of the community. Information should be presented at new student and new employee orientation sessions, and new administrators, supervisors, and managers should be reminded about their additional obligation to help keep the University free of sexual harassment. In addition, programs about sexual harassment, campus awareness events and activities, training sessions, and other educational activities should be provided regularly. Student, faculty, and staff handbooks, catalogs, and other publications that include University policies and procedures should contain the sexual harassment policy. Brochures, flyers, newspaper articles, posters, and other methods of publicizing the policy should be used as well.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **APPENDIX C - Sexual Assault Policy**

#### Disciplinary Action

Students and employees who are convicted of sexual assault may also be subject to University disciplinary action. According to the circumstances of the case, possible sanctions may range from a formal reprimand to dismissal from the University. Victims of sexual assault may receive assistance in making reasonable changes in their work, academic, or living situations. Students may request assistance in changing their living situations from University Housing. Requests for academic changes should be directed to the dean of the appropriate college. Staff may request assistance in changing their work situations from their supervisors or from the Department of Human Resources. Requests for such changes will be considered on the basis of their appropriateness and whether the requested change is reasonably available.

Adopted by the Campus Council, September 23, 1993

#### Sexual Assault Policy

The University of Arkansas has zero-tolerance for sexual assault and sex offenses committed against students, employees, visitors to the campus, and other persons who use University facilities. The University of Arkansas is committed to the prevention of sexual assault.

#### Sexual assault

Sexual assault is an extreme form of sexual harassment. Sexual harassment is prohibited by University policy and is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. Sexual assault is a crime, defined by the Arkansas criminal code. The University of Arkansas publishes an annual report of campus crimes, including sexual assault, as is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This landmark federal law, originally known as the Campus Security Act, requires colleges and universities across the United States to disclose information about crime on and around their campuses.

#### Definitions

Sexual assault may include any involuntary sexual act with which a person is threatened, coerced, or forced to engage in against her or his will or while temporarily or permanently incapacitated. Sexual assault may be committed by a stranger or by a person known by the victim. Acts defined as sexual assault include rape, date rape, acquaintance rape, and gang rape, but may also include sexual touching of another person against his or her will, and forcing an unwilling person to touch another person sexually. Sexual assault occurs when such acts are committed either by force, threat, or intimidation, or through the use of the

victim's mental or physical helplessness, of which the assailant was aware or should have been aware.

### Responsibility to Report

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual assault should report the assault immediately to the University of Arkansas Police Department. If the assault occurred outside the jurisdiction of the University Police, they will assist in reporting it to the proper authorities. Sexual assault may also be reported to the Fayetteville Police Department, if it occurred within the city limits, or to the police of another municipality if the assault occurred within another township or city that has a police force. It may be reported to the Washington County Sheriff's Department if it occurred outside city limits but within the county. Sexual assault may also be reported to the University Health Center's STAR Central Office (Office for Support, Training, Advocacy, and Resources on Sexual Assault and Relationship Violence) or to NWA Rape Crisis.

### Preserving Evidence

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, douche, drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a brown paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

### Availability of Counseling and Advocacy

Counseling and other mental health services for victims of sexual assault are available on campus and in the community. Students and employees may use the Counseling and Psychological Services (CAPS) department of the University Health Center. The Psychological Clinic of the Department of Psychology may be able to provide assistance in some cases. Employees of the University may be able to seek help through the Employee Assistance Program. Community mental health agencies, such as the Ozark Guidance Center, and counselors and psychotherapists in private practice in the area can provide individual and group therapy.

STAR Central of the University Health Center and NWA Rape Crisis may assist with making referrals for individual counseling and support groups. STAR Central will assist victims with identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

### Education and Awareness Programs

The STAR Central Coordinator in the Department of Health Promotion and Education of the University Health Center is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, and other sex offenses. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for other student organizations, academic classes, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

A peer education group, Rape Education Services by Peers Encouraging Conscious Thought (RESPECT), of the University Health Center provides sexual assault awareness,



education, and prevention programs for the campus community. The STAR Central Coordinator supervises and advises the peer educators of RESPECT.

### University Judicial System

When appropriate, the University of Arkansas Police Department or any member of the University community may refer allegations of sexual assault to the University judicial system. The judicial system provides a just and equitable process for dealing with alleged infractions by students of University rules, regulations, or laws. The system is informal and non-adversarial, and is intended to educate students, to help them make responsible decisions, and to be accountable for their actions. Both the accuser and the person accused shall be informed in writing of the outcome of any campus judicial proceeding or grievance procedure in which sexual assault is alleged. In some instances, it may be appropriate for faculty and staff members to use the University's formal grievance procedures to address grievances related to allegations of sexual assault. The faculty grievance procedure is described in the University of Arkansas Faculty Handbook. The staff grievance procedure is described in the Staff Handbook.

### **Coordination of Responses to Alleged Sexual Assault**

The University has designated the University Compliance Officer, Ms. Jenifer Tucker, as its Title IX Coordinator, with overall responsibility for oversight of the University's compliance with its obligations under Title IX, including, but not limited to, its obligations to investigate and respond to allegations of sexual assault.

Ms. Jenifer Tucker  
University Compliance Officer  
346 N. West Avenue (West Avenue Annex)  
479-575-6208

For allegations of sexual assault by faculty, staff or other persons (other than students), the Title IX Coordinator coordinates with UAPD and the University Health Center to ensure that allegations of sexual assault reported to University officials are investigated and that confirmed allegations are addressed through University personnel processes, as appropriate.

For allegations of sexual assault by students, the Director of the University's Office of Academic Integrity & Student Conduct, Dr. Monica Holland, coordinates with UAPD and the University Health Center to ensure that allegations of sexual assault reported to University officials are investigated and that allegations are processed through the University student judicial process, as appropriate. The Director of the Office of Academic Integrity & Student Conduct reports to the Associate Dean of Students, and provides information reports to the University Title IX Coordinator on all allegations of sexual assault processed through the judicial process.

Dr. Monica Holland  
Director, Office of Academic Integrity & Student Conduct  
Arkansas Union 634  
479-575-5170

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **APPENDIX D - Use of Alcoholic Beverages on University Facilities**

#### USE OF ALCOHOLIC BEVERAGES ON UNIVERSITY FACILITIES

University of Arkansas Board Policy No. 705.2

[http://vcfa.uark.edu/Documents/BOTPol\\_0705\\_2.PDF](http://vcfa.uark.edu/Documents/BOTPol_0705_2.PDF)

([http://vcfa.uark.edu/Documents/BOTPol\\_0705\\_2.PDF](http://vcfa.uark.edu/Documents/BOTPol_0705_2.PDF))

Possession and use of alcoholic beverages in public areas of University facilities (including organized houses) and at official University student functions held on campus must follow state and federal laws and university policies at all times. Each campus shall establish policies to be approved by the Chancellor regarding the use of alcoholic beverages on and off campus for student and non-student events. Other units of the University designated by the President shall develop such policies for approval of the President. Irresponsible behavior while under the influence of alcoholic beverages is not condoned and may be subject to review and/or action by the appropriate judicial body. The Board directs each campus to develop an alcohol awareness and use policy which shall be made available to its new and continuing students each fall. June 6, 1997

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## Division of Student Affairs Student Handbook

### **APPENDIX E - Protest Activities and Demonstrations**

Protest Activities and Demonstrations Student protest activities or demonstrations are fully permitted, subject only to the provisions herein stated and to University policies and procedures respecting the use of University facilities and policies regarding outside speakers and performers, unless such activities or demonstrations:

- a. interfere with campus order and access, the normal functioning of the University, or the rights of other members of the University community;
- b. result in injury to individuals on the campus, damage to individual or University property or unauthorized attempted or actual entry into University buildings;
- c. interrupt the proceedings of a scheduled University or student-sponsored program, activity, or event (permission to participate in such events must be granted by the sponsoring organization prior to the program itself);or
- d. present a clear and impending threat to the safety of individuals, to University property, or to the University community generally. Students who organize or participate in the prohibited activities described herein, or students who attempt to interfere with legitimate demonstrations and activities, are subject to appropriate disciplinary action.

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## Division of Student Affairs Student Handbook

### **APPENDIX F - Code of Computing Practices**

#### Code of Computing Practices

Individuals who are granted computing accounts or who use computing resources at the University accept the responsibilities that accompany such access. Each user is expected to use University accounts and resources for educational, research, or administrative purposes; except as otherwise provided in this code. Activities unrelated to these purposes are prohibited. Use of computing resources in violation of the regulations set forth in this code will be reviewed through established University procedures for student and employee misconduct. Restrictions imposed on usage of computer and network systems may be challenged through the same procedures. A complete copy of the Code of Computing Practices can be obtained from the Department of Computing Services, telephone 575-2905, or by visiting

<http://its.uark.edu/code.html> (<http://its.uark.edu/code.html>)

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## Division of Student Affairs Student Handbook

### **APPENDIX G - Prohibition of Pets**

#### Prohibition of Pets

[http://vcfa.uark.edu/Documents/FayPol\\_Facilities\\_7180.pdf](http://vcfa.uark.edu/Documents/FayPol_Facilities_7180.pdf)

[\(http://vcfa.uark.edu/Documents/FayPol\\_Facilities\\_7180.pdf\)](http://vcfa.uark.edu/Documents/FayPol_Facilities_7180.pdf)

For the interest of promoting greater personal safety, a more healthful environment, and increased maintenance efficiency in residence halls, Greek houses, and academic buildings, pets are prohibited. Exceptions to this policy are limited to guide dogs for the visually disabled; animals, fish, fowl or reptiles under the control of and used by academic departments for approved teaching and/or research purposes; and those animals, fish, fowl or reptiles used in approved art performances. In addition, University Housing and the Arkansas Union have specific pet policies that are published and enforced.

# University of Arkansas

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## Division of Student Affairs Student Handbook

### **APPENDIX H - Firearms and Other Weapons**

#### Firearms and Other Weapons

[http://vcfa.uark.edu/Documents/FayPol\\_Admin\\_2240.pdf](http://vcfa.uark.edu/Documents/FayPol_Admin_2240.pdf)

[\(http://vcfa.uark.edu/Documents/FayPol\\_Admin\\_2240.pdf\)](http://vcfa.uark.edu/Documents/FayPol_Admin_2240.pdf)

Firearms, explosives, air guns, and other similar weapons not supervised by the ROTC Departments may not be kept or used on the campus or in University buildings, residence halls, or fraternity or sorority houses.

#### Arkansas State Statutes Regarding Firearms and other weapons:

If a person carries a knife with a blade three and one-half inches (3-1/2") long or longer, this fact shall be prima facie proof that the knife is carried as a weapon. € 5-73-306. PROHIBITED PLACES.

No license issued pursuant to this subchapter shall authorize any person to carry a concealed handgun into any school, college, community college, or university campus building or event, unless for the purpose of participating in an authorized firearms-related activity.

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## Division of Student Affairs Student Handbook

### **APPENDIX I - Inclement Weather Policy**

#### Inclement Weather Policy

<http://vcfa.uark.edu/Documents/2100.pdf> (<http://vcfa.uark.edu/Documents/2100.pdf>)

The general policy regarding inclement weather is that the University does not close its offices because of bad weather. However, the obligation to provide services to our students must be balanced with the risk of danger to our employees. It is, therefore, appropriate that guidelines which reflect the needs of our students and the safety of our employees be established and made known. The following is the University's weather policy:

It is the policy of the University to remain open regardless of weather conditions. Each person is expected to make his or her own determination to work. Those personnel who do not report to work because of weather conditions will be charged "annual leave". With the approval of the supervisor, an employee may elect to use "leave without pay" in lieu of "annual leave". This will be considered and excused absence. However, individual departments may develop and implement additional policies concerning requirements for essential personal leave during periods of inclement weather.

Employees should make every attempt to get to work within the bounds of their personal safety. In the event of early morning inclement weather conditions, the University recognizes that normal routines may be disrupted. If the University remains open but an inclement weather day is officially declared, employees arriving within two (2) hours of their normal starting time will be given credit for a full day's attendance. Employees arriving later will be charged the full amount of time involved in their tardiness, and employees not coming to work will be charged a full day's absence.

In cases where the weather has caused hazardous driving conditions, the University may be closed and if such conditions prevail at 5:00 A.M., the closure will be for the day. Announcements of the University's closing are given to the University's radio station (KUAF, 91.3) and other local radio and TV stations for broadcast. Closing information is also available through the University's website, voicemail, or by dialing 479-575-7000. Because our closing is so rare, we must sometimes ask your help in notifying people that we are returning to our normal operations after a closing. The only people authorized to report the University's closing because of weather conditions are the Manager of Media Relations and the Associate Vice Chancellor for University Relations. Please refer to Academic Policy 1858.10 regarding the class cancellation policy due to inclement weather.