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DEAN OF STUDENTS

Donaghey Student Center, Suite 215

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I. University Policies, Rules and Regulations

During your student days there will be situations in which you will need to follow procedures and know the rules, regulations, and policies that will affect you.

Perhaps you will want to appeal a grade. Maybe your club or organization will want to use university facilities or sponsor a fund-raising drive. How do you go about doing these things? The answers are here, plus information on your student rights and responsibilities, the university's responsibilities to you, and much more. Keep this material handy for easy reference, if you have questions or concerns regarding these or other policies, you should contact the Office of the Dean of Students, Donaghey Student Center Suite 215, 501-569-3328.

First Amendment Freedom of Speech, Assembly, and Expression

The encouragement of freedom of speech, assembly, and expression is among the highest goals of the University of Arkansas at Little Rock (UALR).

Colleges and universities are ideally free marketplaces of ideas. This dictates that all points of view are welcome since free expression is a basic tenet of the academic arena. Colleges and universities have an inherent authority to maintain order as well as freedom on the campus. The UALR campus is not public in the sense of parks or streets and thus not open for expression of free speech and assembly by the general public and students at all times and places.

The rights of students and groups to express views through speech, assembly, and expression are protected on campus so long as they do not materially disrupt normal campus function, interfere with the rights of others, or engage in destruction of property. All students and groups must abide by university policies and regulations in the *UALR Student Handbook*.

Students and individuals are permitted to exercise their First Amendment freedom of speech rights on campus at specific times and in designated areas. The areas designated to exercise these rights include Donaghey Student Center mall area on the west end of the building to UALR Mail Services, area between the Stabler Hall and Administration North, and Old Student Union B and the Ottenheimer Library. Other outdoor-designated areas may be approved on request to the dean of students or designee in consultation with the appropriate university official in charge of the requested outdoor space. An advance notice of forty-eight (48) hours to the Office of Campus Life is required to allow the university to check the UALR Master Calendar of Events, clear facilities requested if needed, and provide adequate Department of Public Safety protection for both the individual and for university property. Normally, the designated hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

University officials may limit free speech if that speech materially and substantially disrupts the work and discipline of the university, is staged in a manner that congests access or passage, or due to noise or location and expression is imposed on semi-captive audiences or offensively on unwilling third parties, or is within the laws of obscenity or incitement to action.

Joint Statement on Rights and Freedoms of Students

The University Assembly endorses the American Association of University Professors (AAUP) policy set forth in its Joint Statement on Rights and Freedoms of Students. For more information regarding this policy, contact the Office of the Dean of Students.

Annual Notice of Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

A student at University of Arkansas at Little Rock has the following rights with regard to his or her educational records:

1. To inspect and review all educational records pertaining to the student, with some exceptions under FERPA, within forty-five (45) days of the day the university receives a request for access. Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where records may

be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of his or her educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights. Students should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing and is also contained in University Wide Administrative Memorandum 515.1.
3. The right to withhold the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the campus Office of Records and Registration in writing, that he or she does not want any information designated as directory information. The student's name, address, telephone number, date and place of birth, major field of study, number of credit hours in which enrolled and number credit hours completed, withdrawal record, participation in registered activities and sports, weight and height for members of athletic teams only, class rank, scholarship, honors, degrees and awards received, previously attended a certain high school, college or university, and email addresses.
4. The right to consent to disclosure of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits disclosure without consent to school officials with legitimate educational interests. A "school official" is a person employed by the university in an administrative, supervisory, academic or research, or support staff position including campus law enforcement unit personnel and health staff; a person or company with whom the university has contracted such as an attorney, auditor, or collection agency; a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the university may also disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the United States Department of Education concerning an alleged failure by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605
6. The right to obtain a copy, upon paying a copying fee, of University Wide Administrative Memorandum 515.1 and the university's copy of FERPA regulations. Copies may be obtained in the UALR Ottenheimer Library.

Release of Directory or Public Information

The items below are designated "Directory or Public Information" by UALR and may be released for any purpose at the discretion of the university. Under the provisions of FERPA, you have the right to withhold the disclosure of "Directory or Public Information" listed below: The student's name, address, telephone number, date of birth, major field of study, enrollment status, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height for members of athletic teams only, honors, degrees and awards received, photograph, most recent educational agency or institution attended, and email addresses.

All students must make the request to withhold directory or published information in writing to the Office of Records and Registration by the 11th day of class. This request will remain in effect until removed by the student in writing. In the event of such a request, this request will be treated as student records information.

Please consider very carefully the consequence of any decision by you to withhold Directory or Public Information. Should you decide to request the university not to release Directory or Public Information, any future requests for such information from non-institutional persons or organizations will be refused.

The university will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release the hold. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld. For additional information on details of FERPA, please see the Office of the Dean of Students or the Office of Records and Registration.

General Policies Regarding Records

1. Only student records which are reasonably necessary or useful to the basic purpose and needs of the university shall be made or retained. The Office of the Dean of Students expunges student disciplinary records carrying sanctions less than expulsion or suspension after five (5) years from date of incident.
2. Transcripts shall record only information of an academic nature and disciplinary action that denies the privilege of the student to continue in or return to the university.
3. Neither transcripts nor information pertaining to disciplinary or administrative matters shall be made available by the university to unauthorized persons without the express consent of the student, unless the university or its officials are directed by legal process to release such information.
4. Persons authorized to receive transcripts of such information include the student, parents or legal guardians of dependent students, and university officials with legitimate educational interests.
5. Students receive grades online at BOSS.UALR.EDU. An ID number and personal identification number (PIN) are required to access grades. You may request a copy of grades to be mailed by completing the grade mailer request form in the Office of Records and Registration.
6. The university policy for posting grades is that grades will be posted so that only the student can identify his or her grade. This can be accomplished by the use of code letters or numbers as long as the code used is not revealed to other students, unauthorized university personnel, or the public. The use of code to label each student so that only the student is aware of his or her identity does not require the approval of the student. The important point is that no personally identifiable information (education record) be disclosed to third parties without the student's written consent.

Limiting of Records and Registration Services

The Office of Records and Registration is authorized to withhold their services and refuse registration to any student or former student who fails to return athletic, military, library, or other university property entrusted to his or her care, or who fails to comply with rules governing the audit of student organization accounts, or who fails to pay any fees, tuition, room and board charges, fines, or other charges assessed against him or her by a university official or by the campus judicial system.

This policy does not apply to students or former students if the university has received from a bankruptcy court a notice and order that a bankruptcy petition has been filed in their behalf or the debt has been discharged in bankruptcy. In the event the notice of bankruptcy has been dismissed, the policy applies.

An Act to Prohibit Hazing in any School, College, University, or Other Educational Institution in Arkansas, and for Other Purposes

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

Section 1.

A student, alumnus, or volunteer or employee of a fraternal organization of a school, college, university, or other educational institution in Arkansas shall not knowingly engage in hazing or encourage, aid, or assist any other student, alumnus, or volunteer or employee of a fraternal organization in hazing

Section 2.

Hazing is defined as follows:

1. A willful act on or off the property any school, college, university, or other educational institution in Arkansas by one (1) student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others when the conduct is directed against any other student and done for the purpose of intimidating the student attacked by threatening him or her with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his or her fellow students, and acts calculated to produce such results;
2. The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others, upon another student to frighten or scare him or her;
3. A willful act on or off the property of any any school, college, university, or other educational institution in Arkansas by one (1) student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition or impairing the courage of the student attacked or to discourage him or her from remaining in that school, college, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or
4. A willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
5. The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with an organization, extracurricular activity, or sports program.

Section 3.

A person shall not knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or knowingly acquiesce in the commission of the offense of hazing, or fail to report promptly his or her knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. An act of omission or commission is hazing under this subsection.

Section 4.

Hazing is a Class B misdemeanor.

Section 5.

In addition to any penalty provided by this section, a student convicted of hazing shall be expelled from the school, college, university, or other educational institution that he or she is attending.

Section 6.

Nothing in this Act shall be construed as in any manner affecting or repealing any law of this state respecting any other criminal offense.

UALR Policy on Discriminatory Harassment and Equal Opportunity

UALR adheres to a policy that enables all individuals, regardless of race, color, gender, national origin, age, religion, sexual orientation, veteran's status, or disability, to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group will not be condoned, and any person — student, faculty, or staff member — who violates this policy will be subject to disciplinary action.

Harassment that is considered discriminatory includes actions or conduct (verbal, graphic, gestural, or written) directed against any person or group with the intent to demean or create a hostile or threatening environment.

It is not the intent of this policy to infringe upon or limit educational, scholarly, or artistic expression.

Any person who believes he or she has been discriminated against should contact the Department of Human Resources to obtain assistance and information concerning the filing of complaints.

At the same time the university prohibits discriminatory practices, it promotes equal opportunity through affirmative action. Non-discriminatory affirmative action equal opportunity policies apply to recruitment, hiring, job classification and placement, work conditions, promotional opportunities, demotions/transfers, terminations, training, compensation, choice of contractors and suppliers of goods and services, educational opportunities, disciplinary action, recreational and social activities, use of facilities, housing and university sponsored programs.

Title IX—UALR Policy for Sex- and Gender-Based Discrimination, Harassment, and Misconduct Complaints, and Complaint Retaliation

(August 19, 2015)

The University of Arkansas at Little Rock is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, sexual orientation, gender identity, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability, or genetic information. Such an environment is necessary for a healthy learning, working, and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation, and sexual misconduct as defined by this policy are prohibited.

Jurisdiction

Title IX protects the university community from sexual discrimination, harassment, and misconduct in a school's education programs and activities. Title IX protects the university community in connection with all academic, educational, extracurricular, athletic, and other university programs, whether those programs take place on university property, in university transportation, at a class or training program sponsored by the university at another location, online, or elsewhere.

This policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials, nor shall it be construed to restrict constitutionally protected expression or freedom of scientific investigation.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All complaints or any concerns about conduct that may violate this policy should be submitted to the Title IX Coordinator or Title IX Deputy Coordinator. All references to the Title IX Coordinator in this policy implicitly include the Title IX Deputy Coordinator.

Filing a Report with Campus Officials

Interim Title IX Coordinator

LaTonda Williams

Email: ldavis@ualr.edu or titleixcomplaint@ualr.edu

501.683.4458

Deputy Title IX Coordinator

Mindy Wirges

501.569.8657

Email: mmwirges@ualr.edu or titleixcomplaint@ualr.edu

Filing Report with Local Law Enforcement

In some instances, sexual misconduct may constitute both a violation of university policy and criminal activity. The university grievance process is not a substitute for instituting legal action by any party. The university encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, when appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement.

University Department of Public Safety

University Plaza, Suite 700

501.569.3400

City/County Police Department

Emergencies: 911

Little Rock Police Department

501.371.4621

Benton Police Department

501.778.1171

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, drink or eat anything, or brush his or her 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 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.

Student and Visitor Responsibility to Report

Students and visitors to the university are strongly encouraged to report allegations of discrimination, harassment, retaliation, and sexual misconduct to the Title IX Coordinator. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the university to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

Mandatory Employee Reporting

In order to enable the university to respond effectively and to proactively stop instances of discrimination, harassment, retaliation, and sexual misconduct at the university, all employees, including student employees, must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the university's attention.

Confidentiality

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that all information received as part of the university's complaint/grievance procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all complaints will remain confidential because of the university's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations.

Except as compelled by law or in the interest of fairness, just resolution, or health and safety considerations, disclosure of information contained in complaints, their substance, procedures, and the results of investigations will be limited to the immediate parties, witnesses, and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

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 Office of Health Services, Donaghey Student Center, Suite 102, 501.569.3188. Mental Health Services are available to students through Counseling Services, Student Services Center, Suite 119, 501.569.3185. Employees of the university can receive counseling through the Employee Assistance Program, 501.686.2588.

Community mental health agencies, such as Little Rock Community Mental Health, 501.686.9300, and counselors and psychotherapists in private practice in the area can provide individual and group therapy. The Arkansas Coalition Against Sexual Assault (ACASA), Committee Against Spouse Abuse (CASA) Women's Shelter, or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request. Additional community resources are identified at ualr.edu/chancellor/titleix. The use of these or any other resources is at the discretion of the parties.

Education and Awareness Programs

The university's Title IX committee, in conjunction with various departments and organizations at the university, is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for other student organizations, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Campus Safety Week.

Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The university does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the university. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, or supervisor-employee) are regarded as inappropriate, are strongly advised against, and are inherently suspect in the event of a dispute.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

COMPLAINT/GRIEVANCE PROCEDURE

These procedures are intended to apply to all grievances involving discrimination, harassment, retaliation, and sexual misconduct as described in this policy, including but not limited to those brought by a student against an employee and/or fellow student, employee against fellow employee and/or student, and third party against employee and/or student. All other grievances by students, employees, or third parties shall be addressed through other grievance procedures. The university benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the university community.

Informal Complaint Process

The university does not require a complainant to utilize the informal complaint process if doing so is impracticable or unsafe, or if the complainant believes that the conduct cannot be effectively addressed through informal means. For example, the informal complaint process should not be used to address allegations of sexual assault. However, in other circumstances where it is practical and safe to do so, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, and administrators before pursuing the formal complaint process. Under the informal complaint process, a complainant may elect to resolve his or her complaint by discussing it with the offending party. If the offending party is an employee and satisfactory resolution cannot be reached after discussion, the complainant may also contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated.

Formal Complaint Process

Upon receiving a report of alleged or possible violation of this policy, the Title IX Coordinator will evaluate the information received and determine what further actions should be taken. The Title IX Coordinator will follow the procedures described in this policy. The Title IX Coordinator will take steps, either directly with the complainant or through a reporting employee, to provide information about the university's complaint/grievance procedure, as well as available health and advocacy resources and options for criminal reporting.

INVESTIGATION

The Title IX Coordinator will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the university. The Title IX Coordinator or his or her designee will investigate all complaints of discrimination, harassment, retaliation, and sexual misconduct and determine any accommodations or other remedial short-term actions necessary in light of the individual circumstances presented.

The Title IX Coordinator or his or her designee will apprise the head of the appropriate division or department of the complaint, or, if the complaint is against a student, the vice provost for student affairs and dean of students.

The Title IX Coordinator or his or her designee, who will have been properly trained, will:

- Identify the correct policies allegedly violated.
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s).
- Meet with the complainant to finalize the complaint.
- Prepare the notice of charges on the basis of initial investigation.
- Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent.
- Conduct a thorough, reliable, and impartial investigation during which witnesses may or may not be given notice prior to the interview.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- Make a written finding on the case, based on a preponderance of the evidence, which indicates that it is more likely than not that a policy violation has or has not occurred, and identifies appropriate remedies and/or sanctions, if any.
- Prepare a complete report on the investigation and findings.

As noted above, an investigation of the complaint will be conducted by the Title IX Coordinator or his or her designee unless it is clear from the face of the complaint or the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue violates this policy.

In the event that the complaint was made by someone other than the alleged victim, the Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint:

- The source and nature of the information.
- The seriousness of the alleged incident.
- The specificity of the information.
- The objectivity and credibility of the source of the information.
- Whether the alleged victims can be identified.
- Whether those individuals wish to pursue the matter.

In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will determine and document (in consultation, as necessary, with the alleged victim, the respondent, and any other university administrators) the appropriate resolution of the complaint and inform the parties of the same.

With all complaints, if the Title IX Coordinator determines that an investigation should be conducted, the Title IX Coordinator will promptly investigate the matter. The existence of concurrent criminal investigations or proceedings shall not delay the investigation of any complaint filed under this policy.

If another individual is designated to investigate the matter, the Title IX Coordinator will share the investigator's name and contact information with the alleged victim and the respondent and will forward the complaint to the investigator. Within three (3) days of such appointment, the investigator, the alleged victim, or the respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest posed by assigning such investigator to the matter. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists. Upon receipt of the complaint, the Title IX Coordinator will promptly begin the investigation, which shall include but is not limited to the following:

- Conducting interviews with the complainant, the alleged victim (if not the complainant), the respondent, and third-party witnesses (including expert witnesses, where applicable), and summarizing such interviews in written form.
- Visiting, inspecting, and taking photographs at relevant sites.
- Where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies).

Throughout the investigation, the Title IX Coordinator will remain neutral. The Title IX Coordinator should obtain, where applicable and where possible, the written consent of any third-party witnesses to the disclosure, as contemplated by this policy, of any personally identifiable information contained in the complaint, the investigative report, and for any other documents the disclosure of which is contemplated by this policy in order to further the resolution of the complaints.

HIV Policy

In support of its mission to discover and disseminate knowledge and to promote humane sensitivities and understanding of interdependence, UALR endorses the following policy for responding to human immunodeficiency virus (HIV) infection.

Based on conclusive evidence from the U.S. Public Health Services and Centers for Disease Control and Prevention, people living with HIV disease pose no threat of transmission through casual contact to those who are uninfected. Because many people are infected and do not know it, UALR accepts an inclusive approach that recognizes any individual could be HIV positive. No screening or inquiries regarding HIV status will be made for admission or employment.

Access

People with HIV/AIDS are protected from discrimination by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Appropriate, reasonable accommodations will be made for students and employees who are infected and they will be accorded all rights of access and responsibilities in every aspect of university life as available to uninfected persons. Acts of discrimination or abuse will not be tolerated. Confidentiality will be observed.

Prevention Education

UALR will provide ongoing training for students and employees that include:

1. Facts about infection, transmission, prevention, testing sites, and disclosure.
2. Skill development and equipment for self-protection.
3. A climate that fosters care and respect for self and others.

Support Services

The Office of Health Services is the primary point of confidential contact for people living with HIV and will serve as a resource to the campus community regarding HIV issues. Support Services and referrals are also available in the following:

1. Counseling Services (CS)
2. Disability Resource Center (DRC)
3. Office of the Dean of Students (DOS)
4. Arkansas Employee Assistance Program (AEAP)

Policy Implementation and Review

The UALR Health and Wellness Committee will be responsible for implementation of this policy. Members will review this policy semi-annually or as new scientific information emerges and submit revision to the University Assembly for approval. (Passed Faculty Senate 4/19/96)

Academic Adjustment Policy for Students with Disabilities

(April 1, 2010)

In compliance with federal regulations, it is the policy of UALR to respond to student requests for course substitution that are based on discrimination due to disability, on an individual basis and in a manner that does not result in discrimination. Where requests are complex and not easily handled through the regular course substitution procedures, an established committee will review the case and make a determination. Students who wish to request academic adjustments because of a disability should consult the academic adjustment procedures, which are printed in the *UALR Student Handbook*, or contact Disability Resource Center 501-569-3143.

Section 504 of the Rehabilitation Act of 1973

“No otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”

Introduction and Rationale for a Course Substitution Policy

The regulation for Section 504 of the Rehabilitation Act of 1973 specifically addresses the issue of discrimination based on disability in the event that fulfilling a course requirement puts a student with a disability at a disadvantage. While the law does not require waiving a requirement and strongly encourages substituting a course or courses that provide the student with a similar experience, course waiver is also an option under the law.

One clear example is the requirement for a music appreciation course when the individual is deaf or hard of hearing. Another obvious example is art appreciation for students who are blind or have low vision. It is appropriate to continue to allow the academic departments involved, Disability Resource Center, and the student to determine an appropriate substitute in instances such as these whenever possible. The form used for course substitutions and waivers should be completed and signed, and documentation of the disability should be kept in the student's file at Disability Resource Center. If an agreement cannot be reached, the following policy and procedures will apply.

Examples that are less clear are those involving students with learning disabilities. The most common course substitutions for these students across the country are for math and foreign languages. However, there may be other requests based on individual circumstances. Complicating factors are: the wide range in types and severity of the disability; the diagnosis of the disability which is much more complex and often leaves some room for interpretation; and the ability in some cases to remediate through accommodations such as extended time on exams, tutoring, oral testing, extra take-home assignments, etc.

Due to the complex nature of such requests, the policy and procedures outlined in this document were developed by an ad hoc committee and based on the Rehabilitation Act of 1973.

Regulations – Academic Adjustments/Rehabilitation Act of 1973

“A recipient to which this subpart applies shall make modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified disabled applicant or student. Academic requirements that the recipient can demonstrate are essential to the program of instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.”

Analysis of Final Regulations (provided by U.S. Department of Education)

“This requirement does not obligate an institution to waive courses or other academic requirements. But such institutions must accommodate those requirements to the needs of individual students with disabilities. For example, an institution might permit an otherwise qualified disabled student who is deaf to substitute an art appreciation or music history course for a required course in music appreciation or could modify the manner in which the music appreciation course is conducted for the deaf student. It should be stressed that academic requirements that can be demonstrated by the recipient to be essential to its program of instruction or to particular degrees need not be changed.”

Procedures

The following procedures are guidelines and the committee will recognize that individual circumstances may alter them somewhat. For example, in the case of a student who is diagnosed with a learning disability after attempting a course twice or more and who has made good faith efforts to complete the course requirements, the committee may determine that the student need not attempt the course another time with accommodations.

1. In most cases the student should attempt the course, requesting accommodations.
 - ♦ If the student believes accommodations are necessary, the student should request a meeting with the instructor to discuss these accommodations. It is the student’s responsibility to make this request. Students are urged to inform instructors of accommodation needs as early as possible in the semester. They may choose to use a letter from Disability Resource Center documenting the disability and outlining necessary accommodations. Any student who is unsure of potential accommodations should make an appointment with a staff person in Disability Resource Center.
 - ♦ On request from the student or instructor, a letter from Disability Resource Center will confirm that the disability is documented and will outline the specific accommodations necessary for that student. The student must give Disability Resource Center permission to release this information.
 - ♦ The instructor and student will work out the details of implementing accommodations. They may choose to use the Accommodation Plan Checklist in the back of the *UALR Faculty Handbook: Teaching Students with Learning Differences and Accommodation Needs* available through Disability Resource Center.
 - ♦ The student and instructor should continue to meet periodically for feedback on how the accommodations are working, making revisions as needed.
2. If a good faith effort has been made on the part of the instructor and the student to accommodate for the disability and the student still believes the required course has the effect of discrimination based on the disability, the student may request that a substitution be made. However, in some instances because the accommodation would be so involved or time consuming that it would significantly alter the course, the student may make the request before attempting the course.
3. Requesting a substitution:
 - ♦ The student should make a written request to:

- a. The chair of the department offering the required course, with the dean of the college also signing off.
 - b. If not resolved, make request to the chair of the 504 Policy Committee.
- ◆ The request should include:
 - a. The course in question.
 - b. The nature of the disability and the reason for the request (the reason taking the required course would amount to discrimination based on the disability).
 - c. The student's history with the course or subject matter, including any attempts to pass the class, whether accommodations were requested, and what accommodations were available.
 - d. The student should attach documentation of the disability from a qualified diagnostician, and may attach letters or other documents supporting the request. Documentation refers to a diagnosis made by a medical, psychological, education, rehabilitation, or other professional qualified to make the particular diagnosis.
 - ◆ At the department chair and dean level, the chair or dean will meet individually with the student within ten (10) class days following receipt of the request. Any substitutions that are made at the department or dean level, and a summary of the specific circumstances, should be reported by the chair or dean to the 504 Policy Committee chair and the vice chancellor/provost.
 - ◆ If the case continues to the 504 Policy Committee level, the committee chair will review the request and documentation, and will set a meeting to occur no later than thirty (30) days following receipt of the request. The committee chair will invite representatives from the affected academic departments.
 - ◆ The student will be given a minimum of ten (10) class days advance notice of the meeting date. The student will be informed at this time that he or she may bring representatives knowledgeable about the disability. These representatives might be staff from Disability Resource Center or the Department of Human Resources, rehabilitation counselors, members of an advocacy group such as Advocacy Services, faculty members who specialize in the disability or persons qualified in the diagnosis/treatment of the disability.
 - ◆ The committee chair will schedule additional meetings if needed, and the committee will reach a decision based on the individual circumstances and the law.
 - ◆ The committee chair will inform the student in writing within ten (10) class days of the decision.
 - ◆ The committee decision may be appealed to the vice chancellor/provost within ten (10) class days of notification. The vice chancellor/provost's decision may be appealed to the chancellor within ten (10) class days of notification.
 - ◆ Information on how to file a formal 504 complaint is available through the Department of Human Resources. Students may seek this information at any time.

In the Event the Student has Taken or is Required by the Committee to Take the Course

If the student has not attempted the class in question, or has not attempted the class with modifications made to accommodate the disability, the committee may decide on a case-by-case basis that the student should attempt the class with modifications before the committee will proceed further with a decision on course substitution.

If the committee requires the student to attempt the class, or if the student has already attempted the class and the committee later determines that a substitution is appropriate, the student may be retroactively withdrawn from the course and grades will be deleted from the transcript.

Composition of the Committee

A committee whose members are trained and knowledgeable about current disability law, including the Rehabilitation Act of 1973, Section 504, Subpart E – Postsecondary Education, and who do not object to the concept of course substitution on principle, should be established to handle substitution requests on a case-by-case basis.

The committee shall be a standing subcommittee of the Faculty Senate, and shall consist of five (5) members appointed by the Faculty Senate president, to include a staff person from Disability Resource Center and a student representative from the Disability Resource Center Advisory Council. Committee members will serve for a period of two (2) years.

Committee Responsibilities

Committee members will be responsible for having an understanding of the law requiring course substitution and its purpose.

Committee members will be responsible for looking at each request on a case-by-case basis. The assumption is that each student is uniquely individual. Students within a common disability category shall not be assumed to have the same needs and circumstances as do others in that category, i.e., the issues will not be identical for two students who are visually impaired.

Committee members will be responsible for taking a fact-finding, problem-solving approach.

The committee chair will be responsible for determining which persons from the academic departments in question, who are not members of the committee, should be involved in the individual case, e.g., chairs from academic departments in the student's major field and the department responsible for the course in question. Those asked to be present in an individual case will not be voting members of the committee but rather representatives of the departments providing information to the committee. The committee chair will also coordinate the scheduling of the meeting(s) and inform the student of the committee's decision.

All participants will be responsible for ensuring all records and discussions are kept confidential.

Confidentiality and Procedures for Handling Confidential Information

Information about a student's disability is confidential. When the student provides documentation of disability at the department, college, and committee levels, the student will sign a form indicating consent to release the specific information to the necessary department, college, and committee members. This information may not be shared, either orally or in writing, with any parties beyond those directly involved in the proceedings and decision making. The student may request that all documents be returned to the student or Disability Resource Center at the conclusion of the case. It is suggested that documents be passed out at the beginning of committee meetings and returned to the committee chair at the conclusion of each meeting, making the chair the only person responsible for ensuring that they are kept in a manner in keeping with the legal right of the student to confidentiality. Faculty who are making accommodations in the classroom, whether written documentation is provided or not, must also be aware that the student's signature indicating consent to release confidential information, and to whom, is needed.

Student Responsibilities

The student, in most cases, will be required to make a good faith attempt to take the course. If the student is required by the committee to take the course, the student will be responsible both for exploring possible accommodations that could improve the likelihood of success in the course and for requesting these accommodations from the instructor.

The student will be responsible for making substitution requests in writing to the department chair, the dean of the college offering the required course, and the chair of the 504 Policy Committee, in that order, progressing to the next level only if the request is not granted at the previous level. It is not necessary for the student to have a specific course in mind as an appropriate substitute for the required course prior to making the request.

The student will be responsible for providing documentation of disability and other materials pertaining to the request that the committee deems necessary.

Faculty Responsibilities

Any time a student with a disability requests instructional classroom or testing accommodations in a course and those accommodations are determined by Disability Resource Center to be necessary in order to equalize opportunity for success, the instructor is responsible for implementing those accommodations.

The instructor will use as resources information from the student, from Disability Resource Center staff, and

from the *UALR Faculty Handbook: Teaching Students with Learning Differences and Accommodation Needs*, available at Disability Resource Center.

If the instructor questions the need for an accommodation, or is unclear after talking to the student as to how it should be implemented, the instructor should contact Disability Resource Center at 501-569-3143. The instructor should also call if concerned about whether the student has a disability that would require the accommodation.

Publication of Procedures

Procedures will be publicized in appropriate student handbooks and through offices such as Disability Resource Center, Office of the Dean of Students, the Department of Human Resources, the Office of the Provost, and other appropriate offices.

Smoke-Free Campus Policy

(September, 2015)

Smoking on UALR campuses is regulated under the authority of the Arkansas Clean Air Act, A.C.A. § 6-60-801 et.seq., and Act 847 of 2015.

In accordance with Arkansas state law, UALR is a smoke-free campus. Smoking, including the use of e-cigarettes or vapor devices is strictly prohibited on all locations of the university, including the main campus, the William H. Bowen School of Law, and the UALR Benton Center.

Any person who is convicted of a violation of this law may be punished by a fine. Additionally, students, staff and faculty who fail to comply with this policy are subject to the disciplinary actions of the university. (*Chancellor's Office, 8/16/09*)

Information Technology (IT) Acceptable Use Policy for Faculty, Staff and Students

(March 3, 2003)

Information technology (IT) has the ability to distribute and examine a vast array of material with unprecedented speed. One requirement however, remains constant: all information technology use must fully respect the rights of the university and IT community members. This Acceptable Use Policy (AUP) is designed to guide faculty, staff and students in the acceptable use of network and information systems provided by the University of Arkansas at Little Rock. More importantly, it is meant as an application of principles of respect using UALR computer resources, other computer users, and for the medium itself.

The UALR community is encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other university policies, this policy is intended to respect the rights and obligations of academic freedom as well as to protect the resources of the university.

The university campus network is an open network and therefore cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the university cannot protect them from invasions of privacy and other possible dangers that could result from the distribution of personal information. IT and network facilities of the university are finite and limited. These facilities should be used wisely and carefully with consideration for the needs of others. When used appropriately, these tools can enhance dialog and communications. When used inappropriately or unlawfully, these tools can infringe on the rights of others. Current use of IT parallels familiar activities in other media and formats and existing university policies already provide guidance. Using electronic media in the place of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor will it alter the guiding policies. University policies, which already apply to freedom of expression, privacy and related matters, apply to electronic expression as well. This IT Acceptable Use Policy addresses circumstances, which are new or at least unfamiliar in the IT arena and augments rather than replaces other applicable university policies.

Definitions

UALR IT systems include the computers, terminals, printers, networks, modem banks, and related equipment, as well as data files or documents residing on disk, tape, or other media, which are owned, managed or maintained by IT services and/or faculty/staff of UALR. For example, IT systems include institutional and departmental systems, IT systems managed by UALR IT services, faculty research systems connected to the campus network, the campus telephone system, and the university's campus network (which is designed and managed by IT services). Privately owned equipment, such as laptops, PDAs, and home computers are considered an IT system if attached directly or remotely to the campus network and/or is used to access the UALR campus network.

A user is any person, whether authorized or not, who makes any use of any IT system from any location. For example, this definition includes persons who access IT facilities via an off-campus electronic network, as well as those who use an UALR dial-in network (e.g., the campus network/Internet) to connect a personal machine to any other networked system or service. An IT user is a user with authorization to access a UALR IT system(s). IT users include UALR students, faculty members, staff members, and alumni or alumnae with accounts on IT systems.

A system administrator is an individual with the authority to determine who is permitted access to a UALR department system or server. For example, UALR associate director of networks is the UALR campus network system administrator.

Network security officer (NSO) is an individual charged with maintaining the security of the UALR campus network and as such, has the authority to investigate security violations to ensure that security policy is complied with.

Purpose

The purpose of IT is to further the research, education, and administrative functions of UALR. To achieve this purpose, these policies intend:

1. To ensure the integrity, reliability, and performance of UALR IT systems and network.
2. To ensure that the UALR community of IT users utilize the campus IT facilities in a fair and equitable manner with respect for the rights of the community at large.
3. To ensure that IT systems and network are used for their intended purposes.
4. To establish sanctions and processes for addressing violations.

Scope

The IT AUP applies to all UALR IT systems owned, managed or administered by UALR faculty, staff and students and any use of those systems. Many particular IT systems (UALR's News and World Wide Websites, campus email services, etc.) have service-specific policies, which apply in addition to this AUP. Please refer to postings available with each system to identify all applicable policies.

The policies described herein are those that the university uses in the normal operation of IT facilities and network. This document does not waive any claim that UALR may have to ownership or control of any hardware, software, or data created on, stored on, or transmitted through UALR IT systems and network.

Use of IT Systems

Proper Authorization

Use of UALR IT systems is restricted to authorized UALR faculty, staff, alumni and students. The administrator of a campus system, server, and/or campus network component is the responsible authority, which grants authorization for system use and access.

Appropriate/Acceptable Use

UALR IT systems and network may be used only for their intended authorized purposes. For example,

privately owned computers may not host sites for non-UALR organizations across the IT managed UALR network without specific authorization.

Commercial Use

Without specific UALR administration authorization, activities using IT systems and network for non-UALR commercial purposes are prohibited. This is not meant to restrict normal communications and exchange of electronic data, consistent with the university’s education and research roles that may have an incidental financial or other benefit for an external organization. For example, it is not appropriate to discuss products or services with companies doing business with UALR or to contribute to Facfocus discussing issues relating to commercial products.

Vendor Contracts

All use of UALR IT systems and network must be consistent with all contractual obligations of the university, including limitations defined in software and other licensing agreements.

Privileges for IT Users

Free Inquiry and Expression

UALR IT users are afforded free inquiry and expression consonant with the purposes of the university.

Reasonable Confidentiality

UALR IT users can expect reasonable confidentiality for particular data. Systems administrators will identify categories of data, which will be managed as confidential on a particular IT system and they will make all reasonable efforts to maintain the confidentiality of that data. However, limited risks do apply to confidentiality, for example to technical limitations, software bugs, and system failures. Systems administrators will take reasonable steps to inform IT users of the limits to confidentiality for their respective IT systems. IT users are expected to become familiar with those limits and risks of confidentiality and to manage their confidential data accordingly. Confidentiality of data must comply with the State of Arkansas Freedom of Information Act.

Responsibilities for All Users

**UALR INFORMATION TECHNOLOGY SERVICE USERS
SHOULD HAVE NO EXPECTATION OF PRIVACY**

Unauthorized Use

Users must not permit or assist any unauthorized person to access IT systems. For example, any non-UALR organization or individual without appropriate authorization may not use UALR IT systems. Each campus user must have and use a unique logon/password to a campus IT system. Multiple user logons or passwords are in violation of this policy.

Security

Users must not defeat or attempt to defeat any UALR IT system’s security, for example, by “cracking” or guessing user identifications or passwords, compromising room locks or alarm systems, utilize software that will probe a network user system, or a sniffer gathering logon/password data.

Unauthorized Data Access

Users must not access or attempt to access data on any UALR IT system they are not authorized to access.

Users must not make or attempt to make any deliberate, unauthorized changes to data on an IT system. Users must not intercept or attempt to intercept data communications not intended for that user's access, for example network sniffing or wiretapping.

Concealed Identity

Users must not conceal their identity when using UALR IT systems. Users must use their own login ID and password.

Denial of Service

Users must not deny or interfere with or attempt to deny or interfere with service to other users, on campus or off campus, by means of "resource hogging," deliberate distribution of computer worms or viruses, or modification of any IT system. Knowing or reckless distribution of unwanted mail or other messages is prohibited.

Copyright

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software, licensing, and electronic forms of information.

External Data Networks

Users must observe all applicable policies of external or off- campus data networks when using such networks.

Modification of Data or Equipment

Without specific authorization, users of UALR IT systems must not cause, permit, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. "Specific authorization" refers to permission by the owner or systems administrator of the equipment.

Personal Account Responsibility

Users are responsible for the security of their IT system accounts and passwords. Any user change of passwords must follow published guidelines. Accounts and passwords are assigned to single users and are not to be shared with any other person without authorization by the systems administrator. Changing another person's password is considered a form of harassment and unethical behavior.

Users are presumed to be responsible for any activity carried out under their IT system accounts.

Responsibility for Content

Representatives of IT publish "official" information in a variety of electronic forms. A statement of the certifying authority publishing the information will normally identify such official information. A certifying authority is that IT department or individual who certifies the accuracy of an electronic document and IT appropriateness for the conduct of IT business.

Users also publish information in electronic forms on IT equipment and/or over UALR's networks. UALR does not have any intention or opportunity to screen such private material and thus cannot assure IT accuracy or assume any responsibility for this material. Any electronic publication provided on or over UALR equipment and/or networks, which is not legitimately identified by a certifying authority, is the private speech of an individual user. Offensive content is to be reported to the network security officer (NSO) for investigation.

Email Use

The university's electronic mail facilities should not be used:

1. To send unauthorized mass mailings of any type.

2. To send rude, obscene, harassing, or illegal material, or material that in any way conflicts with the regulations of the university.
3. To send any material that in any way conflicts with state or federal law.
4. To perform an operation or activity that degrades the performance of the UALR's IT systems and/or network.

Threats and Harassment

Users may not use a UALR IT system to threaten or harass any person. A user must cease sending messages or interfering in any way with another user's use of IT systems if the aggrieved user makes a reasonable request for such cessation.

Removal of Equipment or Documents

Without specific authorization by the system administrator, users must not remove any university owned or administered equipment or documents from an IT system.

Foreign Devices

Without specific authorization by the system administrator, users must not physically or electrically attach any foreign device (such as an external disk, printer, network sniffer, sniffer software, network monitoring software, modem, or video system) to an IT system.

Violations

Users must not conceal or help to conceal or "cover up" violations by any party. Users are expected to report any evidence of actual or suspected violation of this policy to the systems administrator of the facility most directly involved. In case of doubt, the report should be made to the UALR network security officer (NSO) and/or UALR chief information officer (CIO).

Reporting of Security Violations

If a user observes and/or suspects a security violation, he/she is obligated to report such to the UALR network security officer.

Information Technology Rights

Personal Identification

Users of IT systems must show identification including university affiliation upon request by a system administrator, NSO, or university authority.

Access to Data

Users must allow systems administration personnel access to data files on IT systems for the purpose of making backups, diagnosing systems problems and investigating policy and/or campus network security violations.

Oversight Authority

UALR NSO is authorized to investigate alleged or apparent violations of UALR IT policy or applicable law involving IT systems and/or network using whatever means appropriate. The NSO will maintain a log and incident reporting of all such incidents. Any emergency action will be logged and security incident appropriateness reviewed after the fact.

Enforcement Procedures

The university may restrict the use of its IT and network systems when faced with evidence of violation of university policies, federal or local laws. The university reserves the right to limit access to its networks and IT

systems. The university may limit access to material posted on university owned IT systems that is deemed inappropriate or not in keeping with the educational, research and community service missions of this university. Systems administrators are authorized by the university network security policy to apply certain penalties to enforce applicable policies. Such penalties include temporary or elimination of access privileges, which may apply to networks and other IT services or facilities.

If, in the opinion of the systems administrator, the violation warrants action beyond a system administrator's authority, he or she may refer the case to other authorities, such as the NSO, the university disciplinary body appropriate to the violator's status, or to an employee's supervisor.

The entire copy of the *UALR Campus Network: Security Policies & Procedures for Acceptable Use* is available in the Office of the Dean of Students, Information Technology Services, and at <http://ualr.edu/itservices/policies/network-security/> website.

Please contact the associate director for networks and technical support in Information Technology Services or the Office of the Dean of Students for questions and comments about this policy.

Library Privileges

The UALR Ottenheimer Library contains more than a half million print books and provides online access to over 50,000 electronic journals, 18,000 electronic books and 200 scholarly databases. UALR students are encouraged to use the library to the fullest extent.

Current UALR students are eligible for library privileges during the periods when they are affiliated with the university. Privileges include circulation of library materials, on-campus and remote access to library databases, and document delivery services, e.g., Interlibrary Loan and Article Delivery. Students must present a current UALR ID Card for check-out of materials. UALR students not enrolled for summer classes but pre-registered for fall semester are eligible for full library privileges during the summer. UALR students not enrolled in courses but working on their dissertation/thesis, finishing an incomplete course, or doing research with a UALR faculty member may be granted continuation of library privileges with the approval of a current UALR faculty member.

Library users are responsible for returning library materials at the conclusion of the loan periods as specified by Ottenheimer Library. Users are not charged overdue fees for the late return of Ottenheimer Library materials, but are charged a daily overdue fee for the late return of materials borrowed through Interlibrary Loan. Library users are responsible for all charges related to the loss or damage of any and all library materials. Charges include the material costs and a processing fee. Students' financial records will be flagged for any unpaid, outstanding charges.

Protection of the collection is achieved through electronic book theft detection equipment and a closed circuit TV (CCTV) system. In the event of detection system alarm, library personnel are required to search books, briefcases, and other closed containers for improperly charged items. This security check is necessary to safeguard materials purchased with state and private funds, the theft of which is punishable by law under Title 13, Arkansas law.

In compliance with Arkansas law, personal details of library patrons associated with library accounts are confidential and subject to disclosure only as allowed by Arkansas law.

Bookstore Policies

If you drop or change a course, or do not need a book you have purchased, course books may be returned under the following conditions:

1. Returns must be accompanied by a current cash receipt.
2. Books in absolutely new condition free of all markings with pencil or ink may be returned during the first two (2) weeks of classes.
3. Used books may be returned during the first two (2) weeks of classes.
4. Bookstore personnel are the sole judges in determining whether books are in new or used condition.
5. General books and special orders are not returnable.

6. Defective books should be returned for exchange immediately upon discovery of the defect. The bookstore will post the dates on which it will buy back books from students.

Lost and Found Policies

All items turned into various department and offices will be sent to Department of Public Safety the same day they are received. Until the articles are returned to the rightful owner or other dispensation is made, the articles will be stored in a secure facility at Department of Public Safety. A record of each item will be maintained and a release form will be completed before returning property to the owner. Property will be released between the hours of 8:00 a.m. to 5:00 p.m. weekdays.

Address and Communications

All students are required to maintain a correct residence, telephone number and mailing address with the university and report any changes of address to the Office of Records and Registration or use BOSS (website: www.ualr.edu).

Student Identification Card

The official identification card of UALR is called the Campus Card and is valid when you are enrolled in classes at UALR. Carry this card with you at all times. This card is not transferable and does not need to be validated each semester, even when you do not attend consecutive semesters. This card does not authorize the holder or obligate UALR in any manner. Failure to present this card when requested by any university official is a violation of university regulations and may subject the holder to disciplinary action. This card is your authorization for access to university facilities, services, and activities, e.g., Fitness and Aquatics Center, library, student activity events, health services, athletic events, etc. This card can also be used at UALR Dining Services. Lost or stolen cards should be reported to the Donaghey Student Center Information Center. Your first Campus Card is free; replacement cards cost \$15.00 each. Campus Cards are issued at the Donaghey Student Center.

Use of University Name or Seal

The name of the University of Arkansas is used in many contexts and for a wide range of purposes. It is important to the institution that the use of the name "University of Arkansas at Little Rock" be limited to activities which are, in fact, activities of the university. As a consequence of legal considerations, use of the university seal is restricted to specific official departments and agencies of the university.

Vehicle Registration

Every student who owns or operates a motorized vehicle on the university campus must register it at Department of Public Safety.

Public Safety and University Police

The university is located within the city limits of Little Rock, Arkansas. Therefore all federal, state, and local laws apply to the campus. The university has adopted certain rules and regulations to provide for the safety and security of persons and property on campus.

The UALR police officers are constituted peace officers and possess all the powers provided by law for city police and county sheriffs, to be exercised as required for the protection of the state institution. The university police are also responsible for determining the necessity of advisory, control, and regulatory signs, other measures for safety, and the proper flow of vehicular and pedestrian traffic on campus. Such officers are authorized and empowered to arrest, with or without warrant, any person on the campus who is in violation of federal, state, or local felony laws or any person who commits a misdemeanor in the presence of the officer.

Traffic regulations are normally distributed by the Department of Public Safety during orientation and registration periods. Copies may be obtained from the Department of Public Safety, the Student Government Association (SGA), and the Donaghey Student Center Information Center.

Bicycle Policy

This policy's use of the term "bicycle" is understood to include bicycles, roller-skates, in-line skates, scooters, skateboards, and other non-motorized vehicles inclusively.

1. Every person operating a bicycle on campus shall do so in accordance with the traffic control devices and rules of the road that are applicable to motor vehicles under Arkansas law.
2. No person shall operate any bicycle except on established roadways, parking areas, or bicycle paths.
3. When a bicycle crosses a pathway for pedestrian travel or a marked pedestrian crossway the operator shall yield the right-of-way to any pedestrian within the areas specified.
4. No person shall park a bicycle in any manner that will impede pedestrian or vehicle movement. Prohibited areas include, inside buildings, hallways, walkways, ramps, etc.
5. If a bicycle is parked in an unauthorized space or manner, the Department of Public Safety may immobilize the bicycle by lock and chain. A notice will be placed on the bicycle instructing the operator to report to the Department of Public Safety.
6. A bicycle may be impounded if it is parked in an unauthorized space or manner or it has been abandoned.
7. Department of Public Safety will not be responsible for bicycle locks that may be destroyed in the impoundment process.
8. Any impounded bicycle not claimed within sixty (60) days shall be considered abandoned and shall be disposed of by the university as abandoned property.
9. Any person whose actions result in a violation of this code will be issued a violation ticket.
10. Alleged violators of this code have the same avenue of appeal as an operator of a motor vehicle.
11. UALR reserves the right to change these regulations and to add, remove, or reallocate parking areas as the need arises.
12. UALR Department of Public Safety is vested with the powers, duties, and jurisdiction to administer and enforce this code.

Pet Policy

Any person in violation of this policy will be issued a citation.

1. Animals are prohibited in classrooms, offices, or any building unless they are classified as guides for the handicapped or as instructional or research animals.
2. All animals on campus grounds must be attended at all times.
3. Persons bringing animals on campus must comply with state and local leash and registration laws.

Inclement Weather Policy

(January 2, 2011)

1. During inclement weather, UALR will make a decision whether or not to close based on all available information.
2. The chancellor will decide whether or not conditions warrant canceling classes and activities and closing the campus or whether classes and activities will be canceled but with specified campus offices open. Online or web-enhanced classes will continue as scheduled at the discretion of the faculty member.
3. The UALR website, UALR email, the university's main telephone number, 501-569-3000, and the campus emergency alert system are the official means of communicating all information concerning weather-related closing. Local television and radio stations will also be notified.
4. When necessary, the university will announce a separate decision about canceling night classes (those classes starting at 4:20 p.m. or later) by 2:00 p.m., if possible.
5. Ordinarily, sites remote from campus such as the Bowen Law School, the Arkansas Studies Institute, and the Benton Center will close or cancel classes and activities whenever the university does so. In some circumstances, however, a separate decision may be made whether or not a site remote from campus will be open or closed, and this decision will be announced through the university's official means of communicating weather-related closings.

6. Vice chancellors are responsible for seeing that necessary services are provided in their respective areas when the university is closed. Employees required to provide such services will be identified by their supervisors. Classified employees who must report to work when the university is closed due to inclement weather will be allowed compensation time of 1.5 hours for one hour worked. Persons who are not required to work when the university is closed will be granted authorized absence. Employees who do not report to work when the campus is open will be charged annual/compensatory leave or leave without pay. The Payroll Department will prescribe payroll reporting and timekeeping.
7. The Policy Advisory Council of the University Assembly will recommend to the chancellor if and when missed undergraduate and graduate class days should be made up. In the event that the university is closed during a final examination day, the provost, in consultation with the faculty senate president, will reschedule any missed graduate or undergraduate final examinations with the exception of online exams which will continue as scheduled.
8. Weather and road conditions vary from place to place. Employees and students are expected to exercise good judgment regarding the safety of travel when road conditions are affected by the weather.

Campus Signs and Poster Regulations

“Signs include billboards, decals, notices, placards, posters, banners, and posting as any means used for displaying a sign.”

The campus is open to posting of signs by the university community and non-university groups or individuals within the following restrictions:

1. All signs and posters must have the stamp of the appropriate office. Before publicly posting a sign or billboard, the individual, non-university group, residence hall, university department, Greek group, and registered student organizations must have the sign stamped by the Office of Campus Life. Signs and billboards placed outdoors on university grounds must be approved for location by the director of Facilities Management.
2. Indoor bulletin boards located in academic and administration buildings are normally restricted for the use of the university schools and colleges, departments, administrative units, university groups, and registered student organizations. If the indoor bulletin boards are to be used for posting, the unit that maintains the bulletin board must grant approval.
3. Before publicly posting a sign, the individual, academic department, university office, or group must have the signs stamped for posting by the Office of Campus Life.
4. Billboards, banners, and posters exceeding 14”x22” are restricted for the use of university schools and colleges department, administrative units, registered student organizations, and university groups. Those desiring to use the Donaghey Student Center Mall (west) area for posting must receive approval from the Donaghey Student Center director or designee.
5. Signs must be removed from the campus and bulletin boards no later than forty-eight (48) hours following the event publicized.
6. All events sponsored by registered student organizations or university student groups must be placed on the UALR Master Calendar of Events prior to posting and advertising the event.
7. All signs must carry the name of the sponsoring individual or group.
8. A sign may not be attached to:
 - a) a shrub, tree, or plant, or placed on any landscaped area
 - b) a permanent sign installed for another purpose
 - c) a fence, chain, or its supporting structure
 - d) brick, concrete, masonry structure, glass, or other finished surfaces on the campus
 Signs may not be secured by driving stakes in the ground or by digging holes to stabilize signs.
9. During SGA elections exceptions are made regarding sign and poster regulation. Students campaigning for SGA offices should contact the SGA office for election code regulations concerning posters or signs and the Office of Campus Life for waivers or exceptions.
10. The dean of students/designee, university police officers, and physical plant grounds employees may

remove signs, posters, etc., on university property that are in violation of the sign and poster regulation.

11. Violation of these regulations may result in future denial of posting privileges for a designated period of time.

Distribution of Printed Materials

Distribution of printed materials, e.g., newspapers, handbills, pamphlets, literature, etc., is permitted on campus as long as there is no interference with the normal operation of the university and with the following restrictions:

1. Non-members of the university community may not make use of university buildings or grounds for any distribution purposes unless registered with the Office of Campus Life in advance. In addition, distribution of printed materials in university-owned buildings or grounds by Greek organizations, residence halls, individual students and registered student organizations may occur only if the materials are stamped in advance by the Office of Campus Life.
2. In no case may any distribution include materials which are libelous, obscene, or violate or encourage the violation of federal, state, or local laws. Individuals distributing printed material deemed contrary to federal, state, or local laws do so on their own responsibility and will subject themselves to arrest and prosecution by the public authorities, and in addition, a student will subject himself or herself to disciplinary action.
3. Placing printed material on vehicles is prohibited.
4. Printed materials must have the name of the individual or group clearly indicated on the printed material.
5. Individuals from off-campus desiring to sell commercial newspapers shall contact the associate vice chancellor for facilities and services or designee for information and general policies.
6. The distribution of printed material must not disrupt the flow of faculty, staff, or student traffic, or interfere with the rights of others.
7. Normally the campus is open for the distribution of printed material Monday through Thursday from 7:30 a.m. to 9:00 p.m. and on Fridays until 5:00 p.m.
8. Printed matter may be sold on the campus only in the Donaghey Student Center or mall, in areas designated by the Donaghey Student Center director, and such sale is subject to the limitation that it must not disrupt food services or the free flow of faculty, staff, or student traffic.

Demonstration and Mass Gathering

Students and groups planning a demonstration or mass gathering must inquire at the Office of Campus Life regarding the time and location for holding such events. An advance notice of forty-eight (48) hours is required to allow the university to check the calendar of events to determine appropriate and designated areas available and allow for the university to provide for adequate Department of Public Safety or police protection both for the demonstrators and the university property. Normally, the designated hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

The right of students to express views through demonstrations and mass gatherings is protected on campus so long as they do not materially disrupt the normal on-going campus functions, interfere with the rights of others, or engage in the destruction of property. If students plan or participate in a lawful demonstration which subsequently becomes violent and destructive, then only those who personally engaged in the unlawful conduct may be subject to disciplinary action. Students may not prohibit others from free movement on campus and use the First Amendment as a justification of their action.

Authorization to Offset Amounts due the University by an Employee Against Amounts Owed by University to that Employee

The university shall have the right to offset against amounts due and payable to an employee, including student-employee, by the university, those liquidated amounts due and payable by the employee to the university for any reason, with the university then paying the net amount remaining to the employee in full satisfaction of his or her wages or other amount due as follows:

1. Non-members of the university community may not make use of university buildings or grounds for any

distribution purposes unless registered with the Office of Campus Life in advance. In addition, distribution of printed materials in university-owned buildings or grounds by Greek organizations, residence halls, individual students and registered student organizations may occur only if the materials are stamped in advance by the Office of Campus Life.

2. In all other cases of offsets against an employee's wages, the university may only offset amounts owed the university against those wages which are above the statutory minimum hourly wage.
3. If the amounts owed to student-employees constitute payments for work-study or are student loans under a program guaranteed or established by the U.S. government, any offset shall be subject to laws and regulations governing those programs.
4. The university may offset amounts owed to the university against all sums owed to an employee other than wages, or student work-study or loan payments.

Subject to the above limitations, each chancellor through the business officer of that campus, may develop with an affected employee a repayment plan for successive offsets so that the entire amount owed to the university is not offset on a single occasion; provided however that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

University Facilities Policies

Use of University Facilities

Statement of Principles

The University of Arkansas System has an obligation to its students and the larger society of which it is a part to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, freedom to learn, freedom to discuss, and freedom to expose ideas to the critical analysis appropriate to the university setting. In order to accomplish its mission, the administration, faculty, and students have a continuing responsibility for preserving the properly directed use of the institution's freedom to teach, discuss, and explore.

The university's dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints but obviously does not require the endorsement of such viewpoints. Divergent points of view must be recognized but at the same time kept within a framework of orderly conduct in accordance with human dignity.

Policy Statement of the Board of Trustees

University facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times when not required in the regularly planned educational program, the university facilities may be made available for extracurricular use to colleges, departments, and other organizational units of the university; to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the university; and to recognized student organizations with the approval of the faculty advisor.

University facilities under the law cannot be made available to other organizations for their own purposes. However, when a facility is in use neither for a regularly scheduled educational activity nor for an extracurricular use by one of the university organizations listed above, the president or chancellor is authorized to approve the use of the facility when such use serves the educational objectives of the university. It is an objective of the university to provide opportunities for university and broader communities to see and hear major leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for major state or national offices may be scheduled in university facilities under arrangements which allow reasonable opportunities for opposing candidates or points of view. It must be made clear that the university neither supports nor opposes the views stated by and/or the candidacy of such individuals.

Procedures

Faculty and Staff

A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute which is a part of the university educational program.

Any college, department, or other organization of the faculty or administration, any organization composed exclusively of faculty members or university employees, and any other organization whose membership includes university faculty members and which exists solely for the benefit of the university or for scholarly pursuits may use university facilities to hold meetings, subject only to local regulations regarding room scheduling.

Student Organizations

Any registered student organization may use university facilities for open or closed meetings or performances subject only to local campus scheduling regulations.

If an off-campus speaker or performer is to be invited to address an open meeting of a registered student organization, the faculty advisor must give express approval before an invitation is extended and publicity is released. If the group does not have an official advisor, the approval of a tenured faculty member is required. The university administration may properly inform an organization of 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 faculty advisor.

Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied university sponsorship. In all open meetings at which an off-campus speaker will speak, a tenured faculty member shall serve as moderator and a reasonable period shall be reserved for questions from the audience.

An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his views by either the university or the student organization. In case 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.

Speakers may be invited to the campus to discuss political issues. Registered student organizations may solicit membership and dues at meetings. Money may not be raised for projects not directly connected with a university activity, and private business may not be conducted in university facilities.

Non-University Groups

The facilities and resources of the university exist for the sole purpose of supporting and furthering a program of higher learning. The use of facilities of the university should be extended to non-university groups only when that use will enhance, support, further, or enrich the educational program of the university and such use will not interfere with the educational activities of the university.

Requests for the use of university facilities by a non-university group should be directed to individuals designated by the chancellor. The evaluation of the appropriateness and worth to the university program of a particular use of facilities by a non-university group or organization shall be based on the following criteria:

1. Relevance and contribution to the needs of the educational program of the university.
2. Timeliness and intrinsic merit of the activity.
3. Availability of suitable space not needed for the educational activities of the university.

University facilities shall not be used by non-university groups or organizations for their own exclusive purposes, for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a university activity, or for the conduct of private business.

Outside Salespersons and Solicitors or Solicitation and Fundraising

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

Apart from prohibiting profit-making commercial business activities, the university also regulates, within limits, and consistent with the above policy, any use of its buildings and grounds for solicitation, including fund-raising activities.

Inquiries relating to any of these policies should be directed to the Office of the Dean of Students.

Use of Roof and Exterior Walls of Buildings

The university has a concern about improper uses of its roofs and buildings and uses of exterior sides of buildings reached by way of roofs or upper windows, etc. Such portions of buildings are not intended for general traffic. Personal injuries and damages to roofs and buildings may result. Rappelling using university buildings is specifically prohibited, and other than those university employees and students specified in the University wide System Policy (720.1), any other person, including students, employees, or those not associated with the university, found in or on the areas shall be removed from and arrested for trespassing and/or charged with violation of institutional regulations, i.e., subjected to university disciplinary proceedings and/or actions.

Physical Arrangements of Campus Facilities

Alterations or modifications of property owned or leased by the university are not permitted unless specific permission is received from the director of the physical plant, or director of housing, or in accordance with university policies. All work done on buildings, grounds, and other fixed facilities of the university must be authorized by Facilities Management unless other arrangements have explicitly been approved by the director of the physical plant and the vice chancellor for finance and administration.

If decorations or special facilities are to be utilized, they must be inspected and approved for safety in advance by the Facilities Management. If the decorations or special facilities are declared unsafe, corrective measures must be taken by the sponsoring organization before the event can be held.

Any offending group or individual is subject to being charged for any damage involved, to returning the property to its original state, and to possible disciplinary action.

University Housing

University housing consists of the East, West, North, South, University Village, and several rental houses located just north of the campus between 28th and 23rd Streets. University housing falls under the authority of the vice provost for student affairs.

For more information about university housing, including a copy of *The Housing Guide*, contact the Office of Student Housing, located in University Commons at 2801 South University Avenue, Little Rock, Arkansas 72204, phone 501-661-1743 or the UALR Housing website (<http://ualr.edu/housing>).

Housing Rules and Regulations

For the purposes of these regulations, a resident shall mean any student assigned to university housing by the director of housing or other designated university official. In the case of a married student living in university housing, "resident" shall include the spouse and children of the registered student. Resident students are governed by the provisions of the Housing Guide, the *UALR Student Handbook* (Code of Student Rights, Responsibilities, and Behavior) and the housing lease/agreement. Violation of housing rules, university policies, and federal, state, and local laws are considered violations of the housing lease/agreement and may result in

cancellation of the agreement and removal from residence.

Alcoholic Beverages in Student Housing

Possession and use of intoxicants is prohibited in public areas of university housing space. Persons of legal age, as defined by state law regarding alcoholic beverages, may possess and consume such beverages in the privacy of assigned student rooms when no minors are present. Irresponsible behavior while under the influence of intoxicants is not condoned and disciplinary action will be the responsibility of the Office of Student Housing, Office of the Dean of Students, or the Behavioral Standards Committee.

Missing Person Notification Policy and Procedures

Individuals who believe a student resident is missing should contact student housing personnel to file an incident report which will initiate a student housing investigation. If the missing resident is not yet 18-years-old, the custodial parent or guardian will be contacted by the university within twenty-four (24) hours of notification. UALR will initiate official notification procedures for any resident who is determined to be missing for more than twenty-four (24) hours.

1. Designated Contact: All residents have the option to designate a person to be contacted by UALR should the resident be determined to be missing for more than (twenty-four) 24 hours. A Confidential Contact Information Card is available from the Housing Office, East Hall Reception Desk, hall directors, or the UALR Housing website (<http://ualr.edu/housing>). All residents are encouraged to complete and submit a confidential contact information card.
2. Law Enforcement Notification: If a resident chooses not to designate a contact and/or is not yet 18 years of age, the dean of students will notify the director of the Department of Public Safety (campus law enforcement) when a resident has been determined to be missing for more than twenty-four (24) hours.

Missing Person Notification Procedures

Events that could cause a person to be considered missing include contact from a concerned individual, including university officials, about an individual's absence or lack of contact that is contrary to his/her normal behavior and/or if unusual circumstances may have caused the absence.

When a housing staff member becomes aware of a potential missing resident, an incident report is initiated that begins the missing person protocol. The twenty-four (24) hour period begins at the time the report is generated, and housing staff will follow the missing person procedures to report and investigate the missing person.

Resident Assistant Role:

- Gather information from the reporting source: name and contact information of the source, relationship to the missing person; name, age, description, campus address and contact information of the missing person; last seen date/time/location; reason for the concern; any other information that may be helpful. Record this information on the incident report. Record "Missing Person" on the "other" category of the incident report.
- Immediately notify the hall director of the missing person report.
- Perform routine checks within the hall community:
 - a) Check with roommates to see when the missing person was last there.
 - b) Try to call, email, or text message the person.
 - c) Check with their friends to ask when they last communicated with the person.
 - d) If possible, check social network sites for useful information.
 - e) Continually update the hall director with new information, including finding the missing student.

Hall Director Role:

- Gather as much information as possible from the resident assistant and the source of the initial report such as reasons why they believe the resident is missing, and what actions have been taken to try and locate the person.
- Continue the investigation by:
 - a) Checking the student's room.
 - b) Interviewing roommates and asking them to watch for the student.
 - c) Leaving a note on the student's door to contact you as soon as he/she returns.
 - d) Instructing the lobby manager to watch for the student to enter the building.
 - e) Update the incident report with any new information.
- Notify the director of Office of Student Housing if the missing resident has not been found within twelve (12) hours.

Director of Housing Role:

- Review the incident report and gather information from the hall director.
- Inspect the missing person's housing file for verification of vital information such as age, contact information, and ID number.
- Check the person's mailbox to determine if mail is being picked up.
- Check housing parking lots if the person has a registered vehicle.
- Check Banner for ID photo, registration verification, and class schedule.
- Consult with the Office of the Dean of Students.
- Contact the Office of Records and Registration to determine attendance.
- Contact Information Technology Services to investigate when/where ID may have been used or if the person logged on to the university network.
- Continue to check in with roommates, hall staff and others for updates or additional information.

All housing investigating procedures should be completed by twenty-four (24) hours after first notification of the missing student. If the resident has not been located, the designated contact, custodial parent, or guardian, and the director of the Department of Public Safety (campus law enforcement) will be notified by the Office of the Dean of Students.

Circumstances to notify the Department of Public Safety without following the Missing Student Notification Procedures include:

- Suspected foul play or danger including expressed suicidal ideology.
- Known medical condition that could cause a life threatening situation.
- Natural disaster or other force of nature in which the student may have been involved.
- The missing student has no designated contact on file.

Guest Regulations

Guests are defined as individuals who are not contractual occupants of the specific residence hall suite, student apartment, or house in question. Each guest must have a host present while the guest is visiting. Guests without hosts may be asked by university officials to vacate the premises.

Guests must abide by all policies outlined in university publications. Hosts are responsible for informing guests of these policies. Guests and hosts are mutually responsible for the conduct of the guest; however, hosts are ultimately accountable for the behavior of their guests.

The length of stay for any overnight guest may not exceed any three (3) nights in a thirty (30) day period. "Night" begins at the end of established visitation hours. All overnight guests in the residence hall must be registered at the reception desk.

Visitation Hours

In the residence hall, non-residents may visit residents between 10:00 a.m. and 12:00 a.m. Sunday through Thursday and 10:00 a.m. through 2:00 a.m. Friday and Saturday. All non-residents will be required to sign in and leave a photo ID at the reception desk for security purposes while in the building. Visitors may be asked to leave the premises if, in the judgment of staff, the presence of the visitor(s) is contributing to a disruption of the residential environment. All non-residents must leave the building by the end of the established visiting hours unless properly checked in as an overnight guest of a resident of the same gender. All resident students, including those of the residence hall, campus apartments, and houses are subject to the visitation guidelines specified in their particular housing agreement.

Room Entry

The university respects students' rights for privacy within their living space and will strive to protect this privacy. University officials may enter a student room without the consent of the student for the following reasons:

1. To provide room maintenance inspections, repair service or safety inspections. Reasonable efforts will be made to give notice prior to the inspection when possible.
2. When there are reasonable grounds to suspect university regulations or state or federal laws are being violated.
3. For an emergency situation that requires that the room be entered.
4. If there is a valid search warrant.

Donaghey Student Center

The following information is an abridgement of the Donaghey Student Center's policies and procedures. This information helps to clarify the mode of operation, maximize the services provided, and assist in the planning of events and individual activities at the Donaghey Student Center. Donaghey Student Center policies and procedures are available at the Donaghey Student Center Information Center.

Mission of the Donaghey Student Center

Development

The Donaghey Student Center establishes a climate that encourages personal wellness and nurtures individuals to be positive contributors to society.

Service

The Donaghey Student Center supports the mission of the university by providing a diversity of facilities, programs, and services to enhance the institution's educational environment and to improve the quality of college life.

Community

The Donaghey Student Center is a place of convergence which provides a sense of campus community and linkage to the university's public.

General Policies and Procedures

1. Employees of the Donaghey Student Center who identify themselves as a staff member of the Donaghey Student Center have the right and responsibility to enforce the policies of the Donaghey Student Center. Employees are identified by a UALR ID bearing the employee's full name and title. The Donaghey Student Center administration reserves the right to interpret and waive any rules, regulations, policies, or procedures stated in this document.
2. The violation of any policies of the Donaghey Student Center by any individual may subject the individual,

and/or the organization the individual may be representing, to the dean of students which could result in any one or combination of outcomes as follows: ejection from the facility; suspension or removal of rights to part or entire facility or activity for a stated period; suspension or removal of rights to stated services of the facility for a stated period.

3. The Donaghey Student Center is off-limits to all individuals when the facility is closed unless authorized otherwise by the Donaghey Student Center management.
4. Unauthorized intoxicants, drugs, firearms, and gambling in any form are prohibited.
5. Approval is needed before use of public facility space for an activity.
6. There shall be no use of any form of open flames in the Donaghey Student Center, e.g., candles or matches, without prior approval of the management.
7. Concourse walk paths and corridors shall be kept open for the safe passage of guests.
8. Alcohol is not permitted in the Donaghey Student Center in accordance with laws of the State of Arkansas and policy and procedures of the University of Arkansas System.
9. Guests must wear acceptable footwear and attire at all times unless otherwise specified or allowed by management due to special activities or events. Management reserves the right to determine acceptability of footwear.
10. Any sound making devices may not be played at a volume level that would cause discomfort of guests.
11. Smoking is prohibited in the Donaghey Student Center. The use of smokeless tobacco is prohibited in all public areas of the Donaghey Student Center.
12. Minors 13 to 17 years of age must be supervised by a parent or adult at all times in all parts of the Donaghey Student Center.
13. Children ages 12 and under in the Donaghey Student Center must be accompanied by a parent or adult at all times.
14. No animals are allowed in the Donaghey Student Center except for animals classified as guides.
15. Bicycles, use of skateboards, roller skates, blades, or scooters are not allowed in the Donaghey Student Center.
16. Bicycles may not be placed or leaned against any glass surfaces or painted railings on the outside of the building. A bicycle may be impounded by the Department of Public Safety if parked in an unauthorized space or manner or it has been abandoned.
17. Food and beverages are permitted in all areas of the Donaghey Student Center except for the UALR Bookstore, Fitness and Aquatic Center, and any areas clearly marked where food and beverages are not permitted.
18. Any food and/or beverages served in the Donaghey Student Center must be purchased from the UALR Dining Services. Guests are not permitted to bring in food or beverages for meetings, activities, or conferences without prior permission from UALR Dining Services.
19. The Donaghey Student Center is not responsible for any articles lost or stolen within the building. Individuals seeking lost items may check with DSC Information Center or Department of Public Safety. Positive picture identification will be required to claim a recovered item.
20. Furnishings, fixtures, equipment, and other property assigned to the Donaghey Student Center shall not be removed from the premises except on approval of management. Conversely, any property not assigned to the Donaghey Student Center shall not be left in the Donaghey Student Center without the approval of the management.
21. Disruptive behavior or undesirable conduct by any individual in the Donaghey Student Center may lead to ejection from the facility.
22. Video surveillance systems provide recorded coverage within the public areas.

Literature Distribution and Posting

1. The distribution and posting of literature or printed material, e.g., posters, signs, flyers, newspapers, is permitted in the Donaghey Student Center as long as there is no interference with normal university

operations, activities, and events, and is in compliance with published regulations. Any form of literature may be posted and distributed in the Donaghey Student Center:

- a) Only in designated areas.
 - b) Only on designated surfaces.
 - c) In accordance with “Campus Signs and Poster Regulations” and “Distribution of Printed Materials” stated in the *UALR Student Handbook*.
2. All literature must have the following information clearly indicated on the front face of the literature:
 - a) The expiration date of the literature. The date of the event or activity appearing on the literature will suffice as the expiration date of the literature.
 - b) The sponsoring agency of the literature and/or event/activity the literature is promoting.
 3. Literature may not be posted in/on any glass, brick surfaces, walls, floors, ceilings, stairs, railings, doors, furniture, trash cans, elevators, or signs in the Donaghey Student Center.
 4. Literature posted or distributed must be removed from the Donaghey Student Center within forty-eight (48) hours from the expiration of the literature by the organization originating the literature. The Donaghey Student Center administration reserves the right to remove signs and postings that are in violation of the said policies and procedures herein.
 5. All events and activities sponsored by a registered student organization must be recorded with the UALR Master Calendar of Events, located at the Donaghey Student Center Conference Services, prior to posting and promotion of the event. In addition, registered student organizations and non-university groups must gain the approval of the Office of Campus Life to post material on campus.
 6. Violation of these regulations may result in possible suspension or termination of the violator’s future privilege for posting and distribution of literature.

Donaghey Student Center Conference Services

The Donaghey Student Center offers meeting and event facilities to fit most needs for conferences, meetings, banquets, and special events. The Donaghey Student Center also has sports/recreation and aquatic facilities available for reserved use, although such use is limited to particular types of events. All facility use and reservations of Donaghey Student Center facilities are governed by the Donaghey Student Center operating policies and procedures.

Billing Information for UALR Clients

Registered student organizations or UALR departments must have a UALR account in good standing. Full payment due prior to the scheduled event. Payment may be made via check, cash, or department account (FOAPAL).

Late Cancellation Notice

For effective communications, customers are requested to make any notification of cancellation in writing to the Donaghey Student Center office. Such notice will be considered late if not received at the Donaghey Student Center at least ten (10) business days before the date of the event.

Late Cancellation Charge

- ◆ 10% of published rates for rental, or \$15.00 per room requested (higher charge applies) plus any additional non-recoverable costs incurred by UALR for the event.

No-show Charge

- ◆ 25% of published rates for rental or \$15.00 per room rented (higher charge applied) plus any additional non-recoverable cost incurred by UALR for the event.

Under-use Charge

If a set-up for a room takes more than one (1) hour of labor, the under-use charge contingency will apply. This charge is to encourage customers to be realistic with attendance projections. This keeps labor resource

waste to a minimum.

Under this contingency, if the attendance of the event peaks at 50% or below the attendance expected by the customer, the customer will pay for the additional labor hours beyond the first hour required to set-up and take-down the room.

Set-up Changes and Charges

Changes in set-ups for facility use may be made at no additional cost up to three (3) business days before the event. For effective communications, customers are requested to make changes in writing to the Donaghey Student Center Conference Services.

Late notification of changes in set-ups will result in a charge of actual labor incurred in making the changes.

Dining Services

Any food and/or beverage served at UALR must be arranged with the UALR Dining Services. Guests are not permitted to bring in food or beverages to be served or sold at meetings, events, or activities scheduled in the Donaghey Student Center or anywhere on campus without prior written permission from Dining Services.

If an exception is afforded, the written permission is required at the time of the facility reservation and event date(s) to help confirm that such approval has been provided.

There will be a charge determined by Donaghey Student Center management rendered to the organization if food or beverages are served or sold on the UALR main campus without the approval of Dining Services.

Donaghey Student Center china and silverware must remain in the designated dining areas unless approved for removal by the UALR Dining Services.

Policies and Procedures

The following policies and procedures govern the reservation and use of all facilities in the Donaghey Student Center including meeting rooms, solicitation tables/booths, display cases, open/public areas, and dining areas. Policies and procedures of the Donaghey Student Center may be modified without notice. The Donaghey Student Center management reserves the right to provide exceptions for unique cases. Contact the Donaghey Student Center administrative office for further detailed policies and procedures.

Scheduling of events and activities is done on a first-come, first-served basis according to the established scheduling priorities.

Once reservations are confirmed with a client, they shall be honored by the Donaghey Student Center unless the facility is needed by UALR for extenuating circumstances.

With the exception of applicable Leisure Science classes, as per arrangement with the management, academic classes, lectures, laboratories, tests, or any type of class for credit or non-credit may not be scheduled in the Donaghey Student Center.

When advertising an event scheduled in the Donaghey Student Center, the client must reflect accurate event starting and ending times as arranged with and confirmed by the Donaghey Student Center.

Reserving Donaghey Student Center Facilities

Reservations for any room or space in the Donaghey Student Center, Student Services Center Auditorium and mall area may be made through UALR Master Calendar of Events. The use of the area immediately surrounding the Donaghey Student Center must also be approved by the Facilities Management.

Timing for Reservations

Any form of organized meeting, gathering, solicitation, or event held in the Donaghey Student Center must be scheduled at the Donaghey Student Center Conference Services at least three (3) full business days before the day of the event. Reservations may be made through UALR Master Calendar of Events. In the case of a major event, a minimum advance notice of four (4) weeks is requested. A major event is defined as an event that involves any one of the following criteria:

1. Involves more than eight (8) hours of rental time.

2. Attendance of more than 400 people.
3. Requires over ten (10) labor hours for preparation and supervision.

Authorized Agent Requesting Reservations

All reservations for a facility must be made by an official representative of the organization that will be utilizing the facility. In the case of a registered student organization, reservation forms shall be completed by an elected officer of the registered student organization or faculty advisor at the administrative office.

No organization may schedule a facility for use by another organization unless the event is a joined effort of both organizations. Proof of such a partnership must be available upon request before a reservation is guaranteed.

Any reservation for use of any Donaghey Student Center facility for individual use is prohibited. Donaghey Student Center facilities may be reserved by students, faculty, or staff persons for use by a UALR department or registered student organization. Non-UALR groups may also use the facilities subject to applicable policies and procedures.

Tentative Holds

Tentative holds on a room may be made up to one and one-half years in advance and must be confirmed at least four (4) months before the event date.

Tentative holds may be repealed if the university requires the space for special university functions or if another client is able to confirm a reservation for the said event date. The management will attempt to prevent such occurrences or to offer alternative facilities.

Tentative holds may be taken by telephone for any group.

Equipment and Set-up Requests

All requests for use of tables, chairs, audio-visual equipment, staging, public address system, etc., and desired room set-up, may be made at the Donaghey Student Center Conference Services at time of the reservation or no later than three (3) full days before the event.

Any changes to the existing set-up must be communicated to the management three (3) full days in advance. Requests past this deadline may not be guaranteed and may result in administrative and housekeeping charges if honored.

General Use Policies

Management reserves the right to allocate an appropriate room or space to match the nature of the event or activity.

Facilities will be available to a client for the times reserved and reflected on the UALR Facilities Reservation Form and/or the Donaghey Student Center Reservation Profile.

If a reservation is granted, the university reserves the right to rescind its action if it should be determined, subsequent to the approval of the request, that the facilities involved are needed by UALR due to extenuating circumstances. All attempts will be made on the part of the Donaghey Student Center to prevent such a situation. The Donaghey Student Center will attempt to offer alternate solutions.

Overbookings, Cancellations, and No-shows

Historically, there have been groups that placed a number of tentative holds or confirm reservations and later make many cancellations or not show for the reservation. The requests for Donaghey Student Center meeting space are plentiful and an attempt is being made, as far as possible, to make as many facilities available to clients that are certain about the use of the facilities.

1. If a client cancels a tentative hold or confirmed reservation one (1) month or later before the date of a solicitation table of facility in the Donaghey Student Center for a total of three (3) times during a period of six (6) months, the client will forfeit the right to advance reserve any facility in the Donaghey Student Center for a period of six (6) months from the date following the third event date cancelled. During this

- period the client may use an available facility upon request three (3) full days prior to the event.
2. In the event of a late cancellation or “no-show,” the policy for no-shows will take effect and be counted as part of the allowance of three (3) times before the above mentioned sanction is enforced.
 3. Clients must notify the Donaghey Student Center Conference Services of a cancellation at least ten (10) full business days (Monday-Friday) in advance of the day of the scheduled event to avoid the cancellation penalties.

Steps to Reserving a Facility for Registered Student Organizations

1. Go to *schedule.ualr.edu* to log into the UALR Master Calendar of Events system.
2. Click on “Request an Event”.
3. Select “DSC”.
4. Complete the form with as much details as you can.
5. Click “Save”.
6. You will receive a response that confirms transmittal into the UALR Master Calendar of Events system.
7. Then you will receive an email letting you know when the request is opened for review by our staff.
8. Lastly, you will receive an email that may be:
 - a) A confirmation requiring a signed facilities reservation form.
 - i) To complete the reservation process, a representative from your organization **must** pick up a Facilities Reservation Form from the conference services office. A conference services representative will authorize as facility manager (signature #1) on the Facilities Reservation Form. Donaghey Student Center does not retain a copy of the form at that time.
 - ii) Secure signature #2 (student organization advisor) on the form. A copy is not yet retained.
 - iii) Secure signature #3 (Office of Campus Life or dean of students). A copy is not yet retained.
 - iv) Secure signature #4 (Conference Services) on the form. Client is given the pink copy. Information Center routes copies as follows: yellow to the Office of Campus Life or dean of students, gold to Donaghey Student Center or manager of facility reserved.
 - b) A request for more information; or
 - c) A decline because space is not available.

Fees and Charges

1. Student-based organizations seeking university recognition may hold their first three (3) meetings without charge during normal operating hours. Approval from the Office of Campus Life is required.
2. For normal wear and use there are no charges for clean-up by the Donaghey Student Center staff. For program activities or events in which there is abuse or misuse of the Donaghey Student Center or if excessive clean-up is required, the sponsoring organization will be assessed a charge at the published labor or service rate to restore the facility or equipment to its prior condition. The organization and/or its officers shall be held financially responsible for any damage to the building or equipment resulting from maliciousness and/or negligence on the part of any officer of the organization or participant.
3. In the event that a client fails to pay the full invoiced amount or a facility use or other related charges within the designated time, no further reservations for Donaghey Student Center facility use by such organizations will be accepted.
4. Registered student organizations and departments may use the Donaghey Student Center facilities for all university-related events during normal operating hours at no charge. There will be additional fees for after-hours use.
5. All rates are inclusive of audio-visual equipment, tables, chairs, and staging subject to availability.
6. Minimum of three (3) hours required for facility use outside of normal operating hours.
7. All reservations may be assessed additional costs, when applicable, based on facility use rates, labor needs for supervision, housekeeping needs (especially for special set-ups), damage charges, late cancellations, or no-shows.
8. Facility use time is inclusive of set-up and take-down time.

9. During normal operating hours, there will be no set-up charges for basic set-ups, i.e., set-ups requiring up to one (1) labor hour. Specialized set-ups will incur housekeeping costs. Any changes to the set-up made later than three (3) class days prior to the event may result in additional labor charges.

For pricing of facilities and solicitation tables at the Donaghey Student Center, please call 501-569-3324.

Donaghey Student Center Fitness and Aquatic Center

Policies and Procedures

Recreational, educational, health, and wellness promotion opportunities are offered at the Donaghey Student Center Fitness and Aquatic Center (FAC) for the benefit of all UALR students and members. The Donaghey Student Center administration is charged with maintaining a multi-purpose recreation facility open primarily for “informal recreation.” The Donaghey Student Center also attempts to meet the needs of structured recreational activities, instructional activities, Leisure Science programs, and special programs and rentals to maximize facility use year-round.

The Donaghey Student Center has established policies and operating systems to maximize the safety and comfort of guests. Policies and procedures exist for each activity area. Please be aware of and adhere to such policies published by the Donaghey Student Center or posted in activity areas. Failure to comply with the policies and procedures of the FAC may result in suspension of access privileges. Donaghey Student Center staff members are authorized to enforce all policies and procedures as well as regulate facility use.

Health and Safety

If your answer to any one of the following questions is yes, consult your personal physician before engaging in physical activity beyond what you are normally used to.

1. Has your doctor ever said you have heart trouble?
2. Do you frequently have pains in your heart and chest?
3. Do you often feel faint or have spells of severe dizziness?
4. Has a doctor ever said your blood pressure was too high?
5. Has your doctor ever told you that you have a bone or joint problem such as arthritis that has been aggravated by exercise or might be made worse with exercise?
6. Is there a good physical reason not mentioned here why you should not follow an activity program even if you wanted to?
7. Are you over age 65 and not accustomed to vigorous exercise?

Access Policies

UALR identification card is required for members to enter into the Fitness and Aquatic Center (FAC). Access is limited only to the person identified by the card. Misuse of the UALR identification card will result in the confiscation of the card and may result in suspension of access privileges to the FAC. A member requiring special accommodations may be accompanied by a personal assistant. Spectators of all special events and programs are subject to UALR policies and procedures.

Access services, special requests for membership, and/or payment must be made at the reception desk of the DSC Fitness and Aquatic Center.

Gaining Access

The FAC, a student and university funded facility, is primarily used by UALR students, faculty and staff. Although it is not available for use by the general public, university guests and affiliates may be granted access by UALR officials.

Students

Currently enrolled students are automatically members of the FAC for the semester in which they are enrolled. Between semesters and during the summer, students may purchase a membership.

Family Membership

Family membership is defined as a person 18 years of age or older who is a spouse, child, parent, or relative in the immediate household. UALR family members may be issued a membership access card (UALR identification card).

Affiliate Membership

UALR affiliate is defined as a person 18 years of age or older with an affiliation to the university. UALR affiliates may be issued a membership access card (UALR identification card).

One Day Pass

A one day pass may be purchased by an individual, 18 years of age or older, who presents a valid photo ID. Admission prices are the following:

- 60 years of age and older \$3.00
- 18 years of age and older \$5.00
- 17 years of age and younger \$3.00

Wristbands are issued to individuals who purchase a one day pass and must be worn at all times within the FAC. Failure to wear the wristband may result in removal from the FAC.

Age Restrictions

Minors, 17 years of age and younger, must be supervised or accompanied by a parent, legal guardian, or adult. Youth ages 13 to 17 years in the Aquatic Center must have a parent, legal guardian or adult present in the FAC. Children 6 to 12 years must be accompanied by a parent, legal guardian, or adult in the Aquatic Center. The parent, legal guardian, or adult must always be in full visual sight of the child.

Children 5 years and younger in the Aquatic Center must be accompanied by a parent, legal guardian, or adult in the water with the child. Youth ages 15 years and under may not use fitness equipment without authorization.

General Rules and Regulations

1. All guests engage in activities at their own risk.
2. The Donaghey Student Center is a smoke-free environment.
3. No form of tobacco product is allowed anywhere in the Donaghey Student Center.
4. Footwear that marks activity playing surfaces and street shoes of all forms are strictly prohibited.
5. Food, beverages, and gum are prohibited in the Center. Beverages in a secured container, e.g., squeeze bottle, are allowed.
6. Use of the Center may be altered or restricted during special events. Please consult the event calendar posted in the Donaghey Student Center for the most current schedule. Please observe signs and markers that direct or limit use of the facility.
7. The Donaghey Student Center is not responsible for personal belongings present or stored in the Donaghey Student Center.
8. You may bring a personal lock to use any of the large lockers in the locker room for storage of belongings. There is no charge for use of the lockers. Lockers must be vacated before the Donaghey Student Center closes for the day.
9. Locker term rentals may be made for the duration of each semester. Please note that locker term/semester rentals traditionally expire on the day before the start of each fall, spring, and summer I semesters. At this time, lockers must be vacated or renewed. After such date, contents from expired locker rentals may be removed and disposed.

Student Organizations and Activities

The vice provost for student affairs is responsible for student life on campus and has delegated the responsibility for coordinating and implementing non-academic university policies and regulations affecting student life, student organizations, and student activities to various offices. Student organizations are responsible and governed by the University of Arkansas at Little Rock Code of Student Rights, Responsibilities, and Behavior (Code).

The Office of Campus Life has the responsibility of coordinating the activities of all student organizations.

Student Organizations

There is a wide variety of student organizations and clubs representing many fields of interest registered at the university. These groups offer opportunities for leadership and student development experiences; recognize scholarship and leadership achievements in broad fields of education, departmental fields, or recognition in specific fields of professional education at either undergraduate or graduate level; provide social experiences and opportunities to promote their common interests in such areas as religion, philosophy, ethics, social action, politics, recreation, hobbies, and other areas. For a complete list of registered student organizations contact the Office of Campus Life.

Social Greek Fraternities and Sororities

Social Greek fraternities and sororities are private organizations, national in scope and membership, with localized chapters. There is a reciprocal responsibility between the national organization and the local chapter whose charter legalizing its name and functions has been granted in good faith by the national fraternity or sorority to the chapter as custodians of the founding principles and purposes. Fraternities and sororities, while functioning as free agents on the university campus, are based on the premise that they provide an experience for an individual which is compatible with and complementary to the mission and educational goals of the university.

The university's expectations, regulations, and relationship to fraternities and sororities vary from traditional student organizations, e.g., expansion procedures, membership selection requirements, advisors, and university expectations such as academic achievement, leadership development, service to others, social contributions, development of the individual, etc.

Students interested in joining a social Greek fraternity or sorority and/or in establishing a local or national fraternity or sorority should contact the Office of Campus Life.

Regulations Governing Student Organizations and Student Activities

General Statement of Purpose, Benefits, and Types of Student Organizations

The university recognizes:

1. The importance of organized student activities as an integral part of the total educational program of the university and that the acquisition of knowledge is not confined to the formality of the classroom.
2. College learning experiences are enriched by student organizational activity.
3. Student organizations provide a framework for students within which they may develop their own special talents and interests.

Inherent in the relationship between the university and organized student groups is the understanding that the purposes and activities of such groups should be of significant value to the student as a member of the university community and should demonstrate that the group has as its purpose(s) to broaden the scope of general living, to extend knowledge of specialized areas, or to serve the professional, cultural, social, or recreational interests of the university community, consistent with the educational goals and objectives of the university.

The term "registration" is used to mean the granting of official status by the university to a group of students; such status permits them to function on the campus and to use institutional facilities, services, and

benefits (specified) in the pursuit of their extracurricular activities. Registration of a student organization does not imply that the viewpoints of the organization are those of the university. A registered student organization does not become an agent of the university unless its specific purpose includes such a relationship with the university's administration.

Registration by the university is accomplished by the formal registration process. The university has established certain criteria which the student group must meet, e.g., submitting a registration form, officers' names, address, and telephone numbers, five (5) currently enrolled members, faculty/staff advisor, constitution and bylaws, etc. Any organization that meets these criteria obtains registration. Registration occurs once during the academic year at the beginning of the fall semester.

Types of Student Organizations and Benefits

Registered student organizations may receive the following benefits:

1. Use of university facilities within the established guidelines of university policies and regulations;
2. Listing in appropriate university publications;
3. Use of mailboxes allocated to student organizations; use of the business office for organizational accounts; eligibility to apply for student organization office space;
4. Permission to conduct fund-raising activities as outlined in university rules and regulations; use of the university's name in accordance with the established regulations; sponsorship of events and activities within the university policies and regulations; and
5. Eligibility to apply for student activity fee money in accordance with the established procedures and guidelines.

There are many types of student organizations which may be registered to operate on campus which include:

- a) honor recognition, and professional fraternities and sororities;
- b) social fraternities and sororities;
- c) governing bodies;
- d) departmental clubs;
- e) special interest groups, e.g., political, religious, cultural, recreational, etc.; and
- f) others.

Groups such as the Student Government Association (SGA), University Program Council (UPC), *The Forum, Equinox*, National Intrafraternity Council, Inc. (NIC), National Pan-Hellenic Council, Inc. (NPHC), and National Panhellenic Conference (NPC), are advised by a designated faculty or staff member, by virtue of his or her expertise, and are responsible to an administrative official or office. Such groups must abide by university rules, regulations, and policies for student organizations.

General Policies on Student Organizations

1. A student organization may not conduct any activity on the university campus unless official registration has been granted by UALR.
2. Student organizations shall not deny membership to any person on the basis of age, race, sex, religion, handicap, or national origin, although social fraternities and sororities may restrict membership by sex.
3. Student organizations shall not engage in or condone any form of hazing, including but not limited to physical abuse, harassment of any person by assigning unnecessary, disagreeable, or difficult work, by banter, ridicule, or criticism, or by abusive or humiliating acts. (Refer to Student Violations: Hazing)
4. Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member, guest, invited guest, or while attending or participating in any activity of the organization.
5. Student organizations shall not serve as a conduit through which non-university groups, organizations, or persons may seek the use of university facilities.
6. Only university departments and agencies of the university may use the name or seal of the university as a part of its name, however, a student organization may identify the campus unit, e.g. on the campus at UALR.

7. A student organization or university group holding a fiscal legal relationship with the university is subject to university policies, procedures, and regulations pertaining to such organizations.
8. All student participants and officers of organizations must meet the requirements of its constitution and bylaws. Officers must have a cumulative grade point average of 2.00 at the time of election and/or appointment, maintain the cumulative GPA of 2.00 while holding office, and must not be on disciplinary probation. The officers and the advisor of the organization are held responsible for seeing that these conditions are met.
9. A student organization must have a faculty or staff advisor with the exception of national fraternities and sororities. National fraternities and sororities must have a faculty/staff advisor and an alumnus/alumna chapter advisor. Contact the Office of Campus Life for more information.
10. A student organization must keep the advisor informed of all activities of the organization.
11. The organization must provide for the distribution of all funds and assets in the event of dissolution.
12. When a student organization has been inactive for one academic year, the group must follow the procedure for forming a new organization. (Refer to the Office of Campus Life for fraternities and sororities.)
13. The university assumes no responsibility for financial or contractual obligations associated with the organization. However, the university expects each organization to anticipate and meet promptly its financial/contractual obligations, and to have the approval of the faculty/staff advisor. Student organizations are urged to arrange for annual audits.
14. No organization may use the same name or a name which is misleading and similar to the name of a currently registered organization.
15. A student organization must keep its officers' reports, constitution, and bylaws current.

Criteria for Registration of an Organization

1. Any proposed student organization shall be open to all students of the university who meet membership requirements. Normally, membership in the organization shall be limited to currently enrolled students although organizations may include faculty and staff of the university.
2. A proposed organization must represent the interests of the members and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims or goals with a specific purpose to further those illegal aims and goals. List any affiliation with a national group and submit the constitution and bylaws. In addition, submit a local constitution and bylaws which include the name of the organization, purpose, goals and objectives, eligibility requirement(s) for membership, selection process and procedures of membership, name of officers or equivalent, and an amendment clause.
3. The proposed organization must agree to comply with all policies, regulations, and procedures established by the Board of Trustees and the university, *UALR Student Handbook*, and all federal, state and local laws.
4. The proposed organization must not:
 - a) Have illegal aims and goals;
 - b) Propose activities which would violate regulations of the Board of Trustees, the university, federal, state, and local laws and regulations, or materially and substantially disrupt the work and discipline of the university; and/or
 - c) Advocate incitement of imminent lawless action which is likely to produce such action.
5. No group will be recognized if their primary function is to serve as a subservient support group or auxiliary branch of another organization. Auxiliary groups to national fraternities and sororities are banned at UALR.
6. The proposed student organization must have:
 - a) A faculty or staff advisor (name, address, telephone number);
 - b) Five (5) charter student members who are currently enrolled and whose interest in the purposes of the organization is sufficient to afford registration on a long-term basis (semester);
 - c) At least two (2) officers or representatives (names, addresses, and telephone numbers);
 - d) Constitution and bylaws (refer to number 2); and

- e) Submitted the forms for new organizations:
 - i. Student Organization Registration Form.
 - ii. Student Organization Origination Form.
 - iii. Nondiscrimination Form.

In the event there is not sufficient interest to warrant long-term registration, the university may grant a short-term registration to an organization. In some cases a group will organize with some short-term goal or purpose in mind, i.e., one which can be accomplished in less than a semester, such as passage of some legislation, particular cause, or event. The organization's registration will expire on the date indicated on the registration form. Request for an extension of short-term registration may be made to the official who registers student organizations. Groups petitioning for short-term registration must adhere to the Criteria, Nature and Conditions of Registration, and General Policies on Student Organizations (a constitution and bylaws may be waived in lieu of the student organization registration form).

Procedures for Forming New Student Organizations

1. Interested students should confer with a faculty or staff member who might be interested in advising the organization.
2. Interested students should advertise the organizational meeting. For the purposes of organizing, permission will be granted by the Office of Campus Life for planning and advertising the meetings on campus for a limited period of time. Petitioning fraternities and sororities must contact the Office of Campus Life prior to any activity on campus.
3. The proposed group can obtain the required registration forms for a new student organization from the Office of Campus Life. If there are questions regarding the criteria, general policies, or the nature and conditions of registration of new student organizations, groups should consult with the Office of Campus Life.
4. The proposed group must complete and submit the necessary registration forms and procedures required for new student organizations to the official responsible for registering new student organizations.
5. The official will review the organization forms and required documents to determine if the criteria for registration of a new organization have been met. The official will notify the group if it has or has not met the criteria for official university registration. In case the group has not met the criteria, the official will notify the group of the deficient criteria and inform it that forms and documents can be resubmitted at a later date.
6. Procedural requirements for colonizing a national Greek social fraternity or sorority on the campus are more rigorous and deviate from the standard procedures for most student organizations seeking university registration/recognition. Greek expansion procedures and guidelines will be followed as mutually determined by the university and either NPHC, NIC, or NPC. Inquiries pertaining to these organizations should be made at Office of Campus Life.
7. Male or female social groups interested in petitioning a national fraternity or sorority are not eligible for university recognition without prior approval from NPHC, NIC, or NPC, and the Office of Campus Life.

University Registration of Honor, Professional, and Recognition Societies

An honor society is an association of primarily collegiate members and chapters whose purposes are to encourage and recognize superior scholarship and/or leadership achievement either in broad fields of education or in departmental fields at either the undergraduate or graduate level.

A recognition society is an organization which confers membership in recognition of a student's interest and participation in some field of collegiate study or activity with more liberal membership requirements than are prescribed for general and departmental honor societies.

A professional fraternity, e.g., Professional Interfraternity Conference, Professional Panhellenic Conference, is a specialized fraternity which limits membership to a specific field of professional education.

A proposed honor, recognition, or professional society/fraternity is required to have:

1. The approval of the appropriate college dean, and vice provost for student affairs;

2. If departmental, the dean and department chair; and
3. A faculty or staff advisor.

All such proposed organizations must comply with procedures unless otherwise stipulated in the *UALR Student Handbook* for forming new student organizations, i.e., general policies on student organization, criteria for registration, nature and conditions of registration, and all policies and regulations pertaining to student organizations.

Maintaining Active Status: Nature and Conditions of Registration

1. Registration of a student organization for other than a short-term period will be on a yearly basis. The Registration Form is due in Office of Campus Life by the end of the fourth week of classes for the fall semester. The organization is responsible for keeping the information on the registration form current.
2. Semester renewal of registration of an organization shall depend on the organization's demonstration of compliance with the following:
 - a) Submit the Registration Form by the registration deadline.
 - b) Continue to meet all other criteria for registration of student organizations.

Termination of Registration

The Student Affairs Committee reserves the right to cancel registration or impose sanctions against any student organization which fails to observe the criteria and policies outlined in the section pertaining to student organizations. Furthermore, it shall be assumed that an organization no longer exists and its registration automatically shall be cancelled whenever it ceases to actively function as evidenced by:

1. Due notice of its dissolution,
or
2. Failure to submit the registration form, and/or
3. Failure to meet the general policies on student organizations or the criteria for registration of student organizations.

Group Responsibility

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, the Code, and federal, state, and local laws. Failure to accept the responsibilities of group membership may subject the organization to permanent or temporary suspension of charter, cancellation of university registration and support, e.g., use of facilities, etc., probation, or other appropriate action.

Expectation

The group may be held liable when (a) sufficient prevention measures have not been employed, e.g., confiscation, non-admittance, removal, or other controls, and (b) action to refer individual cases to appropriate authorities or judicial boards is not taken by the group. This liability shall be tempered only by the extent and effectiveness of dealing with such violations during and immediately following the activity. Members and non-members of a group at the event or activity are included in the expectation of the group's responsibility, and appropriate measures must be employed to prevent or deal with problems and violators.

Greek Governing Bodies Dealing with Group Infractions

The NPHC, NIC, or NPC Judicial Boards and chapter standards boards have the opportunity and are expected to deal with individuals or groups allegedly in violation of their governing body bylaws and policies, university rules and regulations, the *UALR Student Handbook*, or federal, state, and local laws.

Each group or organization is expected to refer such individuals or groups to the appropriate university authorities, i.e., the dean of students, for referral to the judicial system or the Department of Public Safety for removal, arrest, or judicial action. Should such judicial referrals appropriately fall to the major governing group's judicial board, i.e., NPHC, NIC, NPC, the decision of the board is expected to be relevant to and

consistent with the nature of the violations.

The group or organization must show good faith in dealing with the individual(s), especially their own members allegedly in violation of university regulations or laws. The degree to which the group or organization carries out this overall responsibility will influence the extent to which it may be held liable for the actions of the individual(s). (Refer to University Appeals Procedure and Operating Policies and Hearing Procedures for Nonacademic Offenses.)

Definition of an Organization's Activity and When the Organization is Considered Responsible

An activity is considered to be related to an organization and the organization is held responsible for violation of university rules, regulations, laws, and the *UALR Student Handbook* when one or more of the following circumstances exist:

1. One or more of its officers or authorized members, acting in the scope of his or her general responsibilities, commit(s) the violation.
2. One or more of its members commit(s) the violation after the action that constitutes the violation is approved by majority vote of those members of the organization present and voting.
3. One or more members of a committee of the organization commit(s) the violation while acting in the scope of the committee's assignment.
4. A majority of the members of an organization, acting with apparent authority of the organization, commit the violation.
5. A student may be disciplined for a student violation even though the organization of which he or she is a member is penalized for the same violation or for a violation growing out of the same factual transaction.
6. The parent organization shall be responsible for the actions of pledge classes or other subgroups carrying official status. Events planned where non-members are invited are also the responsibility of the organization.

Student Organization Disciplinary Procedures

1. Any registered student organization may be placed on probation, suspended, restricted, have its registration withdrawn, or other sanctions appropriate to the violation by the dean of students or designee after a hearing before the committee or board having original jurisdiction in accordance with the provision of fundamental fairness (due process) or upon a choice by the organization for informal adjudication by the dean of students or designee. Such actions may be taken for any one of the following reasons which are not all inclusive:
 - a) The organization fails to maintain compliance with the general policies on student organizations and criteria for registration of an organization.
 - b) The organization operates or engages in any activity in violation of the rules and regulations of the university, the Code, bylaws and policies of the governing bodies, or federal, state, and local laws.
2. The student organization shall be afforded all the rights of fundamental fairness (due process) as outlined in the Code, and for violations of university rules and regulations, or federal, state, or local laws.
3. Initial Action:
 - a) Violations of university rules and regulations, the Code, or federal, state, and local laws, shall be reported to the dean of students or designee. Where a violation involves organizational governing bodies' rules or violations of the constitution or bylaws, a report shall be made to the president or appropriate officer of the governing body. This person will report to the appropriate advisor in the Office of Campus Life and the advisor will take appropriate action in accordance with the constitution, bylaws, and policies of the governing body. In cases of violations of university rules and regulations, the Code, or federal, state, and local laws, the dean of students or designee shall hold a preliminary interview to determine if formal disciplinary action is warranted.
 - b) If the dean of students or designee determines there is a probable cause to suspect a violation of university rules and regulations, the Code, or federal, state, and local laws, he or she shall arrange a

conference with the organization's officers and individuals to notify them of the alleged charges, to allow them to present their version of the alleged violation, and to review the rights of due process with the student organization officers.

- i. In the absence of unusual mitigating circumstances, an initial conference should be held within five (5) class days of the date of the charge.
 - ii. Failure of the officers and individuals involved to agree to a meeting or appear at a conference will result in a decision being rendered without organizational input and possible disciplinary action.
 - iii. After notifying the officers and individuals of their rights and explaining the hearing procedures set forth in the Code, the dean of students or designee may solicit a plea of violation or non-violation and shall solicit from the officers their choice of a hearing alternative. Once the selection has been knowingly made, the choice will be binding on all parties.
4. **Organization Governing Body:** For purposes of this Code, organizational governing body shall mean any student governance body made up of representatives from several organizations with a constitution and bylaws. Examples include, but are not limited to, NPHC, NIC, and NPC.
5. **Alternative Procedures:** Where the alleged violation involves university rules, regulations, or policies, the Code, or federal, state, and local laws, the organization may have its case heard in one of the following ways:
- a) Through a hearing conducted by the dean of students or designee if violation is admitted;
 - b) Through a hearing conducted by the judicial branch of the organizational governing body where applicable;
 - c) Through a hearing conducted by the appropriate judicial board or committee where no governing body exists for the organization;
 - d) If the alleged violation may result in withdrawal of registration or suspension of the organization during the term of the registration or for the next semester or calendar year, the hearing shall be heard by the appropriate committee or board. (Refer to Behavioral Standards Committee, Student Affairs Committee, and Greek Governing Bodies Judicial Procedures.)
6. **Organization Sanctions:** Upon a proper determination that an organization has violated any rules or regulations, of the university, the Code, or federal, state, and local laws, the following organization sanctions may be imposed either singly or in combination:
- a) **Reprimand.** A written reprimand may be given to any organization in violation of university policy, the Code, or federal, state, and local laws. It signifies that the organization is to take necessary actions to bring it into compliance and to avoid further violation. Failure to do so will result in more severe penalties.
 - b) **Restitution.** Any organization that has committed an offense against property may be required to reimburse the university or other owner. Any such payment shall be limited to actual cost of repair or replacement.
 - c) **Restriction.** Such restrictions may include but are not limited to, loss of privilege of meeting in or using university facilities, denial of right to participate in intramural sports or other campus events, denial of social functions, other restrictions consistent with the nature of the offense.
 - d) **Probation.** An organization placed on probation is deemed not to be in good standing with the university. Its continued registration is conditioned by adherence to the rules, regulations, and provisions of the Code. Organizations on probation may continue to hold meetings, but may lose selected privileges including but not limited to access to university facilities and social privilege. The organization must obtain advance approval from the dean of students for all activities.
 - e) **Suspension or Withdrawal of Registration.** Any organization which is suspended or has had its registration withdrawn may not engage in or sponsor any activity or program and may not hold meetings. When registration is withdrawn, the organization shall cease to exist.

- f) Other appropriate sanctions applicable to the violations.

Student Organization Lodges and Centers

Generally, policies for fraternity or sorority lodges are applicable to other student organizations or groups contemplating leasing, renting, or purchasing a house or buying property to build a lodge or center. For more information regarding housing policies, contact the dean of students; vice provost for student affairs; and the vice chancellor for finance and administration.

Sorority and Fraternity Lodges

General Polices

1. The university is interested in coordinating its master campus development plan with those of its sororities and fraternities contemplating leasing or purchasing a house or lodge, or buying property to build a house or lodge. The university administration works and coordinates with the NPHC, NIC, and NPC housing committees, national headquarters, and local alumni chapters for exchange of ideas to formulate satisfactory housing, programs, and a wise housing plan where fraternity/sorority chapters are concerned. Plans include type or plan of housing, some degree of conformity to eliminate competition on a material basis, and housing that will contribute to a useful, healthy, and happy living or sharing experience for the fraternity/sorority chapters. For more information regarding housing policies and agreements, contact the Office of Campus Life.
2. The type of housing at the university for Greek groups is the fraternity or sorority lodge. The lodge is defined as a place for meetings, activities, and events sponsored by the organization but in which no students reside. A lodge shall contain no living quarters except for an approved adult, non-student host or hostess, or approved graduate student within the purpose(s) or needs of the group.
3. The group must agree to abide by all interpretations and stipulations which will make the use of the lodge consistent with the policies of the university.
4. Events scheduled at the lodge are to be closed by 1:00 a.m. Friday and Saturday nights and by 11 p.m. on Sunday through Thursday nights. Generally, this regulation is interpreted to mean no one is to be in the lodge after an event (1:00 a.m. on weekends and 11:00 p.m. on week nights) except that officers or designated members will be permitted to stay up to thirty (30) minutes after the event to close the lodge, check for security purposes, etc. Failure to adhere to designated closing times may result in denial of future activities by the approving official.
5. The group is expected to follow the university's established procedures for handling disturbances at events on fraternity or sorority premises. Procedures and guidelines can be obtained at the Office of Campus Life.
6. Members and invited guests of the group are expected to be in compliance with UALR's Code of Student Rights, Responsibilities, and Behavior; university policies, rules, and regulations; and federal, state, and local laws.
7. Fraternities and sororities are expected to provide ample off-street parking space for members.
8. Groups planning an event on premises with large numbers of invited guests will consult with the dean of students or designee regarding the group's plans for parking, security, restroom facilities, etc. (Also, refer to the Policy on Alcohol.)
9. Complaints from neighbors made to the dean of students or designee, or to the Department of Public Safety concerning excessive noise coming from the premises, disorderly conduct, or disregard of private property or the rights of others will be investigated and appropriate action will be taken.

Procedures for Handling Disturbances at Events on the Premise of Any Fraternity or Sorority

If there is a disturbance at an event on the premise of any fraternity or sorority, the following procedures will be used as agreed to by the dean of students.

1. The president is the official representative of his or her chapter and is the contact person who will

communicate with Department of Public Safety and/or UALR police officer. However, if the president is not going to be in attendance, he or she shall notify the Office of Campus Life and the Department of Public Safety at least six (6) hours before the time of the event, giving the name of the person and office held who will represent him or her at the event.

2. When it has been determined that there is a problem that cannot be resolved by the president or designee, the president or designee should immediately notify Department of Public Safety.
3. Under no circumstances will the president or designee, member, guest, or advisor use physical force to rectify the problem or disturbance.
4. An ample number of officers should be present. (See calendarization for number of officers required, approved by the Office of Campus Life.) Approved police officers for events requiring law enforcement officers include:
 - a) UALR police officers
 - b) North Little Rock police officers
 - c) Pulaski County police officers

When possible, UALR police officers should be contacted for security for the event with their duties clearly specified on the Department of Public Safety contract.

5. If the problem/disturbance occurs outside the lodge, the president or designee will inform the members and guests to return to the lodge. Members and guests are expected to respond immediately to these instructions.
6. A university citation can be issued by Department Public Safety officers to individual students or Greek groups who are in violation of UALR's rules and regulations and the Code, and misdemeanors witnessed by the authorized officer.
7. When Department of Public Safety receives a complaint from the public regarding excessive or loud noise, disturbances, and/or patrol, etc., a UALR police officer will investigate the complaint or problem and take appropriate action. The police officer has the authority to close the event and/or lodge, place restrictions, etc.
8. The Office of the Dean of Students receives copies of Department of Public Safety reports and citations issued and take appropriate action.

Funds Solicitation by Registered Student Organizations (Charitable Activities)

Solicitation activities shall be defined as donations without products or services being rendered or as raising funds through direct sale of merchandise or services for the benefit of non-university charitable organizations.

Registered student organizations desiring to solicit funds for non-university charitable organizations which they deem worthy of support do so subject to the following restrictions:

1. All charities will be required to certify their existence to the satisfaction of the university.
2. All solicitation activities, on campus or off, must comply with university policies and federal, state, and local laws.
3. All solicitation activities must be registered and approved in advance in the Office of Campus Life.
4. Fund-raising projects for philanthropic purposes must be directed to nonprofit, tax-exempt organizations and not made directly available to individuals.
5. Refer to fund solicitation policies by registered student organizations (Non-Charitable Activities).

Funds Solicitation by Registered Student Organizations (Non-Charitable Activities)

Within the parameters established herein, registered student organizations may sell materials related to the purpose of the organization and may collect dues, initiation fees, donations, and admission charges for their activities. All funds raised are to be used for the ongoing support of these non-charitable activities.

Fund-raising activities are subject to the following restrictions:

1. All fund-raising activities must be scheduled and approved at least one (1) week in advance by the Office of Campus Life.

2. In addition, if the activity is held in the Donaghey Student Center, it must be scheduled in advance with the Donaghey Student Center director or designee.
3. All fund-raising activities must comply with university policies and federal, state, and local laws.
4. A proposed fund-raising program of a registered student organization will not be approved if it is determined that the program is in direct conflict with the ongoing business enterprises of the university.
5. No registered student organization shall have the right to disturb or infringe on the privacy of individuals. Use of university classroom facilities is limited to prevent exploitation of the members of the university community. No room-to-room soliciting will be permitted in university housing. Fund-raising door-to-door is prohibited.
6. Fund solicitation is limited to registered student organizations sponsoring or participating in solicitation, either on or off campus. Registered student organizations will assume full responsibility for adherence by participating students to all laws and regulations governing such activities, including financial obligations.
7. Registered student organizations or other groups that use university facilities for money-making purposes will use the proceeds only for purposes stated on the fund-raising forms and in accordance with the purposes of the registered student organization.
8. The university's name can only be used in accordance with the policies, rules, and regulations as stipulated herein, i.e., regulations governing registered student organizations and activities.
9. Solicitation of funds from merchants, non-university groups, or individuals must be coordinated by the appropriate office and with the Office of Development so that the university's total fund-raising efforts may be coordinated and an overall fund-raising balance maintained.
10. Use of university facilities and premises for fund-raising activities is permitted only at designated locations under these specified conditions:
 - a) Donaghey Student Center building and mall areas (subject to scheduling) only if the project does not duplicate the services and is not in direct conflict with the ongoing enterprises of the university. Decisions relating to such projects shall be referred to the appropriate official or staff member responsible for the enterprises, e.g., the bookstore manager, dining services manager, etc.
 - b) Request for fund-raising activities at locations other than those specifically named above must receive: 1) approval from the dean of students for Greek organizations or the Office of Campus Life for other registered student organizations and 2) approval of the site by the person responsible for the facility or space.
 - c) Registered student organizations will not charge admission, sell tickets, or conduct fund-raisers in connection with dances held on campus unless authorized by the Office of the Dean of Students.

University Alcohol and Other Substance Abuse Policy for Student Organizations and Groups

Diversity of opinion and freedom of choice are principles which have long been part of the higher education tradition. However, this freedom entails the exercise of personal responsibility, a responsibility that includes the obligation to make informed decisions regarding the use and abuse of alcohol and other drugs. The use of the term "drug" in this handbook refers to alcohol, any illegal drug, and abuse of legal drugs including, but not limited to, prescription drugs.

Alcohol and other substance abuse is a university campus concern. When students abuse alcohol and other drugs, academic performance, health, personal relationships, and safety suffer. Abusive levels of alcohol use and other drugs often result in problems such as automobile and other accidents, student conflicts, property damage, aggravated physical illness, and sometimes death.

A reduction of problems related to the abuse of alcohol and other drugs cannot be achieved solely through student development programs, curricular offerings, or through the development of rules, regulations, and policies. However, rules and policies are important and necessary. Students need to know what their responsibilities are as members of the university community, registered student organizations, and groups, and fully understand the university's expectations and regulations regarding registered student organizations. Students should be thoroughly familiar with the Code of Student Rights, Responsibilities, and Behavior outlined in the *UALR Student Handbook*.

The university has in operation a drug prevention program which is accessible to students and is committed to the elimination of drug abuse. The university:

1. Promotes an educational environment free from the abuse of drugs.
2. Educates members of the community for the purpose of preventing drug abuse, and educates them about the use of legal drugs in ways that are not harmful to self and others.
3. Creates an environment that promotes and reinforces healthy, responsible living, respect for community laws and campus standards and regulations, individual responsibility within the community, and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.
4. Provides for a reasonable level of care of alcohol and drug abusers through counseling, treatment, and/or referral service.
5. Exercises appropriate disciplinary action for alcohol and/or other drug policy violation.

Disciplinary sanctions for the illegal sale or distribution of drugs on campus or within the institution's jurisdiction or at events controlled by the university may subject the student to separation from the university or referral for prosecution.

Additional information can be obtained in the publication *Alcohol, Drugs, the Law and You*. This booklet may be acquired in the Office of Health Services.

University Requirements

The following alcohol policies and regulations have been adopted by the university for events sponsored by a registered student organization or group at fraternity/sorority lodges or at student centers:

1. Possession, sale, consumption, or serving of alcoholic beverages on the premises of any fraternity, sorority, registered student organization or group, or at any entertainment or event sponsored by these groups shall be in compliance with all applicable laws and university regulations.
2. The use of alcoholic beverages during formal rush and/or at membership recruitment functions is prohibited.
3. Guidelines for events which involve alcoholic beverages are:
 - a) There shall be no open solicitation, encouragement of alcohol consumption, or promotion of a drinking contest.
 - b) Promotional materials including advertising of the event shall not refer to the amount of alcoholic beverages, e.g., the number of beer kegs, available.
 - c) Alcoholic beverages shall not be provided as free awards to individual students or campus organizations.
 - d) The group sponsoring the event shall implement precautionary measures to ensure that alcoholic beverages are not accessible or served to or consumed by persons under the legal drinking age or to persons who appear intoxicated.
 - e) Where alcoholic beverages are provided by the group, direct access shall be limited to person(s) designated as the server(s).
 - f) Non-alcoholic beverages should be available at the same place and featured as prominently as the alcoholic beverages.
 - g) Food items shall be made available throughout the event.
 - h) Advertisement for the event where alcoholic beverages are included shall note the availability of non-alcoholic beverages as prominently as alcohol. Alcohol shall not be used as an inducement to participate in the event.
 - i) Constituted law officers or the faculty/staff advisor (alumni/nae advisor if a fraternity or sorority), shall be present at all times during an event if it is exclusively for members and invited guests.
 - j) A minimum of two (2) constituted law enforcement officers shall be present at all times during an event when the invited guests exceed 100.
 - k) The Application for Events Involving Alcoholic Beverages must be submitted with the calendarization form when alcoholic beverages are involved. Registration forms are available in the Office of Campus Life.

Legal Requirements

1. Drinking age law for possession, consumption, and sale of alcoholic beverages as well as penalties for violation of such laws. Arkansas law provides that it is unlawful for any person under age 21 to purchase or have in possession any intoxicating liquor, wine, or beer. It also provides that it is unlawful for a minor to be allowed to handle alcoholic beverages in any way with this exception: minors are allowed to serve as cashiers and stock boys in grocery stores selling beer where those stores have gross sales of more than \$2 million per year. The charge of a minor in possession is a criminal matter and is adjudicated by the municipal courts. Possession, consumption, and sale of alcoholic beverages by persons under the lawful age is considered a Class C misdemeanor.
2. Open container law regarding alcoholic beverages being consumed in outdoor areas or automobiles prohibits drinking in public. Arkansas law provides that a person commits the offense of drinking in public if he or she consumes any alcoholic beverage in any public place, on any highway, or street, or upon any passenger coach, streetcar, or in or upon any vehicle commonly used for the transportation of passengers, or in or about any depot, platform, waiting station or room, or other public place other than a place of business licensed to sell alcoholic beverages for consumption on the premises. Drinking in public is a Class C misdemeanor.
3. Arkansas does not have a dram shop law. The state does not have any provision in its statutes that imputes liability automatically to the dispenser of alcoholic beverages, however, the trend is moving toward holding those persons who give parties where alcoholic beverages are served, liable for any damages resulting from the actions of intoxicated guests.
4. Arkansas legislative acts have established new and stiffer penalties for DWI and DUI offenses, which include fines and jail sentences that are mandatory under these laws. All students should be aware of the severity of these penalties.

Alcohol Marketing Guidelines

Alcohol marketers will not be permitted to promote their products on campus without first consulting the dean of students or designee, and they must agree to abide by the following marketing guidelines:

1. Alcohol beverage marketing programs specifically targeted for students or held on campus should conform to the Code and should avoid demeaning sexual or discriminatory portrayal of individuals.
2. Promotion of alcoholic beverages should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use.
3. Alcoholic beverages, e.g., kegs or cases of beer, should not be provided as free awards to individual students or campus organizations.
4. No uncontrolled or controlled sampling as part of campus marketing programs should be permitted, and no sampling or other promotional activities should include drinking contests.
5. Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of the dean of students or designee.
6. Display or availability of promotional materials should be determined in consultation with the dean of students or designee.
7. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
8. Alcohol marketers should support campus alcohol education programs that encourage informed and responsible decisions about whether to use beer, wine, or distilled spirits.
9. Alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
10. Advertising and other promotional campus activities should not associate drinking alcohol with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
11. Local off-campus promotional activities primarily directed at students should be developed in consultation with the dean of students or designee.

Policy for Inviting Speakers and Political Activities

Any registered student organization may use university facilities for open or closed meetings or performances subject only to local campus scheduling regulations and policies for inviting speakers and political activities. Obtain an Open Meeting with Off-Campus Speaker Application Form from the Office of Campus Life.

If an off-campus speaker or performer is to be invited to address an open meeting of a registered student organization, the faculty advisor must give approval before an invitation is extended and publicity is released. In the event that the group does not currently have an official advisor, the approval of a faculty member is required. The university administration may properly inform an organization concerning its view 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 faculty advisor.

Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied university sponsorship. In all open meetings with an off-campus speaker, a faculty member shall serve as moderator and a reasonable period shall be reserved for questions from the audience.

An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his or her views by either the university or the student organization. In case 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 reason for the denial.

Speakers may be invited to the campus to discuss political issues. Registered student organizations may solicit membership and dues at meetings. Money may not be raised for projects not directly connected with a university activity, and private business may not be conducted in university facilities.

Regulation on Use of Sound Amplification Devices on Campus

“Sound amplification device” as used in this regulation means any electronically operated or assisted device for the amplification of sound including, but not limited to, public address system bullhorns, music or voice amplifiers, megaphones, or any combination thereof.

The indiscriminate and unregulated use of sound amplification devices in the buildings and on the campus and grounds of UALR is detrimental to the university and seriously disrupts and impedes it in accomplishing and carrying out its functions, missions, and obligations as an educational institution.

The use of sound amplification devices in buildings on the campus or any site owned by the university or under its control, except as provided in the following paragraph, is hereby prohibited unless a permit for the use of the same is first obtained from the approving office or a designated representative.

This regulation shall not be deemed to limit the use of sound amplification devices as a part of and in furtherance of university sponsored and scheduled activities or by university officials, faculty, and employees in performance of their duties.

Permits issued shall specify the time, duration, location, and manner for which proposed use of sound amplification device is authorized. Any use thereof which deviates from the permit as to time, duration, location, or manner, shall cause the revocation by the university of said permit.

A permit for the use of sound amplification devices may be granted:

1. When the time, location, manner, and extent of amplification will not unreasonably interfere with or distract the students, faculty, employees, and guests of the university from their university-scheduled academic programs or business activities.
2. When the time, location, manner, and extent of amplification will not unreasonably interfere with, distract, or otherwise cause unreasonable congestion of students, faculty, employees, and guests of the university in going to and from university-scheduled academic activities or business affairs.
3. When the time, location, manner, and extent of amplification will not unreasonably interfere, distract or hamper the university, its faculty, and staff from fulfilling its obligations and missions by providing an educational institution for the benefit and enhancement of all students in attendance.

Complaints regarding sound amplification devices and interference with the stated guidelines shall be reported to the Office of Campus Life. Any use of sound amplification devices without a permit may result in disciplinary action being taken against the user, including the removal of such equipment or device.

Outdoor Amplified Musical Events

The Office of Campus Life reviews requests made by university student groups and registered student organizations to stage any outdoor amplified musical event on the UALR campus. The approving office may ask representatives of the sponsoring student group or registered student organization to clarify and discuss the proposal. The approving office may seek approval from the dean of students to accept a proposal subject to modifications or changes, or to reject the proposal. If the approving office rejects the proposal it will provide the sponsoring group or registered student organization with a written explanation within five (5) class days and notify the group or registered student organization in writing that they may appeal the decision to the Student Affairs Committee within three (3) class days. The committee shall review the proposal within five (5) class days of the appeal.

The committee may request that representatives of the sponsoring group or registered student organization be present to clarify and discuss the proposal. If the committee recommends a proposal be rejected, it will provide the sponsoring group or registered student organization with a written explanation. The recommendation of the committee shall be by majority vote of the members present, three-fourths of the committee membership constituting a quorum.

The committee may also choose to accept a proposal subject to certain modifications or changes specified by the committee. The committee will report its decision immediately and in writing to the group, the vice provost for student affairs (VPSA), and the approving office. The group may appeal the decision of the committee in writing within three (3) class days upon receiving notification.

The VPSA may elect to:

1. Approve the recommendation.
2. Reject the recommendation; or
3. Approve the recommendation subject to any changes or modifications he or she shall deem appropriate.

If the vice provost for student affairs rejects or modifies the recommendation, he or she shall provide the group with a written explanation within three (3) class days of the appeal.

The proposal must be submitted to the approving office at least two (2) weeks before the outdoor concert or musical event and advance notice of up to six (6) weeks may be required depending upon financial and contractual arrangements. The proposal will identify:

1. The target audience.
2. The source of funding.
3. The sponsoring university student group or registered student organization.
4. The number and identity of concert monitors.
5. The nature of the program to be presented.
6. A complete description of the musical group, e.g., 10-piece band, one-man show, etc., including the name of the group, and proposed location.

The proposal will outline clean-up provisions, security provisions, and restrooms to be available as well as liability coverage for the event if this is appropriate. Additionally, the proposal will conform to these guidelines:

1. Outdoor musical events or concerts during class hours are normally not permitted and shall in all instances be limited to university wide events such as Homecoming. They are subject to prior approval from the Office of Campus Life.
2. The event may be scheduled on weekdays, during university holidays, and during weekends. An event scheduled on holidays, Monday through Thursday or on Sunday, shall be concluded by 10:00 p.m. Events scheduled on weekends, Fridays, and Saturdays must conclude by midnight. The sound must be maintained at an acceptable level at all times. Acceptable volume levels take into consideration:
 - a) The proximity of the event to academic buildings, residence halls, or private residences.
 - b) The number of musical instruments and amplification capacity of equipment involved in the event.

- c) The time of day at which the event is taking place.
- d) The expected duration of the event.
- e) The number of complaints received from the surrounding community as to the sound level of the event.

At the request of an authorized university official to lower the sound level, the performer and the sponsoring group shall respond immediately.

- 3. Normally, off-campus advertising is prohibited, including but not limited to radio, television, posters, and handbills.
- 4. Alcohol and drugs are prohibited.
- 5. Failure to adhere to this policy will result in the sponsoring student group or registered student organization being subject to possible restitution and loss of privilege to sponsor events for up to one (1) year. Additionally, any sponsoring group or student who violates the provisions of the Code of Student Rights, Responsibilities, and Behavior found in the *UALR Student Handbook* or the general rules and regulations of the university may be subject to the sanctions contained therein.

Official Extracurricular Activities

Certain extracurricular activities are subject to scholastic regulations and other requirements and are designated as official extracurricular activities. These include intercollegiate athletics for men and women and specified extracurricular activities and sports. Other extracurricular activities may include:

- 1. Serving as editor or business manager of any official student publication;
- 2. Holding any office recognized by the constitution and bylaws of the SGA; and
- 3. Being a cheerleader.

The Athletic Committee and the Department of Athletics supervise intercollegiate athletics.

Procedures for Scheduling Activities

The Master Calendar of the university is maintained by the information center supervisor at the Donaghey Student Center Information Center. All events sponsored on or off campus by registered student organizations or groups must be entered on the Master Calendar.

On-Campus Events

The following procedures shall be followed before events sponsored by student organizations on campus:

- 1. Obtain copies of the On-Campus Calendar Scheduling Form from the Donaghey Student Center Information Center.
- 2. Each event sponsored by a registered student organization or group must be entered on the University Master Calendar of Events at least three (3) class days before the date requested. If security is required at the event, it must be calendarized ten (10) class days prior to the event. (Refer to Musical Events.)
- 3. The Facilities Reservation Form will not be signed by the Donaghey Student Center Information Center and the approving office unless all information requested on the form is entered, including time, place, advisor, etc. Return the copies to the Donaghey Student Center Information Center.
- 4. The supervisor will sign the scheduling form and return copies to the facilities manager and the Office of Campus Life. The student organization will pick up its copy at the Donaghey Student Center Information Center.
- 5. If the event sponsored involves a guest speaker for an open meeting, the distribution of literature, or an outdoor amplified musical event, the organization must submit a Speaker Form, Literature Pass, or a Musical Event Form to insure that the procedures required by the university are followed. Forms are available at the designated office or on sale at UALR's Central Store.
- 6. Failure to comply with the calendarizing policy may result in the loss of calendarization privileges for a designated period of time.

Off-Campus Events

The following procedures shall be followed before events sponsored by student organizations off campus:

1. Obtain copies of the Off-Campus Calendar Scheduling Form from the Donaghey Student Center Information Center.
2. The Facilities Reservation Form will not be signed by the Donaghey Student Center Information Center supervisor and the approving office unless all information requested on the form is entered, including time, place, advisor, etc.
3. Return the copies of the form to the Donaghey Student Center Information Center.
4. The supervisor will sign the form and return a copy to the approving office. The organization will pick up its copy at the Donaghey Student Center Information Center.
5. Each event sponsored by a registered student organization or group must be entered on the University Master Calendar of Events at least three (3) class days before the date requested. (Refer to Musical Events.)
6. Failure to comply with the three (3) calendar day policy may result in the loss of calendarization privileges for a designated period of time.

General Regulations for Student Activities

Student activities must comply with these regulations:

1. Registered student organizations are permitted to sponsor events and activities for its members and invited guests.
2. Requirements of attendance by advisors, approved chaperones, or police officers are determined by the type of event, if alcoholic beverages will be involved, and number of persons expected to attend. The determination is made by the approving office in consultation with the president of the group.
3. Student organizations may undertake fund-raising projects. (See policies for fund-raising.)
4. An event shall not be publicized until approved by the advisor and officially scheduled with the Information Center.
5. Events scheduled on campus must close by midnight on Sunday through Thursday, unless a holiday, and by 2:00 a.m. on Friday, Saturday, and holidays. (Refer to Outdoor Musical Events.)
6. Classrooms are not to be used for general purposes.
7. UALR police officers or other constituted law enforcement officers are required for dances scheduled on campus and may also be required by the approving office for certain types of events on or off campus, at fraternity/sorority lodges, and at student centers.
8. When certified police officers are required by the approving authority for campus events, for events hosted at fraternity/sorority lodges or any event held within the university's jurisdiction, a written request for police services must be submitted to Department of Public Safety ten (10) class days prior to the event. Events which require police services must also be placed on the university calendar ten (10) class days prior to the event. If the Department of Public Safety is unable to provide police services, the approving official will be notified at least three (3) class days prior to the event. The approving official will notify the student organization that the event must be canceled. All arrangements for police services will be conducted between the registered student organization and Department of Public Safety. Payment for police services will be made when the request for services is submitted. There will be a built in charge of thirty (30) minutes for clearing the facility and premises after the closing of the event.
9. All Greek lodges' social events will be restricted to invitation only. Guests, other than members, must receive written invitation prior to the events. Invitation will include the name of the function, the name of the sponsoring group, date, time, UALR's policy concerning the use of alcohol, and where appropriate, the organization's official identification symbol. A master guest list, which includes all guest names, will be maintained at the approved entrance(s) and as invited guests present their invitation, the master guest list will be checked and a notation will be entered on the guest list denoting that a guest is in fact attending the function. A copy of the master guest list must be submitted to the reviewing office forty-eight (48) hours prior to the function.
10. The maximum number of individuals permitted to be in attendance at a particular event at any one time

must be determined prior to registering the event and in conjunction with the appropriate fire marshal and the university reviewing office. Groups will be responsible for keeping an accurate count of the number of individuals in attendance at any one time.

11. The number of permissible entrances for a registered social event will be determined during the reviewing process with the organizational delegate and the reviewing office's designee. Likewise, the number of exits, as well as the appropriate requirement for manning them, will be determined during the reviewing process, and will be based on appropriate fire codes and safety requirements.
12. Marshals should be identified individuals, i.e., t-shirts, arm bands, hats, etc., and are responsible for the proper management of the social event. They are expected to be on duty for the duration of the social event. Marshals shall refrain from the consumption of alcohol and shall work with the advisor or sponsor and university police when appropriate. Some of the marshal's responsibilities include, but are not limited to, controlling entrances and exits, verifying invitations, confronting individuals with alcohol in public areas, confronting other inappropriate behavior, and making decisions regarding the continuation of the event, if necessary.
13. Due to potential liability, the only structures which the university will permit to be constructed are fences which may be built to ensure that only those persons possessing invitations enter an event. Materials must be evaluated by the city fire marshal for safety. Petitions for exceptions may be made through the reviewing office.
14. 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 two (2) class days of the function.

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 and/or university to ensure a safe and enjoyable activity.

II. Code of Student Rights, Responsibilities, and Behavior

Section I. Title

This code shall be cited as the University of Arkansas at Little Rock Code of Student Rights, Responsibilities, and Behavior (the Code).

Section II. Code Authority

This Code of Student Rights, Responsibilities, and Behavior is promulgated by the Office of the Chancellor of UALR under the power and authority delegated to that office by the Board of Trustees and the president of the University of Arkansas System.

The Board of Trustees and its authority was established by Act 44 of 1877 and Act 95 of 1877, which provide that the Board shall have the power to prescribe all rules and regulations for the government and discipline of the university, subject to the acts of the General Assembly.

Delegation by Authority and Responsibility

The Division for Student Affairs represented by the vice provost for student affairs by delegation of the University Assembly and the chancellor of the university, is the administrative unit within the university that deals with student conduct. The vice provost for student affairs has in turn delegated the responsibility for non-academic behavioral standards and student conduct to the associate vice chancellor/division chief/dean of students. Responsibilities for academic integrity and dishonesty including academic offenses, e.g., cheating, collusion, plagiarism, etc., grievance procedures and steps for redress, are under the general purview of the University Assembly. However, for administrative purposes, the Office of the Dean of Students is the central office which coordinates the handling of student violations of behavioral standards with appropriate judicial committees and boards, maintains disciplinary records, and is responsible for enforcement and disposition of all disciplinary cases.

The dean of students and the Student Affairs Committee, through the vice provost for student affairs are responsible for:

1. Recommending the kinds and types of non-academic behavioral standards necessary for creating and maintaining a system of order on campus.
2. Recommending the procedures for determining violations, enforcement, and disposition of:
 - ♦ Infractions and violations of non-academic behavioral standards approved or issued by the chancellor of the university or Board of Trustees.
 - ♦ Violations of federal, state, and local laws.
3. Aiding in the implementation of the university or student judicial process.
4. Conducting ongoing evaluations of the judicial process and regularly interpreting, reviewing, and recommending changes in behavioral standards, policies, and procedures and inviting student participation and comments relating to these policies.

Section III. Definitions

Academic Misconduct

The term “classroom” as used in the Code includes, but is not restricted to, classrooms on or off campus, playing fields, and laboratories including UALR computer areas on or off campus, and field trips associated with class-related matters. Faculty and students share responsibility for maintaining a proper learning environment in the classroom. Faculty members shall establish fair and reasonable standards in such matters as attendance, seating arrangements, class decorum, submission of assigned work, regular and make-up examinations, and grading. Faculty members shall make their standards known to each class at the earliest opportunity. Students may not disturb normal classroom procedures by distracting or disruptive behavior. Students may not gain undue advantage over their classmates by deceptive or dishonest means.

Accused

Any alleged violator of a university regulation, a major governing group regulation, or a living unit regulation.

Accuser

A person or persons bringing charges against the accused.

Appeal

A proceeding by which a case is brought from a lower to a higher judicial committee or authority for re-examination, review, or rehearing.

Bar Against Re-enrollment

A bar (flag) against re-enrollment may be imposed by the appropriate university official against a student who fails to pay a debt owed to the university (in which case the flag terminates upon payment of bill), who fails to respond to a summons by the dean of students or designee to discuss an alleged violation of student misconduct, who fails to comply with any authorized sanction or who does not adhere to stipulations of a disciplinary sanction, or a withdrawal or an involuntary withdrawal for medical reasons pending the outcome of a psychiatric medical evaluation and clearance. The bar shall be removed upon notification of the appropriate university official to the Office of Records and Registration.

Behavior

Means compliance with the policies, rules, regulations, directives, resolutions, and memoranda approved or issued by the president or chancellor of the university, and local, state, and federal laws. For the purpose of this code or document, “behavior” and “behavioral standards” are used as having the same connotations.

Citation

A summons calling for an appearance at the Department of Public Safety or the Office of the Dean of Students. A UALR police officer may issue a citation if he or she has reasonable grounds to believe the person committed a minor violation of the Code or federal, state, and local laws. Failure to appear may result in a warrant for an arrest or a bar against re-enrollment.

Class Days

Sunday through Saturday when classes are in session. This does not include final exam periods or holidays.

Classroom

Includes, but is not restricted to, classrooms on or off campus, distance and online education, playing fields, laboratories including UALR computer areas on or off campus, and field trips associated with class-related matters.

Classroom Disruptions

Students may not disturb normal classroom procedures by distracting or disruptive behavior.

Confidentiality

Secrecy; security; communicated or disclosed only to authorized persons. Confidentiality means the ethical, moral, and often legal responsibility not to divulge personal information obtained in the course of a professional relationship, except:

1. When necessary in the opinion of the university administrators or officials to prevent an individual’s serious injury to self or others.
2. To an administrator, or instructor for use in carrying on the internal operations of the institution; and
3. When ordered by a competent judicial authority to release (subpoena) such information.

4. When allowed or required by federal, state, or local laws.

Contempt

Willful disobedience to or open disrespect of a judicial committee or officer acting in a judicial capacity.

Disciplinary Records

Disciplinary documents and records are maintained in the Office of the Dean of Students.

Flag

Administrative action which restricts a student's ability to enroll in courses.

Group

Refers to students who have not yet complied with the formal requirements of the university student organization registration. (See Student Organization.)

Incident Report

Accompanies the Pre-hearing Information Form or letter. It is usually submitted by a person or persons with direct knowledge of an alleged violation, and it outlines in detail the violation(s) of regulation(s). This report may also include secondary or indirect knowledge of a case.

Implementation

The carrying out or fulfillment of the requirements for participation in the student judicial system.

Notification

Written notice of a pending or resultant judicial proceeding, which has been acknowledged in writing by a person or persons to whom the notice is directed.

Post-hearing Information Form/Letter

The form used by a judicial committee or administrative official to notify concerned parties of the results of a hearing and notice of appeal.

Pre-hearing Information Form/Letter

The form used by a judicial committee or administrative official to notify concerned parties of an impending hearing and give preliminary information.

Procedural Due Process

Articles which constitute a preamble to the university judicial system affording certain individual rights to both accused and accuser in a hearing. The main component of the definition of due process is fairness. Though this definition includes several legally required stipulations, i.e., notice, expeditiousness, hearing, etc., the specific manner in which fairness is carried out retains an element of judgment. The judicial committees are not, nor are they intended to function as, courts of law. This distinction is an important one to the viability of a judicial system that is part of an institution of higher education.

Regulations

Rules, policies, or laws by which conduct is ordered or governed.

Sanction

An action that gives binding force to a regulation and assists the student in reshaping behavior(s).

Student

For the purpose of this section “student” means any person who is registered for study in the university for the current academic period. A person shall be considered a student during any period which follows the end of the spring or fall semester which the student has completed until the last day for registration for the next succeeding semester, summer terms excluded, or any person accepted for admission or re-admission.

Student Organization

Means a group or association of at least five (5) students who have complied with the formal requirements for university student organization registration.

Unauthorized Presence

No person may be present in any class, lecture, laboratory period, orientation session, examination, or other instructional session, or in any room or office without the consent of an authorized university official, staff, or faculty member. A person shall be deemed present without consent in any of the above mentioned places if such person is not then enrolled and in good standing as a member of the instructional session or such person refuses to provide identification and refuses to leave on request of a person in charge. Any person found in violation of this regulation may be subject to disciplinary action.

University Document

Any written communication or record maintained by the university.

University Judiciary, Hearing, Appeal Committees and Boards

The university committees and boards are the Academic Integrity and Grievance Committee, Behavioral Standards Committee, Student Affairs Committee, College Panhellenic Council, National Pan-Hellenic Council, and Interfraternity Council Judicial Boards, and the University Judicial Appeals Committee. Their jurisdiction extends to students and student organizations charged with violations of campus behavioral standards, breaches of academic integrity, and dishonesty. The College Panhellenic, National Pan-Hellenic, and Interfraternity judiciary boards’ jurisdiction extends to group violations of sororities and fraternities charged with group violations of the Code or laws, disputes among Greek groups, and violations of bylaws and policies of the governing bodies.

University Premises or University-Related Premises

All land, buildings, facilities, and equipment owned, leased, on loan, or controlled by the university.

Violation

A breach, infringement, disobedience, or disrespect of a university regulation.

Witness

A person who saw or can give a first-hand account of an incident, or a person who testifies at a hearing.

Section IV. Statement of Student Rights, Responsibilities and Behavior

The university has promulgated various policies, regulations, and statements of purpose deemed necessary to ensure order, protect individual freedom in the campus community, and preserve the integrity of the institution and its educational environment.

Through matriculation at the university, a student neither loses the rights nor escapes the responsibilities of citizenship. It is assumed when a student enters the university he or she has a serious educational purpose and that the student values rights and freedoms for himself or herself and respects the rights and freedoms of others.

To create greater awareness among students and for convenience and information to students, a number of basic policies have been compiled into a Code of Student Rights, Responsibilities, and Behavior. While most,

but not necessarily all policies pertaining to students' rights and responsibilities are included herein, students are urged to become familiar with all university publications. In addition to the obligation to obey federal, state, and local laws, a student is subject to the Code and other university regulations and policies.

Students are held to be informed of the Code which is available at the Donaghey Student Center Information Center, Office of Campus Life, the Office of the Dean of Students, SGA Office, and the Disability Resource Center.

General Regulations for Student Activities

Student Rights

Each student is entitled to essential rights central to all institutions of higher education which are held to include the right:

1. To expect an education of the highest quality.
2. To develop his or her potential to the best of his or her abilities.
3. To inquire, discuss, listen, and evaluate.
4. To express views relevant to the subject matter in the classroom and laboratory subject to the responsibilities of the instructor to maintain order and present and explain the subject matter of the course.
5. To be free from discrimination on the basis of race, color, religion, sex, age, national origin, or disability.
6. To receive a copy of publications which contain university behavioral standards.
7. Of freedom of speech and assembly subject to requirements for the maintenance of order and the protection of the rights of others.
8. To be interviewed on campus by any firm, agency, corporation, organization, or prospective employer desiring to recruit at the university whose qualifications for employment are met by the student.
9. Of privacy including freedom from unreasonable and unauthorized search of person, personal property, or assigned rooms in university apartments or housing space.
10. Of confidentiality of official records, transcripts, and disciplinary records.
11. To fair hearings and to petition for appeals when disciplinary sanctions are applied.
12. To confidentiality of personal views, beliefs, and political associations acquired by administrators, instructors, counselors, advisors, and officials of the university in the course of their work.
13. 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 laws, and university regulations and policies.

Section V. Statement of Responsibilities

Student and Student Organization Responsibilities

Students and student organizations are obligated to assume the responsibilities of mature individuals which are held to include the responsibility:

1. To abide by the behavioral standards of the university as well as federal, state, and local laws.
2. To hold inviolate the rights of others in matters of expression and assembly.
3. To respect the rights and property of others including faculty, staff, students, and guests.
4. To respect the property of the university and the various student organization lodges and centers.
5. To refrain from using the name of the university without the express consent of an authorized administrator or official of the university except to identify affiliation.

University Responsibilities

The university community has the responsibility to create and maintain a system of order on campus which includes:

1. Providing an environment that will enable a student to pursue academic endeavors.
2. Protecting and maintaining high academic standards.
3. Setting forth clearly rules, regulations, policies, and procedures that relate to student life and student organizations.

4. Providing due process for those accused of violations.
5. Affording students the maximum opportunity, consistent with the efficient operation of the university, to participate in the making of policies and decisions which concern them as students.
6. Providing a drug-free environment.

Section VI. Statement of Behavior

On or Off-Campus Violations

Student actions on or off campus that allegedly violate university behavioral standards, the Code, or federal, state, and local laws, may subject the student to concurrent jurisdiction of, and the imposition of a sanction by, both the university and civil authorities. The university may enforce its own regulations and student violations of the Code regardless of any proceedings instituted by authorities or may proceed with campus disciplinary hearings without waiting for results of off-campus criminal proceedings fear of violating student constitutional rights, particularly the right of self-incrimination. Decisions as to whether the university's interest is involved or affected by a violation of law will be based on whether:

1. The act has some detrimental impact on the educational mission, objectives, processes, and functions of the university.
2. The student can reasonably be considered a possible threat or danger to the safety and welfare of persons in the academic community or to university property.
3. The academic integrity of the university is violated.
4. The maintenance of the university's program of higher education is jeopardized.

Student Violations

This list of student or student organization violations is merely illustrative and should not be taken to be all inclusive. A student or student organization is subject to disciplinary action whenever the behavior violates university behavioral standards, the Code, or federal, state, and local laws.

Students away from the campus as university representatives are subject to disciplinary action by the university for breaches of conduct. The accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon return to campus, students may be disciplined for misconduct during the trip.

1. Academic Dishonesty

Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes the following classes of dishonesty:

- a) Copying from another student's paper.
- b) Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the professor.
- c) Collaboration with another student during the examination.
- d) Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of a coming examination, or the use of any such material.
- e) Substituting for another person during an examination or allowing such substitution for oneself.
- f) Bribery of any person to obtain examination information.

Collusion: Collusion is obtaining from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit, to the extent that the work reflects the ideas of the party consulted rather than those of the person in whose name the work is submitted.

Duplicity: To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

Plagiarism: To adopt and reproduce as one's own, to appropriate to one's own use, and incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

2. Aiding, Abetting, or Concealing Violators

Any student, student organization, or groups of students aiding, abetting, or concealing a violator or violation is subject to disciplinary action.

3. Alcoholic Beverages

Students shall not generally drink, dispense, or process alcoholic beverages on university property or at university functions, provided that persons of legal age, as prescribed by state law regarding alcoholic beverages, may possess and consume such beverages in the privacy of assigned rooms in university apartments or houses, or on the university property approved for such activities. Irresponsible behavior while under the influence of intoxicants is not condoned and disciplinary action will be taken.

4. Classroom Disruption

Students may not disturb normal classroom procedures by distracting or disruptive behavior. Any student who is involved in such disturbances may be subject to disciplinary action. (Refer to Obstruction or Disruption, item 20.)

5. Conduct Inappropriate for an Academic Setting

Any student behavior that contradicts a reasonable person's expectation of orderly university function will subject the student to disciplinary action.

6. Destruction, Misuse, Damage, or Defacing of Property

Any student, student organization, or group of students participating in activities that destroy, misuse, damage, or deface private, personal, or university property will be held liable for full damages.

7. Disrespect for Authority

Failure to comply with instructions and directions of university officials or law enforcement officers acting in the performance of their duties will not be condoned by the university. The student failing to comply with such instructions and directives, including identifying himself or herself by ID card will be subject to disciplinary action.

8. Disturbance/Disruption Due to a Mental Disorder

Refer to Standards and Procedures for Involuntary Administrative Withdrawal Due to a Mental Disorder (Section X, Withdrawal).

9. Failure to Respond to a Summons From a University Official

Failure to respond to a summons from the dean of students or designee to discuss an alleged student violation will subject the student to disciplinary action, to have a bar placed against his or her re-enrollment, or to be administratively withdrawn from the university, or impose the sanction with the right to appeal to the University Judicial Appeals Committee within ten (10) class days.

10. False Reporting of Emergency

Any student(s) making a false report of a bomb, fire, or other emergency in any building, structure, or facility on university premises or university related premises by means of activating a fire alarm or in any other manner has committed a serious offense and the student(s) will be subject to separation from the university.

11. Falsification, Forgery, and Dishonesty

Any student, student organization, or group of students who furnish false or misleading information on admission, registration, organization records and reports, or identification cards; or who alter any university record, report, document, identification card, or parking decal; or who misuse their name or forge the name of another in any manner on any record, report, identification card, document, etc.; or who use the identification

card of another may be subject to separation from the university or attend sessions or workshops on ethics or values, disciplinary probation, or other sanctions appropriate to the wrongdoing.

12. Gambling

Gambling on campus is strictly prohibited. The severity of the penalty for the offense against the gambling regulation will be determined by the nature of the case. The student will be subject to disciplinary action.

13. Group Offenses

Any student organizations, groups, clubs, societies, or other segments of the university community are responsible for compliance with the behavioral standards of the university and with federal, state, and local laws. Upon satisfactory proof that the organization did not discourage or did not take reasonable steps to prevent violations of university behavioral standards or federal, state, and local laws, the organization will be subject to disciplinary action.

14. Hazing

A student, alumnus, volunteer or employee of a fraternal organization of a school, college, university, or other educational institution in Arkansas shall not engage in hazing or encourage, aid, or assist any other student, alumnus, volunteer or employee of a fraternal organization in hazing (Refer to Policies, Rules, and Regulations Section, An Act to Prohibit Hazing in Any School, College, University, or other Educational Institution in Arkansas, and for Other Purposes). A student who fails to report promptly his or her knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing to an appropriate administrative official, e.g., dean of students, shall be deemed to be a participant in hazing under the provisions of this section. Upon conviction, in addition to any punishment imposed by the court, the student shall be expelled from the university.

15. Illegal Selling of Books

Any student, student organization, or group of students selling books belonging to another person, organization, firm, or institution will be subject to disciplinary action. The violator may be subject to restitution, university or community service, disciplinary probation, or other sanctions appropriate to the wrongdoing.

16. Illegal Visits to Other Campuses

Because of the grave danger involved which could result in the serious injury to or death of an individual, officials of the university neither condone nor authorize visits to the campuses of other colleges and universities for the purpose of defacing property or creating other disturbances. Any student involved in such disturbance acts at his or her own risk and will be subject to disciplinary action.

17. Illegal Use of Telephones

Any student charging or permitting to be charged any long distance calls to any telephone or university premises without proper authorization will be requested to make restitution and may be subject to disciplinary action.

18. Interference with Emergency Evacuation Procedure

Any student, student organization, or group of students found to be intentionally interfering with emergency evacuation procedures prescribed for any building, structure, or facility on university premises, or failing to follow prescribed emergency procedures such as willful disregard of the emergency alarm signal is endangering the lives of others and will be subject to separation from the university.

19. Lewd, Indecent, or Obscene Behavior

Lewd, indecent, or obscene behavior is not condoned by the university. The severity of the sanction for the offense will be determined by the nature of the case.

20. Obstruction or Disruption

Any student, student organization, or group of students participating in activities that obstruct or disrupt any university function, mission, or process including, but not limited to, instruction, administration, meeting or assembly, ceremony, or recognized student activity, or who violates the rights of others will be subject to separation from the university. The examples which follow are meant to illustrate some but not all of the situations or types of conduct intended to be covered:

- a) A student would be in violation if he or she participated in conduct which he or she knew or should have known would prevent or block physical entry to or exit from any university building, corridor, or room to anyone apparently entitled to enter or leave in connection with a university-run or university-authorized activity.
- b) A student would be in violation if, in attending a speech or program on campus sponsored by or with permission of the university, he or she engaged in shouted interruptions, whistling, derisive laughter, or any other means which alone or in conjunction with the conduct of others presented or seriously interfered with a fair hearing of the speech or program, under circumstances where the student knew or reasonably should have known this would occur.
- c) A student would be in violation if in a classroom he or she used techniques similar to those specified in the preceding paragraph, or filibuster-type tactics, or other tactics, which by themselves or in conjunction with the conduct of others, prevented or seriously interfered with the carrying on of the teaching and learning process, under circumstances where the student knew or reasonably should have known this would occur.
- d) A student would be in violation if he or she intentionally obstructed a university official or employee engaged in the lawful performance of duties.

21. Physical Abuse

Any student, student organization, or group of students participating in activities that endanger or attempt to endanger the physical health, safety, and rights of another or self is prohibited. The definition of physical abuse includes: battery or assaults by any means such as physical harassment, or conduct that threatens the health and safety of any person on university property and in other locations in the immediate vicinity of the campus, e.g., nearby fraternity/sorority lodges, student religious centers, athletic apartments, or housing space, etc., or in connection with official university functions.

22. Possession of Firearms and Other Dangerous Weapons or Explosives

Possession or use of firearms, dangerous weapons, or explosives of any kind is prohibited. A dangerous weapon is to include any instrument of offensive or defensive combat or anything used, or designed to be used, in destroying or injuring a person or thing. A firearm or dangerous weapon shall include, but is not limited to: pistols, rifles, handguns, BB guns, pellet and airsoft guns, slingshots, hunting knives, bows and arrows.

Carrying a concealed handgun in the buildings, including Campus Living, or on the grounds of UALR is strictly prohibited. Any individual who holds a permit to carry a concealed handgun may not carry it on campus and must secure the weapon in his or her motor vehicle.

Any individual or group in violation of this regulation will be subject to criminal prosecution and separation from the university.

23. Possession, Sale, or Consumption of Narcotics, Depressants, Stimulants, Hallucinogens, or Solvents

The university does not condone the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as but not limited to opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student(s) found to be in conflict with the above or in violation of federal, state, and local narcotic or controlled substance laws will be subject to disciplinary action. Sanctions for the illegal sale or distribution of drugs (narcotics, depressants, stimulants, hallucinogens, etc.) on campus or

within the institution's jurisdiction or at any event controlled by the university include separation from the university and referral for prosecution.

24. Raiding University Facilities

Raiding of university-owned or university-operated facilities is a serious breach of behavior and will not be condoned by the university. Individual students or groups who in any way disrupt the normal operation for which the facility is being used or who interfere with, block, or impede the flow of pedestrian traffic will be notified by an official of the university that they are in violation of the behavioral regulations of the institution. Individuals identified are subject to disciplinary action or federal, state, and local laws; non-students are subject only to prosecution under federal, state, and local laws.

25. Reproduction of Materials

Students may not reproduce, in whole or in part, any classroom lectures or study materials presented by a professor without specific approval in advance by the professor. Publication of any such material shall only be with the express consent of the professor.

26. Sexual Harassment (Title IX Violation)

The university will not tolerate sexual harassment, or encourage, aid, or assist any other student in the commission of this offense. (Refer to the Title IX-UALR Policy for Sex- and Gender Statement of Discrimination, Harassment, and Misconduct Complaints, and Complaint Retaliation in this handbook.) Where there is probable cause to believe that the campus policy prohibiting sexual harassment has been violated, the campus will pursue strong disciplinary action through its own internal judicial channels.

27. Sexual Assault/Forcible or Non-Forcible Sex Offenses (Title IX Violation)

The university will not tolerate sexual assault in any form, including rape and acquaintance rape. A student or employee charged with sexual assault can be prosecuted under Arkansas criminal statutes and disciplined by the university. Even if the criminal justice authorities choose not to prosecute, the university can pursue disciplinary action. Where there is probable cause to believe that the campus regulations prohibiting sexual assault have been violated, the campus will pursue strong disciplinary action through its own internal judicial channels.

28. Smoking on Campus

It is university policy that all locations of the university are smoke-free. Violations of this policy will result in progressive intervention ranging from disciplinary warning to suspension.

29. Starting Fires or Other Acts of Arson

Any student starting fires or committing other acts of arson in or on university-owned or university-controlled property, facilities, and equipment without authority, is subject to separation from the university.

30. Unauthorized Appropriation of Property

Appropriation of or attempts to appropriate private, personal, organizational, or university property without the consent of the owner is a serious offense and subjects the student, student organization, or group of students to separation from the university or other appropriate sanctions for the wrongdoing depending on the severity of the offense.

31. Unauthorized Demonstration and Mass Gatherings

All students, student organizations, or groups of students who in any way disrupt the normal operation of the university, or who interfere with, block, or impede the normal flow of pedestrian or vehicular traffic, or who in any way interfere with the educational pursuits of members of the university community will be subject to separation from the university. To prevent interference with academic activities and to protect students from

violations of state laws and statutes, students shall not violate state statutes. It shall be unlawful for any person to take possession, keep possession, or otherwise occupy or continue to maintain presence on or in the buildings and grounds of any institution owned and operated by the State of Arkansas, whether the same be enclosed or unenclosed, from and after the time that he or she shall have been duly notified by a security officer or other authorized employee of the institution to leave. Any person in violation or refusing to comply immediately with the notice to quit shall be punished by a fine, imprisonment or both.

32. Unauthorized Entry

Unauthorized entry by a student, student organization, or group of students to university-owned or university-controlled facilities or property, or property of an individual, is not condoned by the university. Any student, student organization, or group of students found to be in violation of this regulation may be subject to separation from the university.

33. Unauthorized Possession

Unauthorized possession of examinations, equipment, property, or supplies of the university or another person is not condoned. Unauthorized possession of keys, or making or causing to be made any key or keys for any building, laboratory, facility, or room of any building of the university is a serious offense. Any student or student organization violating this regulation will be subject to disciplinary action or other appropriate sanctions for the wrongdoing.

34. Unauthorized Soliciting, Advertising, Selling, and Distribution of Material

A student, student organization, or group of students may not solicit, advertise, sell, or distribute material of any nature on university owned or controlled property without approval. Request for approval should be made to the dean of students.

35. Unauthorized Use or Alteration of Emergency or Safety Equipment

Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency or safety equipment will not be condoned by the university. Any student or group of students in violation of this regulation will be subject to separation from the university.

36. Verbal Abuse

Any student, student organization, or group of students found responsible for verbal abuse will be subject to disciplinary sanctions. Verbal abuse includes but is not limited to verbal harassment, threats of violence, profanity used to threaten or demean, and verbal intimidation. Forms of abuse include spoken, written, or electronic.

37. Violation of the Code of Computer Ethics and Misuse of the Computer System

Violations of the statement of policy as outlined in the Campus Network: Security Policies & Procedures for Acceptable Use or other misuse of the UALR computer system are treated like other student violations of the behavioral standards of the Code as outlined in this section of the handbook. i.e., cheating, plagiarism, collusion, or the like, or violating federal, state, and local laws. Students failing to comply with the Campus Network: Security Policies & Procedures for Acceptable Use will be subject to disciplinary action and/or referral for prosecution.

38. Violation of Sanctions

Violations of the terms of the dean of students' sanctions may subject the violator to separation from the university.

Title IX Violations and Procedures

The following violations will follow the Title IX procedure under the direction of the Title IX Coordinator: (26) Sexual Harassment and (27) Sexual Assault/Forcible or Non-Forcible Sex Offenses. Alleged violations typically adjudicated by this procedure include, but are not limited to sexual violence, rape, sexual assault, harassment, dating or domestic violence and some forms of stalking. For additional information, please refer to the Title IX-UALR Policy for Sex- and Gender-Based Discrimination, Harassment, and Misconduct Complaints and Complaint Retaliation in this handbook.

Section VII. Administration of Student Discipline

Functions and Procedures

Dean of Students

Majority of student violations of the Code are resolved by the dean of students or designee administratively or are referred by the dean to the appropriate judicial committee.

Reporting

Members of the university community, i.e., faculty, staff, students, should report misconduct and alleged violations of the Code by students and registered student organizations to the dean of students or designee for investigation, referral, and appropriate action. Additionally, students residing in campus housing should report concerns to the resident assistant, hall director, or the director of student housing.

Disciplinary Sanctions and Philosophy

The university's policy concerning student behavior and discipline is that discipline is a functional aspect of education and of lawful teaching and student development functions of the university. Students who violate institutional standards are the students who can benefit most from disciplinary sanctions that can assist in their cognitive, ethical, and interpersonal growth. This approach emphasizes assisting the student to understand and accept responsibility for his or her behavior as a citizen of the local, state, and national government, and as a citizen of the university community. Both the interests of the student and the university are taken into account in deciding the desirability of undertaking a program of assistance and in determining the appropriate disciplinary sanction. The sanction assigned should be in keeping with the seriousness of the violation and administered in an educational way so that its teaching potential is enhanced.

Informal/Administrative Adjudication

In cases of misconduct where the student admits the violation and involvement, and the student elects informal adjudication or if the dean of students believes the violation occurred "more likely than not", then the dean of students or designee may handle the matter. The procedure is as follows:

1. The dean of students or designee shall investigate and determine the facts of the case. If the dean determines the complaint or allegation of charges is without merit, the investigation shall promptly cease.
2. If the dean of students or designee determines that there is probable cause to believe that a violation of the Code, university rules and regulations, or federal, state, and local laws did occur, the dean shall notify the alleged offender in writing within five (5) class days, if possible, of the charge(s) to afford him or her an opportunity to present his or her version of the alleged charge. The dean and the student may also call persons for their versions of the alleged violation and invite them to attend the conference.
 - a) In the absence of unusual mitigating circumstances, an initial conference should be held within five (5) to ten (10) class days of the date of the complaint report that an alleged violation has occurred.
 - b) Failure of the student to agree to or appear at a conference to discuss an alleged violation shall in itself constitute a violation of the Code and will subject the student to disciplinary action, a bar against re-enrollment, or administrative withdrawal from the university.
 - c) The dean of students or designee has the responsibility and authority to take disciplinary action if such appears in his or her judgment to be warranted. In such a case, the fundamentals of fairness

(due process) shall be followed.

3. After notifying the student of his or her rights provided by the Code, the dean of students or designee may solicit from the student an admission or denial of the violation, shall discuss those disciplinary sanctions which will apply, and offer the choice of informal/administrative adjudication or referral to the judiciary committee having jurisdiction in the case.
 - a) A student admission of the alleged charge or violation and acceptance of the sanction(s) imposed by the dean of students or designee shall be reduced to writing on the UALR Disciplinary Alternative Form and signed by the student and the dean of students or designee.
 - b) If the student pleads non-violation or refuses to accept the sanction(s) imposed by the dean of students or designee, the case shall be referred to the appropriate judicial committee.

Settlements

Nothing contained in this section shall prevent the student, during an investigation of alleged misconduct, during informal/administrative adjudication, or after a statement of charges has been served but before a hearing, from withdrawing from the university.

1. In the event of such withdrawal, the dean of students or designee shall impose such disciplinary sanction(s) as he or she deems necessarily appropriate consistent with the statement of alleged charges; provided, however, the student may, within ten (10) class days after receiving notice of the imposition of such sanction(s), request a hearing from the appropriate committee or board.
2. Nothing contained in this section shall limit the right of the university or the student during an investigation of alleged charges, during informal/administrative adjudication, or after a statement of the charges has been served, to agree to a disciplinary sanction. Any such agreement shall be reduced in writing on the UALR Disciplinary Alternative Form which, when signed by the student and the dean of students or designee, shall conclude the case.

Disciplinary Sanctions

Upon a proper determination, set forth in this section of the Code, that a student has violated any of the policies, rules, or regulations of the university, any provisions of the Code, or federal, state, and local laws, the dean of students or designee or the university judicial committee may use various sanctions in accordance with the university's philosophy regarding educational sanctions. The sanctions may be imposed singly or in combination. The list is merely illustrative and should not be taken to be all-inclusive.

Punitive Sanctions (in order of severity):

1. **Reprimand** – Consists of a letter which becomes a matter of record on an incident of behavior that does not meet the standards of the university.
2. **Disciplinary Warning** – Indicates that further violations of regulations will result in more severe disciplinary sanctions.
3. **Disciplinary Probation** – An encumbrance upon the student's good standing in the university. Further violations of regulations during the probationary period may result in suspension. While under disciplinary probation a student may not:
 - a) Apply for or receive consideration for an appointive or elective office.
 - b) Campaign for an elective office.
 - c) Receive any special office.
 - d) Receive an appointment to serve on committees or campus organizations.
 - e) Serve on any university judicial committee.

At the discretion of the judicial committee, the following additional privileges may be withdrawn from a student on disciplinary probation:

- a) Operation of an automobile on campus.
- b) Representation of the university at any events.

- c) Holding of an elective or appointed office.
- 4. **Bar Against Re-enrollment** – A bar (flag) against re-enrollment may be imposed by the dean of students or designee against a student who fails to respond to a summons by the dean of students or designee to discuss alleged student misconduct, failure to comply with any authorized sanctions or to adhere to stipulations of a disciplinary sanction, or an involuntary withdrawal for medical reasons pending the outcome of a psychiatric medical evaluation and clearance. The bar shall be removed on notification of the appropriate university official to the Office of Records and Registration.
- 5. **Administrative Class Withdrawal** – Prohibits the student from attending class for a specified time, usually one (1) semester.
- 6. **Suspension** – Separation from the university for a definite period of time and/or under stipulated conditions.
- 7. **Expulsion** – Separation from the university for an indefinite time, usually two (2) years or more. The student may petition the chancellor or designee for re-admission, but not before the expiration of two (2) academic years following the expulsion. The notification of expulsion shall be recorded on the official transcript and removed when the time has expired and if the student has been re-admitted.

Non-punitive Sanctions (in no particular order):

- 1. **Counseling** – Establishes a series of private conferences with the student in an effort to help him or her better understand the importance of the following:
 - a) Assuming the responsibilities of a mature citizen.
 - b) Being able to adjust to the behavioral standards of the university community of which he or she chose to be a member.
 - c) Being considerate of other people and their rights.
- 2. **Restitution** – Payment for damages or misappropriation of university funds or property, or the property of members or visitors to the university community. Such reimbursement shall be charged to any student who alone or through group concerted activities organizes or knowingly participates in the event causing the damage or cost. Restitution may be imposed separately or in addition to other sanction(s).
- 3. **Restriction of Activity Privileges** – Prohibits the student from attending or participating in activities sponsored by the university.
- 4. **University and Community Service** – Service to the university or community may be assigned as a singular or concurrent disciplinary sanction.
- 5. **Educational Sanction** – To include, but not be limited to, research papers, class attendance, library assignments, etc.

University Hearing Committees and Boards

Behavioral Standards Committee (BSC)

BSC is an administrative disciplinary committee composed of students and faculty or staff members. This committee has a dual function. It hears cases referred to it by the dean of students or designee whenever the behavior of the student or group is intentional and is in violation of the university's non-academic behavioral standards. It hears student organization cases upon referral from the dean when no governing body judicial board exists, and it has jurisdiction for appeals by a student of an adverse decision of a faculty member regarding disruptive behavior in the classroom.

The committee is composed of four (4) faculty members and two (2) faculty alternates appointed by the University Assembly president and three (3) students and two (2) student alternates appointed by the SGA. The faculty members and SGA may appoint students to serve as temporary members during the summer sessions. The faculty members serve two-year terms.

Academic Integrity and Grievance Committee (AIGC)

This committee hears specific grade appeals and hears, on appeal and referral, cases involving certain alleged academic offenses. The committee is composed of fifteen (15) faculty and three (3) faculty alternates to be appointed annually and announced at the last spring meeting by the University Assembly president, and fifteen (15) students and three (3) student alternates to be appointed each May by the SGA. The purpose of the committee is twofold:

- a) It affords the student an opportunity to appeal a grade if he or she feels the grade was inequitably awarded in that it violated a faculty member's own specified grading standards.
- b) It affords a student a hearing in cases where disputes over alleged cheating, plagiarism, collusion, and the like cannot be resolved or where the student does not admit violation.

However, students and faculty members are urged to make all attempts possible to resolve a grievance before starting formal appeal.

Fraternity and Sorority Judicial Boards

These boards hear any dispute arising between fraternities and sororities, between members of various fraternities and sororities acting in their organizational capacities, between fraternities and sororities or their members and the university or general public, and in case of group violations of university rules and regulations, the Code, federal, state, and local laws or the violation of governing bodies' bylaws and policies. The civil courts are also available to members of the general public but an action begun in the civil courts should not preclude sanctions within the system when damage to the system has resulted. A fraternity or sorority member acting alone and not in his or her organizational capacity, shall be considered in his or her role as a student.

Student Affairs Committee (SAC)

SAC is an administrative committee composed of three (3) faculty members nominated by the University Assembly president and appointed by the chancellor, and four (4) students nominated by the SGA and appointed by the chancellor. The dean of students and the Donaghey Student Center director or their designees serve as ex officio members without vote. The committee elects its own chairperson. The faculty members serve two-year terms and the student members serve one-year terms.

The principal functions of the committee are:

- a) To review, interpret, recommend, and promulgate various non-academic policies, regulations, procedures, and the Code governing student life and the student organizations.
- b) To hear certain student organization or group cases referred by the dean of students or designee.
- c) Hear appeals of adverse decisions of the dean of students or designee, including but not limited to the criteria, nature, and conditions of student organizations or groups registration, maintaining active status, staging outdoor amplified musical events, and breaches of university policies and regulations governing student organizations other than alleged violations of the Code.

The committee reserves the right to cancel registration and impose sanctions against student organizations which fail to observe the understandings, policies, and regulations governing student organizations.

University Judicial Appeals Committee (UJAC)

The University Judicial Appeals Committee (UJAC) is a university administrative committee that reviews and hears appeals on the record of decisions made by the Behavioral Standards Committee, the Academic Integrity and Grievance Committee, the judicial boards of the Greek governing bodies for organizational offenses, and the dean of students or designee as part of the informal/administrative system of adjudication.

Behavioral Standards Committee, Greek Judicial Committees and Boards Operating Policies and Procedures

General Statement of Policies and Procedures

These policies and procedures will apply when a student or student organization is referred by the dean of students or designee to the Behavioral Standards Committee or a Greek Judicial Board for an alleged infraction of the Code, rules and regulations, federal, state, and local laws, or on appeal by a student of an adverse decision of a faculty member regarding disruptive behavior in the classroom which directly affects the student in his or her capacity to continue in class. (Refer to Classroom Disruptions and Steps Toward Redress.) A student or student organization is entitled to a written notice and a formal hearing unless the matter is disposed of under the rules for informal/administrative adjudication. Disciplinary proceedings are not to be construed as judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards and fundamentals of fair play set forth herein.

Service of Notice and Decision

Each student will be responsible for maintaining a current mailing address on file with the Office of Records and Registration. Failure by the student to have his or her current mailing address on record with the university shall not be construed to invalidate such notice. For services of a statement of charge(s) and action(s) taken, copies will be served by certified or registered mail to the student's address as listed with the Office of Records and Registration. The day after certified mailing will be considered the first day of the counting period for a minimum five (5) day notification requirement of the date set for hearing and the maximum fifteen (15) day requirement for hearing the case.

Quorum

A quorum of the Behavioral Standards Committee will consist of no less than four (4) members, to include the chairperson, and at least one (1) student and one (1) faculty member. The quorums for the Greek judicial committees are stipulated in the bylaws and operating policies of the governing bodies.

Committee Chairperson

The chairperson of the committee will be the administrative officer of the committee. The Office of the Dean of Students will provide secretarial assistance to the chairperson. The chairperson will convene the committee to hear cases; preside at hearings; prepare and mail notices and decisions (pre-hearing and post-hearing information forms and letters); schedule meeting rooms, and make arrangements for digital recorders and recordings; make available to the committee pertinent written documents, records, and materials; notify the accused, accuser, dean of students or designee, and witnesses of the date, time, and place of the hearing; see that all involved parties, i.e., accused, accuser, dean, etc., receive a summary of the hearing; ensure that students receive a copy of the rights and privileges outlined in the section of the Code; maintain hearing records and files until deadlines for appeals have expired; and return records and hearing recordings to the dean of students for appropriate action and safekeeping.

Committee Recorder

The chairperson may serve as the recorder of the committee or appoint a recorder for each hearing. The recorder shall keep an accurate recording of the committee's disciplinary proceedings, may prepare a summary of the hearing, and submit the summary and the hearing recording to the chairperson within one (1) class day of the hearing. The recorder may assist the chairperson on request with assigned duties, e.g., scheduling a meeting room, arranging for a digital recorder, recording, etc.

Hearings

The hearing(s) will be closed except to those involved unless the student(s) or student organization requests that it be open to members of the university community.

Committee Members Excused and Vacancies

(Not applicable to Greek Judicial Committees)

1. Any member of the committee who is involved or associated with a case being considered will excuse or disqualify himself or herself because of a personal bias.
2. Should a committee member be unable to hear a particular case, for any reason, one of the alternates shall be appointed by the chairperson to serve for the course of the case.
3. Should the committee be involved in a case when the absent member returns, the alternate member shall continue as a member of the committee in all sessions dealing with that case until it is concluded. The returning member shall resume membership on the committee in any new cases brought before the committee. A member must be present at all hearings to be eligible to vote.
4. Should any member of the committee be unable, for any reason, to complete a term for which he or she has been appointed, one of the alternates shall fill the balance of the term.
5. Resignations shall be submitted in writing to the chairperson of the committee and the dean of students. The chairperson shall then inform the president of the University Assembly or the SGA president of a vacancy, request the appointment of one of the alternates to fill the position, and request the appointment of a second alternate to fill the vacant alternate position until the next appointment.
6. Either party to a hearing may request of the chairperson in writing that any member or members of the committee be excluded from consideration of the case. Such a request must be for cause and be brought to the chairperson's attention at least five (5) class days before the hearing. It shall take a majority vote of the committee to disqualify a member from consideration of a case. If a member is disqualified by the committee for consideration of a case, the chairperson shall appoint an alternate as a replacement. If the disqualified member is the chairperson of the committee, the committee shall elect a chairperson for the hearing of that particular case.

Student Rights and Privileges

(Accuser and/or Accused)

1. Receive a written charge statement to include the nature and the specific charge(s) at least five (5) class days before the hearing.
2. Be present at the hearing and have an opportunity to speak in his or her own defense and to present evidence.
3. Receive names of witness(es) and persons testifying against him or her.
4. Present witness(es), question university witness(es) and persons testifying against him or her, and to review statements submitted.
5. Review the information to be submitted at the hearing in advance to prepare a defense.
6. Present a version of the facts through personal and written statements or witnesses or persons testifying.
7. Appear alone at the hearing or bring two (2) non-participating representatives of his or her choice, e.g., faculty, staff, student, legal counsel, etc., to advise the student but not to question. The committee may retain university legal counsel to furnish advice in such cases.
8. Determination of the facts of the case based solely on information presented at the hearing by the authority that holds the meeting.
9. Be informed in writing of the findings and determination of the case and the reason(s) for the decision and any sanctions imposed.
10. Receive a copy of the hearing recording made at his or her expense.
11. Right to petition for appeal. (Refer to Appeal Procedures and Instructions for University Judicial Appeals Committee (UJAC), and Appeals to the Chancellor.)

Procedures

1. When the dean of students or designee determines the case will be referred to the committee, he or she shall initiate disciplinary proceedings by notifying the chairperson in writing that a case is being referred to the

committee for action and shall forward the Pre-hearing Information Form, document(s), report(s), and record(s) obtained during the investigation to the chairperson of the committee.

2. The chairperson, on receiving a written appeal or referral from the dean of students or designee, should convene the committee within fifteen (15) class days, university holidays excluded, to determine the violation or non-violation of the student or student organization and determine the sanction if the student or student organization is found in violation.
3. The committee should hear this case within fifteen (15) class days of the time of referral. The determination of the date, time, and place of the hearing will include consideration of the class and work schedules of the parties involved but in the interest of fairness, reasonable speed will be the watchword. The accused is encouraged to attend the hearing to present his or her version of the incident and to exercise his or her student rights and privileges.
4. The accused, accuser(s), dean of students or designee will be notified in writing by pre-hearing form or letter, at least five (5) class days in advance of the date, time, and place of the hearing; the nature of the violation and specific charge(s); name of the committee hearing the case; date of referral or appeal; names of university witnesses or persons testifying against the accused; evidence to be presented; and name of the accuser(s). They should complete and sign the Pre-Hearing Information Form and return it to the chairperson of the committee within three (3) class days of receipt.
5. The chairperson will notify in writing university witnesses or persons testifying against the accused of the date, time, and place of the hearing within five (5) class days, if possible. The accused will notify his or her witnesses, persons testifying on his or her behalf, and two (2) representatives of the date, time, and place of the hearing. The accused will notify the chairperson in writing within three (3) class days prior to the hearing of the names of witnesses, persons testifying on his or her behalf, and the two (2) representatives. If the accused intends to bring legal counsel to the hearing (refer to Statement of Rights and Privileges), he or she will notify the chairperson of the name of the legal counsel within three (3) class days of the hearing.
6. Once the date, time, and place of the hearing have been established, the accused duly notified, and a committee quorum convened, the hearing will be held even though the accused, his or her personal representatives, or any of them fail to appear. However, if in the opinion of the chairperson there is just cause for delay, the chairperson may reschedule the hearing for a later date. For the purpose of this section, "just cause" means any circumstance that would prevent the student from receiving a fair hearing. The delay should be no longer than one (1) week.
7. Written statements by witnesses or persons testifying should not be allowed in lieu of personal appearance except in rare instances or unusual circumstances.
8. When decision has been reached, the chairperson will notify in writing (form or letter) within three (3) class days of the hearing, the accused, dean of students or designee, and accuser of the findings and determination of the case, reasons for the decision, and any disciplinary sanction. The accused shall complete and sign the form within three (3) class days of receipt and return the form to the chairperson. The involved parties will receive a copy of the appeal procedures and be notified that they may have a copy made of the recorded hearing at their expense.
9. If the sanction imposed is suspension or expulsion, the chairperson shall immediately notify the vice provost for student affairs, vice chancellor/provost, and chancellor of the decision, reasons for the decision, sanction imposed, and that all parties have been notified of their rights to petition for appeal within the established guidelines for appeal.
10. The chairperson shall maintain all records until the appeal deadline has expired. He or she shall then forward all records to the dean of students for filing and appropriate administrative action.

Conduct of Hearing

The chairperson shall preside at the hearing; call the hearing to order; call the roll of the committee members in attendance; ascertain the presence or absence of the student(s) charged with the violation; ascertain the presence of the dean of students, designee, or accuser, the representatives of the accused and legal counsel if applicable; read the notice of charge(s) by the accuser(s); report any continuance requested or granted and any

special or extraordinary procedure(s) to be employed during the hearing; and inform the committee members and those involved in the hearing that the hearing is being recorded.

1. Opening statements:
 - a) The dean of students, designee, or accuser shall make opening remarks outlining the general nature of the case and testify to any facts the investigation has revealed.
 - b) The accused may make a statement to the committee about the charge(s) at this time or at the conclusion of the university's presentation.
2. University evidence:
 - a) University witnesses or persons testifying against the accused are to be called and identified or their written report(s) of evidence introduced as appropriate.
 - b) The committee may question witnesses at any time.
 - c) The accused may examine evidence presented to the committee against him or her.
 - d) The accused may question witnesses present or persons testifying against him or her.
 - e) The accused may consult his or her representative or legal counsel during the hearing.
3. Accused evidence:
 - a) Witnesses or persons testifying on behalf of the accused are to be called and identified; written reports of evidence will be introduced as appropriate.
 - b) The committee may question the witnesses or person(s) testifying on behalf of the accused at any time.
 - c) The accused may examine evidence presented to the committee on behalf of the accused.
4. Rebuttal of evidence: The committee may permit the accuser or the accused to offer any matter in rebuttal of the other's presentation.
5. Rights of committee: The committee shall have the right:
 - a) In cases involving more than one (1) student which arise out of the same transaction or occurrence to hear such cases together, but in that event shall make separate findings and determinations for each student.
 - b) To permit a stipulation of facts by the dean of students, designee, or accuser and the accused involved.
 - c) To permit the incorporation in the record by a reference of any document, affidavit, or other thing produced and desired in the record by the university or the accused.
 - d) To question witnesses or other evidence introduced by either the university, accuser, or accused at any time.
 - e) To hear from the dean of students or designee about dispositions made in similar cases and any dispositions offered to the student(s) appearing before the committee.
 - f) To call additional witnesses or require additional investigation.
 - g) To dismiss any action at any time or permit informal disposition as otherwise provided.
 - h) To permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the committee before final determination of the case provided that the committee shall grant to the dean of students or designee, accuser, and accused such time as the committee may determine reasonable under the circumstances to answer or explain the additional matters.
 - i) To dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the ruling of the chairperson or the committee.
 - j) To hear or not hear such witnesses or persons testifying and evidence as it may deem relevant and fair, including but not limited to any information made a part of the original report.
6. Determination of the committee: The committee shall then make its finding(s) and determination(s) in executive session(s) out of the presence of the dean of students or designee, accuser, and accused, and on the sanction, if any, to be imposed. No sanction shall be imposed on the accused unless the evidence that the accused has committed the violation reasonably convinces a majority of the committee present and should, therefore, be disciplined. A committee member shall not vote if he or she was not present throughout the full

hearing.

7. Official report of findings and determination: The committee shall promptly consider the case, make its finding(s) and determination(s), and transmit them in writing to the dean of students or designee, accuser, and accused within three (3) class days of the hearing.
8. Other procedural questions: Procedural questions not covered by these general rules which arise during the hearing shall be determined by the chairperson, whose ruling shall be final unless the chairperson presents the question to the committee at the request of a member of the committee, in which event the ruling of the committee by majority vote shall be final.
9. General rule of decorum:
 - a) All requests to address the committee shall be addressed to the chairperson, and the person shall identify himself or herself before speaking.
 - b) The chairperson will rule on all requests and points of order, which ruling shall be final and all participants should abide thereby, unless the chairperson presents the question to the committee, in which event the ruling of the committee by majority vote shall be final.
 - c) Rules of common courtesy and decency shall be observed at all times.
 - d) A representative or legal counsel may request clarification of a procedural matter at any time by addressing the chairperson after recognition.

Sanctions Imposed by the Behavioral Standards Committee and Greek Judicial Boards

Sanctions which may be imposed for violations and infractions of university rules and regulation, the Code, and federal, state, and local laws include, but are not limited to, administrative class withdrawal, counseling, disciplinary probation, disciplinary warning, expulsion, reprimand, restitution, restriction of activity privileges, and suspension.

Effective Dates of Sanctions

Sanctions Other Than Expulsion and Suspension

In cases where the decision of the committee or board is other than to expel or suspend the student, the sanction shall take effect only after:

- a) The accused has been informed.
- b) The deadline for appeal has expired.

Sanctions of Expulsion and Suspension

In cases where the sanction of the disciplinary body or functionary is to expel or suspend the student, the sanction shall take effect only after:

- a) The accused has been informed.
- b) The vice provost for student affairs, the vice chancellor/provost, and the chancellor are notified in writing of the decision and findings, reasons for the decision, sanction imposed, and notification of the right to petition for appeal.
- c) Deadline for appeal has expired.

Academic Integrity and Grievance Policy

The Academic Integrity and Grievance Policy was adopted by the UALR Faculty Senate on March 21, 1979, and revised on February 12, 1981, April 3, 1985, April 19, 1989, and November 19, 1993.

Please note that two (2) types of cases — grade appeals and accusations of academic offenses — are addressed in this policy and have separate procedures that must be followed.

General Information

Academic Integrity and Discipline

The university has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent. Academic dishonesty cannot be condoned or tolerated in the university community. Such behavior is considered a student conduct violation and students found responsible of committing an academic offense on the campus, or in connection with an institution-related or sponsored activity, or while representing the university or academic department, will be disciplined by the university. Students may not gain undue advantage over their classmates by deceptive or dishonest means.

Throughout their education, students should be impressed with the facts that cheating, duplicity, unauthorized reproduction of classroom materials, and plagiarism are morally degrading and that such practices seriously interfere with learning and intellectual development. It is a responsibility of faculty members to make every effort to prevent dishonesty, protect honest students, and take appropriate action in instances of dishonesty.

It is the responsibility of the student not only to abstain from cheating, but in addition to avoid the appearance of cheating and to guard against making it possible for others to cheat. Courtesy and honesty require that any ideas or materials borrowed from another must be fully acknowledged. It is the obligation of each student to report all alleged violations of academic integrity to the dean of students or designee.

Students may not reproduce, in whole or in part, classroom lectures or study materials presented by a professor without specific advance approval by the professor. Publication of any such material shall only be with the express consent of the professor.

The determination that a student's work was the result of dishonest action can be considered in the faculty member's evaluation of that work and in the determination of the course grade. In addition, disciplinary action will be taken by the appropriate university official, e.g., dean of students, or by the Academic Integrity and Grievance Committee.

Faculty members shall adhere to university approved classroom policies and procedures and shall establish fair and reasonable standards in such matters as attendance, submission of assigned work, seating arrangements, class decorum, regular and make-up examinations and grading. Faculty members shall make their standards known to each class at the earliest opportunity. Grievances against these standards and alleged violations of university-approved classroom policies should not be brought to the Academic Integrity and Grievance Committee. They may be brought to the attention of the faculty member, department head, and if necessary, the dean of the college or school in that administrative order so that a continuing administrative effort may be made to ameliorate problems.

Academic Integrity and Grievance Committee

The Academic Integrity and Grievance Committee hears specific grade appeals and hears, on appeal and referral, cases involving certain alleged academic offenses.

The Academic Integrity and Grievance Committee comprises fifteen (15) faculty and three (3) faculty alternates to be appointed annually in the spring by the Committee on Committees, and fifteen (15) students and three (3) student alternates to be appointed no later than the beginning of the fall semester by the SGA. The term of office begins with the fall semester and continues for twelve (12) months. The purpose of the committee is twofold:

1. It affords the student an opportunity to appeal a grade if he or she feels the grade was inequitably awarded in that it violated a faculty member's own specified grading standards.
2. It affords a student a hearing in cases where disputes over alleged cheating, plagiarism, collusion, and the like cannot be resolved, e.g., where the student does not admit that he or she violated an academic offense standard or that the student admits that he or she did violate an academic offense standard and the dean of students or designee refers the case for sanctioning.

Students and faculty members are urged, however, to make all attempts possible to resolve grievance before initiating formal appeal. The administrative officer shall assign two (2) faculty members and two (2) students to hear academic offenses by rotation according to alphabet if possible.

General Operating Policies of the Academic Integrity and Grievance Committee

1. The Academic Integrity and Grievance Committee shall meet as soon as possible after it is formed and elect a chairperson from among the fifteen (15) faculty members. The chairperson shall serve as the chairperson of all grade appeal hearing panels.
2. Quorum:
 - a) A quorum to hear alleged academic offenses consists of the chairperson and three (3) committee members; of this number, one (1) must be a faculty member and one (1) must be a voting student member.
 - b) A quorum to hear grade appeals consists of the chairperson, an ex officio member, two (2) faculty members, and two (2) students. On all grade appeals involving graduate or professional degree curricular matters, at least one (1) graduate faculty member and one (1) graduate student shall be included on the hearing panel. Of this number, all must be present.
3. The SGA shall act as advocate for students in the grade appeal process. The term advocate in this sense means to advise the student of the steps in the formal grade appeal process, review and discuss the merits of the grievance in accordance with the established criteria for grade appeals, and, if requested by the student, accompany the student to the committee meeting as a non-participating party. The SGA resident or designee is not a member of the committee and is not considered as one of the two (2) non-participating representatives but may attend hearings as an observer.
4. In cases of academic offenses, a decision shall be reached by a majority of those present. In cases of grade appeals, a decision to change or direct changes in students' course grades requires a majority vote of the committee hearing an appeal; in case of a tie, the grade assigned by the faculty member shall stand. Only members of the committee who have been present during all of the meetings and who have heard all testimony relating to the alleged grievance may vote on the case.
5. The associate vice chancellor for academic affairs shall be the administrative officer of the committee but shall not serve as a member of the committee. His or her duties shall include:
 - a) Consulting with the Academic Integrity and Grievance Committee chairperson in making a determination which appeal procedure is appropriate, i.e., that of the Academic Integrity and Grievance Committee for grade appeals or that of the vice chancellor/provost for administrative action, and notifying the student of the decision.
 - b) Assigning faculty members and students on a rotating basis and according to the alphabet when possible.
 - c) Arranging the appropriate dates, times, and places of committee meetings and hearings.
 - d) Informing in writing the parties to the appeal, their non-participating representatives, designated witnesses members of the hearing panel, and the SGA president of the dates, times places of committee hearings which they are requested to attend and supplying them with a statement of alleged grievances or offenses (Allegation of Academic Offense Report Form or Grade Appeal Complaint Form).
 - e) Securing and distributing to the committee written material appropriate to its consideration.
 - f) Supplying and distributing to the committee and involved parties all relevant and required documents and written materials appropriate to its consideration within the designated time frames for the meeting/hearing, e.g., statement of charges, alleged grievances, incident/allegation reports, information to be presented at hearing, list of witnesses, etc.
 - g) Arranging for a recording of committee proceedings.
 - h) Conveying in writing to the appropriate persons in grade appeals the decisions and the reasons for the decisions of the committee, within reasonable bounds of confidentiality and to the accused student in academic offenses the disciplinary action.

- i) Maintaining committee records of grade appeals for a period of two (2) years and forwarding academic offense records to the Office of the Dean of Students after the appeal deadline has expired;
 - j) Providing secretarial assistance for the committee.
 - k) The associate vice chancellor for academic affairs shall have the right to request copies of records pertaining to the proceedings from the Office of the Dean of Students.
 - l) It must be clearly understood that the Office of the Associate Vice Chancellor for Academic Affairs has no subpoena power and that its duties with regard to witnesses shall end with the mailing of a letter, within two (2) working days of the party's written request, notifying the witness of the date, time, and place scheduled for the hearing. Any further mailing of a letter, within two (2) working days, shall be the responsibility of the party calling the witnesses.
6. Committee Membership:
- a) Any committee member may at any time disqualify himself or herself from consideration of any given case(s) because of a personal bias.
 - b) Should a committee member be unable to hear a particular case, for any reason, an alternate shall be appointed by the chairperson to serve for the course of the particular grievance.
 - c) Should the committee be involved in a specific case at the time of the return of the absent member, the replacement member shall continue as a member of the committee in all sessions dealing with that specific case until it is concluded. The returning member shall resume membership on the committee in any new cases brought before the committee.
 - d) Should any member of the committee be unavailable, for any reason, to complete a term for which he or she has been appointed, one of the alternates shall fill the balance of the term. Resignations shall be submitted in writing to the associate vice chancellor for academic affairs and the chairperson of the committee. The associate vice chancellor for academic affairs shall then immediately inform the president of the Faculty Senate/Assembly in the case of the faculty member resignation, or the SGA president in the case of a student resignation, of a vacancy, request the appointment of one of the alternates to fill the position, and request the appointment of a second alternate to fill the vacant alternate position until the next term.
 - e) If the committee is involved in any specific case at the time of the expiration of the term of any member, that member shall continue to function as a member of the committee only in its dealings with that specific case until such time as the case is concluded. No newly elected member shall participate as a member of the committee in relation to any case that began before his or her term. He or she shall, however, serve as a member of the committee for all other matters, beginning with the first day of his or her designated term of service.
 - f) Either party to a hearing may ask the associate vice chancellor for academic affairs the name of committee members assigned to hear the case. Either party may request in writing to the associate vice chancellor for academic affairs and the chairperson that any member or members of the committee be excluded from the consideration of the case. Such a request must be for cause and be brought to the attention of the associate vice chancellor of academic affairs and chairperson within two (2) class days upon receipt of Notice of Hearing. If a member of the panel is challenged, an alternate must be selected, have all pertinent information regarding the hearing, and must be available at the hearing; if the member is disqualified by majority vote of the hearing panel from consideration of the case the alternate will be seated.
7. The accused student may decide whether the hearing of an academic offense case will be opened or closed. Grade appeal hearings shall be closed. In either case, however, the dean of students or designee may attend. Where an open hearing is permitted, the chairperson has the discretion to determine when the space has been exhausted and no additional observers not privileged to attend may be admitted.
8. The Faculty Senate/Assembly president and the SGA president may appoint temporary committee members during the summer months to hear cases in an emergency and only after the associate vice chancellor for academic affairs has made all attempts to contact committee members and alternates.

9. The right to legal counsel at grade appeal cases is prohibited. Legal counsel is permitted at academic offense hearings. Legal counsel serves in a non-participating capacity and is restricted to the role of advisor. Notwithstanding any time limits otherwise applicable, the person presiding at any hearing shall have discretion to terminate and reschedule such hearing should any unauthorized person attempt to attend such hearings or should any attorney appear, even when authorized, unless the associate vice chancellor for academic affairs shall have ten (10) class days prior written notice of intent to bring legal counsel.
10. The non-participating representative's role: The non-participating representative, whether the person is legal counsel (in academic offense cases only), faculty member, family member, or friend, is restricted to the role of "advisor." The representative can discretely counsel the student as long as it is not disruptive to the hearing. The chairperson can rule as to improper conduct of the hearing.
11. In cases involving more than one (1) student which arise out of the same event or incident, the panel may hear such cases together, but in that event the panel shall make separate findings and determination for each student.

Academic Offenses

Definition of Academic Offenses

The following list of offenses, which is by no means all-inclusive, identifies categories that are subject to grade penalty and disciplinary action:

1. Cheating on an examination or quiz

To give, receive, offer, or solicit information on any quiz or examination. This includes the following classes of dishonesty:

- a) Copying from another student's paper.
- b) Use during the examination of prepared materials, notes, or text other than those specifically permitted by the professor.
- c) Collaboration with another student during the examination.
- d) Buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of a coming examination, or the use of such material.
- e) Substituting for another person during an examination or allowing such substitution for oneself.
- f) Bribery of any person to obtain examination information.

2. Plagiarism

To adopt and reproduce as one's own, to appropriate to one's own use and incorporate in one's own work without acknowledgement, the ideas or passages from the writings and works of others.

3. Collusion

To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.

4. Duplicity

To offer for credit identical or substantially unchanged work in two or more courses without specific advance approval of the professor(s) involved.

Steps Toward Redress for Academic Offenses

Academic Dishonesty Procedures for Students Enrolled in a Course

These procedures are applicable when a student is enrolled in a course and a faculty member suspects the student of cheating, plagiarism, collusion, or similar activity, and when the suspicion is supported by substantial fact(s) or evidence.

The faculty member is responsible for notifying the student in writing of the specific charge(s), etc., using the Allegation of Academic Offense Form, and delivering the form by mail or in person. Also, the faculty member is responsible for retaining a copy of the form, and for forwarding one (1) copy each to the relevant department chairperson and to the dean of students or designee.

Upon receipt of the notice form, the student is responsible for contacting the faculty member for the purpose of arranging a conference. Both parties are then responsible for cooperating as necessary to conduct the conference within three (3) class days of the student's receipt of the notice.

The purposes of this conference are: a) to ensure that the student is aware and understands the specific charge(s) and the substantiating evidence, and b) to ensure that the student has ample opportunity to present to the faculty member his or her position, explanation, and existing evidence of non-responsibility.

Regardless of the outcome of this conference, the faculty member is responsible for immediately notifying the dean of students of the results.

If the faculty member and student reach agreement that the student is responsible, grade penalty may not be imposed until and unless the student has failed to file a formal appeal by the official deadline for filing, or has signed an informed-decision waiver of the right to appeal, after conference with the dean of students or designee. If no formal appeal or waiver has been filed by the student at the expiration time of the allowable period, the faculty member may immediately impose a grade penalty.

Only the faculty member may impose a grade penalty. It is recommended that if a student is found responsible or admits responsibility, the faculty member will consider the individual circumstances, nature or severity of the offense, similar class violations, etc., before assessing the grade penalty. Grade penalties for consideration for academic offenses are:

- a) A grade of F in the course.
- b) A grade of F on the examination, project, etc.
- c) A grade adjustment.
- d) No credit for material presented.

If the conference outcome is that the faculty member continues to believe with objective cause that the student is responsible of an academic offense, and yet the student maintains a position of not responsible, the grade penalty may not be imposed until one (1) of the two (2) following conditions is met:

1. Either ten (10) class days have passed since the student's receipt of the Allegation of Academic Offense form and no official appeal or waiver of rights to a hearing (Disciplinary Alternate Form) has been filed by the student.
2. The student has filed an appeal within the proscribed ten (10) class days and has pursued the university's judicial appeal procedures to the maximum possible extent desired, and has been ultimately adjudged through and by those means to be responsible of the offense.

Upon receipt of notice that the faculty member/student conference has been completed, the student is responsible for initiating a conference with the dean of students or designee. Subsequently both the student and the dean of students or designee are responsible for cooperating as necessary to conduct the conference no later than six (6) class days from the date the student received the allegation form. Timeliness is emphasized because this conference is a prerequisite step in the event the student wishes to file a formal appeal and the deadline is ten (10) class days from the student's receipt of the allegation form.

The purposes of this conference will differ, as will responsibilities pertinent to it, depending upon whether the student maintains a position of responsibility or non-responsibility regarding the academic offense. Therefore, two categories follow:

1. In a case wherein the student has admitted responsibility to the faculty member and also maintains that responsible plea after conference with the dean of students or designee, and the offense warrants a severe penalty such as expulsion or suspension the dean of students or designee within (3) class days, refer the case to the chairperson of the Academic Integrity and Grievance Committee. If the offense does not warrant a severe penalty such as suspension or expulsion, the dean of students or designee will elect one of two options:
 - a) The dean of students or designee, with agreement of the student, may opt to directly impose sanction, provided due process conditions have been met in the student's interest.
 - b) The case may be referred to the Academic Integrity and Grievance Committee chairperson for disposition.
2. In a case wherein the outcome of the faculty member/student conference is that the faculty member maintains the student is responsible but the student maintains a position of non-responsibility, the dean of students or designee will review the following information with the student: the specific charge and evidence, student's rights and privileges, appeals procedures, operating policies of the Academic Integrity and Grievance Committee, disciplinary proceedings, etc.

After this review the dean of students or designee may ask the student whether he or she wishes to continue to maintain the plea of non-responsibility. If the student elects to change the plea to responsible, the dean of students or designee will immediately notify the faculty member and the relevant department chairperson.

If the student elects to maintain the plea of not responsibility, the dean of students or designee will offer to assist the student in writing a statement of appeal; this formal written statement of appeal, when it is delivered to the chairperson of the Academic Integrity and Grievance Committee, constitutes the student's initiation of the university's judicial appeals procedures. The student is responsible for delivering the appeal statement to the Academic Integrity and Grievance Committee chairperson or designee. This delivery must take place no later than ten (10) class days from the date of the student's initial receipt of the allegation form.

Regardless of the outcome of the conference between the dean of students or designee and the student, the dean of students or designee is responsible for immediately notifying its results to the faculty member and to the relevant department chairperson.

The student's conferences with the faculty member and with the dean of students or designee are mandatory steps prerequisite to the filing of an official appeal. The intent of this guideline is to ensure that all reasonable efforts have been made to resolve the outcome of the academic offense allegation before the matter is brought to the Academic Integrity and Grievance Committee.

The Academic Integrity and Grievance Committee chairperson or designee is responsible for immediately notifying the following persons, upon receipt of a student's appeal in regard to allegation of academic offense:

- a) The relevant faculty member.
- b) Department chairperson.
- c) The dean of students or designee.

The student has the right to attend classes until the appeal is resolved. The student may not withdraw from a course while an allegation of academic dishonesty in that course is being adjudicated. If the student withdraws from a course after receiving notification of an allegation of academic dishonesty, the student will be reinstated, pending final adjudication of the allegation.

At the conclusion of the adjudication process:

- a) If academic dishonesty is found, and a grade of "F" in the course is assigned, then the failing grade will be recorded and remain on the student's transcript.
- b) If academic dishonesty is found, and a penalty less than a grade of "F" for the course was assigned, then the student may continue in the course or withdraw from the course at that time.
- c) If academic dishonesty is not found, the student may continue in the course or withdraw from the course at that time.

If the adjudication process is not completed before the end of a semester, a temporary grade not affecting the student's GPA will be submitted until the adjudication process is completed. The student may re-take a course in which a grade of "F" is assigned as a penalty for academic dishonesty. However, in such cases, the original grade of "F" will not be replaced but instead be included in the calculation of the student's cumulative GPA along with the subsequent grade received.

Academic Dishonesty Procedures for Students Not Enrolled in a Course and Students Representing an Academic Department or the University in a University-Oriented or Sponsored Activity On or Off Campus

When a faculty member on his or her knowledge or on information given by a student believes that a student has behaved dishonestly, he or she should immediately notify the dean of students or designee of the suspicion of cheating, plagiarism, collusion, or the like. On receiving the notification of the alleged academic violation, the dean of students or designee shall investigate, consult the involved faculty member(s), and summon the student(s) for a conference within five (5) class days. No action shall be taken until the student has been informed of the charge, has been given an opportunity to present his or her defense, and has been notified of his or her right to appeal the case or have a hearing before the Academic Integrity and Grievance Committee. In a case of academic dishonesty in which the student admits responsibility and the offense does not warrant suspension or severe sanction, the matter may be handled by the dean of students or designee and a lesser disciplinary action (sanction) imposed.

In such cases, the fundamentals of due process will be followed. This informal/administrative route may be taken when responsibility is admitted by the student(s) involved; accused student(s) request this administrative route; the student is made aware of the disciplinary action that will be imposed; and the dean of students or designee can deal with the case objectively. In a case of academic dishonesty where the student may be suspended, a severe sanction is warranted, or the student does not admit responsibility, the case will be referred within three (3) class days to the chairperson of the Academic Integrity and Grievance Committee.

Committee Procedures for Academic Offenses

1. The chairperson, upon receiving a written appeal or referral from the dean of students or designee, will convene the committee within fifteen (15) class days to determine the responsibility or non-responsibility of the student or the appropriate disciplinary action (sanction).
2. The student and the faculty member will be notified in writing at least ten (10) class days before the date set for the hearing of the nature of the complaint and of the date, time, and place the case is to be heard. They shall also be notified that, should either party choose not to appear, the hearing will proceed as scheduled. For the purpose of this section, the day after the date of mailing of the letter of notification shall be the first day of the ten (10) day delay period. The committee must hear the case within fifteen (15) class days of the time the appeal or referral was filed. The determination of the date, time, and place of the hearing will include consideration of the student's and faculty member's schedules and of their convenience, but in the interest of fairness, reasonable speed shall be the watchword.
3. The student and the faculty member will be notified that each can bring witnesses in his or her behalf, that each will have a reasonable opportunity for confronting witnesses appearing against him or her, that each has the right to be present during all phases of the hearing, and that each may bring to the hearing two (2) nonparticipating representatives.
4. At least five (5) class days before the committee is convened, the student and the faculty member must submit to the administrative officer all the information that each feels is pertinent to the appeal or referral. This information must be in writing and supported in detail, and it should specify what additional evidence, witnesses, and/or legal counsel the student or faculty member will bring to the scheduled meeting. Copies of this information will be distributed to all involved parties.
5. The only person present at meetings of this committee shall be members, parties to the action being considered by the committee, their non-participating representatives, and witnesses actually testifying before the committee.

6. Written statements by witnesses in lieu of personal appearance should not be allowed except in rare instances.
7. During the process of making a determination of responsibility or non-responsibility in determining the appropriate disciplinary action (sanction), the committee shall consider only that information which:
 - a) Has been presented during the hearing.
 - b) Is relevant to the charge.
8. If the committee finds the student responsible for the charge, the faculty member will determine the appropriate grade penalty, and the committee will determine the appropriate disciplinary sanction. In such case, the chairperson may request the dean of students or designee to open the student's file to see if there is a disciplinary record. If the committee finds the student innocent, the faculty member will treat the student accordingly. In any case, no disciplinary sanction or grade penalty shall be imposed until the appeal deadline has expired. The administrative officer will maintain all records during the appeal delay period and, on the expiration date, will forward all records to the dean of students or designee for filing and appropriate administrative action, and notify the faculty member to impose the penalty.
9. The administrative officer shall notify in writing and deliver within five (5) class days of the hearing to the student, faculty member, and dean of students or designee the decision and determination of the case, the disciplinary sanction imposed, and the right of the student, faculty member, or dean of students or designee to petition for appeal. The Appeals Procedures and Instructions Form shall accompany the letter. A grade penalty cannot be appealed.
10. If the disciplinary sanction imposed was suspension or expulsion, the administrative officer shall notify the vice provost for student affairs, the vice chancellor/provost, and the chancellor in writing of the committee's decision and the determination of the case, reasons for the decision, sanction imposed, and verify that all involved parties have been notified of their right to petition for appeal in accordance with the University's Appeals Procedures and Instructions.

Conduct of Hearings Regarding Academic Offenses

The chairperson shall preside at the hearing; call the hearing to order; call the roll of the committee members in attendance; ascertain the presence or absence of the student(s) charged with the violation; ascertain the presence of the dean of students or designee or accuser, the representatives of the student, and legal counsel if applicable; read the notice of charges by the student(s); report any continuance requested or granted and any special or extraordinary procedures to be employed during the hearing; and inform the committee members and those involved in the hearing that the hearing is being recorded.

1. Opening statements:
 - a) The dean of students, designee, or accuser shall make opening remarks outlining the general nature of the case and testify to any facts the investigation has revealed.
 - b) The accused student(s) may make a statement to the committee about the charge(s) at this time or at the conclusion of the university's presentation. Witnesses shall be excluded from the hearing prior to the time their testimony is given. Persons who have been present during any part of the hearing may be allowed to testify only in those rare instances when the party can persuade the entire hearing panel that the need for such testimony could not reasonably have been anticipated.
2. University evidence:
 - a) University witnesses or persons testifying against the accused are to be called and identified or their written report(s) of evidence introduced as appropriate.
 - b) The committee may question witnesses at any time.
 - c) The accused may examine evidence presented to the committee against him or her.
 - d) The accused may question witnesses present or persons testifying against him or her.
 - e) The accused may consult his or her representative or legal counsel during the hearing.
3. Accused evidence:
 - a) Witnesses or person(s) testifying on behalf of the accused are to be called and identified and written reports of evidence introduced as appropriate.

- b) The committee may question the witnesses or person(s) testifying on behalf of the accused at any time.
 - c) The accused may examine evidence presented to the committee.
4. Rebuttal of evidence: The committee may permit the university, accuser, or the accused to offer any matter in rebuttal of the other's presentation. Either party may refuse to answer questions and the panel may draw adverse inferences from such refusal.
 5. Rights of committee: The committee shall have the right:
 - a) In cases involving more than one (1) student which arise out of the same transaction or occurrence to hear such cases together, but in that event shall make separate findings and determinations for each student.
 - b) To permit a stipulation of facts by the dean of students, designee, or accuser and the accused involved.
 - c) To permit the incorporation in the record by a reference of any document, affidavit, or other thing produced and desired in the record by the university or the accused.
 - d) To question witnesses or other evidence introduced by the university, accuser, or accused at any time.
 - e) To hear from the dean of students or designee about dispositions made in similar cases and, when violation is found, to request the dean of or designee to open the student's records concerning the student's prior disciplinary record, and any dispositions offered to the student(s) appearing before the committee.
 - f) To call additional witnesses or require additional investigation.
 - g) To dismiss any action at any time or permit informal disposition as otherwise provided.
 - h) To permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the committee before final determination of the case provided that the committee shall grant to the dean of students or designee, accuser, and accused such time as the committee may determine reasonable under the circumstances to answer or explain the additional matters.
 - i) To dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the ruling of the chairperson or the committee.
 - j) To hear or not hear such witnesses or persons testifying and evidence as it may deem relevant and fair, including but not limited to, any information made a part of the original report.
 6. Determination by committee: The committee shall then make its finding(s) and determination(s) in executive session(s) out of the presence of the dean of students or designee, accuser, and accused (student), and on the sanction, if any, to be imposed. No sanction shall be imposed on the accused (student) unless a majority of the committee present is reasonably convinced by the evidence that the student has committed the violation and should, therefore, be disciplined. A committee member shall not vote if he or she was not present throughout the full hearing.
 7. Official report of findings and determination: The committee shall promptly consider the case, make its finding(s) and determination(s), and transmit them in writing to the dean of students or designee, accuser, and accused, and in the case of suspension or expulsion, the vice provost for student affairs, the vice chancellor/provost, and the chancellor within three (3) class days of the hearing.
 8. Other procedural questions: Procedural questions not covered by these general rules which arise during the hearing shall be determined by the chairperson, whose ruling shall be final unless the chairperson presents the question to the committee at the request of a member of the committee, in which event the ruling of the committee by majority vote shall be final.
 9. General rule of decorum:
 - a) All requests to address the committee shall be addressed to the chairperson, and the person shall identify himself or herself before speaking.

- b) The chairperson will rule on all requests and points of order, which ruling shall be final and all participants should abide thereby, unless the chairperson presents the question to the committee at the request of a member of the committee, in which event the ruling of the committee by majority vote shall be final.
- c) Rules of common courtesy and decency shall be observed at all times.
- d) A representative or legal counsel may request clarification of a procedural matter at any time by addressing the chairperson after recognition.
- e)

Sanctions Imposed by the Academic Integrity and Grievance Committee

Sanctions which may be imposed by the Academic Integrity and Grievance Committee for violations and infractions of specified academic integrity dishonesty violations include, but are not limited to:

1. Administrative class withdrawal
2. Counseling
3. Disciplinary probation
4. Disciplinary warning
5. Expulsion
6. Reprimand
7. Restitution
8. Suspension

Student Rights and Privileges Regarding Academic Offenses

The student has the right to the following:

1. Receive a written statement to include the nature and the specific charge(s) at least ten (10) class days before the hearing.
2. Be present at the hearing and have an opportunity to speak in his or her own defense and to present evidence.
3. Receive names of witnesses and persons testifying against him or her.
4. Present witnesses, question university witnesses and persons testifying against him or her, and to review statements submitted.
5. Have an opportunity to review the information to be submitted at the hearing in advance to prepare a defense.
6. Present a version of the facts through personal and written statements including statements of witnesses or persons testifying.
7. Appear alone at the hearing or bring two (2) non-participating representatives of his or her choice, e.g., faculty, staff, student, legal counsel, etc., to advise the student but not to question. The committee may retain university legal counsel to furnish advice in such cases.
8. Have a determination of the facts of the case based solely on information at the hearing by the authority that holds the hearing.
9. Be informed in writing of the finding(s) and determination of the case, the reason(s) for the decision, and any sanctions imposed.
10. Receive a copy of the summary of the hearing and to have a copy of the recorded hearing made at his or her own expense.
11. Petition for appeal. (Refer to Appeal Procedures and Instructions for University Judicial Appeals Committee (UJAC) and Appeals to the Chancellor.)

Grade Appeals

Steps Toward Redress for Grade Appeals

1. The student must approach the faculty member in question to discuss the grade and attempt to resolve any differences. This must be done within twenty (20) class days after a final course grade is awarded. There are certain professional courses within the university for which the final grade is awarded upon completion of a designated number of weeks. The student will need to review the time frame for awarding the grade with the department chairperson. No faculty member shall be allowed to delay the resolution of a grievance by failing to hold a consultation with a student within the designated time, unless bona fide reasons such as illness, personal emergency, or campus absences for professional reasons make this time limit unreasonable. The student's grade may be changed in Step 1 of this procedure by the written consent of the instructor. The student may confer with the SGA president or designee regarding the complaint at any time during the Steps Toward Redress for Grade Appeal. The SGA president or designee will listen to the complaint, counsel the student as to the merits of the case, review the steps as outlined in the formal procedures for grade appeal, assist the student in writing the appeal, and may attend the hearing upon the request of the student as a non-participating party.
2. If unable to resolve the difference with the faculty member, the student shall take the grievance within five (5) class days of this discussion to the department chairperson (or academic dean if the faculty member involved is the department chairperson). The chairperson shall attempt to resolve the dispute within ten (10) class days by meeting with the student and faculty member. The student's grade may be changed at Step 2 of this procedure with the written consent of the faculty member. At this meeting the chairperson will have the student and the faculty member complete and sign the Grade Appeal Complaint Form and give a copy to the student. The department chairperson retains the original.
3. As a last resort and only after Steps 1 and 2 have been carried out, the student may file a formal complaint in writing within three (3) class days to the associate vice chancellor for academic affairs. If the student decides to file a formal appeal, he or she must meet with the associate vice chancellor for academic affairs and bring to the meeting the written appeal which must include a written statement which clearly explains the basis of the appeal and the Grade Appeal Complaint Form. Following the conference, the associate vice chancellor for academic affairs will immediately consult with the Academic Integrity and Grievance Committee chairperson. The associate vice chancellor for academic affairs will notify the student in writing that the grade appeal will be referred to the Academic Integrity and Grievance Committee for a hearing or to the vice chancellor/provost if the case does not fall within the purview of the Academic Integrity and Grievance Committee.

Procedures for Grade Appeals Handled by the Academic Integrity and Grievance Committee

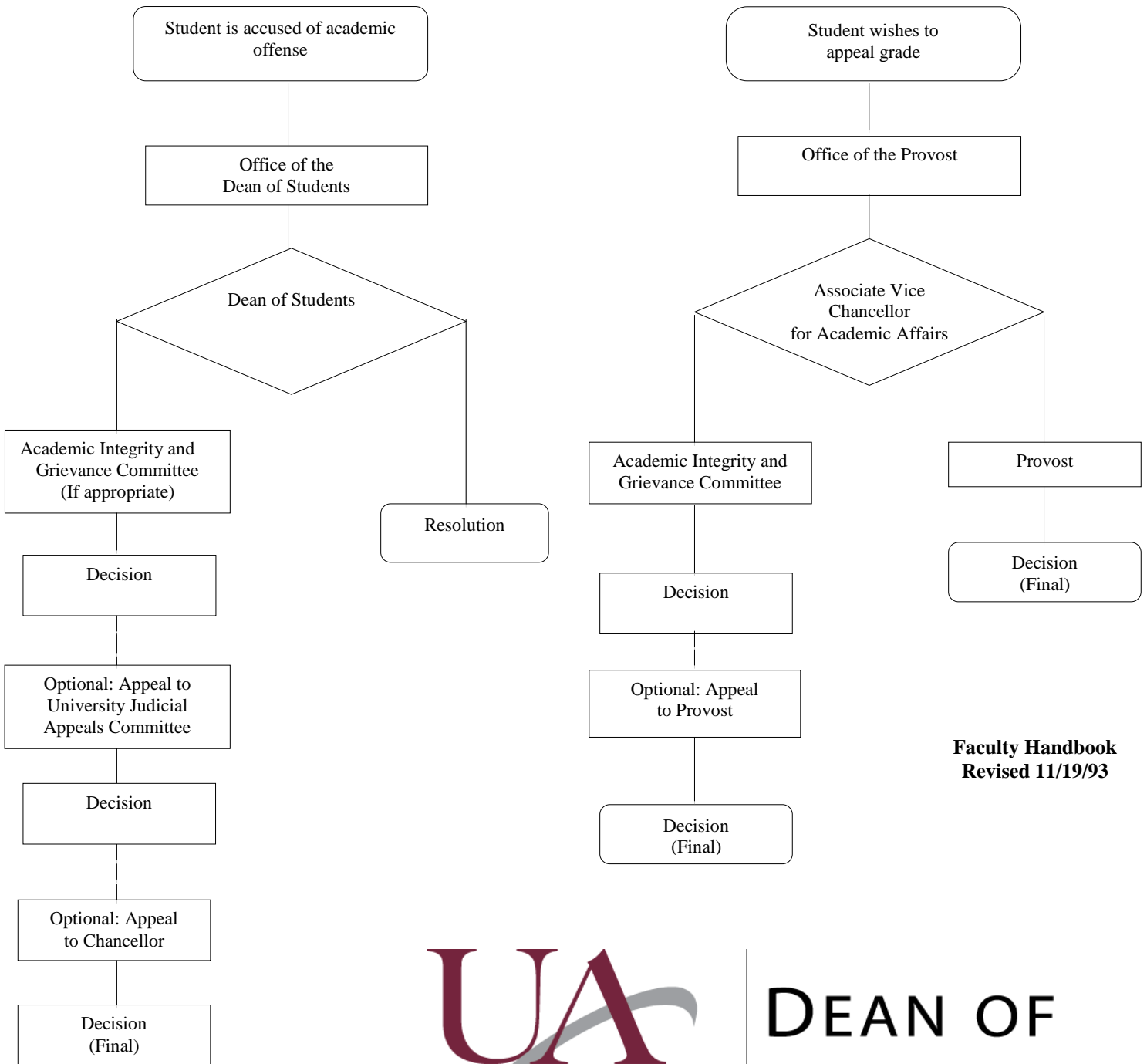
The Academic Integrity and Grievance Committee shall promulgate rules governing its proceedings, which shall be consistent with the following hearing procedures set forth in the 1967 Joint Statement of Rights and Freedoms of Students. The rules shall be distributed to all members of the committee.

1. The student and the faculty member will be notified in writing, at least ten (10) class days before the date set for the hearing, of the nature of the complaint and the date, time, and place the case is to be heard. They shall also be notified the hearing will proceed as scheduled. For the purposes of this section, the day after the date of mailing of the letter of notification shall be the first day of the ten (10) day delay period. The associate vice chancellor for academic affairs shall also send and/or give a copy of the preliminary data sheet, time frame report, and the Release of Academic Records Form to the student. The committee must hear the case within fifteen (15) class days of the time the appeal was filed. The determination of the date, time, and place of the hearing will include consideration of the student's and the faculty member's schedules and of their convenience, but in the interest of fairness, reasonable speed shall be the watchword.

2. The student and faculty member will be notified that each can bring witnesses on his or her behalf, that each will have a reasonable opportunity for confronting witnesses appearing against him or her, that each has the right to be present during all phases of the hearing, and that each may bring to the hearing two (2) non-participating representatives.
3. At least five (5) class days before the committee is convened, the student and the faculty member must submit to the associate vice chancellor for academic affairs all the information that each feels is pertinent to the appeal. This information must be in writing and supported in detail, and it should specify what additional evidence and witnesses the student or faculty member will bring to the scheduled meeting. Copies of this information will be distributed to all involved parties.
Students appealing grades are reminded that the burden of proof is on the student, i.e., the student must be able to support his or her assertion.
4. The committee will not make any decision on a specific appeal until it has been determined that all pertinent written documents, oral testimony from the student and the faculty member, and official records from the student's college or school dean and from the Office of Records and Registration have been submitted and reviewed.
5. The only persons present at meetings of this committee shall be committee members, SGA president or designee upon request by the student, parties to the action being considered by the committee and their non-participating representatives, and witnesses actually testifying before the committee.
6. Written statements by witnesses in lieu of personal appearances should not be allowed except in rare instances.
7. During the process of making a decision on a case, the committee shall consider only that information which:
 - a) Has been presented during the hearing.
 - b) Is relevant to the charge.
8. Upon conclusion of the appeals hearing, the committee will make a decision in writing and sign appropriate appeal documents. The committee chairperson will return the master file and the recorded hearing, and prepare a summary of the findings, decision, and recommendations for the associate vice chancellor for academic affairs within three (3) class days of the hearing. A letter explaining the findings and the decision will be sent to the student, faculty member, department head, college or school dean, and director of records and registration in case of a grade change, within ten (10) class days of such decision. Either party may appeal the panel's decision in writing to the vice chancellor/provost with a copy to the committee chairperson and the non-appealing party within ten (10) class days upon receipt of the decision.
9. The vice chancellor/provost shall review the appeal and render a decision in writing to all interested parties that includes the reasons for the decision no later than five (5) class days upon receipt of the appeal. Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.
10. The vice chancellor/provost shall have the authority to:
 - a) Approve the recommendation of the AIGC panel.
 - b) Remand the case to the original hearing panel for rehearing.
 - c) Remand the case to a different hearing committee for rehearing.
 - d) Raise the grade.
 - e) Reverse the decision of the hearing panel.
11. The vice chancellor/provost shall notify the appealing party and the non-appealing party of the decision. The vice chancellor/provost shall return the records to the associate vice chancellor for academic affairs for filing and appropriate action. The vice chancellor/provost's decision shall be final.

The following flow chart illustrates the Procedures for Academic Offenses and Grade Appeals.

PROCEDURES FOR ACADEMIC OFFENSES AND GRADE APPEALS



**Faculty Handbook
Revised 11/19/93**



**DEAN OF
STUDENTS**

Classroom Disruptions and Steps Toward Redress

Students may not disturb normal classroom procedures by distracting or disruptive behavior. A faculty member may, at his or her discretion, eject a disruptive student from the classroom for the balance of the class period. The faculty member should document the bases for the ejection. Students are strongly urged, following an ejection, to meet with the faculty member to resolve the issue.

In certain circumstances it may be necessary for the faculty member to report misconduct to the dean of students, after the first ejection. If a student has been ejected two (2) or more times, with appropriate documentation of ejection, the faculty member should follow these steps:

1. Notify the student in writing that he or she is in violation of university behavioral standards as listed in the Code under Classroom Disruptions. Upon receiving such notification, the student must approach the faculty member within three (3) class days to attempt to resolve the issue. No action or penalty shall be imposed until the student has been informed in writing of the charge, given an opportunity to present his or her defense, and been informed of his or her right to appeal the case to the Behavioral Standards Committee. He or she has the right to remain in class until action has been taken. An interim suspension is the only exception considered in a student's right to remain in class until action has been taken.
2. If the student is unable to resolve differences with the faculty member, the student shall take the grievance to the department chairperson (or academic dean if the faculty member is the department chairperson) within three (3) class days following the discussion with the faculty member. The department chairperson or academic dean shall attempt to resolve the grievance within three (3) class days by meeting with the student and faculty member.
3. As a last resort and only after the above procedures have been carried out, the student may, upon notification to the faculty member and department chairperson/academic dean, file an appeal in writing within three (3) class days to the dean of students or designee, who will forward the appeal to the chairperson of the Behavioral Standards Committee. If the student does not wish to appeal the case, the faculty member shall immediately initiate the administrative class withdrawal process by notifying the dean of students or designee. The dean of students or designee shall notify the student within three (3) class days of the pending action and schedule a conference with the student. Following the conference, the dean of students or designee will administratively withdraw the student from the class in which he or she was enrolled, and impose an appropriate student behavioral sanction.

Administration of Disciplinary Records and Disciplinary Information

A transcript contains only academic information and disciplinary action which denies the privilege of the student to continue in or return to the university. The notation of suspension or expulsion is removed from the official transcript by the designated official when the term of the sanction has expired or when the student has been readmitted.

Academic and disciplinary records are kept separate to minimize the risk of improper disclosure. The disciplinary records shall be treated as confidential.

The contents of a student's disciplinary record may be made available for use within the university only on the written request of the student or on direction of the chancellor or designee. Records will be given to persons outside the university only on written request of the student or in response to a court order.

The university shall maintain for every student who has been suspended or expelled, a permanent written disciplinary record of the charge, the sanction assessed, and any other pertinent information. However, for every student who has received a disciplinary sanction less than suspension or expulsion, the university shall provide for the periodic destruction of the disciplinary records after five (5) years.

Section VIII. Appeals Procedures

The Chancellor of the University

By virtue of the powers invested in the chancellor by the Board of Trustees and the president, the chancellor is the highest disciplinary functionary at the university. The chancellor is, therefore, the highest appellate authority after all other university appeals have been exhausted.

University Judicial Appeals Committee

The University Judicial Appeals Committee (UJAC) is a university administrative committee that reviews and hears appeals on the record of decisions made by the Behavioral Standards Committee, the Academic Integrity and Grievance Committee, the judicial boards of the Greek governing bodies for organizational offenses, and the dean of students or designee as part of the informal/administrative system of adjudication.

The committee is composed of one (1) each of the following: faculty member, alternate faculty member, student member, alternate student member, academic or non-academic administrator, and alternate academic or non-academic administrator.

The president of the Assembly/Senate shall make the faculty and administrative appointments and the president of the SGA shall make the student appointments. No person shall serve on the UJAC if he or she is a member of one of the above mentioned committees or boards.

Members of the UJAC shall be appointed and serve for one-year terms beginning with the fall semester and ending one (1) day before the next fall semester, and shall elect their own chairperson.

The Assembly president or the SGA president may name interim or additional members to serve on the committee during the summer sessions, if deemed necessary.

Appeals Procedures and Instructions (Exception, Grade Appeals)

1. The UJAC is empowered to review the conclusions, sanctions, and procedures used to adjudicate the case and limit its consideration of the appeal to the record of the previous hearing on the following grounds:
 - a) Original decision contrary to the facts or based on insufficient evidence.
 - b) Availability of new information (remand the case to the original judicial hearing committee).
 - c) Procedural violation.
 - d) Excessive severity of the disciplinary sanction. (The committee shall not exceed the purview of the original hearing committee.)
2. The student can appeal any decision to the chancellor.
3. The student, faculty member, or the dean of students or designee may appeal the findings and sanctions of the original judicial hearing committee within five (5) class days of the service of the decision. The appeal must be submitted in writing, describe the grounds for the appeal, and be addressed to the chairperson of the UJAC. The appealing party shall send copies of the appeal to the chairperson of the original hearing committee, the non-appealing party, and the dean of students.
4. Upon receipt of an appeal, the chairperson shall request the records from the previous hearing to be forwarded for review. At the discretion of the committee and if clarification is needed, the committee may invite the appealing party, non-appealing party, or the chairperson of the original hearing committee to meet with the committee. The committee does not conduct a hearing. The appeal shall be reviewed and a decision rendered in writing to all interested parties, including the reasons for the decision, no later than five (5) class days upon receipt of the appeal. Reasonable deviations from the time frame or procedure will not invalidate a decision unless significant prejudice to a student may result.
5. The UJAC shall have the authority to:
 - a) Approve the recommendation of the original hearing committee or board.
 - b) Remand the case to the original hearing committee or board for rehearing.
 - c) Reverse the decision of the committee orders.
 - d) Modify the sanction but impose none more severe than originally imposed.

6. In case of a remand, the chairperson will return the records to the chairperson of the original hearing committee. The committee, if possible, should rehear the case within ten (10) class days upon receipt of the notification. If the case is not remanded, the chairperson of the UJAC shall maintain the records until the deadline for an appeal to the chancellor has expired. If there is no appeal, the chairperson shall return the records to the dean of students for filing and appropriate action.

Appeals to the Chancellor (Exception, Grade Appeals)

1. After showing good cause as outlined in Grounds for Appeals, the student, dean of students or designee, or the faculty member may appeal the findings of the UJAC to the chancellor within three (3) class days of the decision. The appealing party may appeal to the chancellor only after all other university appeals have been exhausted. Such appeal must be in writing, describe the grounds for the appeal, and be addressed to the chancellor. The appealing party shall send copies of the appeal to the chairperson of the UJAC, chairperson of the original hearing committee, non-appealing party, and the dean of students.
2. The chancellor is empowered to review the conclusions, sanctions, and procedures used to adjudicate the case and limit his or her consideration of the appeal to the record of the original committee hearing, review by the UJAC, and the grounds for appeal.
3. Upon receipt of an appeal, the chancellor shall request the records from the chairperson of the UJAC. At the discretion of the chancellor, and if clarification is needed, the chancellor may invite the appealing party, the non-appealing party, chairperson of the original hearing committee, and UJAC chairperson to meet with him or her.
4. The chancellor shall review the appeal and render to all interested parties a decision in writing including the reasons for the decision, no later than five (5) class days upon receipt of the appeal. Reasonable deviations from the time frame or procedures will not invalidate a decision unless significant prejudice to student may result.
5. The chancellor shall have the authority to:
 - a) Approve the recommendations of the UJAC.
 - b) Remand the case to the original hearing committee for rehearing.
 - c) Reverse the decision of the UJAC.
 - d) Modify the sanction but impose none more severe than originally imposed.
6. The chancellor shall return the records to the dean of students for filing and appropriate action.

Section IX. Interim Suspension (Temporary)

A student may be temporarily suspended by the vice provost for student affairs, or designee pending action of the charge if his or her continued presence on campus would constitute a threat to the health, safety, or welfare of himself or herself, or members of the university community, university property, or the orderly functioning of the university.

Before an interim suspension may be imposed, the dean of students or designee shall make an initial evaluation of the reliability of the information received, make such further investigation as circumstances permit, and consult immediately with the vice provost for student affairs or designee. There must be more cause than fear and apprehension of possible disturbance, and in making judgments whether an individual constitutes a threat, the determination shall be either by admission or based on a reasonable prediction of danger. If the vice provost for student affairs or designee, concludes that the alleged conduct warrants interim suspension, he or she shall notify the dean of students or designee and the student of his or her intention to temporarily suspend the student. The student will be provided an opportunity for a preliminary hearing before imposing the interim suspension, if possible.

Under circumstances which render the preliminary hearing impossible or unreasonably difficult, interim suspension may be invoked. The preliminary hearing must be provided as soon as those circumstances change or disappear. Once a student has been notified of his or her pending temporary suspension, a preliminary hearing will be conducted by the vice provost for student affairs or designee. This hearing must be held within

forty-eight (48) hours of the notification. The preliminary hearing can be held sooner with mutual consent of all parties.

The decision of the vice provost for student affairs or designee may be rendered orally but shall be confirmed in writing as soon as possible. The dean of students shall be notified of the decision.

Following interim suspension, a full judicial hearing before the appropriate committee with all appropriate procedures and rights shall be provided as expeditiously as possible, normally within five (5) class days. Only in extremely rare circumstances will notice of the hearing be later than ten (10) class days of the original action, except with the mutual consent of all parties.

On a finding by the vice provost student affairs or designee that the continued presence of the student on campus constitutes a threat to the physical safety and well-being of the student or any member of the university community, or risk of destruction of property, or disruption of classroom or other campus activity, the status of the student shall be altered until a final determination has been made, during which time the student shall forfeit all or partial university rights and privileges, based on severity of threat.

Section X. Withdrawal

Standards and Procedures for Involuntary Administrative Withdrawal Due to a Mental Disorder

Standards for Withdrawal

1. A student will be subject to involuntary administrative withdrawal from the university or university housing if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder (American Psychiatric Association Diagnostic Manual) and as a result of the mental disorder:
 - a) Engages or threatens to engage in behavior which poses a danger of causing physical harm to others.
 - b) Engages or threatens to engage in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.
2. These standards do not preclude removal from the university or university housing in accordance with provisions of the housing occupancy agreement or other university rules and regulations.

Violations of Disciplinary Regulations

1. A student accused of violating university disciplinary regulations may be diverted from the disciplinary process and withdrawn in accordance with these standards if the student, as a result of mental disorder:
 - a) Lacks the capacity to respond to pending disciplinary charges.
 - b) Did not know the nature or inappropriateness of the conduct at the time of the offense.
2. Students subject to disciplinary charges who wish to introduce relevant evidence of any mental disorder must so inform the dean of students in writing at least five (5) class days prior to any disciplinary hearing. Such notice may also be given by a family member or others advising or assisting the student. If the dean of students or designee upon consultation with a university mental health professional determines that the evidence may have merit, the case shall then be resolved in accordance with these standards and procedures. Thereafter, if it is determined that the student does not meet the criteria set forth in this section, the case will be returned to the disciplinary process. Evidence of any mental disorder may not be admitted into evidence or considered by the committee. However, the dean of students will be allowed to review the committee recommendations for sanctions and to make any recommendations for sanctions as appropriate to the committee prior to the committee's final determination.

Referral for Evaluation

1. The dean of students may refer a student for evaluation by a qualified licensed mental health evaluator by the institution if the dean of students reasonably believes that the student may meet the criteria set forth in Standards for Withdrawal, or if a student subject to disciplinary charges wishes to introduce relevant evidence of any mental disorder.
2. Students referred for evaluation in accordance with this part shall be so informed in writing, whether by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The

evaluation must be completed within five (5) class days from the date of the referral letter unless an extension is granted by the dean of students in writing. Students may be accompanied by a qualified licensed mental health evaluator of their choice, who may observe but not participate in the evaluation process. Legal representation will not be permitted.

3. Any pending disciplinary action may be withheld until the evaluation is completed at the discretion of the dean of students.
4. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, as set forth in the next section, referred for disciplinary action, or both.

Interim Withdrawal

1. An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation as provided in the preceding section of these standards and procedures. Also, an interim withdrawal may be implemented immediately if the dean of students, upon consultation with a university mental health professional, determines that a student may be suffering from a mental disorder, and the student's behavior poses an imminent danger of:
 - a) Causing serious physical harm to others.
 - b) Causing significant property damage, or directly and substantially impeding the lawful activities of others.
2. A student subject to an interim withdrawal shall be given written notice of the withdrawal either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appeal personally before the dean of students or designee within two (2) class days from the effective date of the interim withdrawal in order to review the following issues only:
 - a) The reliability of the information concerning the student's behavior.
 - b) Whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, causing significant property damage, or directly and substantially impeding the lawful activities of others.
 - c) Whether or not the student has completed an evaluation, in accordance with these standards and procedures.
3. A student subject to interim withdrawal may be assisted in the proceedings specified in part 2 of this section by a family member and a licensed mental health professional, or by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student. Students will be expected to speak for themselves whenever possible. If the student uses a university faculty or staff member who is an attorney, that person will be regarded as legal counsel.
4. An informal hearing, as provided in the following section, will be held within five (5) class days after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within two (2) class days after the student submits a proper request for an appointment. The student will remain withdrawn on an interim basis pending completion of the informal hearing, but will be allowed to enter upon the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the dean of students.

Informal Hearing

Students subject to an involuntary withdrawal shall be accorded an informal hearing before the dean of students or designee. The following guidelines will be applicable:

1. Students will be informed of the date, time, and place of the informal hearing in writing, either by personal delivery or certified mail, at least two (2) class days in advance.
2. The entire case file, including an evaluation prepared pursuant to the Referral for Evaluation section of these standards and procedures and the names of prospective witnesses, will be available for inspection by the student in the Office of the Dean of Students during normal business hours. The file, which should be available at least two (2) class days before the informal hearing, need not include the personal and

confidential notes of any institutional official or participant in the evaluation process.

3. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The dean of students or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
4. The student may choose to be assisted by a family member and a mental health professional, or by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student.
5. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.
6. A tenured faculty member will be appointed to review and challenge any evaluation containing a recommendation for involuntary withdrawal. The faculty member will be selected in advance by the president of the Faculty Senate. The faculty member shall be given notice of the informal hearing and access to the case file in accordance with parts 1 and 2 of this section. Furthermore, the faculty member will be given reasonable time at the hearing to ask relevant questions and to present relevant evidence designed to challenge the involuntary withdrawal recommendation.
7. Whenever possible, the student will be expected to respond to questions asked by the dean of students or designee. Students who refuse to answer on grounds of Fifth Amendment privilege may be informed that the dean of students or designee could draw a negative inference from the refusal which might result in dismissal from the institution in accordance with these standards and procedures.
8. The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.
9. The mental health professional who prepared the evaluation pursuant to these standards and procedures may be expected to appear at the informal hearing and to respond to relevant questions upon request of any party, if the dean of students or designee determines that such participation is essential to the resolution of an issue in the case.
10. The dean of students or designee may permit a university official and the mental health professional who prepared the evaluation to appear at the informal hearing and to present evidence in support of any withdrawal recommendation. Such evidence will not be presented by legal counsel for the university.
11. The informal hearing shall be recorded by the dean of students or designee. The recording(s) shall be kept with the pertinent case file for as long as the case file is maintained by the institution.
12. A written decision shall be rendered by the dean of students or designee within three (3) class days after the completion of the informal hearing. The written decision, which should be mailed or personally delivered to the student, should contain a statement of reasons for any determination leading to involuntary withdrawal. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.
13. The right to appeal the decision of the dean of students or designee to the vice provost for student affairs or designee must be made within forty-eight (48) hours of receiving the decision. This appeal will be limited to grounds of prejudicial procedural error or actions which are arbitrary and capricious. The decision of the student to appeal will not stay an initiation of the withdrawal. The vice provost for student affairs or designee shall notify the dean of students or designee and the student of his or her decision within five (5) class days of the appeal. The decision of the vice provost for student affairs or designee shall be final and conclusive, and not subject to appeal.
14. Parents or guardians of dependent students are notified of the student's status. Parents or guardians are also notified in cases of non-minor or independent students incapable of responsible decisions about self-care.

Deviations from Established Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

Section XI. Student Grievance Procedures When the Issue is Not Academic

It is the policy of the university that a student may have prompt and informal resolution of grievances and that this be accomplished under orderly procedures.

Definitions

1. A “student” who may process a grievance under this procedure is defined as a currently enrolled student at the University of Arkansas at Little Rock (UALR).
2. A “grievance” means a dispute concerning the status, rights, benefits, obligations, and responsibilities of a student, including the availability of services under established university programs and activities pursuant to regulations, policies, and practices of the university. Not included are alleged violations of traffic and parking regulations for which other procedures exist.
3. A “decision” means a determination that the grievance, issue or issues were, or were not, in violation of rights, benefits, obligations, and responsibilities of a student including the availability of services for that student. An analysis of the issues and the reasons for the determination shall be included in the decision.

Application

This procedure is directed to resolution of the dispute of a student under existing programs and activities with established regulations, policies, and practices of the university and shall not be used as a means of seeking or securing any amendment, deletion, addition to or modification of existing university programs and activities and their regulations, policies, and practices. For more information regarding these procedures, contact the Office of the Dean of Students, Donaghey Student Center Room 215, 501-569-3328.

Procedures

A student having a complaint concerning terms and conditions of his or her student status with the university as described in Definition 2 above, may present this matter to and discuss it with the person in charge of that part of the university where the issue arises. Such presentation and discussion shall be entirely informal. The person in charge shall attempt to resolve the complaint. A complaint may, but need not, become a grievance.

Grievance Steps

1. When a complaint is not satisfactorily resolved within five (5) class days of the date it is presented, and the issue is an administrative decision of a nonacademic nature, a student has the right to reduce the complaint to writing as a grievance and forward it to the appropriate vice chancellor or associate vice chancellor in charge. The vice chancellor or associate vice chancellor shall conduct such investigation as may be needed and issue a decision within ten (10) class days of receipt. Copies of the decision shall be furnished to the student and the person in charge where the issue arose.
2. The student or person in charge where the issue arose may appeal the Step 1 decision to the chancellor by forwarding his or her grievance in writing, together with a copy of the Step 1 decision, to such officials within three (3) class days of its receipt. On receipt of same, the official shall within five (5) class days appoint an ad hoc Grievance Committee to investigate the matter and make recommendations for its solution. The committee shall consist of three (3) staff members having administrative responsibilities drawn from the campus staff broadly and as fairly representative thereof but including persons in the administrative department or unit where the issue arose, and two (2) students from the campus.
3. If the grievance is not satisfactorily resolved through Step 2, the student or the person in charge may submit the Step 2 decision, with all relevant materials, to the president of the university system. The president shall promptly decide the matter and his or her decision shall be final pursuant to his or her delegated authority from the Board of Trustees. His or her decision shall be forwarded in writing to all interested parties.

Section XII. Traffic Appeals

It is the policy of the university that a student may have prompt and informal resolution of grievances and that this be accomplished under orderly procedures.

UALR Student Court

The UALR Student Court hears the appeals and arguments of students who have received parking violations at UALR. The court is composed completely of students and will meet at least once a week to hear student appeals.

The appeal must be filed within seventy-two (72) hours of the offense. Saturdays, Sundays, and holidays are not counted in computing the 72 hours. Appeal forms are available at the SGA Office, Department of Public Safety, and the Donaghey Student Center Information Center.

Section XIII. Federal Laws and Regulations Concerning Discrimination in Educational Institutions

Laws Affecting the Operating Policies

Title VI of the Civil Rights Act of 1964 prohibits discrimination on grounds of race, color, or national origin by education programs receiving federal funds. This legislation provides coverage for students and others. Employment policies and practices are exempted from coverage. It is administered by the Office for Civil Rights, United States Department of Education.

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex. It is administered by the Equal Employment Opportunity Commission, 1800 G Street, N.W., Washington, DC 20506, and regional EEOC offices.

Executive Order 11246, as amended by 11375, prohibits discrimination in employment (including hiring, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex by institutions with federal contracts of over \$10,000. It is administered by the Office of Federal Contract Compliance Programs, United States Department of Labor.

Equal Pay Act of 1962, as amended by the Education Amendments of 1974 (Higher Education Act), prohibits discrimination in salaries (including almost all fringe benefits) on the basis of sex. It is administered by the EEOC.

Title IX of the Education Amendments of 1972 prohibits sex discrimination against students or others in education programs or activities. Patterned after Title VI of the Civil Rights Act, Title IX states, "No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Unlike Title VI, Title IX also covers the employment practices of educational institutions. It is administered by the Office for Civil Rights, United States Department of Education.

Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act and the Nurse Training Amendments Act of 1971, prohibit: a) sexually discriminatory admission of students to federally assisted health personnel training programs, and b) sexually discriminatory practices affecting employees who work directly with applicants to or students in such programs. It is administered by the Office for Civil Rights, United States Department of Education.

Two (2) laws apply to discrimination based on disability, The Rehabilitation Act of 1973 (Section 503) and the Americans with Disabilities Act of 1990, prohibit discrimination through outside contract, in program participation, and in employment. Persons with disabilities are those persons having a physical or mental impairment, having a history of such an impairment, or those regarded as having such impairment.

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that for covered entities, no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination in their programs.

Those seeking academic or program accommodations because of a disability should contact Disability Resource Center, Donaghey Student Center Room 103,501-569-3143. For employment accommodation,

individuals with disabilities should contact their supervisors or the Department of Human Resources, University Services Building, Room B100, 501-569-3180.

Age Discrimination in Employment Act covers people aged 40 to 70. An employer of more than twenty (20) people cannot discriminate on the basis of age unless age is a bona fide occupational qualification, which is rare. Employers may not advertise so as to indicate a preference or limitation on age, discriminate in hiring on the basis of age, or deny career opportunity on the basis of age.

Grievance Procedures – Complaints of Discrimination

(May 26, 2006)

UALR Goal to Eliminate Discrimination

It is the goal of UALR to eliminate discriminatory harassment and to promote equal opportunity regardless of race, gender, color, national origin, sexual orientation, age, veteran's status, disability, or genetic information. Any individual who believes he or she has been discriminated against should not be deterred from reporting his or her allegations.

The procedure for filing a complaint described below is internal to the university and everyone is encouraged to follow it first. Any individual, however, also has the right to file a formal complaint with the appropriate state or federal agency.

Offices Hearing Complaints

The human resources officer has the responsibility for UALR's compliance with non-discriminatory laws and regulations. The officer receives informal or formal complaints lodged against faculty, staff, and administration.

The Office of the Dean of Students has the responsibility to hear grievances brought by one student against another student. The dean of students may consult with the human relations officer for assistance in negotiating or resolving complaints. Additionally, complaints may be referred to one's supervisor.

Employee Responsibilities

All employees or inhabitants of the university have the responsibility to inform the human relations officer of all allegations of discrimination, which have been reported to them of which they are aware.

Retaliation is Illegal

It is expressly forbidden, and illegal, for anyone to retaliate against an individual for bringing a complaint of discrimination or denial of equal opportunity.

Reporting Guidelines

Complaints of discrimination, either formal or informal, should be filed within 30 working days of the event. Filing a complaint with one's supervisor, the dean of students, or the human resource officer satisfies the requirements for reporting. In extenuating circumstances, the time limit may be waived by the human resource officer or dean of students. The written request with a copy of notification of approval will be placed in the file.

INFORMAL COMPLAINT PROCEDURES

The Informal Complaint

An informal complaint does not result in disciplinary action. Informal complaints may be discussed with the human resource officer or the dean of students. If the goal is merely to seek advice, the university official will attempt to assist with the resolution of the problem but will refrain from drawing a conclusion as to whether discrimination has occurred. The hearing official may talk to the "other" person in an effort to resolve the problem. A written record of the complaint will be made and will be filed with the human resource officer. The supervisors of the individual filing the complaint and the person against whom the complaint is filed will be

notified. The subject of the complaint will be given the opportunity to enter a response into the file. If the issue is resolved, no further action will be taken and all parties previously informed will be notified of the outcome.

Unresolved formal complaints might require the greater involvement of supervisors or the human resource officer. The fundamental goal of the informal complaint procedure is to involve the fewest number of people needed to resolve an issue at the lowest level.

FORMAL COMPLAINT PROCEDURES

Formal Complaint procedures

Formal complaints of discrimination or denial of equal opportunity should be submitted to the human resource officer within 30 days of the alleged act. (How is this impacted by the participation in the informal procedure?) Complaints involving students are submitted to the dean of students. The human resource officer may be requested by the chancellor, provost, vice chancellor, or deans to conduct an investigation without formal charges being brought.

Human Relations Investigator Procedures

A copy of the complaint together with a copy of these procedures will be presented to the individual against whom the complaint is filed. The individual will have 7 calendar days from the time of receipt of the complaint to respond. The human resource officer will convene an initial hearing involving the complainant, the alleged offender, and the alleged offender's supervisor/chair to discuss the charges and attempt to informally mediate a resolution. A record of the meeting will be kept. If the issue is resolved, the human resource officer will present a report to the chancellor.

If the issue is not resolved, the human resource officer will conduct an investigation or convene a hearing committee to investigate and review the facts. If the formal review process exceeds 30 calendar days, the complainant will be informed of the need for additional time, the status of the investigation, and revised deadline for completion of the investigation.

Responsibilities of the Hearing Committee

1. Hear and review the facts of the complaint.
2. Meet to discuss the issues and determine whether university policies and procedures have been followed.
3. Interview the complainant, charged party(ies), and other individuals who might provide relevant information concerning any aspect of the problem or complaint upon which the issue is based.
4. Meet to discuss the facts and prepare findings and recommendations to submit in writing to the human resource officer.
5. If the complaint is found to have merit, the hearing committee may impose sanctions or make recommendations for other disciplinary actions. If, during the course of its investigation, the hearing committee determines the charges are frivolous or without merit, it may dismiss the complaint, notify all parties in writing of its action, and notify the chancellor.

If corrective action is required, the human resource officer will notify the offender and the offender's supervisor/chair of the findings and enter into discussions about appropriate ways to resolve the conflict. If resolution satisfactory to all parties is reached before the findings are officially recorded, the formal proceedings can be terminated and, if requested by either party, be monitored on an informal basis by the human resource officer. If a formal complaint results in an investigation with findings, sanctions, or recommendations for other disciplinary actions, the human resource officer will present the findings of the investigative committee to the complainant, offender, supervisor/chair, appropriate dean, vice chancellor, and chancellor. The complainant or the alleged offender, dissatisfied with the findings, may file a rebuttal statement for inclusion in the file and investigatory report.

Appeals shall follow normal university appeals procedures found in the appropriate sections of the *Student Handbook*, *Classified Staff Handbook*, or *Faculty Handbook*.

CONFIDENTIALITY

Informal Complaints

All persons involved in informal hearings are obliged to make every reasonable effort to preserve the confidentiality of the information presented. The names of the complainant and alleged offender will remain anonymous. The complainant's name will be disclosed to the alleged offender only if the complainant has given permission. If it is impossible to conduct an informal review without disclosure of names, the human resource officer will discuss this with the complainant.

Preserving Confidentiality

Every effort must be made to restrict the information pertaining to an informal complaint to those immediately charged with conducting the informal investigation and appropriate administrative officials.

Formal Hearings and the Final Disposition

All facts in a case are confidential. The employee's supervisor together with the human resource officer will inform both parties, in confidence, of the results of the investigation and sanctions of disciplinary actions recommended by the hearing panels. Students will be informed by the dean of students. A permanent record of the case and the findings will be maintained by the human resource officer.

The human resource officer will prepare an annual report for the chancellor on the number of cases heard and types of cases presented in which discrimination or denial of equal opportunity were alleged. Further, the human resource officer will assess the significance of the data and include recommendations for specifications that can be taken to ameliorate further occurrences of a similar nature.