WELCOME

Welcome to the University of Arkansas at Monticello. The University of Arkansas at Monticello consists of three campuses: the Monticello Campus, the Crossett Campus and the McGehee Campus.

The University of Arkansas at Monticello is ideally located to serve the state’s educational and technical needs and provides an excellent setting for the state’s only School of Forest Resources. Included in the University’s total acreage are 1,036 acres of forestland used for research, management and instruction and 300 acres devoted to agricultural teaching and research.

We are pleased that you have selected UAM as your home for the next few years. It is our goal to provide you with an educational experience that will equip you for a successful and productive life. UAM provides a wide variety of services, ranging from academic advising, career counseling, course tutoring, and social activities that will help you be successful in college.

The University of Arkansas at Monticello is a personal place. Don’t be invisible on campus. Talk to your professors, visit with a staff member, or better yet, introduce yourself to a fellow student. Our faculty and staff are here for you – and your fellow students are vibrant, exciting, and worth getting to know. We think you will find UAM to be a unique and special place.

The Student Handbook contains information about the services we provide, as well as our community standards and University policies. We encourage you to become well acquainted with the guidelines published in this book, as it will direct you during your tenure with us.
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GOVERNANCE AND ADMINISTRATIVE POLICIES

The University of Arkansas at Monticello is part of the University of Arkansas system, and is governed by the Board of Trustees, which establishes all system policies, and by the President of the University System. The chief executive officer for the University of Arkansas at Monticello is the Chancellor. The chief executive officer for the UAM Colleges of Technology in Crossett and McGehee are the Vice Chancellors on those respective campuses.

The primary legislative body for the University of Arkansas at Monticello is the UAM Assembly, which consists of 20 students, faculty on appointments of halftime or more and representatives from the professional staff. Legislation from the UAM Assembly proceeds from the Assembly to the Chancellor, the President, and finally the Board of Trustees.

NON-DISCRIMINATION POLICY

The University of Arkansas at Monticello is committed to providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, gender identity, sexual orientation, ethnic or national origin, disability, age or any legally protected class. The Office of Special Student Services has been designated to coordinate efforts to comply with all laws and regulations applicable to qualified disabled individuals as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries concerning the application of all federal laws and regulations regarding discrimination should be directed to the Human Relations Officer, Office of Finance and Administration, Babin Business Center, Monticello campus, (870) 460-1522.

The University releases information on the quality of its teacher preparation program according to the requirements of Section 207 of Title II of the Higher Education Act as amended in 1998. Official Title II data is published in appropriate University publications. Inquiries concerning Title II data should be directed to the Dean, School of Education, and (870) 460-1062.

AFFIRMATIVE ACTION POLICY

Under Executive Order 11246, as amended, an educational institutional must have a written Affirmative Action Plan, documenting good faith efforts to end discriminatory practices in employment. Copies of the University of Arkansas Affirmative Action Plan are available by request from the Human Relations Officer, Office of Finance and Administration, Babin Business Center, Monticello campus, (870) 460-1522. Several other types of federal legislation that prohibit discrimination also cover the University.

Title VI and VII of the Civil Rights Act of 1964 as amended. Title VI prohibits discrimination against students or others on the grounds of race, color, or national origin. Title VII is the most comprehensive federal employment law and was extended in 1972 to cover educational institutions, both public and private. Title VII prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972. Title IX prohibits discrimination on the basis of gender in any education program or activity receiving federal financial assistance. This includes many areas, for example, admissions, recruitment, financial aid, housing, athletics, student organizations, and employment of faculty, staff, and students. Sexual harassment is prohibited under Title IX.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws, which prohibit discrimination against qualified disabled individuals, apply to admissions policies and hiring practices, and require removal of barriers, program accessibility, and reasonable accommodations to allow equal opportunity to disabled
students, faculty, and staff. Those seeking academic or program accommodations because of a disability should contact the Dean of Enrollment Management at 460-1026 (T DD: 870-460 -1626).

The Equal Pay Act of 1963 as amended. This Act prohibits discrimination in salaries (including almost all fringe benefits) on the basis of gender.

Inquiries concerning the applications of all federal laws and regulations regarding discrimination, including sexual harassment, should be directed to the Senior Title IX Coordinator, Renea McClendon, at 870-460-1110.

FREEDOM OF INFORMATION POLICY

The Arkansas Freedom of Information Act makes selected public documents accessible to Arkansas citizens upon request. All persons wishing to make a request to the University under the Freedom of Information Act should contact the Business Manager located in the Babin Business Center or by calling 460 -1522.

STUDENT RECORDS DISCLOSURE POLICY

The University of Arkansas has established a system-wide policy in compliance with the a Family Educational Rights and Privacy Act of 1974" as amended, 20 U.S.C. Section 1232G, and the regulations of the Department of Education, Codified in Part 99 of Title 34 of the Code of Federal Regulations and their disclosure to address student educational records. The following is a summary of this policy. The policy is available in the library and is available to the public.

Educational records are defined as any information recorded in any way including, but not limited to, hand writing, print, tape, film, electronic, including computer records, microfilm, which is directly related to a student and is maintained by the University or any of its camp use, or by a person acting for the University except the following:

1. Records made by and kept in the sole possession of a University official or employees which are not made accessible or revealed to any other person except a temporary substitute for the official or employee;

2. Records of the campus law enforcement unit, but only if education records maintained by the campus are not disclosed to the law enforcement unit, and the law enforcement records are: (1) Maintained separately from educational records; (2) Maintained solely for law enforcement purposes; and (3) Disclosed only to law enforcement officials of the same jurisdiction.

3. Employment records of any University employee whose employment is not contingent on the fact that he or she is a student, which are made and maintained in the normal course of business, relate exclusively to the individual in his/her capacity as an employee, and are not available for use for any other purposes;

4. Treatment records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his/her professional or paraprofessional capacity, which are made, maintained or used only in connection with treatment of a student, and are disclosed only to those persons providing the treatment. A treatment does not include remedial educational activities or activities which are part of the program of instruction at the University.

5. Alumni records, which contain information about a student after he or she is no longer in attendance at the University, if the records do not relate to the person as a student.

RESTRICTING/RELEASING STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education records" are "those records, files, documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution” as
per 20 U.S.C. §1232g(a)(4)(A); 34 CFR § 99.3. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally speaking, FERPA allows the University to disclose education records or personally identifiable information from education records in the following circumstances: (1) with the written consent of the student; (2) if the disclosure meets one of the statutory exemptions*; or (3) if the disclosure is “directory information”, and the student has not placed a hold on release of “directory information”.

At UAM the following items are considered “directory information”:

1. Name
2. Address
3. Telephone number
4. Photograph
5. Date and place of birth
6. Parent’s name and address
7. Spouse’s name and address
8. Number of hours enrolled
9. Number of hours completed
10. Classification by year
11. Dates of attendance at University
12. Major field of study
13. Participation in recognized activities and sports
14. Weight and height (athletic teams)
15. Scholarships, honors, degrees and awards received
16. Name of most recent educational institution
17. Campus e-mail address
18. UAM ID card

Restricting Information

At any time students may restrict the release of any/all “directory information” by visiting the student’s WeevilNet self service account and accessing the “Security” tab on the Personal Information page to enter the restriction. Students should be aware that restricting the release of “directory information” has other consequences. For example, depending upon the particular directory items restricted, the University may not notify a student’s hometown newspaper about awards and honors received, may not verify enrollment to a third party, or may not verify degree completion to a third party.

Release of Information

Except to the extent that FERPA authorizes disclosure without consent*, personally identifiable information from a student’s education records, other than “directory information”, will not be disclosed without prior written consent of the student. This includes the following information concerning a student: 1) Academic (except for academic items listed as “directory information”); 2) Financial; 3) Disciplinary; 4) Health; and 5) Psychological. If a student wants the University to release any and/or all of the above information to a parent, spouse, or other third party, the student must visit the student’s WeevilNet self-service account and access the “Release of Information” link below the personal information section. The release is valid from date entered throughout continuous enrollment. Any changes or updates must be submitted through the same link.

The custodian of educational records (the Registrar) will maintain a record of each request for access to and each disclosure of protected personally identifiable information from the education records of each student, which will be maintained with the education records for as long as the education records are maintained.

If information is released by the University, the student may request, and the University will provide, a copy of the records which have been disclosed. The student will be responsible for payment of a copying fee.

*Note: The University may disclose personally identifiable information from a student’s record without consent to school officials with legitimate educational interests. A school official is a person employed by the university in an
administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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 volunteer or other party performing an institutional service or function for the University. A legitimate educational interest exists if the official needs to review an education record in order to fulfill his/her professional responsibilities for the University, including, but not limited to, performing a task in furtherance of the University’s mission; performing an administrative task outlined in the official’s duties; performing a supervisory or instructional task directly educational related to a student’s education; or providing a service or benefit for a student such as health care, counseling, job placement, or financial aid. School officials may not access student records for personal reasons.

As well, the University may disclose personally identifiable information from a student’s record without consent under the following conditions: 1) “directory information” not specifically restricted by the student; 2) disclosure is to an educational agency or institution where the student intends to enroll or seek services; 3) disclosure is to a federal, state or local agency in connection with an audit or evaluation of a federal or state program or for the enforcement of or compliance with federal or state-supported programs; 4) disclosure is in connection with an audit or evaluation of a federal or state program or for the enforcement of or compliance with federal or state-supported programs; 5) disclosure is in connection with a student’s application for or receipt of financial aid; 6) disclosure is to a state or local official to whom such information is required to be reported under any state statute enacted prior to 11/17/74; 7) disclosure is to federal, state or local agencies for the purpose of developing, validating, or administering predictive tests or administering financial aid or improving instruction; 8) disclosure is to an accrediting organization to carry out its accrediting functions; 9) disclosure is to the parents of a dependent student as defined by section 152 of the Internal Revenue Code; 10) disclosure is to comply with a judicial order or a lawfully issued subpoena (the University must make a reasonable effort to notify the student of the order or subpoena in advance of compliance); 11) disclosure is to appropriate persons, agencies, institutions, or organizations in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student and/or of other persons; 12) disclosure is to the student.

Inspect and Review Records
A student has the right to inspect and review his/her education records, with some exceptions under the Act, within 45 days of the day the university receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Amendment of Records
A student has the right to request the amendment of his/her education records that the student believes are inaccurate or misleading. 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.

Complaints
A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington DC
20202-4605
USE OF TOBACCO/SMOKING POLICY

The University of Arkansas at Monticello actively seeks to create a campus environment that is completely free of secondhand smoke. Furthermore, the Arkansas Clean Air on Campus Act prohibits smoking on each campus of a state-supported institution of higher learning.

Smoking and the use of electronic nicotine delivery systems (including cigarettes, cigars, pipes, and electronic or eCigarettes), by its students is prohibited on all property owned or operated by the University. Property includes, but is not limited to: buildings, facilities, sidewalks, roadways, parking lots, athletic fields and grounds and vehicles (University owned/leased or personal) parked on University property.

The University prohibits the advertising, sale or distribution of any tobacco product on University owned/leased property. Adherence to this policy is the responsibility of all University of Arkansas at Monticello students. It is expected that they will comply with the policy and state law. Any UAM student is empowered to respectfully inform others about this policy to enhance awareness and encourage compliance. Pursuant to state law, persons smoking on property owned or operated by the University may be issued a municipal citation by the UAM Office of University Police and are subject to a fine of not less than $100 and not more than $500. Persons engaging in other use of tobacco products, while in University facilities, or electronic cigarettes in violation of this policy will be subject to the following: 1) Students will be referred to the University’s disciplinary process. 2) Visitors will be required to leave the campus; failure to cooperate may lead to a citation or arrest. Any Residence Hall student who violates this policy can be referred to the Student Judicial System. Violations may be reported to the UAM Office of University Police without fear of discrimination or retaliation.

Assistance to individuals in overcoming addiction to tobacco products is available through the Drew County Health Unit “Stamp Out Smoking” program. Parties interested in obtaining resources about smoking cessation may call 1-870-367-6234 ext. 232.

All University handbooks, policy manuals, catalogs, online listings and other policy-related literature will include the policy. In addition, each building will display a sign and/or decal that states “Tobacco Free Facility.”
NOTIFICATIONS/DISCLOSURES

STUDENT HANDBOOK

The Student Handbook provides important information on institution policies, procedures, services, and program. Every effort has been made to provide current and accurate information in this publication; however, all information contained in this Student Handbook is subject to continuous review and evaluation. As such, the University reserves the right to alter any and all information contained in this Student Handbook at any time. For the most accurate and up-to-date information, please consult the on-line copy of the Student Handbook at Student Handbook or the appropriate office and personnel.

Please be reminded, the rules, policies and information presented in this Student Handbook remain in effect, and are applicable during official or unofficial breaks, closings, modified calendars, or University holidays.

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law originally known as the Campus Security Act. This act requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The UAM Department of University Police provides the Annual Security Report/Fire Safety Report, and the report is furnished to both current and prospective students/employees as part of the University’s commitment to the safety and well-being of the UAM community.

The Annual Security Report/Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, on property owned/controlled by the University of Arkansas at Monticello, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies addressing sexual assault, and other matters. The Annual Security Report/Fire Safety Report is updated each year, and a printed copy can be obtained by contacting the Department of University Police at (870) 460-1083 or the Office of Student Affairs at (870) 460-1053. The report is also available on the UAM website at

http://uam-web2.uamont.edu/pdfs/Student%20Affairs/AnnualSecurityAndFireSafetyReport.pdf

In the event a situation arises, either on or off campus, that, in the judgment of the Vice Chancellor for Student Affairs, Dean of Students and/or Director of University Police for the Monticello campus and the CT Vice Chancellors for the Crossett and McGehee campus, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

The warning will be issued to the appropriate campus or campuses using any one or more of the following:

a. WeevilNet email system
b. Flyers posted on bulletin boards, exterior doors in academic buildings, residence halls, outdoor boards and administrative buildings.
c. UAM University Police website: http://www.uamont.edu/pages/university-police/
d. UAM – College of Technology-Crossett website: http://www.uamont.edu/pages/department/college-technology-crossett
e. UAM - College of Technology - McGehee website: http://www.uamont.edu/pages/department/college-technology-mcgehee/

In the event of a serious incident that poses an immediate threat to members of the UAM community, the University will initiate UAMAlert, the emergency notification system. UAMAlert provides the university community with more immediate notification by utilizing network emails, voice messages and text messages sent to phones or PDAs.

All employees and students are automatically enrolled in UAMAlert and may choose to opt out. The University will post updates during a critical incident on the UAM website at http://www.uamont.edu/
Anyone with information warranting a timely warning should report the circumstances to the Office of University Police by phone (870-460-1083 or 870-460-1000) or in person at the dispatch center within University Police, 284 University Drive, Monticello, AR 71656.

GAINFUL EMPLOYMENT (GE)

In accordance with the Federal Government’s Gainful Employment Regulations, the University of Arkansas at Monticello is pleased to provide prospective students and consumers with information required to make good educational choices. Specifically, total program costs, loan repayment rates, graduates’ debt-to-earnings ratio and other critical consumer information to help students better choose the gainful employment program that is right for them. Gainful Employment Disclosure information is located at http://www.uamont.edu/pages/academics/gainful-employment-disclosures/

The information is also conveniently accessible on the UAM website at the web pages listed below.
Academics: http://www.uamont.edu/pages/academic-affairs/
Career Services: http://www.uamont.edu/pages/student-affairs/career-services/

STUDENT RIGHT TO KNOW (SRK)

The University of Arkansas at Monticello is pleased to provide information regarding academic programs, enrollment, financial aid, campus security, athletics, and services for individuals with disabilities. For your convenience, the “Student Right to Know” document is conveniently accessible on the UAM website at the four web pages listed below.

Student Information: http://www.uamont.edu/pages/section/student-life/
Future Student Information: http://www.uamont.edu/pages/admissions
Graduate Programs: http://www.uamont.edu/pages/academics/graduate-programs/
UAM Faculty: http://www.uamont.edu/pages/faculty-staff/

A printed version of this detailed information may be obtained by contacting the appropriate point of contact listed in the table below. Disclosure of this information is pursuant to requirements of the Higher Education Act, Clery Act, Drug-Free School and Campuses Act, Student Right to Know Act, and the Family Educational Rights and Privacy Act.

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DRUG-FREE SCHOOLS AND CAMPUSES ACT

The University of Arkansas at Monticello is concerned for your well-being and strives to promote healthy living in both community and individual life. The University recognizes that illegal use and abuse of alcohol and illicit drugs is a serious health problem that affects every aspect of human life and community. As such, UAM is committed to providing helpful information and understands the importance of maintaining a quality alcohol and drug prevention program.

In accordance with the requirements of the 1989 amendments to the Drug-Free Schools and Campuses Act (DFSCA), the University is pleased to provide enrolled students, faculty and staff with information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

This notification/disclosure includes: 1) standards of conduct that clearly prohibit the unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees; 2) disciplinary sanctions for violations of the standards of conduct; 3) applicable legal sanctions under federal, state or local law for the Unlawful possession or distribution of illicit drugs and alcohol; 4) health risk associated with the abuse of alcohol or use of illicit drugs; and 5) drug and alcohol programs that are available.

The DFSCA annual notification is conveniently located at: http://uam-web2.uamont.edu/pdf/dfsca%20annual%20notification.pdf. Contact the Office of Student Affairs at (870) 460-1053 for additional information or with any questions.

TITLE IX

The University of Arkansas at Monticello strives to be a place of work and study free from all forms of discrimination, sexual intimidation and exploitation. In accordance with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec.1681, et seq., which prohibits all recipients of federal funds from discriminating on the basis of gender in its educational programs and activities, the University will not tolerate sexual discrimination. Sexual discrimination includes all forms of: sexual harassment, sexual assault, and sexual violence by an individual against employees, students, or third parties. The University will respond promptly to all complaints of sexual discrimination. Any person having inquiries concerning the University compliance with regulations implementing Title IX or having a need to report an act of sexual discrimination.

Senior Title IX Coordinator
Ms. Renea McClendon Dean of Students
(870) 460-1110
mccclendon@uamont.edu
517 University Dr.
P. O. Box 3597
Monticello, AR 71656

Title IX Investigator
Helen Davis
870-460-1353
davisht@uamont.edu
Hall, Room 212
517 University Dr.
Monticello, AR 71656
For complaints against UAM employees, we recommend you contact:
Deputy Title IX Coordinator
Mrs. Debbie Gasaway
Associate Vice Chancellor for Administration
(870) 460-1622
gasaway@uamont.edu
Babin Business Center, Room. 205G
140 University Place
Monticello, AR 71656

For complaints on the UAM-CTM campus, we recommend you contact:
Deputy Title IX Coordinator
Mr. Cyrus Vance Director of Student Services
(870) 222-2103
vancecj@uamont.edu
UAM -CTM
1609 East Ash
McGehee, AR 71654

For complaints on the UAM-CTC campus, we recommend you contact:
Deputy Title IX Coordinator
Dr. David Streeter (870) 364-6414
streeter@uamont.edu
UAM -CTC
1326 Hwy 52 West
Crossett, AR 71635

Additional Resources for Sexual Assault
To file a complaint of sexual assault, you may contact one of the offices above or you may also contact:

Director of University Police
Mr. John Kidwell
(870) 460-1083 or (870) 460-1000
kidwell@uamont.edu
Office of University Police
284 University Drive
Monticello, AR 71656

Director of Counseling Services
Mrs. Laura Hughes
(870) 460-1454
hughesl@uamont.edu
Harris Hall, Room 201
1514 Scogin Drive
Monticello, AR 71656
ACADEMIC SERVICES AND POLICIES

ACADEMIC INFORMATION

Contact the Office of the Registrar, located in Harris Hall, or the Office of Student Services at Crossett or McGehee, for information concerning registration, grades, and courses. Contact the Office of Academic Affairs, located in the Administration Building, or the Office of Student Services at Crossett or McGehee, for information concerning majors, advising, and other academic questions.

All academic affairs policies listed in the Catalog, or currently in effect, take precedence. Please see your academic advisor or contact the Office of the Vice Chancellor for Academic Affairs if you have related questions.

ABSENCES DUE TO PARTICIPATION IN UNIVERSITY-SPONSORED OR RECOGNIZED EVENTS

At times, a student may participate in a University-sponsored or recognized activity that causes him or her to miss one or more class meetings. When this occurs, the sponsor of the activity will provide the student with a memo which includes the event, dates and times of the event, and the student’s name to be provided to each academic instructor. The student will discuss the work and the class(es) to be missed with each academic instructor at least one week prior to the anticipated absence. The student is responsible for all materials covered and any class activities during the absence. The sponsor of the activity will also provide all academic unit heads and Academic Affairs a description of the activity, which includes the location, dates, and a list of campus participants.

ACADEMIC APPEALS

A student may appeal an academic decision. Please see the information below regarding specific types of appeals and appeal steps.

Appeals of Course Grade

UAM at Monticello

A student disputing a semester grade should first complete a Grade Mediation Form (Appendix A) available in the Office of Academic Affairs and consult with the instructor of the course. If resolution is not reached, the student should consult with the Academic Unit Head. If the dispute remains unresolved, the student should consult with the Vice Chancellor for Academic Affairs. If no resolution is found, the Academic Appeals Committee will hear an appeal. **NOTE: The Academic Appeals Committee will only hear grade appeals after mediation of the issue by the Vice Chancellor for Academic Affairs proves unsuccessful.**

UAM College of Technology at McGehee and UAM College of Technology at Crossett

A student disputing a semester grade should first complete a Grade Mediation Form available in the Office of the Assistant Vice Chancellor and consult with the instructor of the course. If resolution is not reached, the student should consult with the Assistant Vice Chancellor on the respective campus. If no resolution is found, the Academic Appeals Committee on the respective campus will hear an appeal. **NOTE: The Academic Appeals Committee will only hear**
grade appeals after mediation of the issue by the Assistant Vice Chancellor on the respective campus proves unsuccessful.

Appeals Due to Suspension for Poor Academic Performance

Students wishing to appeal suspension or dismissal from the University due to poor academic performance must first file an appeal with their primary campus of enrollment by completing an Academic Appeals Form. Students must file the Academic Appeals Form and supporting documents with the Office of Academic Affairs on the Monticello campus or with the Assistant Vice Chancellor on the McGehee or Crossett campus. For a student whose enrollment equally includes the Monticello location as well as the Crossett and/or McGehee location, the Monticello Academic Appeals committee will resolve the issue. For a student whose enrollment equally includes the Crossett and McGehee locations, the appeal will be resolved by the Academic Appeals Committee at the campus where the student’s academic issue originated.

Appeals of suspension which affect a student’s enrollment for the next academic term will be considered by the Academic Appeals Committee at its regularly scheduled meeting on or immediately prior to the first day of registration at the start of each term (Fall, Spring, Summer I, Summer II). During fall and spring terms, the Committee will meet on the second class day to consider additional appeals, if any. For a summer term, the committee will meet on the first class day to consider any additional appeals.

In order to have appeals heard, students must submit all required material in a timely manner and in the format and scope stipulated on the Academic Appeals form. Only students who submit a valid academic appeal prior to the start of a term will be guaranteed the opportunity to appear before the Committee. The deadline for submission of an academic appeal for the term at hand is 3:00 p.m. on the first class day of a fall or spring term and 4:00 p.m. on the first day of a Summer I or Summer II term.

It will be the responsibility of the student to check his/her campus e-mail or to contact the office to which the appeal was submitted to learn the outcome of the appeal.

Approved by Exec. Council 02.24.11

NOTE: Students who are on academic suspension from UAM and whose academic appeal is denied are ineligible to attend any UAM campus location or participate in any UAM distance education classes during the duration of the suspension.

Appeals of a Decision by an Academic Officer/Board

Students wishing to appeal an academic decision originating from a dean/assistant dean, department head, instructor, or departmental ethics/standard board may appeal through the Academic Appeals Committee on the respective campus on which the original violation occurred.

Student appeals of this nature should not be an emotional plea but must contain evidence of at least one of the following:

a. Irregularities in due process that may have influenced the outcome of the hearing; b. Demonstrated prejudice against the student by any participating board member(s); c. Introduction of new evidence not available at the time of the original decision; or d. The sanction imposed did not fit the offense.

Students wishing to appeal such an academic decision must file an appeal with their campus of enrollment by submitting an Academic Appeal Form (Appendix B) and supporting documents with the Office of Academic Affairs on the Monticello campus or with the Assistant Vice Chancellor on the McGehee or Crossett campus. A required part of the Academic Appeal Form is a word-processed letter offering explanation for the appeal. A student who does not supply the Academic Appeal Form and the supporting letter will be denied an appeal. The Academic Appeal Form contains instructions and requirements regarding the support letter.
The Academic Appeal Form and supporting letter must be received by the Office of Academic Affairs on the Monticello campus or by the Assistant Vice Chancellor on the McGehee or Crossett campus within 48 hours following receipt of the original decision. (The date and time of delivery of the original decision to the student should be noted on the original decision letter/form by the originating person or body). If those 48 hours encompass a weekend, holiday, or modified calendar, the Academic Appeal Form and supporting letter must be received by 8:30 a.m. the next working day. Documents received after this time will be denied and the original decision will stand. Approved by Exec. Council 06.05.07

The date and time of receipt of the student’s appeal form and supporting letter will be recorded on the documents by the Office of Academic Affairs on the Monticello campus or by the Assistant Vice Chancellor on the McGehee or Crossett campus. A copy of the Academic Appeal Form indicating date/time of receipt will be provided to the student upon request.

The Vice Chancellor for Academic Affairs on the Monticello campus or the Assistant Vice Chancellor on the McGehee or Crossett campus will schedule the Academic Appeals Committee meeting within three (3) working days after receipt of the appeal documents. If during those three days, the University experiences a closing or implements a modified calendar, the appeals committee will convene at the earliest day and time possible.

UAM Academic Appeals Committee Composition

UAM at Monticello

The UAM Monticello campus Appeals Committee is composed of seven (7) full-time faculty members from seven (7) different academic units as governed by the UAM Assembly Constitution. Alternates must be selected from the same Unit as the original member. The Committee on Committees, as governed by the Assembly Constitution, will select the committee members. The Registrar shall serve as a non-voting ex-officio member.

All committee members hearing an academic appeal must originate from the faculty identified as approved committee members. Arbitrary replacements are not permitted.

Should unusual circumstances prevent the required number of committee members from convening and the alternate faculty list is exhausted, the UAM Assembly Executive Committee (Chairperson, Vice-Chairperson, Secretary, and Parliamentarian) will, with the approval of three of the currently elected officers, appoint new committee members. These new committee members must continue to represent seven (7) different academic units. The new committee members will serve as official committee members with all rights, duties, and authority.

A quorum for the Academic Appeals Committee shall consist of five (5) committee members. In special circumstances, with a signed document of agreement by the student, a more limited quorum may be assembled.

UAM College of Technology at McGehee/UAM College of Technology at Crossett

The UAM-COT at McGehee and the UAM-COT at Crossett Appeal Committees shall be composed of five (5) full-time faculty members on each campus. Alternates may be selected from the same academic unit as the original member. The Vice Chancellor governing the respective campus shall appoint Academic Appeals Committee members. All committee members hearing an academic appeal must originate from the faculty identified as approved committee members. Arbitrary replacements are not permitted.

Approved by Exec. Council 06.05.07

Should unusual circumstances prevent the required number of committee members from convening and the alternate faculty list is exhausted, the Vice Chancellor of the respective campus will appoint new committee members with the approval of two members of the existing Academic Appeals Committee. New committee members will continue to represent a cross
representation of the respective campus. The new committee members will serve as official committee members with all rights, duties, and authority.

A quorum for the board shall consist of three (3) committee members. A more limited quorum will not be permitted for the UAM College of Technology at McGehee or UAM College of Technology at Crossett campuses.
ACADEMIC CONDUCT CODE VIOLATION

Cheating and plagiarism are considered academic violations. These violations are adjudicated through the Academic Violation Process listed below:

1. An instructor who suspects a student is guilty of cheating or plagiarism within the Instructor’s class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusation.

2. An instructor who believes a student is guilty of cheating or plagiarism within the Instructor’s class may take any of the following actions
   a. Issue a warning to the student;
   b. Lower the grade awarded to the student for the test or paper;
   c. Require the student to retake the test or rewrite the paper;
   d. Award no credit for the paper or test;
   e. Award the student a failing grade for the course;
   f. Other action specified in the course syllabus.

3. A student who receives any of the above actions and feels this action is unjust may appeal the instructor's decision as addressed in the academic process of appeal. This appeal procedure must begin within ten class days of receiving written or oral notice of the action. The Office of Academic Affairs conducts the appeals process. If attending the UAM Colleges of Technology at Crossett or McGehee, the appeal process begins with the Assistant Vice Chancellor, then proceeds to the Vice Chancellor, and then to the Academic Appeals Committee.

ACADEMIC STANDING & SUSPENSION

At the end of each fall and spring term, the University reviews the term and cumulative grade point averages of all students. Students will maintain good academic standing when both their semester and cumulative grade point averages are at 2.00 or higher. If either the cumulative or semester grade point average falls below 2.00, the student will be placed on conditional academic standing. The University may continue a student on conditional academic standing until both the cumulative and semester grade point averages are 2.00 or higher. When both the cumulative and semester grade point averages are 2.00 or higher, the student is removed from conditional academic standing.

Students on conditional academic standing whose semester and cumulative grade point averages both fall below 2.00 will be subject to suspension from the University. The first suspension will be for one semester; the second suspension and any subsequent academic suspensions will last for one year each. An academic suspension may be appealed to the Academic Appeals Committee at the student’s respective location (Monticello, Crossett, or McGehee).

Students subject to their first academic suspension (one semester) at the end of the spring semester will be allowed to enroll in the fall semester if, during the summer, they earn at least six hours of course work at UAM (any of the three locations) with a minimum 2.00 grade point average on all courses attempted. Otherwise, they must sit out the fall term or have a successful appeal.

Students subject to their first academic suspension (one-semester) at the end of the fall term will have the option to enroll in a maximum of nine (9) hours of course work during the spring term to improve their GPA. They will be allowed to enroll in summer and/or fall classes if, during the spring term they earn at least six hours of course work at UAM (any of the three locations) with a minimum 2.00 grade point average on all courses attempted. Otherwise, they must sit out the summer and fall terms or have a successful appeal.
The grade point averages of all students enrolled at UAM during the summer will be evaluated at the end of the second summer term on all courses attempted. Students whose cumulative grade point average meets the appropriate standard at the end of the summer will be removed from conditional academic standing or academic suspension. Students will not be suspended or placed on conditional academic standing based on their academic performance during the summer. Any credit earned from another institution while a student is subject to suspension or suspended will not be accepted by UAM.

Suspended students who are not enrolled at any UAM location during a spring or fall term must contact the Office of Admissions for readmission to the University.

Note: A student’s financial aid eligibility is based on grade point average and number of credit hours completed; therefore, financial aid standing may be different from academic standing. There is a separate appeals process for students on financial aid denial. Students should contact the Office of Financial Aid in Harris Hall for specific financial aid information.

ACADEMIC TRANSCRIPTS

An academic transcript is a document reflecting the student’s academic experience and record. Official transcripts are printed on University transcript paper and bear the University seal and the Registrar’s signature. There is a charge (payable in advance) for each official transcript. Contact the Registrar’s Office or the Cashier’s Office for current charges. An unofficial transcript may be obtained from the student’s academic advisor at no charge.

Only a student may request his/her transcript. Transcripts may be requested in person, by mail, or by fax, as described below:

1. In person: The student should go to the Cashiers Office (2nd floor, Harris Hall) during the Cashier’s Office hours and make payment for each transcript desired. The student should then take the receipt to the Registrar’s Office on the 1st floor in Harris Hall, where he/she will complete a transcript request form. At the student’s request, the transcript will be mailed directly from the University. If the student wishes to take the transcript with him/her, it will be stamped “Issued to Student.” Please note that many colleges and universities and some prospective employers will not accept a transcript marked “Issued to Student” or a faxed transcript as an official transcript.

2. By mail: The student should send a request and payment (check, money order, or credit card) for each transcript to UAM Cashier, P.O. Box 3597, Monticello, AR 71656. The request must include:

   a. Student’s full name (including all maiden and married names);
   b. Social security number;
   c. Date of birth;
   d. Approximate years of attendance at UAM;
   e. Signature;
   f. Complete name and address where transcript is to be sent; and
   g. Student’s current address and daytime phone number.

3. By Fax: The request must include the same information as needed by mail (see above) and should be faxed to the Office of the Registrar at (870) 460-1935. A faxed request will be honored if the requestor’s ID and telephone number are listed in the fax header line. Payment (check, money order, or credit card) must be made to the Cashier’s Office before the transcript request will be processed. Credit card payments should be phoned in directly to the Cashier’s Office at (870) 460-1043.

No transcript will be issued until all financial records have been cleared.

Transcripts are sent by regular first class mail. Upon specific request, transcripts may be faxed directly from the Registrar to the recipient. However, students should be aware that recipients of faxed transcripts might not accept them as official. The cost of a
fixed transcript is the same as the cost of an official transcript. Faxing a transcript and mailing an official transcript are considered two separate transactions, and two separate fees will be charged.

ADMISSIONS

Monticello Campus, Office of Admissions, 870-460-1026
Crossett Campus, Office of Student Services, 870-364-6414
McGehee Campus, Office of Student Services, 870-222-5360

Admission forms, information, and scholarship materials are available from the Office of Admissions at the Monticello Campus. Admissions material is available at the Office of Student Services at the Crossett and McGehee Campuses. General information about the campus and campus tours are available from these offices.

INTERNATIONAL STUDENTS

Harris Hall, 460-1026
International students attending UAM must meet with the International Officer concerning university guidelines. It is the responsibility of the student to become familiar with the regulations of the U.S. Citizenship and Immigration Services (USCIS) and to assume responsibility for complying with these regulations. Adherence will be monitored through the International Officer (Director of Admissions). Any student not complying with guidelines, who falsifies required information, or whose conduct is unacceptable according to the University is subject to expulsion and reporting to the Department of Homeland Security.

ATTENDANCE

Regular class attendance is considered an essential part of the students’ educational experience and a requirement for adequate evaluation of academic progress. The faculty considers that college students, as mature individuals, will recognize the need for regular attendance and will comply with this requirement.

UAM expects students to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility for making arrangements satisfactory to their instructors regarding all absences, whatever the reason, and are responsible for all materials covered during any absence. Such arrangements should be made prior to an absence whenever it is possible. Faculty members may establish specific attendance requirements, which will be stated in the course syllabus.

AUDITING CLASSES

Students who wish to audit a course must indicate their intention to do so. Student’s may not change their registration in a course from an audit status to credit status after the last day to add classes. Students who audit a course are not eligible for transcript grades. Faculty members will not evaluate the performance of students who are not officially registered for credit in a course.

CHANGES IN STUDENT DATA

All students are required to maintain a current official mailing address in the Registrar’s Office. When a student wishes to change the information in his/her permanent record, he or she must complete a “Change in Student Data” form available in the Registrar’s Office, or in the Office of Student Services at the Crossett or McGehee campuses.

Information that may be changed includes, but is not limited to, the following items: change of name, change of address or telephone number, correction of social security number, change of emergency contact person or telephone number. Change of name or correction of social security number requires presentation of social security card. A student must present an official and current ID at the time of submitting the change form.
CHANGE OF MAJOR, MINOR, OR ADVISOR

A student wishing to change his/her major, minor, or an academic advisor should contact the academic unit office of the NEW major and request that a “Change of Major” form be prepared and forwarded to the Registrar’s Office.

COMMENCEMENT

Degrees and technical certificates are conferred in May, August, and December. Technical certificates are also conferred in June. The official graduation date is three business days following the last examination of the semester or term Degree-seeking students must submit an “Application for Graduation” online form with the Registrar the semester before they expect to graduate. Students who plan to graduate in May must apply for graduation at least ten weeks prior to the end of the fall semester. Students who plan to graduate in August or December must apply for graduation at least ten weeks prior to the end of the spring semester. When degree-seeking students apply for graduation, they must meet with their advisor to complete and sign the Graduation Degree Audit which is then submitted to the Office of the Registrar. Students seeking a technical certificate should contact their College of Technology Office of Student Services during the first three weeks of their final semester of study to complete and sign the Graduation Degree Audit (which is then submitted to the Office of the Registrar) and to complete the online “Application for Graduation.”

A commencement ceremony for awarding degrees is conducted on the Monticello campus in May. A commencement ceremony forwarding technical certificates is conducted on both of the College of Technology campuses in June. Students must complete all degree requirements, including required exit examinations and/or all tests, for the baccalaureate or associate degree or technical certificate in order to participate in the commencement. Requests for exceptions must be initiated with the Dean of the academic unit under which the degree is housed and forwarded to the Office of Vice Chancellor for Academic Affairs for approval. Students may only participate in one commencement ceremony for each degree or technical certificate earned.

COMPLAINTS REGARDING THE ACADEMIC PROGRAM

Students with complaints, which they feel are relevant to UAM’s institutional accreditation or its academic programs, should submit a written complaint to the Vice Chancellor for Academic Affairs. Complaints must be submitted within 30 days of the incident or problem. The Vice Chancellor for Academic Affairs will: (1) notify the complainant (student) of receipt of the complaint; (2) enter the complaint into a log which will be maintained for review by the Higher Learning Commission; and (3) submit the complaint to the Vice Chancellor who supervises the area involved. The supervising Vice Chancellor will investigate the complaint and respond in writing to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will provide, within 30 days of the complaint, a written response to the student. The response will describe the result of the investigation and any action taken. This response will be logged with the complaint.

CHANCELLOR’S LIST

After each fall and spring semester, the University publishes the Chancellor’s List of all students whose semester grade point average is 4.0 for 12 or more hours of course work at the 1000-4000 level.

DEAN’S LIST

After each fall and spring term, the University publishes the Dean’s List of all students whose semester grade point average is 3.50 or higher for 12 or more hours of course work at the 1000-4000 level.

DEGREE AUDIT REQUIREMENT

Following completion of 70 hours and prior to the completion of 90 hours, baccalaureate students must have a degree audit on file in the Office of the Registrar. This audit must include the signature of the student, advisor, dean/chair, and registrar.
Students seeking an associate degree must file a degree audit between 35 and 45 hours. Students who have completed 90 or more hours must have a signed audit on file to register for the next semester. When students apply for graduation, which occurs the semester before the intended graduation date, the student must meet with the advisor to complete and sign the Graduation Degree Audit. The signed degree audit is then submitted to the Office of the Registrar. The signed degree audit is used by the Registrar’s Office as a checklist to assist with the verification of the student's graduation requirements. Lack of knowledge or incorrect interpretation of University policies and regulations does not remove the student from the obligation to satisfy all requirements for a degree. The student bears the ultimate responsibility for completing a degree program.

DROPS FOR NOT FINALIZING REGISTRATION

Students who are preregistered for an upcoming term or session are expected to confirm/finalize their registration, which includes paying or making arrangements to pay tuition, fees, and other expenses, by the stated deadline. Other students are expected to confirm/finalize at the time they register for classes. Even students whose bill is $0 or less must confirm/finalize their registration with the cashier at one of the three campus locations, or by mail, or by fax, or online at www.uamont.edu through WeevilNet. Students who do not confirm/finalize will be dropped from all their classes.

Fall or Spring Term

The deadline for preregistered students to confirm/finalize their registration is normally one week before the beginning of open registration activities for the given term. Students not finalized by the deadline will be dropped from all classes prior to the open registration activities. Classes freed up by the drops will then be made available on a first come, first-serve basis to preregistered students who did finalize/confirm their registration.

Students dropped for not finalizing may meet with their academic advisor through the fifth class day of a fall or spring term to re-register for classes. Those students, as well as any other students who register through the fifth class day, are expected to finalize immediately after registering. Students who finalize their registration on or after the first day of classes will incur a late registration fee.

On the sixth class day of a fall or spring term, students not finalized will be dropped from all registered classes. Beginning with the sixth class day, students who desire to be reinstated must complete a “Reinstatement Request” form and obtain the signatures of the instructors of the classes for which reinstatement is being requested. The “Reinstatement Request” form may be obtained at the Registrar’s Office or by double-clicking on: http://uam-web2.uamont.edu/pdfs/registrar/Reinstatement%20Request%20Form.pdf

The instructors must indicate on the form if the student has attended any of the classes up to that point. The Reinstatement Request form also requires the signature of the student’s academic advisor. The student must present the completed form along with verification of financial ability to finalize, to the Office of the Registrar on the UAM campus or the Student Services Office at Crosett or McGehee for registration. The deadline for submitting a Reinstatement Form and finalizing registration for the reinstatement is the eleventh class day of a fall or spring term. On the twelfth class day, students not finalized will be dropped from all registered classes. For any further enrollment consideration for the given term, any student with an extenuating circumstance must appeal through the Office of the Registrar. A committee made up of one representative each from the Office of the Registrar, the Office of the Cashier, and the Office of Financial Aid will consider the appeal and render a decision. The decision of the committee shall be final. No appeals will be allowed after the 15th class day of a fall or spring term.

Summer Session

Students who are preregistered for a summer session are expected to confirm/finalize their registration on or before the last business day prior to the beginning of the session. Those who fail to do so may be dropped from all their classes. Students dropped for not finalizing may meet with their academic advisor or dean through the second class day of a summer session to re-register for classes. Those students, as well as any other students who register through the second
class day, are expected to finalize immediately after registering. Students who finalize their registration after the first
day of classes will incur a late registration fee.

On the third class day of a summer session, students not finalized will be dropped from all registered classes.
Any dropped students who desire to be reinstated must submit a completed “Reinstatement Request” form as
described previously and present it, along with verification of financial ability to finalize, to the Office of the
Registrar on the UAM campus or the Student Services Office at Crossett or McGehee for registration. The
deadline for submitting a Reinstatement Form and finalizing registration for the reinstatement is the fifth class
day of a summer session.

On the sixth class day of a summer session, students not finalized will be dropped from all registered classes.
For any further enrollment consideration for the given summer session, any student with an extenuating circumstance must
appeal as described previously. The decision of the committee shall be final. No appeals will be allowed after the
8th class day.

*To appeal, the student must complete a “Reinstatement Appeal” form and must provide a written statement of the
circumstances surrounding the appeal. The “Reinstatement Appeal” form may be obtained at the Registrar’s Office or by
double-clicking on: http://uam-web2.uamont.edu/pdfs/registrar//Reinstate ment%20Appeal%20Form.pdf

Summary

Fall or Spring Term
  Deadline to finalize - one week before open registration activities Initial
drops for not finalizing - prior to open registration activities Second drops
for not finalizing - 6th class day
Reinstatement requests honored - 6th class day through the 11th class day
Third drops for not finalizing - 12th class day
Reinstatement appeals considered - 12th class day through the 15th class day

Summer Session:
  Deadline to finalize - last business day prior to first day of session
  Initial drops for not finalizing - prior to first day of session (if time permits) second
drops for not finalizing - 3rd class day
Reinstatement requests honored - 3rd class day through the 5th class day
Third drops form of finalizing - 6th class day
Reinstatement appeals considered - 6th class day through the 8th class day

EDUCATIONAL TESTING

Students can obtain information regarding national and required examinations from the Office of Counseling and Testing Services
located in Harris Hall. National exams such as the PRAXIS SERIES (formerly the NTE and the PPST), and the Millers Analogy
Test (MAT) are administered through this office. In addition, tests for correspondence study and credit by examination (CLEP)
are provided through this office. A brochure listing all tests, test dates, registration, and test-costs is available in the Counseling
and Testing Office.

ENROLLMENT VERIFICATION

A student who needs written verification of enrollment should submit a request in writing to the Office of the Registrar. The
verification may be mailed or picked up by the student within three working days of the request. Enrollment verification will be
made for currently enrolled students after the official census day of the semester. Official enrollment verifications cannot be made
before the census date (the 11th class day of the fall or spring semester and the 5th class day of a summer term).
GRADE POINT AVERAGE

Students earn “grade points” according to the following: A=4 points, B=3 points, C=2 points, D=1 point, F=0 points. A “W” or grade of “CR” (credit) is not calculated as part of the GPA. Developmental courses such as Introduction to Algebra, Intermediate Algebra, Fundamentals of English, etc. are included in grade point “W” is received in a class, the previous grade is used in the calculations.

To calculate a GPA, multiply grade points earned by the credit hours for a class and add the figures for all classes. Then divide the total grade points by the number of hours attempted. A cumulative grade point average only reflects course work completed at UAM.

GRADUATION

Any student planning to graduate should complete and submit an Application for Graduation before the application deadline. See the Catalog for deadlines for each graduation. Students are to apply on-line through their WeevilNet account. Questions about the application process should be directed to the Registrar’s Office in Harris Hall (telephone 870-460-1034). A diploma will not be provided without the application. There is no graduation fee. See commencement section for the details concerning the graduation ceremony.

INCOMPLETE GRADE

An incomplete grade is a mark designating deficiencies in course work, which must be completed within one calendar year or less as designated by the instructor. Permission to receive an “I” rests with the instructor. When deficiencies are completed, the appropriate grade will be assigned. After the specified year or shorter specified time, an “I” will become an “F” if the work has not been completed.

SCHEDULE CHANGES (DROP/ADD)

Students may add courses to their schedules, with the approval of their assigned advisor, only during the first through third class days of the fall or spring semester. Students may drop a course, or withdraw from all courses, through the first 11 days of classes with no grade or course listed. In the summer term, these periods are shorter with specific deadline dates provided in the University Calendar. A processing fee will be charged for each change of schedule, outside the registration period. During a fall or spring semester, courses dropped will be recorded on a student’s transcript as follows:

- First 11 class days – no course listed
- 12th class day through 50th class day – grade of “W”
- After 50th class day – no drops or withdrawals allowed

WITHDRAWING FROM THE UNIVERSITY

To officially withdraw from the University, a student should begin at the Registrar’s Office by completing a Withdrawal Form. The student should return any library materials, laboratory keys and University equipment and checkout of the residence hall. Once these steps have been completed, the student is not enrolled. Students should be aware of the following information if they are leaving school:

1. The student will be billed by the Cashier’s Office for all outstanding charges on account at the time of withdrawal.
2. Students not able to come to campus to complete the Withdrawal Form may send a written request for withdrawal to the Registrar’s Office. A written request must be postmarked before the “Last Day to Withdraw/Drop a Class”; otherwise, the request for withdrawal will not be processed.

3. Failing to officially withdraw from the University by submitting a written request may result in failing grades in all classes for the semester. Students who stop attending a class or classes without dropping or withdrawing officially will receive failing grades.

4. Students who withdraw before 60% of the semester passes may be required to repay a portion of any Title IV funds received.

RIGHT TO INSPECT EDUCATIONAL RECORDS

Students have a right to inspect and review their own educational records upon request. The custodian of a student’s education record will comply with a request from the student for access to an education record within a reasonable period of time, but no longer than forty-five (45) days after the request has been received. There is a per-page fee for copies of educational records and official copies of transcripts. A student should contact the Office of the Registrar for current charges.

Challenge to Education Records

A student may ask the custodian of any of his/her education records to amend or correct any information in the records which he or she believes is inaccurate, misleading or otherwise in violation of his/her privacy or other rights. Any challenge must relate to recordkeeping. Challenges to a substantive decision shown in the record must follow separate University procedures relating to the decision. To amend an education record, a student must contact the custodian of the record and request the amendment to be added. If, within a reasonable period of time, the custodian decides not to amend the record the student may request a hearing to appeal this decision. This request should be made to the Vice Chancellor for Academic Affairs. A copy of the appeal process can be obtained from the Vice Chancellor for Academic Affairs.

Confidentiality of Student Records

Personally identifiable information from a student’s education records will not be disclosed without prior written consent of the student. If information is released, the student may request, and the University will provide, a copy of the records, which are disclosed upon payment of a copying fee.

The University may disclose personally identifiable information from a student’s record without consent under the following conditions: 1) the information is defined as directory information (see below); 2) disclosure is to a member of the University who has a legitimate educational interest in the information; 3) disclosure is to an educational agency or institution where the student intends to enroll or seek services; 4) disclosure is to a federal, state or local agency in connection with an audit or evaluation of a federal or state program or for the enforcement of or compliance with federal or state-supported programs; 5) disclosure is in connection with an audit or evaluation of a federal or state program or for the enforcement of or compliance with federal or state-supported programs; 5) disclosure is in connection with a student’s application for or receipt of financial aid; 6) disclosure is to a state or local official to whom such information is required to be reported under any state statute enacted prior to 11/17/74; 7) Disclosure is to federal, state or local agencies for the purpose of developing, validating, or administering predictive tests or administering financial aid or improving instruction; 8) disclosure is to an accrediting organization to carry out its accrediting functions; 9) disclosure is to the parents of a dependent student as defined by section 152 of the Internal Revenue Code; 10) disclosure is to comply with a judicial order or a lawfully issued subpoena (the University must make a reasonable effort to notify the student of the order or subpoena in advance of compliance); 11) disclosure is to appropriate persons, agencies, institutions, or organizations in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or of other persons; 12) disclosure is to the student.
The custodian of educational records (the Registrar) will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, which will be maintained with the education records for as long as the education records are maintained.

Student Rights

Students have the following rights with regard to their education records:

1. To inspect and review all education records pertaining to him/her;

2. To inform the Registrar’s Office in writing that he or she does not want any or all of these types of information designated as directory information to be subject to public disclosure: the student’s name; address; telephone number; date and place of birth; nationality; religious preference; major field of study; classification by year, number of hours in which enrolled and number completed; parent’s or spouse’s name(s) and address(es); marital status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance including matriculation and withdrawal dates; degrees, scholarships, honors and awards received, including type and date granted; most recent previous educational agencies or institution attended; photograph; and campus e-mail address.

3. To request the amendment of his/her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights;

4. To consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent;

5. To file a complaint with the U.S. Department of Education concerning an alleged failure by the University to comply with the requirements of FERPA; and

6. To obtain a copy of the University’s FERPA policy, upon payment of a copying fee. The policy is available on request in the main library on campus.

ACADEMIC SUPPORT UNITS

Information Technology

The University provides an opportunity for students and other members of the UAM community to enhance their educational experiences and expand their academic knowledge by making available to them computer facilities and resources, including the Internet. Computing, networking, and distance education resources have been allocated for academic activities that are consistent with the mission and goals of the University.

A UAM Computer Usage Policy has been created to define what the University considers responsible and ethical behavior in using its computing facilities and resources. This policy is applicable to UAM faculty, staff, students and guests. Any student who is enrolled in three or more hours for credit or audit is eligible for an Internet E-mail account. There are a number of campus public computer labs. The Information Technology Department manages the public labs in Sorrells Hall and the Library and Technology Center. Workshops that explain the UAM computer network options are offered to faculty, staff and students several times a semester. Students are allowed to connect their personal computers in their individual residence hall rooms to UAM’s network after a required scanning of the personal computer has been performed by the University’s Informational Technology Staff. This scanning is provided free of charge. Bankston Residence Hall, Horsfall Residence Hall, Maxwell Residence Hall, Royer Residence Hall, and the University Apartments afford students Internet/Network connection. The Married/Family Housing Complex does not provide Internet/Network access to its residents.
Each student’s UAM University E-mail Account shall be considered an official means for communicating University business, and may in some cases be the sole means of communication. Users are expected to read, and shall be presumed to have received and read, all official UAM e-mail messages sent to their Official UAM E-mail Account.

Libraries

Damage to Library Material Appeal Procedure

1. Students may appeal assessments for damage to library materials to the Dean of Students.

2. Students wishing to appeal an assessment should submit a written rationale for the appeal to the Director of Libraries for delivery to the Dean of Students. The statement must be received by Director of Libraries within seven (7) days of the student’s notification of the assessment.

3. Upon receipt of an appeal, the Dean of Students may:
   a. Determine that the assessment from the Library is appropriate;
   b. Determine that the student is not responsible for the damage and not assessed;
   c. Determine that the student is responsible for the damage but reduces the assessment.

4. The Dean of Students is the final appeal for library assessments.

The Fred J. Taylor Library and Technology Center

The UAM – Monticello Library and Technology Center is centrally located on the campus and affords a quiet and comfortable environment for study and research. Our mission and personnel are dedicated to helping students; faculty and staff find the information they need. The library provides wireless access, thirty networked computers, a networked black and white laser printer, two black and white copy machines, and a scanner for public use. Our Special Collections contains materials unique to UAM and Southeast Arkansas which are helpful to historians. We have education collections that offer children’s literature and curriculum materials. We offer access to federal and state Government Documents. The majority of research resources are accessible from the comfort of your home, office, or residence hall via the Internet.

The Public Services area consist of the Circulation Team, Reference Team and Interlibrary Loan. Circulation helps users with locating, borrowing, and returning items, including course reserves, and they shelve and maintain the collection so users can find materials in their proper location. Circulation provides assistance with printing, photocopy, scanning, and wireless services. The Reference librarians offer instruction and expertise in various subject areas and they provide assistance with locating research resources in print and electronic formats. The Serials, Acquisitions, Cataloging and Electronic Resources units work together to select, purchase, and organize all the materials added to the collection.

When the Library and Technology Center does not own a needed resource, our Interlibrary Loan service can get books and journal articles from other institutions. Items may also be delivered to distance education students.

Library/Media Center, Crossett

The UAM College of Technology at Crossett Library/Media Center holds over 8,000 items. The collections include reference books, periodicals, technical and industrial books, and other learning resources.
TUTORIAL SERVICES

General Education and Math/Science Assistance/Tutorial Lab

Any student who desires to be successful in his/her general education classes such as history, microcomputer applications, psychology, mathematics, science, and others, can receive assistance through tutoring services available on the 2nd floor of Harris Hall. The tutoring lab offers drop-in services. Tutoring appointments are not required and the services are offered at no charge.

THE WRITING CENTER

Senior-level English majors are available to assist students during all stages of the writing process including pre- writing, drafting, revising, proofreading, and publishing. Writing Center tutors help generate ideas, develop a thesis, organize material, and revise early drafts. The Center’s staff and tutors work one-on-one with students on a variety of writing projects: compositions, reports, outlines, business letters, research and fiction. The Writing Center has 25 networked computers with Internet capability. Tutors can also assist student with World Wide Web Research and Word processing. Services of the center are free to registered UAM Students. The Writing Center is located in the Memorial Classroom Building.

VISITORS TO CLASSES

All classroom visitors are required to have the permission of the instructor. Visitors to any classroom or University facility must not be disruptive or present a safety hazard. Anyone planning to visit a class for more than four sessions will be required to audit the class.
FINANCIAL SERVICES AND POLICIES

CASHIER OFFICE

The Cashier Offices are located on the 2nd floor of Harris Hall. UAM Cashier accepts payments on student accounts. Payments may be made by cash, check, money order, Visa, Master Card, Discover, or American Express. Payments can also be made at the Cashier Office for replacement student ID cards, auto registration, library fines, traffic tickets, testing, and transcripts. In addition, refund checks and work-study checks are picked up at the Cashier Office with a valid UAM ID. The Cashiers do not keep funds on hand to cash work-study checks, with the exception of checks applied to student accounts. Any local bank will cash these checks without charge. The Cashier hours are: Monday – Friday; 8:30 a.m. - 4:00 p.m.

CHECK CASHING POLICY

Students with no history of returned checks may cash personal checks up to $100.00 at the Cashier Office during regular office hours. A valid UAM ID is required when cashing checks. No two-party checks may be cashed except those from parents. A charge of $25.00 will be assessed for returned checks. Returned checks cannot be covered with a personal check. They must be redeemed with cash, cashiers-check, money order, or credit card. A student will lose his/her check cashing privileges after two checks are returned in one semester or if a check is given to the Prosecuting Attorney for non-payment.

STUDENT EMPLOYMENT

UAM offers assistance in finding on-campus and off-campus part-time employment. To be considered for on-campus employment under Federal Work Study Program, complete the Free Application for Federal Student Aid (FAFSA) at: www.fafsa.gov. Some part-time on-campus student employment opportunities qualify for Institutional Work Study funding. For additional on-campus employment information, contact the Financial Aid Office located in Harris Hall, or call 460-1050. For off-campus employment information, contact the Career Services Office located in Harris Hall, or call 460-1454.

FINANCIAL AID

Helping each student meet his or her financial need is the main function of the Financial Aid Office. The Financial Aid Office is located in Harris Hall and works with students through counseling, resource referral, and resource administration to develop a financial aid package that best meets the needs of each student. Financial aid is available to UAM students from a wide variety of sources. The following scholarships are a list of some of the financial resources available to UAM students:

Institutional Awards: The Chancellor Scholarship, University Scholarship, Academic Scholarship, Leadership Scholarship, Regional Scholarship for residents of Louisiana, Tennessee, Texas, Missouri, Oklahoma and Mississippi; athletic scholarships, music scholarships, Debate/Competitive Speaking Scholarship, Student Government scholarships, Cheerleader and Mascot Scholarship, are just a few of the institutional awards available. Students may also work part-time on campus.

Foundation Scholarships: The UAM Foundation Fund offers general scholarships, and scholarships restricted to major areas. Contact the Office of Admissions in Harris Hall for more information.

Federal Programs: The Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Direct Stafford Student Loan, and the Federal Direct Parent Loan for Undergraduate Students are included in the funds available from federal sources. Annual application is required at: www.fafsa.gov. Students who do not have a high school
diploma or equivalent (GED) or meet the home school requirements and who first enroll after July 1, 2012, will not be eligible to receive Title IV aid. Contact the Office of Financial Aid in Harris Hall for more information. Contact the Office of Financial Aid in Harris Hall for more information.

State Programs: The Arkansas Academic Challenge Scholarships, Higher Education Opportunities Grant (GO! Opportunities Grant), Arkansas Governor’s Scholarship, Law Enforcement Officers’ Dependents Scholarship, Military Dependents Scholarship, Workforce Improvement Grant, and Second Effort Scholarship are state funded forms of financial assistance. The rules and regulations for each ADHE financial aid program are provided in the Financial Aid Information section under the “Students” tab at: www.adhe.edu/. Complete the Arkansas Department of Higher Education’s Arkansas Universal Scholarship Application by clicking the YOUniversity icon at: www.adhe.edu. Deadlines apply and completion of the Free Application for Federal Student Aid (www.fafsa.gov) is also required.

RETURN OF TITLE IV FUNDS

The return of Title IV Funds is based on requirements of the Higher Education Act of 1965, as amended, and assumes that a student earns his/her aid based on the period of time he/she remains enrolled. Students who receive Title IV aid and do not complete at least 60% of the semester for which they are enrolled may be required to return a portion of the Federal funds received. Title IV aid includes Pell Grants, SEOG, and Federal Direct Loans (both Stafford and PLUS). In most cases the withdrawal date for students who officially withdraw will be the actual date of withdrawal as determined by the Registrar’s Office. Students who cease attending UAM without officially withdrawing are considered “unofficial withdrawals.” In most cases the midpoint of the semester will be used in determining the amount of aid to be returned for unofficial withdrawals. Withdrawing from the University, either officially or unofficially, may require that you return a substantial amount of the Title IV funds that you receive. If you should have to withdraw at any point, contact the Financial Aid Office. Examples of actual “Return of Title IV” Funds calculations are available in the Financial Aid Office located in Harris Hall.

REFUND POLICY

University Policy on Refund of Fees:
Any student who officially withdraws from the University of Arkansas at Monticello during a fall or a spring semester will be entitled to a refund as follows:

Registration, Tuition, and Fees

1) Up to and including three class days ...........................................100%
2) From the fourth class day through the tenth class day ................50%
3) The eleventh class day and after ............................................No Refund

Any student who officially withdraws from the University of Arkansas at Monticello during a summer session will be entitled to a refund as follows:

Registration, Tuition, and Fees:

1. Two to four week sessions:
   a. Prior to start of classes ....................................................100%
   b. No refunds after classes have begun

2. Five or six week sessions:
   a. Prior to start of classes and the first class day ....................100%
   b. Up to and including five class day .................................50%
   c. The sixth class day and after ............................................No Refund

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3. Seven and one-half to nine week sessions:
   a. Prior to start of classes ........................................100%
   b. Up to and including seven class days ..................50%
   c. The eighth class day and after ..........................No Refund

4. Ten or twelve week sessions:
   a. Prior to start of classes ........................................100%
   b. Up to and including ten class days .....................50%
   c. The eleventh class day and after .........................No Refund

The University of Arkansas at Monticello refund policy is subject to change if required by federal regulation or the University Of Arkansas Board Of Trustees. Appeals of the refund policy must be submitted in writing to the UAM Executive Council.

Bookstore Refund Policy:

Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted current term deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.

Cash for Books:

The UAM Bookstore has a period at the end of each semester during final exams when they will re-purchase books. Not all textbooks are subject to re-purchase. Please check with the UAM bookstore to determine those books that are eligible. This service is commonly referred to as “Buy Back.” This service will pay cash for some textbooks directly to the student.

Housing and Meal Plan Refund Policy:

The housing/food service contract will be for the period of an academic year (Fall & Spring semesters) unless the contract is only for the Spring semester or Summer I or II terms.

Any student who cancels a room and board contract prior to moving into the residence halls will

1. forfeit the housing deposit
2. have the room and board charges removed from his/her bill.

Any student who has checked into the residence halls and is unable to finalize and enroll in classes for that term will:

1. forfeit the housing deposit
2. be charged for the room and board on a prorated amount for the time that he/she stayed in the halls.

Any student who has checked into the residence halls, finalized their bill, and wishes to cancel the room and board contract prior to the end of the academic year will:

1. forfeit the housing deposit
2. receive a refund of the unused portion of their meal plan
3. not receive a refund on the room for the current semester
4. must buy out a subsequent semester for $400.00.

Any student who checks out of the residence halls at the end of an academic year, notifies University/Housing that they are not planning to return in the following year, has no damages in their room or outstanding debt on their student account will receive a full refund of their housing deposit.

Any extenuating circumstances justifying an exception to the above policies should be made in writing to the Director of
Residence Life.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students at UAM must conform to the University of Arkansas at Monticello’s definition of Satisfactory Academic Progress, even if no financial aid was previously received. All Satisfactory Academic Progress notices will be sent to the student’s official UAM e-mail account. The standards for Satisfactory Academic Progress at the UAM are as follows:

Qualitative Standards:
A student must earn a **cumulative and term grade point average (GPA) of 2.00** consistent with the institution’s academic standing policy, as stated in the UAM catalog, to receive student financial aid. A student who is suspended (by academic policy) because of failure to maintain the minimum GPA is not making satisfactory academic progress and will not be eligible for financial aid. NOTE: PERMISSION FROM THE ACADEMIC APPEALS COMMITTEE FOR A SUSPENDED STUDENT TO ENROLL DOES NOT REINSTATE THAT STUDENT’S FINANCIAL AID ELIGIBILITY.

Quantitative Standards:
There are two quantitative requirements that a student must meet in order to remain eligible for financial assistance:

1. The student must complete 67% of the hours in which they enroll each semester. The chart below shows the hours that must be passed for the number of hours enrolled.

<table>
<thead>
<tr>
<th>Hours enrolled</th>
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<th>3</th>
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<tr>
<td>Hours earned per</td>
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<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

2. The maximum number of hours a student will be eligible for Title IV aid is limited to 150% of the hours required for their program of study. A student will lose eligibility for Title IV aid when they have attempted more than 150% of the hours required for their program of study. Attempted hours include hours earned, transfer hours and grades of W, F, AU, or I. For example, most bachelor’s degrees at UAM require 120 hours; therefore, eligibility is limited to 180 (120 x 1.5) attempted hours. Associate Degrees and Technical Certificates require less hours, so eligibility for those programs will be limited to fewer attempted hours. All hours attempted for degrees earned at other institutions are considered to be posted to the student’s transcript. If at any point, it becomes mathematically impossible for a student to complete their program of study within the 150% timeframe, the student will lose eligibility for Title IV aid. Pursuit of a second degree will not increase the maximum timeframe for Title IV eligibility. All enrollment periods count toward the maximum timeframe regardless of a change in degree or major. Courses that are repeated will count towards attempted hours each time the course is repeated but will be counted as hours earned only once.

• The following grades will **not** be considered as hours earned W, I, AU, or F. **Any student who earns a 0.00 GPA for a term due to earning all F’s, completely withdrawing or a combination thereof will be placed on Financial Aid Denial immediately with no warning period.**

• Grade Changes will be evaluated at the next scheduled SAP review unless the grade change will positively affect a student’s SAP status. Grade changes that positively affect a student’s SAP status will be reviewed at the time the change is made. It is the student’s responsibility to notify the Financial Aid Office of any grade changes.
• Satisfactory Academic Progress will be evaluated at the end of the Fall, Spring and Summer terms. All sessions within the summer term will be evaluated as one term. Those students not meeting the requirements stated above will be placed on Financial Aid Warning. The student may continue to receive financial assistance during the warning period. If the satisfactory academic progress standards have not been met at the end of the warning period, the student will be DENIED assistance from federal and institutional sources.

• A student admitted to UAM on Conditional Academic Standing will be placed on Financial Aid Warning.

Appeal Process:

• A student who has been placed on Financial Aid Denial will NOT receive any types of federal or institutional aid until one of the following conditions is met: (1) The student comes into compliance with the policy; or (2) The Financial Aid Appeals Committee reinstates the student’s financial assistance due to mitigating or extenuating circumstances for which there is supporting documentation to the Director of Financial Aid by the deadline stated on the denial notice. Appeals are reviewed by the Financial Aid Appeals Committee. The decision of Financial Aid Appeals Committee is final and there is no further avenue of appeal.

• An appeal may be approved only if the student will be able to meet Satisfactory Academic Progress standards after the subsequent payment period, or the student is placed on an academic plan that, if followed, will ensure that the student is able to meet the Satisfactory Academic Progress standards by a specific point in time.

• Students who have a successful appeal will be placed on Financial Aid Probation.

INFORMATION TECHNOLOGY

The University of Arkansas at Monticello provides Internet connections to most buildings and facilities on campus. Residential facilities that have Internet/Network connection include: Bankston Hall, Royer Hall, Horsfall Hall, Maxwell Hall, and University Apartments. The University does not provide internet connection to the Married/Family Housing Complex. The Information Technology (IT) department assists students in receiving network connection to their individual computers and rooms.

Each residential student is required to sign a “Residence Hall Network Agreement” Form before connection to the network can occur. Signing the agreement indicates that the student has read, understands, and agrees to abide by the UAM computer usage policy, the connection procedures outlined below and the Residence Hall Computer Usage Standards of Conduct provided below.

Procedures:

1) Each residential student is required to have his/her computer scanned by the IT department before network connection can occur. This requirement is to ensure that the computer is free of malware and/or viruses. The IT department uses several scanners to assist in this process. This scanning is free of charge. The scanning process allows the IT department to contain and prevent major virus outbreaks.

2) Each residential student is required to have Trend Micro Antivirus installed. The university provides this free of charge to each student and will assist in the installation.

3) Each residential student will need to have all operating system software installed prior to arrival on campus. The IT department encourages each student to have the latest operating system and service packs installed (currently Microsoft Windows XP Service Pack 2).

4) Each residential student is required to have his/her personal firewall enabled and automatic updates activated. The IT department will assist with requirement during the scanning process.
5) Each residential student is responsible for having all hardware installed and functioning correctly prior to arrival on campus. The IT department does not provide assistance with hardware issues. The University is not responsible for loss of neither data nor hard ware failures that may occur during the scanning process.

Residence Hall Computer Usage Standards of Conduct

Failure to adhere to the computer usage standards provided below may result in disciplinary action, including, but not limited to: loss of internet connection/computer privileges, expulsion from the University, and/or legal action. Each student is required to take full responsibility for his/her own equipment and online conduct. Students must use their network connections in a responsible manner. The following behavioral standards must be adhered to by all residential students in regards to computer usage:

1) Changing the network settings on personal computers is not permitted.

2) FTP servers, WEB servers, hubs, or switches are not allowed in student rooms in UAM residential facilities, including, but not limited to: common areas, lobby areas, storage areas, or individual rooms.

3) Use of applications that consume disproportionate bandwidth, attempt denial-of-service attack(s), probe and/or exploit security holes in other systems, employ unauthorized IP addresses, or otherwise degrade or restrict network access for others, both on or off campus, is prohibited.

4) Network connections that provide any service that is visible off campus (i.e., available on the global Internet) is prohibited. This restriction includes, but is not limited to, HTTP (Web), telnet, FTP, IRC, and email.

5) Configuration of any computer to provide Internet or network/system access to anyone who is not a faculty, staff member or student is prohibited. Students take full responsibility for their equipment and on-line conduct. Students are responsible for their roommates, guests, or friends behavior in regards to computer conduct and connection to the network.

6) Duplicating, copying, or use of unauthorized software, images, music, or other intellectual property (such as books or videos) is strictly prohibited.

7) Peer to peer file sharing is strictly prohibited. This type of file sharing violates copyright law. Students should be aware that the Recording Industry Association of America (RIAA) has filed countless subpoenas requesting information from colleges and universities about the identities of students engaged in illegal sharing of music online. Students engaging in the unauthorized download, reproduction, or distribution of any copyrighted material including music, video, live performance, text, or images may be sued, held liable for large settlements, and experience criminal prosecution. Recent court cases and the Digital Millennium Copyright Act are evidence that copyright owners intend to actively pursue violators. Software programs that are typically used to enable unauthorized distribution of copyrighted work include, but are not limited to: Kazaa, Gnutella, Audiogalaxy, Bittorrent, Edonkey, Kontiki, PeerEnabler, LimeWire, Directconnect and WinMX. Students should remember the following rule: If you have not paid for the material, and the artist has not authorized the material for free downloading, it is not legal to download or share it.

For information on Computer Security please follow this link http://www.uamont.edu/pages/resourses/information-technology/
STUDENT AFFAIRS POLICIES

UNIVERSITY STATEMENT ON ALCOHOL AND DRUGS

The University is committed to the maintenance of a drug and alcohol free work place and the encouragement of a standard of conduct for employees and students that discourages the unlawful possession, use or distribution of controlled substances and alcohol on its property or as a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of alcohol, or controlled substances on University owned or University controlled property, or at any University sponsored event, including off-campus University sponsored events that have been approved by the Office of Student Affairs or another University Office is strictly prohibited. Off-campus activities sponsored by officially recognized University student organizations must abide by local, state and federal laws.

Alcohol and illicit drug violations notification to parents

The University of Arkansas at Monticello is concerned about the negative impact that alcohol and other drug abuse can have on students. Therefore, UAM is committed to educating students to the dangers of alcohol and other drug use. As part of this effort, and as authorized under the Higher Education Amendments of 1998, the University of Arkansas at Monticello may notify the parents of students, who are under the age of 21, of violations of the University alcohol and illicit drug code of conduct which meet one of the following conditions:

1. The violation involves the use, possession, or distribution of alcohol;
2. The violation involves the use, possession, or distribution of an illicit drug;
3. The violation involves personal injury or damage to property;
4. The student has committed a previous violation regarding the use, possession, or distribution of alcohol.

Parental/Guardian Emergency Notification

It is the University position that, whatever the student dependency status, next of kin will be notified when he or she is:

1. Seriously injured or ill. In rare cases, in accord with the wishes of the student and upon the advice of a University physician or psychiatrist, notification may be delayed or omitted. (This decision will be made in consultation with the Vice Chancellor for Student Affairs).
2. Abnormally absent from housing for a sufficient period of time to cause concern.

IDENTIFICATION CARD/VALIDATION STICKERS

The University issues a WeevilNet ID card to all students, faculty, and staff. A valid ID card is required for library privileges, admittance into NCAA athletic contests, dining hall entry, bookstore use, and other campus services. ID cards and/or replacement ID cards are made from 8:30 a.m. – 4:00 p.m. at the Office of Residence Life, Harris Hall, Room 208. The original WeevilNet ID card is provided at no cost and replacement cards will be issued at a cost of $10.00 each. A student needing to replace a lost ID card should pay the $10.00 replacement fee to the Cashier's Office and then proceed to the Office of Residence Life (Harris Hall) to have a new ID card made. Proof of payment must be shown to the ID staff before a new ID card can be made.

The ID card is intended to be permanent for a student’s tenure at UAM and should be carried at all times. ID cards must be displayed for the use of most University services, and upon request by a member of the University faculty, staff, or a student acting officially in the performance of his/her assigned duties. The ID card is the property of UAM and must be surrendered
upon request or withdrawal from the University. ID cards are non-transferable and may not be duplicated. Use of an invalid ID card is prohibited.

**Student ID cards must be validated on or before the fifth day of class each academic semester of enrollment.**
Validation stickers may be obtained between the hours of 8:00 a.m. – 4:30 p.m. at any of the offices listed below.

**Monticello location.**
- Office of Student Affairs, John F. Gibson University Center, Upper Level
- Office of Residence Life, Harris Hall, Room 208
- Office of University Police, 284 University Drive

**Crossett location.**
- Student Services Office

**McGehee location.**
- Administration Office, Front Desk

Any questions about ID cards should be directed to the Office of Residence Life, Harris Hall 213, 870-460-1045.

**STUDENT JUDICIAL SYSTEM**

The student judicial system has three primary purposes/goals: to change and redirect student behavior, protect the university environment, and protect the rights of students involved in the disciplinary process. To meet these goals, the University makes extensive use of judicial boards and educational sanctions so students are provided with alternatives to unacceptable behavior.

The University strives to protect the university environment against acts of violence, destruction, and vandalism, and to provide a quality living and learning environment that is safe, secure, and conducive to academic pursuits. Therefore, it is necessary, on occasion, to remove a student from the university community when the behavior is severe. Finally, the University seeks to protect the rights of students involved in the disciplinary process through due process procedures.

**INTERPRETATION OF STANDARDS OF STUDENT CONDUCT**

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

**INHERENT AUTHORITY**

The University reserves the right to take necessary and appropriate action for both on and off-campus behavior in order to protect the safety and well-being of the campus community. Such action may include, but is not limited to, the immediate removal of a student from the campus through administrative withdrawal, suspension or expulsion of the student. The authority for such decisions rests with the Chancellor, Vice Chancellor for Student Affairs, Dean of Students, or other Executive Council members. In addition, non-students may be removed and/or banned from campus by a University Police officer.

The rules and regulations described within this handbook apply to all conduct on University owned or controlled property, and at all University-sponsored functions. Charges or conflicts resulting from off-campus violations of local, state, or federal law will not result in disciplinary action by the University unless the violation occurred at a University sponsored function or it is determined that full disciplinary action is essential to the protection of other members of the University community or to the safeguarding of the educational process.
For violations originating within the residence halls, the Dean of Students will determine (upon initial investigation of the offense) if the appropriate sanction might be harsher than Conduct Probation. If not, the case is adjudicated by the Dean of Students or his/her designee.

For a violation occurring outside the residence halls, the Vice Chancellor for Student Affairs and/or the Dean of Students or his/her designee has jurisdiction.

The Director of Student Programs and Activities adjudicates violations of the NIC Fraternities, NPC Sororities, and the NPHC Fraternities and Sororities in conjunction with the Greek Council.

The University of Arkansas at Monticello reserves the right to record all judicial board hearings in order to provide an accurate review of the case should an appeal be granted or verification of facts are needed. If criminal authorities are considering a case, UAM discipline procedures continue as usual, since criminal proceedings and UAM procedures are unrelated events. Should a student have a felony or misdemeanor charge placed against him by a local, state or federal authority which indicates that the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student can be issued an interim suspension sanction. In addition, should a student be found not guilty of a criminal offense by a local, state or federal court, UAM discipline sanctions are not forfeited or overturned. Criminal proceedings do not dictate the University’s findings, proceedings, or sanctions.

UNIVERSITY JUDICIAL JURISDICTION

The Code of Conduct and Discipline System Structure serve as a framework to ensure that clear conduct expectations are expressed and student rights are preserved for all students at the University of Arkansas at Monticello. Though the rights and procedures are maintained for all students regardless of campus location, the specific hearing officers will change dependent on the location of the conduct violation(s). Campus specific hearing officers include: Dean of Students and Vice Chancellor for Student Affairs on the Monticello campus; Director of Student Services and Vice Chancellor for UAM-CTC on the Crossett campus; and Director of Student Services and Vice Chancellor for UAM-CTM on the McGehee campus.

DISCIPLINE SYSTEM STRUCTURE

Any member of the University community may file charges against a student for violations of the Student Code. Charges of student misconduct may be brought to the attention of any Residence Life Staff member (if the violation occurred in a residence hall) or Dean of Students. A preliminary investigation will be conducted to determine if judicial action is required or appropriate. The Dean of Students will also determine the severity of the offense.

If judicial action is deemed appropriate, the Dean of Students or a member of the Office of Residence Life will notify the student within fifteen (15) class days after the alleged violation, or fifteen (15) class days after the individual has been identified as the alleged violator, that he or she has the option of an administrative hearing or a judicial board hearing. After this decision is made, the student is given notice of the hearing at least 48 hours (24 hours for residence hall cases) prior to the hearing.

Administrative Hearing Officers

A hearing officer will render a judgment of guilt or innocence based on the preponderance of evidence supplied.

Judicial Board Composition

Residence Hall Judicial Board

The Residence Hall Judicial Board consists of four students and one professional staff member of the Office of Residence Life. The student members are recommended by the Residence Hall Association (RHA) and approved by the Vice Chancellor for Student Affairs and/or Dean of Students. One student on the board may not be a staff member in the building where the
violation allegedly occurred. The Vice Chancellor appoints the residence life professional staff member to serve on the Residence Hall Judicial Board. The quorum for the Residence Life Judicial Board will be two students and the one professional staff member. More limited quorums may be assembled in special circumstances with the agreement of the accused.

University Judicial Board

The University Judicial Board consists of thirteen persons who are to be as representative of the University community as possible. Two members serve as chairpersons. Seven are to be faculty or staff members. Six are to be students. Faculty or professional staff members are appointed by the Chancellor of the University and serve a one-year term.

Student members are appointed by the Student Government Association and must meet the approval of the Vice Chancellor for Student Affairs and/or the Dean of Students. Student members receive final approval and appointment by the Chancellor of the University. Student members also serve a one-year term.

The quorum for the University Judicial Board will be four board members. These four members will include a minimum of two (2) faculty/staff members and (2) students. More limited quorums may be assembled in special circumstances with written agreement of the accused.

STUDENT RESPONSIBILITIES AND RIGHTS:

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

The rights and responsibilities of students include:

Responsibilities:

1. The obligation to be fully acquainted with published regulations, including the Student Handbook, and to comply with them in the interest of an orderly community.

2. The obligation of knowing that one’s conduct reflects not only upon one’s self but also upon the institution and its citizenry.

3. The obligation to follow the tenants of common decency and acceptable behavior commensurate with the aspiration implied by a college education.

4. The obligation to respect the rights and property of others.

Rights:

1. The right to expect an education on the highest quality.

2. The right to develop their potential to the best of their abilities.

3. The right to a campus environment characterized by safety and order.

4. The right to a fair hearing when disciplinary action is applied to an individual or a group (unless otherwise stated).
Judicial Rights:

Any student involved in disciplinary action is guaranteed certain rights to insure justice and due process in a judicial hearing. A list of judicial rights is listed below and is available from the Office of Student Affairs or the Office of Residence Life.

1. The right to the presumption of innocence.

2. The right to be given written notice of the nature of the charge against him/her within 15 class days after (1) the alleged violation has occurred or (2) the individual has been identified as the alleged violator. The right to the 15-class day notification is forfeited if the University of Arkansas at Monticello experiences a closing due to inclement weather or is on a holiday or modified calendar schedule. If it is necessary that the charge be sent through the mail, the charge must be postmarked on or before the 15th class day following the alleged violation or identification of the alleged violator.

3. The right to be notified of the time and place of the judicial hearing at least 48 hours (24 hours for residence hall hearings) prior to the hearing to allow ample time to prepare the case. The right to 48 hours (or 24 hours for residence hall hearings) prior notice may be waived in writing by the accused if he or she so desires. If notice of the date, time and place of the hearing is sent to the student by mail, the hearing cannot be scheduled until five days after the postmark.

Should a student withdraw from the University to escape charges/sanctions of violation of University Policy, he/she will face judicial proceedings/sanctions upon their return or re-entry to the University of Arkansas at Monticello. The student must appear before the Dean of Students before readmission to the University. There is no statute of limitations regarding University violations. The University reserves the right to deny future matriculation.

4. The right to be accompanied in a judicial hearing by one advisor. Advisors may only be full-time students at the University of Arkansas at Monticello. The accused student is responsible for ensuring that his/her advisor is available for the hearing. Advisors are not character witnesses, but must impart some knowledge of the charges that could affect its outcome.

5. The right, upon request, to face one’s accuser at the hearing.

6. The right of access, upon request prior to the hearing, to all physical evidence (i.e., tapes, photographs, printed documents, etc.) to be presented at the hearing.

7. The right to question the ability of a judicial board member or hearing officer to render an impartial judgment and request this member’s removal from the case. The judicial board will rule on this request. If the individual being challenged is the Residence Hall Hearing Officer, the Vice Chancellor for Student Affairs rules on this request. If the individual being challenged is a University Judicial Board Hearing Officer, Vice Chancellor for Student Affairs rules on this request.

For cases adjudicated by the Residence Hall Judicial Board, the professional staff member appointed by the Vice Chancellor for Student Affairs or his/her appointee shall serve as the hearing officer. For cases adjudicated by the University Judicial Board, the Vice Chancellor for Student Affair or his/her appointee will serve as hearing officer.

8. The right to a hearing by a regularly constituted judicial board. This right is forfeited if a student(s) is/are charged with violating Conduct Codes: Alcohol and Illicit Drugs; Weapons, Firearms, and Explosives; Terrorist Threat/Threat of Physical Abuse or Endangerment; and/or physical Abuse or Endangerment. If violations of the conduct codes listed above are committed, the Vice Chancellor for Student Affairs or the Dean of Students will adjudicate the case. This right to a hearing by a regularly constituted judicial board is also forfeited by officially recognized student organization/program found in violation of any conduct codes listed above.

9. Neither the accused nor the University shall have legal counsel present unless the student also faces criminal charges. In hearings where the student faces criminal charges, the attorneys may advise the student and the University respectively, but they may not speak or actively participate in the hearing.
10. Due to FERPA legislations, parents/legal guardians may not attend judicial hearings, unless consent is given by all involved students. In addition, no other visitors are permitted to attend judicial hearings. If legal counsel is present due to criminal charges, he/she may not address the board. If legal counsel is present, the University reserves the right to have legal counsel present as well. All persons present, excluding judicial board members, the hearing officer, the Dean of Students, and the Vice Chancellor for Student Affairs will be excused from the hearing for the deliberation of a decision and sanctions.

11. The right to testify and present evidence and material witnesses. It is the responsibility of the accused to notify witnesses to testify on his/her behalf.

12. The right to refuse to answer questions without prejudice.

13. The right not to appear at the hearing without prejudice. Should a student elect not to appear at a scheduled hearing, the University reserves the right to administer a hearing in the student’s absence. The University will render a decision and administer sanctions regarding the violation(s) based on the information at hand.

14. The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inference which might be drawn from adverse written evidence.

15. The right to be judged solely on the evidence presented at the hearing. Both the accuser and the accused will be informed of the outcome of any judicial hearing.

16. The right to appeal.

CONDUCT CODE

As a public institution of higher learning, the University of Arkansas at Monticello has as part of its mission to search for truth and understanding, and to strengthen students’ capabilities as thoughtful contributors to society. This mission is partially fulfilled by encouraging and assisting students to take personal responsibility for their actions and to learn to be productive members of society. It is the purpose of the University Judicial System to foster a supportive climate by protecting the community from behavior that is destructive to the living, learning, and teaching environment of the University.

The code of conduct has been established to insure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the affairs of the University. As such, each student must act in a manner consistent with the mission of the University, including off-campus conduct that is likely to have an adverse effect on the UAM educational process.

Thus, each student is expected to know and comply with all policies, rules, and regulations of the University published in this document, the University Catalog, and any other university sponsored publication. In addition, all students are expected to comply with all local, state and federal laws. No person or group of persons acting in concert may willfully violate the rules provided below. Specific examples of misconduct, both academic and non-academic, for which a student may be subject to disciplinary action include, but are not limited to:

Academic Code Violations:

1. Cheating: The possession, receipt, use, solicitation or furnishing of unauthorized aid(s) in an academic endeavor. Cheating is considered an academic violation and is adjudicated under the provisions for Academic Conduct Code Violations.

2. Plagiarism: The use of ideas or thoughts of another, which are not common knowledge, without acknowledging the source(s), or, when applicable, identifying direct quotations. Plagiarism is considered an academic violation and is adjudicated under the provisions for Academic Conduct Code Violations.

Cheating and Plagiarism are considered academic violations. These violations are adjudicated through the Academic
Violation Process listed below:

A. An instructor who suspects a student has cheated or plagiarized within the instructor’s class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusations.

B. An instructor who believes a student has cheated or plagiarized within the instructor’s class may take any of the following actions: (1) issue a warning to the student; (2) lower the grade awarded to the student for the paper or test; (3) require the student to retake the test or rewrite the paper; (4) award no credit for the paper or test; (5) withdraw the student from the course; (6) award the student a failing grade for the course.

C. A student who received any of the above actions who feels this action is unjust may appeal the instructor’s decision as addressed in the academic appeals process. This appeal procedure must begin within ten class days of receiving written or oral notice of the action.

Non-Academic Code Violations:

1. Misuse of Documents: The misuse, forgery, alteration, and/or duplication of University documents is prohibited. University documents include, but are not limited to: test scores, transcripts, scan forms, academic drop/add forms, academic withdrawal forms, and residence hall contracts/forms.

2. Identity Theft/Fraud: Participation in, encouraging, or serving as an accomplice in identity theft/fraud is strictly prohibited. Identity theft/fraud includes, but is not limited to, theft of: Social Security Number/Student Identification Number, driver’s license number, credit card number(s), bank account number(s), bank statements, US Mail, campus mail, telephone calling card number, or other personal or student data.

3. Theft/Stealing: Theft, attempted theft, possession, sale, or barter of property or another person’s identity affiliated with the University, a member of the University community, or campus visitor is strictly prohibited. Theft of University signage, furniture, equipment, or any other University property is considered a serious offense and can result in immediate expulsion.

4. Possession of stolen property: Possession of any stolen property is strictly prohibited.

5. Damage to property: Damage to property of the University or property of any member of the University community is prohibited.

6. Camera Phones: The use of electronic devices, PDA, camera phones, cell phones or other mobile devices with photo or recording ability to send digital images or audio recordings of another person, without that person’s knowledge and consent, from facilities, including, but not limited to: restrooms, showers, and locker/changing rooms is strictly prohibited.

7. Filming: The filming, recording, production or distribution of any act that is sexual in nature or any act without the consent of those involved on any University owned/University Controlled property, or at any the Office of Student Affairs is strictly prohibited.

8. Alcohol and Illicit Drugs: Dispensing, selling, supplying, possession, use, manufacture, or distribution of alcohol or illicit drugs is strictly prohibited on University owned/University controlled property, or at any University sponsored event, including off campus University sponsored events that have been approved the Office of Student Affairs or another University Office.

   Alcohol: The possession or display of source containers including, but not limited to: kegs, beer bottles, beer cans, etc…are prohibited. Drinking games and other activities involving the rapid consumption of alcohol are strictly prohibited.

   Illicit Drugs: A student found possessing any amount of illicit drugs, selling any amount of illicit drugs, or having the intent to sell any amount of illicit drugs on University owned/University controlled property, or at any University sponsored event, including of campus University sponsored events that have been approved by the Office of Student Affairs or another University Office can be removed, suspended and/or expelled from the University.
Illicit drugs includes, but is no limited to: Any and all drugs classified as illegal by the local, state, and/or of federal governments, K-2, prescription drugs, or new drugs on the market that have not yet been classified as controlled, illicit, or illegal, but that can harm a person when abused or taken recklessly as determined by law enforcement and health professionals.

Violators of this code forfeit their option and/or right to a University Judicial Board Hearing and will receive an administrative hearing adjudicated by the Dean of Students. Violators of this code can be temporarily separated from the University in a variety of ways until an administrative hearing can be executed. Temporary separation can be sanctioned by the Vice Chancellor for Student Affairs, Dean of Students, or the Office of University Police.

Request by the student for temporary and/or future matriculation (if applicable) will be determined by the Vice Chancellor for Student Affairs in consult with the University Behavior Intervention Team. The University reserves the right to deny current or future matriculation.

Should a student be incarcerated due to legal charges filed, an administrative hearing will be performed with the student in abstention. A determination of the charges will be made based upon the preponderance of evidence.

9. Drug Paraphernalia: Dispensing, supplying, selling, possession, use, manufacture, or distribution of drug paraphernalia, including, but not limited to: bongs, pipes, hukas, spoofs, rolling papers, blunts, roaches, seeds/stems, plants, or paint/chemicals for intent of sniffing or huffing is strictly prohibited on University owned/University controlled, or any University sponsored event, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University Office.

10. Child Pornography: Accessing, viewing, or sending child pornography from any University owned/University controlled computer is prohibited.

11. Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior that breaches the peace or violates the rights of others is prohibited. Disorderly conduct includes, but is not limited to: Violent, noisy, drunken behavior, public intoxication, and/or the use of abusive or obscene language or conduct on University owned/University-controlled property, or at any University sponsored events, including off-campus University sponsored events that have been approved by the Office of Student Affairs or another University Office.

12. Disrupting the Peace: Disrupting the peace and good order of the University is prohibited. Disrupting the peace and good order includes, but is not limited to: threat of harm to self, harm to self, fighting, quarreling, verbal slander, gossip, defamation of person by written/printed words or pictures, speech or written materials that induces riotous behavior, or other disruptive behaviors on any University owned/University controlled property, or at any University sponsored event, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University Office.

13. Hazing: Participation, promoting, or condoning hazing of any UAM student is strictly prohibited. Hazing is defined as:

Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or

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 alone or acting with others, upon another student to frighten or scare him; or

Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student 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 from remaining in that school, college, university or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or
Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student 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 as defined in this section.

Examples of hazing include, but is not limited to: acts that produce mental or physical discomfort, embarrassment, harassment, or ridicule, paddling in any form or creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips; wearing public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; giving of food or drink that is distasteful or designed to provoke nausea, any form of verbal harassment, any action created subjugating an individual to a condition in which the person might tend to lose self-respect, suffer injury to personal dignity or is required to compromise personal values, any activity which interferes with scholastic duties, threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetuated) of any organization’s constitution.

In addition, the University does not permit any form of associating with, pledging into, or initiation into a University group or organization that requires or permits any actions that are: (1) endangering to an individual(s), (2) sexual in nature, or (3) degrading to any gender, race, nationality or ethnic group.

Hazing is a class B misdemeanor.

14. Failure to Comply: Failure to comply with the directions of a University Official including those appointed or elected to act on behalf of the University acting under the provisions of the Student Conduct Code or in the performance of their duties is prohibited. University official includes, but is not limited to: administration, faculty, staff, and/or students employed by the University and acting on behalf of the University.

15. Infringements on the rights of students, faculty, staff, or other authorized personnel to gain access to any university facility for the purpose of attending class, participating in an interview, university conference, or any other university activities is prohibited.

16. Threats: Participating in, encouraging, or serving as an accomplice for any threat is prohibited. A threat includes, but is not limited to: Threats of physical harm, harm to property, false alarms or reports where a person initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is baseless and that could result in required action by an official/volunteer agency organized to address such emergencies; or interrupts the occupation of a building, office, classroom or residence hall facility. Threats, or any type of potential threat, will not be tolerated on University owned/University controlled property, or at any University sponsored events, including off-campus University sponsored events approved by the Office of Student Affairs or another University Office.

A threat of any nature is considered a severe offense and may result in expulsion from the University of Arkansas at Monticello.

17. Misuse of Fire Equipment: Misuse of fire extinguishers or any other fire or safety equipment including disabling or removing smoke detectors or fire alarms in any University owned/University controlled property is prohibited.

18. Telephone misuse: Vandalism of any University owned/University controlled telephone or telephone line is prohibited. In addition, attempting to place a local or long distance call through any method with intent to avoid payment is prohibited.

19. Elevator misuse: Vandalizing, damaging, abusing, or interfering with the operation of an elevator in any University owned/University controlled property is strictly prohibited.

20. Exit/Entryway: Obstructing any entry or exit in any University owned or University controlled facility/property is prohibited.
Use of personal portable sound amplification equipment, including, but not limited to: radios, stereos, tape players, CD players, iPods, televisions, etc…that disturbs the privacy of other individuals and/or the instructional program of the University is prohibited on University owned/University controlled property, or at any University sponsored event, including off-campus sponsored events that have been approved by the Office of Student Affairs or another University Office.

21. Lewd, Indecent or Obscene Conduct: Behavior that is lewd, indecent, or obscene is prohibited. Such behavior includes, but is not limited to: Private behavior/acts in residence hall rooms/apartments/common areas; campus space which is reserved, rented, leased, or used by student organizations; and/or behavior in public performances in any University owned/University controlled facility or property, or at any University sponsored event, including off campus University sponsored events approved by the Office of Student Affairs or another University Office.

22. Failure to Meet Financial Obligations to the University: Presenting an insufficient check or forging a document in payment to the University or member of the University community acting in an official capacity is prohibited. In addition, failure to make satisfactory arrangements for the settling of accounts with the University is prohibited.

23. Furnishing False Information: Providing information which is false or untrue to the University is prohibited. False information includes, but is not limited to: misrepresentation of test scores, transcript work, admissions documents, citizenship, criminal record, or testimony/statements regarding the violation of a University policy.

24. Campus elections and referendums: Casting more than one ballot in any campus election or referendum or trying to circumvent the prescribed procedures in an election process is prohibited.

25. Refusal to vacate: Refusing to vacate any University owned or controlled space, located either on or off campus, including, but not limited to: any building, residential room office, storage space, or organizational space when directed to do so by an authorized officer of the University is prohibited.

26. Stalking: Defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. The stalking of a student(s), faculty/staff member(s), or campus visitor(s) is strictly prohibited on University owned/University controlled property, or at any University sponsored function, including off-campus University sponsored events that have been approved by the Office of Student Affairs of another University Office. Stalking includes, but is not limited to: persistent and unwanted phone calls, electronic messages, letters, gifts, attention, or physical touch and/or physical presence. In addition, cyber-stalking is strictly prohibited.

27. Responsibility for Guests: 98 violation of any Board of Trustee, System, University, or Residence Life policy by a guest, visitor, or family member of any student is prohibited. Students are responsible for informing their guests, student or non-student, of University policies and will be held responsible for the behavior of their guests. A guest is defined as: (1) any person who is present at the invitation of a student or (2) any person who is received by a student, or (3) any invited or uninvited individual who is accompanied by a student. All guests must be registered with the appropriate University office and official.

28. Weapons, Firearms, and Explosives: The unauthorized use, possession, distribution, or transportation of any object with potential to cause bodily harm to self or others is strictly prohibited on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University Office.

Such objects include, but are not limited to: firearms, ammunition, fireworks, chemical dispensing advices, explosive materials, devices capable of casting a projectile such as bows and/or slingshots, swords, brass knuckles, num- chucks, or any type of gun, including, but not limited to: handguns, BB guns, stun guns, air guns, paint guns, pellet guns, or look-a-like guns. The University Police will store firearms, bows, and other weapons specifically designed for hunting purposes. Exception: This policy shall not apply to duly authorized law enforcement officials in the lawful discharge of their duties.
A student found carrying a weapon on his/her person, waving a gun, threatening to use or using a weapon on another student, faculty member, staff member, or campus visitor on University owned/University controlled property or at any University sponsored event, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University Office can be removed, suspended and/or expelled from the University. Violators of this code forfeit their option and/or right to a University Judicial Board Hearing and will receive an administrative hearing adjudicated by the Dean of Students. Violators of this code can be separated from the University in a variety of ways until an administrative hearing can be executed. Temporary separation can be sanctioned by the Vice Chancellor for Student Affairs, Dean of Students or the University Police.

Request by the student for temporary and/or future matriculation (if applicable) will be determined by the Vice Chancellor for Student Affairs in consult with the University’s Behavior Intervention Team. The University reserves the right to deny current or future matriculation.

Should a student be incarcerated due to legal charges filed, an administrative hearing will be performed with the student in abstention. A determination will be made based upon the preponderance of evidence.

29. Verbal Abuse: Verbal abuse on any University owned/University controlled property, or at any University sponsored function, including off-campus University sponsored events that have been approved by the Office of Student Affairs or other University department/official is strictly prohibited. Verbal abuse includes, but is not limited to obscene, profane or derogatory language which abuses or defames another. Verbal abuse of any UAM faculty/staff member, campus visitor, or any student may result in immediate expulsion from the University of Arkansas at Monticello.

30. Harassment: Harassment, including sexual harassment, by an individual or group of individuals on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs is prohibited. Harassment includes, but is not limited to: Attempting or threatening to strike, or otherwise subject another person to physical contact; making an offensive coarse utterance, gesture or display; addressing abusive language to any person, following a person in or about a public place or places’ or repeatedly committing acts that alarm or seriously annoy another person. For complaints of sexual harassment, also see the UAM policy on Sexual Misconduct.

31. Terrorist Threat/Threat of Physical Abuse or Endangerment: Terroristic threats/threat of physical abuse or endangerment is strictly prohibited on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University Office. A threat of physical abuse or endangerment made towards any UAM faculty/staff member, campus visitor or any student may result in immediate expulsion from the University of Arkansas at Monticello.

A student making a terroristic threat towards another student, faculty member, staff member, or campus visitor can be removed, suspended and/or expelled from the University. Violators of this code forfeit their option and/or right to a University Judicial Board Hearing and will receive an administrative hearing adjudicated by the Dean of Students. Violators of this code can be temporarily separated from the University in a variety of ways until an administrative hearing can be executed. Temporary removal can be sanctioned by the Vice Chancellor for Student Affairs, Dean of Students, and/or University Police.

Request by the student for temporary and or future matriculation (if applicable) will be determined by the Vice Chancellor for Student Affairs in consult with the University’s Behavior Intervention Team. The University reserves the right to deny current and future matriculation.

Should a student be incarcerated due to legal charges filed, an administrative hearing will be performed with the student in abstention. A determination will be made based upon the preponderance of evidence.

32. Aiding/Abetting: Encouraging or helping someone to violate University/residence life policies/regulations, or commit violations of local, state or federal laws on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs is prohibited.
33. Physical Abuse or Endangerment: Any act of physical abuse or endangerment which imperils or jeopardizes the health or safety of any student, faculty, staff, or visitor on any University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University Office is prohibited. The physical abuse or endangerment of any UAM faculty/staff member, campus visitor, or any student will result in immediate suspension or expulsion from the University of Arkansas at Monticello. Violators of the code forfeit their option/right to a University Judicial Board Hearing and will receive an administrative hearing adjudicated by the Dean of Students. Violators of this code can be temporarily separated from the University in a variety of ways until an administrative hearing can be executed. Temporary separation can be sanctioned by the Vice Chancellor for Student Affairs, Dean of Students, or the Office of University Police.

Request by the student for temporary and or future matriculation (if applicable) will be determined by the Vice Chancellor for Student Affairs in consult with the University’s Behavior Intervention Team. The University reserves the right to deny current and future matriculation.

Should a student be incarcerated due to legal charges filed, an administrative hearing will be performed with the student in abstention. A determination will be made based upon the preponderance of evidence.

34. Climbing on University Structures: Climbing, repelling or any related activity is prohibited on University structures.

35. ID Cards/Meal Cards: ID cards/Meal Cards are the property of the University of Arkansas at Monticello and must be returned to the Registrar’s Office upon withdrawing from or leaving the University. Currently enrolled UAM students are required to carry a valid University of Arkansas at Monticello ID at all times when they are on University property. ID cards are non-transferable and may not be duplicated.

36. Open warrant of arrest: Students and campus visitors with an open warrant of arrest issued by a certified federal, state, city, or municipal court can be removed and banned from University owned/University controlled property, including off-campus University sponsored events that have been approved by the Office of Student Affairs or another University Office. The ban may remain in effect until the open warrant has been rescinded and/or adjudicated by a certified court system.

Students with pending felony or misdemeanor charges must meet with the Dean of Students before permission to register re-register, or visiting the campus is granted.

37. Violations of the UAM Computer usage policy: Violations of the UAM computer usage policy as defined in UAM Operating Procedure #250.3 or its successor are prohibited.

38. Unauthorized use or entry: Unauthorized use or entry into any University owned/University controlled property/facility and/or unauthorized possession, distribution, or duplication of keys to any University property/facility is prohibited.

39. Violations of Other University Regulations: Violations of University regulations contained in official and/or sponsored publications or notices are prohibited.

40. Violations of Local, State and/or Federal Laws: Violations of Local, State, and/or Federal Laws are prohibited. Violations of such laws at an independent, off-campus location that results in damage to or imposes possible endangerment or threat to the institution, its property, faculty, staff or students, may be subject to the University Judicial Code. The University reserves the right to adjudicate any violation of the student conduct code whether occurring on University owned/University controlled property, or at University sponsored events that have been approved by the Office of Student Affairs or another department or official.

**DISCIPLINARY SANCTIONS FOR VIOLATIONS OF CODES OF CONDUCT**
Disciplinary sanctions within the UAM Judicial System to which students will be subjected to include, but are not limited to, the following:

1. **Warning/Reprimand**: Notice, oral or written, that a specific behavior or a series of actions violates University policy and/or code of conduct and that repetition would most likely result in more serious disciplinary action, such as probation or suspension. The student is officially warned that further unacceptable behavior will result in more serious action.

2. **Program participation**: A requirement to participate in a specific program, such as an alcohol/drug education program, or other activity that would promote educational outcomes, civic responsibility, or safety issues.

3. **Educational Sanction/Community service**: A requirement to provide a specific service, such as, but not limited to: the repair or restoration of any property damaged or taken by the student or a specific amount of time/hours spent in service to the University, or non-profit or charitable organization.

4. **Restitution**: Compensating the University or other injured parties including faculty, staff, of students for damaged, lost or destroyed property.

5. **Conduct Probation**: A written statement to the student indicating that his/her behavior is of such nature as to jeopardize continued enrollment at the University.

6. **Residential Housing Sanctions**:
   a. **Housing relocation**: This sanction requires the responsible party to relocate to a different residence hall. If the student fails to transfer to a different residence hall as directed, the student may incur additional discipline sanctions, including, but not limited to: a lock-out or lock change at the student’s expense or expulsion from University housing.
   b. **Restriction or loss of hall privileges**: This sanction involves the forfeiture of student’s privileges of on-campus living. Such loss of privileges may include, but is not limited to: visitation of all visitors, use of certain entrances/exits, or participation in hall programming.
   c. **Removal from University housing**: This sanction may be administered to any student whose continued presence in on-campus living facilities constitutes a threat of harm to the student him/herself or to any other person on the campus or to the property of the University or property of persons on the University campus. Such student shall not be eligible for a room refund.
   d. **Expulsion from University housing**: A student expelled from University housing will be permanently banned from residing in or entering any University facility. Such student shall not be eligible for a room refund.

7. **Disciplinary Probation**: Loss of specifically designated privileges, which could include, but not limited to: holding any elected or appointed student office, appointment to a University Committee, pledging or being initiated into a campus organization, participating in any intercollegiate event or contest, denial of campus recreation facilities, participation in intramurals, use of a motor vehicle on campus and/or living in University housing.

8. **Suspension**: The prohibition from participating in all aspects of University life for a specified period of time. When a student is suspended from the University, the student is prohibited from entering the grounds of any property owned, operated, or controlled by the University. There are two types of suspension:
   a. **Active Suspension**: The student is separated from the University and must leave the campus for a specified period of time after which the student is eligible to petition for readmission. The Vice Chancellor for Student Affairs and/or Dean of Students is to be notified when a student requests readmission.
b. Immediate suspension: A student is subject to instantaneous suspension pending an official disciplinary hearing when conduct jeopardizes the safety of the student, other members of the university community, and/or institutional property. A hearing will be scheduled as soon as possible, but no later than five (5) calendar days after the immediate suspension.

9. Expulsion: Permanent severance of the student’s relationship with the University where by the student may not return and his/her enrollment is cancelled. If a student is expelled, he/she must leave campus immediately and is required to fulfill their financial responsibility to the University and shall forfeit any deposits and/or refunds.

    NOTE: A student suspended or expelled during the first 50 class days of a regular fall or spring term will be administratively withdrawn and receive a grade of “W”. A student suspended or expelled after the 50th class day will be administratively withdrawn and receive no credit for assignments, quizzes, exams, etc. missed during the suspension and a final letter grade will be calculated and issued.

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

11. Ban from Campus or Facilities: A non-student may be banned from campus for an indefinite or specified period of time. Non-students are subject to arrest for criminal trespass if a ban is violated. Non-students are banned from campus by the University Police. A student may be banned from specified campus facilities, including residence halls, University Center, Athletic facilities, and/or other facilities. In addition, the student is subject to arrest and/or further disciplinary action if the ban is violated. A student may be banned from the campus by the Office of University Police, Dean of Students, Vice Chancellor for Student Affairs, and/or Chancellor of the University.

12. Parent notification: The University may notify, in writing, a parent or legal guardian of a student who is an under twenty-one (21) years of age if he/she violates any rule or policy of the university governing the use or possession of alcohol, controlled substances, or illicit drugs while on University controlled property or at a university sponsored or sanctioned event. Notification to the parent/legal guardian will be in addition to disciplinary action.

13. Other sanctions: The University may impose the sanction listed above or impose other sanctions singularly or in combination with any of the above.

Note: Students who are issued a University conduct sanction(s) but fail to complete or abide by the penalty will be issued more severe sanctions. In addition, if supplemental sanctions are administered, a second judicial hearing is not required nor mandated to assure due process.

CONDUCT CODE INTERIM SANCTIONS

Normally, no sanction will result from the filing of a complaint or from the initiation of disciplinary action. However, pending a hearing or in extraordinary circumstances, the Vice Chancellor for Student Affairs and/or Dean of Students may implement provisional sanctions including, but not limited to, administrative withdrawal, suspension, or expulsion of a student when the safety of persons or property or the ability of any student(s) to pursue educational goals would be placed in jeopardy by the continued presence of said student(s). Such provisional suspension will not extend beyond five calendar days unless continued by the University Judicial Board after the student has been given the opportunity to show cause why the suspension should be discontinued. All provisional suspensions will be exceptional and will not be construed to be disciplinary.

UNIVERSITY BEHAVIORAL INTERVENTION TEAM (UBIT)

The University of Arkansas at Monticello is committed to the health and safety of its faculty/staff and students, and maintaining a safe and efficient workplace. Safety and security concerns will be managed with both employee/student safety
and student success as primary goals. Accordingly, UAM has developed the UBIT procedures outlining a proactive student behavioral intervention process.

While interacting with students, the faculty and staff may be confronted with situations in which a student is displaying concerning behavior. UBIT is designed to assist both faculty/staff and student.

- Report emergency or extreme situations immediately to the Department of University Police at 460-1000 and/or 911 (as appropriate).

- Faculty, students or staff who are concerned about a student displaying mild to moderate levels of distress should fill out a Person of Concern Report and submit it to the Director of Counseling Services and the Director of University Police. The Person of Concern Report form is located on the Counseling/Testing Center webpage and the University Police webpage of the UAM website.

NOTE: The UBIT process does not replace faculty classroom management, disciplinary processes, or University Police action.

WITHDRAWAL DURING OR BECAUSE OF DISCIPLINARY ACTION

Any student who withdraws from the University to avoid charges/sanctions of violation of University Policy will face judicial proceedings/sanctions upon their return or re-entry to the University of Arkansas at Monticello. The student must appear before the Vice Chancellor for Student Affairs and/or Dean of Students prior to re-admission. There is no statute of limitations regarding University violations.

CONDUCT CODE APPEAL PROCEDURE

A student may appeal decisions of the Residence Hall Judicial Board to the Dean of Students or decisions of the Dean of Students to the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs is the final appeal for violations originating within the residence halls. Appeals of University Judicial Board decisions or decisions of the Dean of Students are made to the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs is the final appeal for violations originating within the residence halls. Appeals based upon concrete, objective data are most likely to receive favorable consideration. Some major examples include but are not limited to the following:

1. Irregularities in due process, which may have influenced the outcome of the hearings;
2. Demonstrated prejudice against the accused by any participating board members;
3. Introduction of new evidence that was not available at the time of the original hearing; or
4. The sanction imposed did not fit the offense.

The accused must submit a written statement of the reasons for appealing to the Vice Chancellor for Student Affairs/Dean of Students. This statement must be submitted to the Vice Chancellor for Student Affairs/Dean of Students within 48 hours of receiving written or oral decisions/sanctions. The accused may be accompanied by one support person to assist them during the appeal hearing. This support person can be anyone, including an attorney. **Unless the student has received a suspension of ten (10) or more days or expulsion,** the support person may not address the Hearing Panel, present evidence, make objections or statements, ask questions of any party or witness or otherwise participate in the hearing, beyond privately communicating with party that he/she is supporting. **If the student has received a suspension of ten (10) or more days or expulsion, the support person may fully participate during the disciplinary appeal proceeding.**

The Vice Chancellor for Student Affairs or Dean of Students may take the following actions:

1. Decide that there are not sufficient reasons to grant an appeal hearing and thus affirm the original action. In this instance, the original action will stand;
2. Send the case back to the lower authority to reconsider a certain portion of its sanction;
3. Decide that there is sufficient reason to grant an appeal hearing on another date. If an appeal is granted, the Vice Chancellor for Student Affairs or Dean of Students may:
   1. Limit the appeal to only such evidence that may relate to the seriousness of the sanction, or to any other controversial point cited in the appeal;
   2. Decide to have a completely new hearing, thereby nullifying any action taken in the original hearing;
   3. Summon at least one member of the original board that heard the case to the appeal hearing;
   4. Take action that will affirm, reverse, or modify the original action. Sanctions may not be increased within the appeal process.

RIGHTS OF ASSEMBLY

UAM students have the right to assemble peacefully for activities or demonstrations, subject to the provisions regarding scheduling of facilities and policies on outside speakers. Students, who organize or participate in the prohibited activities described herein or who attempt to interfere with legitimate demonstrators and activities, are subject to appropriate disciplinary action. However, such activities must not:

1. Interfere with campus order and access, the normal functioning of the University, or the rights of other members of the University community;
2. Result in injury to individuals on the campus, damage to University property, or involve unauthorized attempt or entry into university buildings;
3. Interrupt the proceedings of a scheduled University or student-sponsored activity or event
4. Present a clear and impending threat to the safety of individuals, to University property, or to the University community in general.

ENTRY/SEARCH AND SEIZURE OF PROPERTY

The right to privacy in a student’s place of residence or other University space occupied by students, including but not limited to: student organizational space, is a basic tenet of the University of Arkansas at Monticello. However, there are some situations/circumstances that require the University to enter and/or search student space.

A. Right of Entry by University Officials

1. The University of Arkansas at Monticello reserves the right to enter a student’s place of residence or any space occupied by students, including but not limited to: student organizational space, under the following conditions:
   a. Emergency situations: The University reserves the right to enter such space in which the physical or emotional safety and well-being of any person may be affected, or where institutional property may be damaged or destroyed. A student or students do not have to be present for entry for this cause. A search warrant is not needed for entry for this cause.
   b. Suspicion of violation of law or policy. The University reserves the right to enter such space when reasonable grounds exist to suspect that a violation of law or policy is taking place. A student or students do not have to present for entry for this cause. A search warrant is not needed for entry for this cause.
Entrance into a University Residence Hall room for purposes above should be performed only by a Residence Hall Director, Director of Residence Life, Dean of Students, Vice Chancellor for Student Affairs, University Police Officer, or any member of the Executive Council of the University.

c. Valid Search Warrant: The University reserves the right to enter such space if there is a valid search warrant or incident leading to an arrest. A student or students do not have to be present for entry for this cause.

d. Maintenance or maintenance inspection: The University reserves the right to enter such space for maintenance purposes. A student or students do not have to present for entry for this cause. Generally, a staff member of the Office of Residence Life or another maintenance worker should accompany any maintenance personnel upon entering a student place of residence.

B. Right of Search by UAM University Police and/or other University Officials

1. The University of Arkansas at Monticello reserves the right to search a student’s residence or other University space occupied by students, including but not limited to: student organizational space, under the following conditions:

a. Search Warrant: The University reserves the right to search such space if a valid search warrant is obtained by proper legal authorities;

b. Probable cause or reasonable grounds: The University reserves the right to search such space if University officials believe the space in question contains evidence of the commission of a criminal offense or a violation of University rules and policies. A student or students do not have to be present for a search for this cause. A search warrant is not needed for a search of this cause.

c. Permission: The University of Arkansas may search such space if a resident or present student grants permission.

d. In the absence of a search warrant: In the event a room or other space is searched in the absence of a search warrant, such a search will be conducted by a University official expressly authorized to conduct such a search by the Chancellor, Vice Chancellor for Student Affairs or Dean of Students. Information received through investigation by these means may be used as evidence in proceedings by the University for judicial or other administrative action.

C. Right of Search by off-campus police authorities

1. The University of Arkansas at Monticello reserves the right to allow an off-campus Agency with police authority to search a student’s place of residence or any space occupied by students including, but not limited to: student organizational space, under the following conditions:

a. Suspicion of the violation of local, state, or federal laws: This suspicion may be referred to law enforcement officials through the University’s Department of University Police. University Police Officials have the right to search such space and possessions by following routine procedures of a lawful search. Any information discovered through such a search may be used as evidence in any civil or criminal proceedings and by University authorities for judicial action.

D. Room Entry and Search for Purposes of Fire Safety

1. The University of Arkansas at Monticello reserves the right to enter and search a student’s place of residence or other University space occupied by students, including but not limited to: student organizational space, under the following condition:

a. Fire alarms and fire drills: Fire alarms and fire drills will be considered emergency situations during which University officials may enter student room or organizational space to perform a search to assure that all residents evacuate the building or space.
SEXUAL MISCONDUCT, DISCRIMINATION, HARASSMENT, and RETALIATION COMPLAINT

The University of Arkansas at Monticello 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, 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 to 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, and 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 or elsewhere. This Policy shall not be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression.

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 respective Deputy Title IX Coordinator listed below.

**UAM students (Monticello campus):**

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Deputy Title IX Coordinator</th>
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<tbody>
<tr>
<td>Ms. Renea McClendon</td>
<td>Ms. Helen Davis</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Conduct Case Manager</td>
</tr>
<tr>
<td>(870) 460-1110</td>
<td>(870) 460-1353</td>
</tr>
<tr>
<td>n <a href="mailto:McClendon@uamot.edu">McClendon@uamot.edu</a></td>
<td><a href="mailto:McClendon@uamot.edu">McClendon@uamot.edu</a></td>
</tr>
<tr>
<td>University Center</td>
<td>Harris Hall, Room 212</td>
</tr>
<tr>
<td>517 University Dr.</td>
<td>517 University Drive</td>
</tr>
<tr>
<td>Monticello, AR 71656</td>
<td>Monticello, AR 71656</td>
</tr>
</tbody>
</table>
UAM students (McGehee campus):
Deputy Title IX Coordinator
Mr. Cyrus Vance
Director of Student Services
(870)-222-2103
vancecj@uamont.edu
UAM-CTM
1609 East Ash
McGehee, AR 71654

UAM students (Crossett campus):
Deputy Title IX Coordinator
Dr. David Streeter
Director of Student Services
(870) 364-6414
streeter@uamont.edu
UAM-CTC
1326 Hwy 52 West
Crossett, AR 71635

UAM faculty, staff, and visitors:
Deputy Title IX Coordinator
Mrs. Debbie Gasaway
Associate Vice Chancellor for Administration
(870) 460-1622
gasaway@uamont.edu
Babin Business Center, Room 205G
140 University Place
Monticello, AR 71656

NOTE: Associate Vice Chancellor for Administration, Mrs. Debbie Gasaway, is responsible for administration of the grievance procedure for all complaints against faculty, staff, and visitors, including those complaints filed by students.

Additional Title IX Resource:
Dallas Office
Office for Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
Telephone: (214) 661-9600
FAX: (214) 661-9587; TDD: (877)521-2172
Email: OCR.Dallas@ed.gov

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. **The University encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where 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:
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, and drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a 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 or deputies. 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 must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Title IX Coordinator or deputies. 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 or deputy 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 Counseling Services located in Harris Hall, Room 201 and Student Health Services located in the Randy S. Risher Wellness Center. Employees of the University may be able to seek help through the Employee Assistance Program. Community mental health agencies, counselors, and psychotherapists in private practice in the area can provide individual and group therapy. Students and employees may contact any of the agencies listed below for counseling assistance.

<table>
<thead>
<tr>
<th>Delta Counseling Associates</th>
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<th>Delta Counseling Associates</th>
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<tbody>
<tr>
<td>790 Roberts Drive</td>
<td>2410 Hwy. 65 N</td>
<td>1308 W. 5th</td>
</tr>
<tr>
<td>Monticello, AR 71655</td>
<td>McGehee, AR 71654</td>
<td>Crossett, AR 71635</td>
</tr>
<tr>
<td>(870) 367-2461</td>
<td>(870) 222-3107</td>
<td>(870) 364-6471</td>
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<tr>
<th>Delta Counseling</th>
<th>Delta Counseling</th>
<th>Delta Counseling</th>
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</thead>
<tbody>
<tr>
<td>Lake Village Clinical Office</td>
<td>Lake Village, AR 71653</td>
<td>Lake Village, AR 71639</td>
</tr>
<tr>
<td></td>
<td>(870) 265-3808</td>
<td>(870) 382-4001</td>
</tr>
<tr>
<td>Warren Clinical Office</td>
<td>Warren, AR 71671</td>
<td>Dumas, AR 71639</td>
</tr>
<tr>
<td>1404 E. Church</td>
<td>(870) 226-5856</td>
<td>(870) 382-4001</td>
</tr>
<tr>
<td>Dumas Clinical Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>741 Hwy. 65 S</td>
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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.

Options, Inc.
110 N. Main Street
Monticello, AR 71655
Phone: (870) 460-0684
Hotline: (870) 367-3488
Arkansas Coalition Against Sexual Assault
Toll Free 1-866-63-ACASA (22272)

Arkansas Coalition Against Domestic Violence

Arkansas
Education and Awareness Programs

The University’s Division of Student Affairs 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 Sexual Assault Prevention and Awareness 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 employee) are prohibited except in extraordinary circumstances.

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/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 or deputy will evaluate the information received and determine what further actions should be taken. The Title IX Coordinator or deputy will follow the procedures described in this Policy. The Title IX Coordinator or deputy 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 or deputy will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of Complaints filed with the University. The Title IX Coordinator or deputy 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 deputy will apprise the vice chancellor for the appropriate division or department of the Complaint.

The Title IX Coordinator or deputy, 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; and
- 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 deputy unless it is clear from the face of the Complaint or the Title IX Coordinator’s or deputy’s initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue violates this Policy.

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In the event that the Complaint was made by someone other than the alleged victim, the Title IX Coordinator or deputy 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, and
- whether those individuals wish to pursue the matter.

In the event that the Title IX Coordinator or deputy determines that an investigation of the Complaint should not be conducted, he/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 or deputy determines that an investigation should be conducted, the Title IX Coordinator or deputy 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 or deputy 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 or deputy in writing any real or perceived conflicts of interest posed by assigning such investigator to the matter. The Title IX Coordinator or deputy 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 or deputy 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; and 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 or deputy will remain neutral. The Title IX Coordinator or deputy 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.

Initial Meeting with Complainant and/or Alleged Victim. As soon as is practicable, the Title IX Coordinator or deputy will contact the Complainant and the alleged victim (if not the Complainant) to schedule an initial meeting to, as applicable:

- provide a copy of this Policy;
- provide a copy of the Discrimination, Harassment and Sexual Misconduct Complaint Form (a copy of which is attached as Exhibit A) on which the Complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location and general nature of the alleged violation of Policy (the Complaint Form may be completed by Complainant or dictated to the Title IX Coordinator or deputy, who will confirm the accuracy of his or her documentation with the Complainant);
- explain avenues for resolution;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- determine whether the Complainant or the alleged victim (if not the Complainant) wish to pursue a resolution through the University or no resolution of any kind;
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
• discuss, as appropriate, possible interim measures that can be provided during the pendency of the investigative and resolution processes.

Interim Measures. Unless circumstances dictate otherwise, the Title IX Coordinator or deputy will promptly issue a “No Contact” order to all parties upon notice of any sexual assault Complaint. In all cases, the University may implement any necessary interim measures, deemed appropriate and reasonably available, regardless of whether a Complaint has been filed (with either campus administrators or law enforcement agencies) or whether an investigation has commenced (by either campus administrators or law enforcement agencies). Interim measures may include, but are not limited to:

• issuing no-contact orders;
• providing an escort to ensure that an individual can move safely between classes, work, and/or activities;
• reassigning on-campus housing;
• dissolving a campus housing contract and offering a pro-rated refund;
• changing work arrangements or location;
• rescheduling class work, assignments, and examinations;
• arranging for the Complainant to take an incomplete in a class;
• reassigning class section;
• permitting a temporary withdrawal from the University;
• providing alternative course completion options;
• providing counseling services; and
• providing academic support services.

Following the initial meeting with the Complainant and the alleged victim (if not the Complainant), the Title IX Coordinator or deputy will, if applicable, promptly determine the interim measures to be provided to the alleged victim. Such determination will be promptly communicated to the alleged victim, and no later than the point at which it is communicated to the Respondent.

Initial Meeting with Respondent. If the Complainant or alleged victim (if not the Complainant) wishes to pursue resolution through the University or if the University otherwise deems that a further investigation is warranted, as soon as is reasonably practicable after the Title IX Coordinator’s or deputy’s initial meeting with the Complainant (and, if applicable, the alleged victim), the Title IX Coordinator or deputy will schedule an initial meeting with the Respondent. During the initial meeting with the Respondent, the Title IX Coordinator or deputy will, as applicable:

• provide sufficient written information, consistent with privacy laws and any request for confidentiality, to allow Respondent to address the allegation (e.g., the name of the Complainant/ alleged victim, the date, location, nature of the alleged violation of Policy, etc.);
• provide a copy of this Policy;
• explain the University’s procedures for resolution of the Complaint;
• explain the steps involved in an investigation under this Policy;
• discuss confidentiality standards and concerns;
• discuss non-retaliation requirements;
• Inform of any interim measures already determined and being provided to the Complainant and/or the alleged victim that would directly affect the Respondent (e.g., changing his or her class schedule, moving him or her to an alternate residence hall, etc.);
• refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
• Discuss, as appropriate, possible interim measures that can be provided to the Respondent during the pendency of the investigative and resolution processes.

Investigative Report. The Title IX Coordinator or deputy shall complete a written investigative report (“Investigative Report”) that shall include the following items:

• The name and sex of the alleged victim and, if different, the name and sex of the person reporting the allegation (It should also include any other relevant protected class characteristics if the Complaint involves a violation of this Policy based on a protected status other than gender);
• a statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
• the date that the Complaint or other report was made;
• the date the Complainant and alleged victim (if not the Complainant) were interviewed;
• the date the Respondent was interviewed;
• the names and sex of all persons alleged to have committed the alleged violation of this Policy (It should also include any other relevant protected status characteristics if the Complaint involves a violation of this Policy based on a protected status other than gender);
• the names and sex of all known witnesses to the alleged incident(s);
• the dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
• any written statements of the Complainant (or victim, if different from the Complainant), the Respondent and any witnesses;
• summaries of all interviews conducted, photographs, and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed report of the events in question;
• a written finding on the case, based on a preponderance of the evidence which indicates whether or not it is more likely than not that a Policy violation has occurred;
• the policy or policies violated and, in consultation, as necessary, with the Complainant, alleged victim (if different than the Complainant), Respondent, and other University officials, any remedial and/or disciplinary action deemed appropriate under the circumstances;
• the response of University personnel and, if applicable, University-level officials, including any interim measures and permanent steps taken with respect to the Complainant, alleged victim (if different than the Complainant) and the Respondent; and
• a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

If the Title IX Coordinator or deputy is unable to obtain the consent of third-party witnesses, he or she will redact the Investigative Report to the extent necessary to avoid inappropriate disclosure of such witness’s personally identifiable information, while ensuring that such redaction does not prevent resolution of the Complaint.

If the Title IX Coordinator or deputy determines and documents, based on the investigation, that reasonable grounds exist to believe that the conduct at issue constitutes a violation of this Policy, the Title IX Coordinator or deputy will determine the appropriate remedy and/or sanction to be imposed and will include the appropriate remedy and/or sanction in the Investigative Report. Impression of the appropriate remedy and/or sanction will be imposed only after all appeals have been exhausted.

In determining the appropriate remedy and/or sanction, the University will act to end the discrimination, harassment, retaliation or sexual misconduct, prevent its recurrence and remedy its effects on the victim and/or University community. Sanctions will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from the University, disciplinary probation, expulsion from campus housing, mandated counseling and/or educational sanctions as deemed appropriate.

The Title IX Coordinator or deputy shall complete and distribute the Investigative Report, concurrently, to the alleged victim and Respondent within thirty (30) calendar days following receipt of a Complaint. All parties to whom the Investigative Report is distributed pursuant to this Policy should maintain it in confidence. The Investigative Report may only be disclosed as contemplated by this Policy.

If the Title IX Coordinator or deputy finds no reasonable grounds to believe that the conduct at issue constitutes a violation of this Policy, then the Title IX Coordinator or deputy will determine and document the appropriate resolution of the Complaint in the Investigative Report and will promptly notify the parties of that determination.

**APPEAL INVOLVING FACULTY/staff**

All appeals where the Respondent is a University faculty or staff member shall be made to the Chancellor. Both the alleged victim and the Respondent may appeal any or all of the Faculty/Staff Deputy Title IX Coordinator’s decision in writing to the Chancellor within ten (10) days of receipt of the Investigative Report. The appealing party must also provide a copy of the appeal to the Faculty/Staff Deputy Title IX Coordinator within the same time...
period. The appeal should include a brief statement describing any or all parts of the Investigative Report that is being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery. The Faculty/Staff Deputy Title IX Coordinator will promptly inform the other party of the appeal.

Within thirty (30) days of receipt of the appeal, the Chancellor will make a final determination as to whether the Complaint should be closed, whether a violation of Policy has occurred, and/or whether any additional or different remedial action or sanctions are warranted. The Chancellor will concurrently notify the alleged victim and the Respondent of his/her decision.

All non-tenured faculty and staff members of the University are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with the University or be construed to prevent or delay the University from taking any disciplinary action deemed appropriate (including suspension and immediate termination of employment) for any violation of state law, federal law or University policy. When the Respondent is a faculty member with tenure and the sanction imposed or upheld by the Chancellor is dismissal of the Respondent’s employment, the matter shall proceed pursuant to Board Policy 405.1.

APPEAL INVOLVING A STUDENT

In those instances where the Respondent is a University student, the alleged victim and/or the Respondent may appeal any or all of the Title IX Coordinator’s or deputy’s decision to a Hearing Panel by providing a written appeal to the Vice Chancellor for Finance and Administration with a copy also being provided to the Title IX Coordinator or deputy.

The appeal must be submitted within ten (10) days of receipt of the Investigative Report and must include a brief statement describing any or all parts of the Investigative Report being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery.

Within three (3) days of receiving the appeal, the Vice Chancellor for Finance and Administration will appoint the members of the Hearing Panel, to include at least three faculty and/or staff members. The Vice Chancellor for Finance and Administration will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator or deputy will provide a copy of the Complaint and the Investigative Report to each member of the Hearing Panel and, if only a portion of the Title IX Coordinator’s or deputy’s findings and determinations are appealed, the Title IX Coordinator or deputy will specify which part(s) of the alleged misconduct will be the subject of the hearing.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator or deputy will provide concurrent written notice to the alleged victim and the Respondent, setting forth the names of the individuals selected to serve on and chair the Hearing Panel. If only a portion of the findings and determination are appealed, the Title IX Coordinator or deputy will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearing.

The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the Vice Chancellor for Finance and Administration within three (3) days of receipt of the notice of the composition of the Hearing Panel. Any objection must state the specific reason(s) for the objection. The Vice Chancellor for Finance and Administration will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Panel. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

Submission of Written Materials. Within five (5) days of receipt of the notice of the initial composition of the Hearing Panel, the alleged victim and the Respondent may provide the Chair of the Hearing Panel with a list of witnesses, if any, that they propose that the Hearing Panel call and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute, any supporting documents or other evidence, and a written statement of position.
Notice of the Hearings. Not less than five (5) days but not more than ten (10) days after delivery of notice of the initial composition of the Hearing Panel to the parties, the Hearing Panel will provide a separate notice to the alleged victim, Respondent and any witnesses or other third parties whose testimony the Hearing Panel deems relevant, requesting such individuals to appear before the Hearing Panel. The notice should set forth the date, time, and location for the individual’s requested presence. The Hearing Panel shall provide the names of the witnesses or other third parties that the Hearing Panel plans to call in its notices to the alleged victim and the Respondent. The hearing shall be conducted within twenty (20) days but no sooner than ten (10) days of the receipt of the appeal.

Failure to Appear. If any party fails to appear before the Hearing Panel if requested to do so, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the Complaint.

Support Persons. Both the alleged victim and the Respondent may be accompanied by one support person to assist them during the hearing process. This support person can be anyone, including an attorney. Unless the student has received a suspension of ten (10) or more days or expulsion, the support person may not address the Hearing Panel, present evidence, make objections or statements, ask questions of any party or witness or otherwise participate in the hearing, beyond privately communicating with the party that he/she is supporting. If the student has received a suspension of ten (10) or more days or expulsion, the support person may fully participate during the disciplinary appeal proceeding.

The Chair must be notified five (5) business days in advance of the hearing if a party will be accompanied by a support person. The Chair may disallow the attendance of any support person if he/she is also a witness or if, in the discretion of the Chair, such person’s presence would be disruptive or obstructive to the hearing or otherwise warrant removal. All support persons must agree to keep any and all information presented in the hearing confidential in order to attend. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this Policy. University officials may seek advice from the University’s Office of General Counsel on questions of law and procedure at any time during the process.

Evidentiary Matters. The alleged victim and the Respondent will have an equal opportunity to present evidence during their hearing. Formal rules of evidence will not be observed during the hearings.

Prior Sexual Conduct. Evidence of the prior sexual conduct of the alleged victim and the Respondent with others will not be permitted at the hearings, with the following exceptions:

- evidence is permitted to show that the alleged victim has in the past been formally disciplined by the University for falsely filing Complaints alleging a violation of this Policy;
- evidence is permitted to show that the Respondent has in the past been either convicted in a criminal proceeding or formally disciplined by the University for conduct which would violate this Policy, if deemed relevant; and
- evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged violations of policy at issue before the Hearing Panel, provided that (1) the Respondent has not been found “not responsible” by the University in a proceeding related to such conduct and (2) the Chair has made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Hearing Panel to suggest a pattern of behavior.

Hearing Procedure. The Hearing Panel will conduct a hearing during which it will interview and question the Complainant, the alleged victim, the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant. The parties will not be allowed to personally question or cross-examine each other during the hearing, but will be allowed to question witnesses. The Chair will resolve all questions concerning procedure or the admission of evidence or testimony, including the relevancy and reliability of the evidence and testimony. All participants at the hearing are expected to provide truthful testimony. The Complainant and/or alleged victim have the option not to be in the same room with the alleged Respondent during the hearing. Any party may
choose not to testify or appear before the Hearing Panel; however, his/her exercise of that option will not preclude the Hearing Panel from making a determination regarding the Complaint filed against the Respondent.

**Decision of the Hearing Panel.** Following the conclusion of the hearing, the Hearing Panel will confer and by majority vote determine whether the evidence (including the information provided in and by the Investigative Report, the parties’ written statements, if any, the evidence presented at the hearings, and the testimony of the parties and witnesses) establishes that it is more likely than not that the Respondent committed a violation of this Policy. In other words, the standard of proof will be the preponderance of the evidence. If the Hearing Panel determines that more likely than not the Respondent committed a violation of this Policy, the Hearing Panel will recommend sanctions and give consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Hearing Panel will forward its recommendations regarding sanctions to the Vice Chancellor for Finance and Administration who will make the final determination regarding all sanctions.

Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, expulsion or suspension from the University, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions deemed appropriate by the Hearing Panel.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this Policy. However, if it is deemed necessary to protect the welfare of the victim or the University community, the Hearing Panel may recommend and the Vice Chancellor for Finance and Administration may determine that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

At such time that the appeal process is exhausted, the Title IX Coordinator or deputy will determine the final accommodations to be provided to the victim, if any, and the Title IX Coordinator or deputy will communicate such decision to the victim and the Respondent to the extent that it affects him/her.

The Title IX Coordinator or deputy will also take steps to prevent any harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing training for the campus community, and providing counseling for the Respondent. The Title IX Coordinator or deputy will also take steps to prevent the harassment of or retaliation against the Respondent.

Furthermore, the Title IX Coordinator or deputy will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further violation of this Policy or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the University community. The Title IX Coordinator or deputy will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator or deputy will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

**Final Outcome Letter.** Within ten (10) calendar days following the conclusion of the hearings, the Hearing Panel will issue a written decision letter (the “Final Outcome Letter”) concurrently to the Respondent and the alleged victim. The Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible, if any, (3) the recommended sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent to such inclusion.

In order to comply with FERPA, the letter will not include information considered part of a party’s “education record” (as that term is defined by FERPA) that is not otherwise exempt from disclosure under the Act, or other information about sanctions that do not relate to the victim.

**Confidentiality and Disclosure.** In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearings (including the
Complaint, the Investigative Report, the notices of hearing, and the pre-hearing submissions referenced above) and documents, testimony, or other information introduced at the hearings may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

Time Periods

The University will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as timely and efficient a manner as possible. The University’s investigation and resolution of a Complaint (including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances. Hearings, if at all, will take place after the conclusion of the investigation. If hearings have taken place, both the alleged victim and the Respondent generally will receive a Final Outcome Letter within ten (10) calendar days of the conclusion of the hearing.

Any party may request an extension of any deadline by providing the Title IX Coordinator or respective deputy with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and University closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. The Title IX Coordinator or deputy may also modify any deadlines contained in this Policy as necessary and for good cause.

Acknowledgement of Responsibility

At any time prior to the issuance of the Investigative Report or the date of his/her designated hearing, the Respondent may elect to acknowledge his/her actions and take responsibility for the alleged policy violation. In such situation, the Title IX Coordinator or deputy will propose sanction(s). If either party objects to the proposed sanction(s), they may appeal the sanction pursuant to this Policy.

No Retaliation

Retaliation against any person who files a Complaint, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited. A person who believes retaliation has occurred should notify the Title IX Coordinator or deputy as soon as possible.

False Reports

Willfully making a false report of sexual harassment is a violation of University policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.

Office of Civil Rights Complaint

Although Complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR. You may call 1-800-421-3481 to obtain further information about filing a complaint with OCR.

Effective Date
The University reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the community. However, the Policy in force at the time that a Complaint is filed will be the Policy used throughout the investigation, hearing and any appeals that are heard.

Documentation

The University will retain documentation (including but not limited to the written Complaint, notifications, the Investigative Report, any written findings of fact, petitions for appeal, any documents or evidence submitted by the parties, hearing transcripts or recordings (if any), and any written communication between the parties), for at least three (3) years. Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

DEFINITION OF TERMS

Complainant: Any party who makes a Complaint against a student, employee, staff member or campus visitor.

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent.

Under Arkansas law, the age of consent varies with the degrees of assault, the age of the actor, and the relationship of the actor to the other party. For specific information, please refer to Arkansas statutes (e.g., Arkansas Code Annotated § 5-14-125, Sexual Assault in the Second Degree).

Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, or someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this Policy.

This Policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this Policy. More information on these drugs can be found at http://www.911rape.org/

Use of alcohol or other drugs will never function as a defense to a violation of this Policy. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. It includes any unwelcome physical violence such as hitting, pulling, shoving, kicking, biting or throwing things; and sexual assault, sexual exploitation and sexual harassment.
Discrimination (general definition): Conduct that is based upon an individual’s race, color, religion, 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 that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual’s employment, education, living environment or participation in a University program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

Discriminatory Harassment: Detrimental action based on an individual’s race, color, religion, 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. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Gender-based harassment includes sexual harassment.

Domestic Violence: Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between family or household members; or any sexual conduct between family or household members, whether minors or adults, that constitutes a crime under the laws of this state. Family or household members means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, any children residing in the household, persons who presently or in the past have resided or cohabited together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together. See also, Arkansas Code Annotated § 9-15-103—"Domestic Abuse").

Hostile Environment: A hostile environment exists when there is harassing conduct based on race, color, religion, 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 that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive to deny or limit a person’s ability to participate in or benefit from the University’s programs, services, opportunities or activities; or when such conduct has the purpose or effect of unreasonably interfering with an individual’s employment. Harassment that creates a hostile environment (“hostile environment harassment”) violates this Policy.

Non-Consensual Sexual Contact: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a male or female upon a male or a female that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/between breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse: Non-consensual sexual intercourse is any sexual intercourse however slight, by a male or female upon a male or a female that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Respondent: The person(s) against whom a Complaint has been made.

Retaliation: Action taken by an accused individual or by a third party against any person because that person has opposed any practices forbidden under this Policy or because that person has filed a Complaint, testified, assisted or participated in any manner in an investigation or proceeding under this Policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment or sexual misconduct. Retaliation includes intimidating, threatening, coercing or in any way discriminating against an individual because of the individual’s Complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.

Sexual Assault: An actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to involvement in any sexual contact when the victim is unable to consent; intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts...
(defined as genital area, groin, inner thigh, buttocks, or breast); and sexual intercourse without consent, including acts commonly referred to as ‘rape.’

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:

- invading sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (e.g., allowing others to watch consensual sex without that party’s knowledge or consent);
- engaging in voyeurism;
- non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
- exposing one’s genitals in non-consensual circumstances or inducing another to expose his or her genitals; or
- possessing, distributing, viewing or forcing others to view illegal pornography. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Sexual Harassment: Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the University’s educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation.

For the purpose of this Policy, sexual harassment includes stalking.

Stalking is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letter, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking. Sexual harassment also includes quid pro quo sexual harassment which exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

Not all workplace or educational conduct that may be described as “harassment” affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or limits a student’s ability to participate in or benefit from the University’s educational programs or activities.

Sexual Misconduct: includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation and dating and domestic violence.

Status: A full-time employee of the University will be considered an “employee” for the purposes of this Policy, regardless of whether he/she is also enrolled as a student. Any student who is a part-time employee will be considered a “student” for the purposes of this Policy unless the incident under consideration occurred in connection with his/her employment.
EXHIBIT A
SEXUAL MISCONDUCT, DISCRIMINATION, HARASSMENT, AND RETALIATION
COMPLAINT FORM

Today’s date: ___ ___ ___

Information Regarding the Complainant:

Name of the Complainant: ___________________________________________________
Complainant’s Phone Number: ________________________________________________
The Complainant is (please check one):

- a faculty member
- a student
- a staff member
- not affiliated with the University

For faculty, staff, & students, indicate whether: current or former

Information Regarding the Victim (if he or she is not the Complainant):

Name of the victim: ___________________________________________________________
The victim is (please check one):

- a faculty member
- a student
- a staff member
- not affiliated with the University

For faculty, staff, & students, indicate whether: current or former

Information Regarding the Respondent:

Name of the Respondent: _______________________________________________________
The Respondent is (please check one):

- a faculty member
- a student
- a staff member
- not affiliated with the University

For faculty, staff and students, indicate whether: current or former
Information Regarding the Alleged Policy Violation:

Alleged policy violation(s):

discrimination  harassment  retaliation  sexual misconduct

If discrimination/harassment, please check all that apply:

race  color  religion  national origin  military service/veteran status
sex  age  pregnancy  disability  genetic information

If retaliation, please state the activity you engaged in that resulted in the alleged retaliation:

Time and date of each alleged policy violation: _______________________________ 

Location of alleged policy violations:

on campus: __________________________________________________________________
off campus: __________________________________________________________________

Witnesses or third parties who may have information regarding the alleged policy violation(s):

Please provide a brief description of the alleged policy violation(s):

You may wish to consider including, among other things, some or all the following information in your description: the gender of the parties, the gender of the parties, the relationship between the parties, whether one or more of the parties were under the influence of alcohol or drugs at the time of the alleged policy violation, whether the Respondent used pressure or force (physical or otherwise) in the course of any alleged sexual misconduct, and the frequency (if applicable) of the alleged policy violation.
NON-RETALIATION POLICY

The University of Arkansas at Monticello is committed to lawful and ethical behavior in all of its activities. The University expects its faculty, staff, students, and others acting on behalf of the University to comply with all applicable laws and regulations.

Retaliation is any materially adverse action, including, but not limited to, threats, harassment, discrimination, poor work assignments, or termination of employment, against an individual because of the individual’s good faith report, concern, or complaint for what he/she perceives to be a wrongdoing, violations of law, or unethical conduct.

A good faith report, concern, or complaint is a report made with honest and reasonable belief that a University-related violation of law, policy, or non-compliance or misconduct may have occurred.

The University supports an environment in which retaliation is not tolerated and expects fair treatment of any member of the University community who makes a good faith report concern, or complaint regarding any University-related violation of laws, regulations or University policies. Therefore, retaliation against any member of the University faculty, staff, students, and others acting on behalf of the University who makes a good faith report is prohibited. Complaints of retaliation, attempted or actual retaliatory action, or adverse employment consequences will be reviewed and violators maybe subject to disciplinary action.

Any individual who makes an allegation that proves to be knowingly false or malicious will be subject to disciplinary action.

Any University faculty, staff, student, or others acting on behalf of the University, who believes that he or she has been retaliated against should submit a written or oral complaint to the Human Relations Officer who may refer the complaint to the appropriate University office(s) for review and disposition. A person who is uncomfortable speaking to the Human Relations Officer, or if he/she does not think the issue has been properly addressed, should contact the Office of the Vice Chancellor for Academic Affairs. The University will make every reasonable effort to stop retaliation immediately. A thorough, timely, and complete investigation of the alleged retaliation will be conducted.

Reports of retaliation or suspected retaliation will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Reporting individuals are expected to cooperate with investigations of the report. To encourage and protect faculty, staff, students, and others acting on behalf of the University, who make good faith reports, no reference to the good faith report, concern, or complaint will be a part of any personnel file, letter of recommendation, performance appraisal, or other permanent evaluative document.

PROTECTION OF MINORS ON CAMPUS

The University of Arkansas at Monticello is committed to a safe and secure environment for all its faculty, staff, students, and visitors, including minor-aged children who participate in programs that may be connected with the University. Further, The Child Maltreatment Act 12-12-501 and Act 6-61-133 requires mandated reporting (See Appendix A) by University employees or volunteers. Mandated reporting includes programs, camps, or activities that involve minor-aged children that University units operate, host, or permit third parties to use University facilities. This law also prohibits any person from requiring prior permission, or prohibiting a person from, making a report of suspected child maltreatment. A person, acting in good faith, who makes a report of suspected maltreatment, is immune to civil or criminal liability for making the report. The University prohibits retaliation against any person who makes a good faith report of child maltreatment.

The University will make training available regarding child maltreatment and mandated reporters.

Units that operate programs, camps, or activities that involve minor-age children should provide training to
employees, volunteers, and students who interact with minors. Units that operate facilities or locations that are frequented by minors and where inappropriate interactions could occur should consider whether additional measures are needed. Examples might include strictly limiting or prohibiting staff from being alone with minor children, especially in a place that is isolated or not easily visible to others.

Further, failure to report suspected child maltreatment by a mandated reporter may have civil and/or criminal consequences. Questions regarding mandated reporting should be directed to the Office of the Vice Chancellor for Academic Affairs, 870-460-1032.

The following steps will be taken if any University employee or volunteer reasonably suspects or observes child maltreatment.

1. Immediately report the suspected maltreatment to the Child Abuse Hotline (1-800-482-5964). The hotline is manned 24/7 by a team of operators.

In the event of a non-emergency situation involving child maltreatment, a report form for reporting child abuse is available at http://www.arkansas.gov/reportARchildabuse. Click on the “Report It Now” link; fax the completed form to 1-501-618-8952, the sender must be able to provide a telephone number for a follow-up phone call.

2. Report the suspected child maltreatment to the Department of University Police at 460-1000 (emergency number) or 460-1083 immediately after the Hotline call or report is completed. The Department of University Police will coordinate with local and state official law enforcement and will notify appropriate University personnel.

The University of Arkansas System and the University of Arkansas at Monticello have adopted and begun implementing policies requiring certain types of background checks based on job duties. It is important for all units with programs or personnel involving care or supervision of minors to review and ascertain whether they have identified all positions (including part-time and student worker positions) that must be subjected to criminal background checks (including sex offender checks) as part of the hiring process.

Questions regarding background checks may be directed to the Business Manager at 870-460-1522.

Mandated Reporters

Arkansas Code § 12-18-402 (a) requires certain public officials, including “school officials,”1 to report instances of suspected child maltreatment. The law requires such “mandated reporters” to report if they (1) have reasonable cause to suspect that a child has been subjected to child maltreatment or has died as a result of child maltreatment or (2) observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment.

Arkansas Code § 12-18-103(6) defines “child maltreatment” as “abuse, sexual abuse, neglect, sexual exploitation, or abandonment.”

A March 2012 regulation issued by the Arkansas Department of Human Services indicates that “school officials” required to report maltreatment include “any person authorized by a school to exercise administrative or supervisory authority over employees, students or agents of the school,” and also includes “a volunteer exercising administrative or supervisory authority in a program conducted by a school.”2 Furthermore, under the regulation, the definition of “school” includes any (2) two-year or four-year college or university.3 Failure to report child maltreatment by a mandated reporter may have civil or criminal consequences. Aside from persons that are required to report, the Arkansas Code provides that any person who has reasonable cause to suspect or observe child maltreatment may make a report.

Individuals designated as “mandated reporters” also include, but are not limited to, child care workers, nurses, medical personnel, resident interns, mental health professionals, peace officers, physicians, domestic abuse advocates, rape crisis advocates or volunteers, victim assistance professionals or volunteers, school counselors, social workers, and teachers. Ark. Code §12-18-402.
ADA STUDENT GRIEVANCE PROCEDURE

The University of Arkansas at Monticello is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

Scope and Application of Grievance Procedure
Any University student who believes that he or she has been subjected to discrimination on the basis of disability, or has been denied access or accommodations required by law, shall have the right to file a grievance. In general, this grievance procedure is designed to address the following types of concerns:

1. Disagreements or denials regarding requested services or accommodations to University practices or requirements;
2. Alleged inaccessibility of a University program or activity;
3. Alleged harassment or discrimination on the basis of a disability;
4. Any other alleged violations of the ADA and/or Section 504.

The Grievance Procedure, however, is not intended and shall not supersede other University policies and procedures which may exist for addressing other issues of concern for which separate University policies and procedures exist, including, for example, grade appeals. Students are encouraged to consult with the Special Student Services Coordinator regarding the most appropriate University personnel, policy or procedure to address a particular concern.

Procedures
Regardless of the specific grievance procedure invoked by a student, all grievances must be filed within 14 days of the event or action giving rise to the student’s complaint(s). As an initial matter, all grievances shall be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. The University shall not review a grievance which is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance. To facilitate a clear and prompt resolution, once initiated a grievance shall not be expanded beyond the issues presented in the student’s initial complaint. The University reserves the right to redirect a grievance for other appropriate reviews.

Informal Grievance Procedure
A student shall first attempt to resolve his or her complaint informally by meeting with the Special Student Services Coordinator or his or her designee. If the grievance is not resolved informally, then the student shall have the right to invoke the appropriate formal grievance procedure.

Formal Grievance Procedure for the Denial of Academic Accommodations and Services
Grievances should be reported to the Special Student Services Coordinator. This should be done in writing within 14 days. It should include details related to the grievance, dates, times, location and any other pertinent information. A desired resolution must be provided. Anyone submitting the grievance must include name, address, email, and telephone number. A timely review request will not be considered to have been filed unless it includes all required information. Notification that the information has been received will be sent to the student.

Within 14 calendar days after receipt of the grievance, the Special Student Services Coordinator will schedule an appointment to discuss the grievance, gather any additional information and identify possible resolutions. The
Coordinator will then gather information from individuals involved in the grievance. This may include, but is not limited to, faculty, staff, administrators, students, or the student filing the grievance. If requested, the student shall supply any additional information or documents as requested by the Coordinator.

Within 14 calendar days following the meeting, the Special Student Services Coordinator will respond to the grievance in written or other accessible format.

Any campus closings, such as holiday periods, will be excluded in the time frames mentioned. In addition, weekends will be excluded. Only business days shall be counted.

During the review process, the student will be entitled to receive accommodations or services offered by the university if applicable.

Right to Review Records
A student filing a grievance shall have the right to review all records maintained in the grievance file, unless any such review is prohibited by campus policy, Federal or state law. Upon a student’s request, the University shall establish a mutually acceptable time and location for the student to review the requested records.

No Retaliation
Retaliation against any person who files a bona fide complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited.

Self-Representation
A student exercising his or her right to invoke this grievance procedure is free to consult with others but shall be expected to represent him or herself directly in the grievance process.

Appeal by Administrator
A senior administrator who disagrees with a determination made by a decision-maker in a formal grievance process is permitted to appeal the decision by notifying the appropriate University official of the basis of the appeal consistent with the procedures outlined in this policy.

Urgent or Unusual Matters
Depending upon the specific circumstances and the urgency of any issue(s) raised by a student in his or her grievance, the University reserves the right (but shall not be required) to modify its procedures or conduct an expedited review.

OCR Complaint
Although students are encouraged to attempt to resolve complaints pertaining to disabilities by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

STUDENT GRIEVANCE PROCEDURE FOR NON-ACADEMIC MATTERS

Complaints are handled by various offices depending upon the nature of the issue that is being raised. A student having a complaint that is non-academic in nature is encouraged to resolve the matter at the appropriate level of dispute; however, should this approach fail or be inappropriate, the student may present the matter to and discuss it with the Vice Chancellor with supervisory responsibility for the area where the complaint lies.
Athletic complaints should be directed to the Director of Athletics. Complaints involving the Athletic Director should be directed to the Vice Chancellor for Student Affairs.

Media complaints or complaints involving the Director of Media Services, should be directed to the Vice Chancellor for Advancement.

Complaints involving a Vice Chancellor should be directed to the Chancellor.

A student may contact the Human Relations Officer or the Vice Chancellor for Student Affairs to receive advice on the procedure to be followed in the resolution of a grievance.

Procedure:

1. A student having a complaint schedules an appointment with the supervising Vice Chancellor. At this meeting the presentation of the complaint and all discussion will be entirely informal. The Vice Chancellor will attempt to resolve the complaint. A complaint may, but need not, become a grievance. Where his or her complaint is not satisfactorily resolved within five (5) working days following the date presented, a student has the right to submit a written complaint in the form of a grievance and forward it to the same Vice Chancellor.

   When a student presents a grievance in writing, the Vice Chancellor will conduct an investigation and issue a written decision within ten (10) working days following receipt of the written grievance. A copy of the decision will be provided to the complainant (student), the person or persons involved in the grievance, the Human Relations Officer, the immediate supervisor, and the Chancellor.

2. The student or the person(s) involved in the grievance may appeal the decision issued by the Vice Chancellor to the Chancellor of the University by forwarding his or her grievance in writing to the Chancellor within three (3) working days following receipt of the original decision rendered. Upon receipt of a grievance, the Chancellor will, within five (5) working days, appoint an Ad Hoc Grievance Committee to investigate the matter further and make recommendations for its solution.

The Ad Hoc Committee will consist of at least five (5) members. Three (3) members will be appointed from the faculty and/or professional staff. These members will be as representative of the campus as possible and will exclude persons in the department or unit where the issue originated. Two (2) members will be students from the campus. The Committee will have access to witnesses and records, may take sworn testimony, and may tape record meetings of the Committee. The charge to the committee is to develop all pertinent information through informal inquiry.

The Committee will make a written recommendation to the Chancellor within ten (10) working days following notice of its appointment. The decision of the Chancellor will be made in writing within five (5) days thereafter, with copies to the student, the Vice Chancellor, the immediate supervisor, and the person(s) involved in the grievance.

If the complaint involves the Chancellor, the procedures outlined in Step 2 above will be followed with the process supervised and administered by the President of the University.

If, as a result of the hearing, the hearing officer decides that the information is inaccurate, misleading or in violation of the student's privacy or other rights, the record will be amended and the student notified in writing of the amendment. If, as a result of the hearing officer decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student will be informed that he or she has a right to place a statement in the record commenting on the contesting information and stating why he or she disagrees with the decision of the University. The statement will be maintained with the contested part of the records for as long as the record is maintained will be disclosed whenever the contested portion of the record is disclosed.

VOTER REGISTRATION INFORMATION

To participate in the electoral process at the local, state, and federal level students may obtain voter registration information at:
TRAFFIC REGULATIONS

Campus traffic regulations are available at the Department of University Police;
284 University Drive, 460-1083 or consult the online copy at:
http://uam-web2.uamont.edu/pdfs/Student%20Affairs/TrafficRegulations.pdf

A student who drives a motor vehicle on campus must register his/her vehicle. Proof of state vehicle registration, a valid
driver’s license, and a current UAM bill must be provided. University tickets carry charges and must be paid at the
Cashier’s Office. If a registrant wishes to appeal the Violation Notification, he/she must do so by filing an application for
appeal with the Director, Department of University Police, within five (5) days of the violation (Saturdays, Sundays and
holidays excepted).

WEEVIL POND/WILLIAM E. MORGAN FOUNTAIN POLICY

Weevil Pond and the William E. Morgan Fountain serve as a beautification point for the Campus. Its intended use is for the
University Community and general public. However, certain restrictions exist for the Pond’s use. The following activities
are not permitted in or around Weevil Pond:

1. Swimming/Wading or other water sports/recreation;
2. Boating/Canoeing or use of any type of flotation device;
3. Training or use of animals to retrieve objects or water fowl;
4. Activities that create unsightly conditions or disturbing noise around the Pond; and
5. Activities deemed incompatible with the educational mission of the University

Fishing is allowed in Weevil Pond but must be conducted from the bank of the Pond. Temporary signage is not
permitted in Weevil Pond.

Groups or individuals desiring to use the pond for a specific function/activity must seek approval from the Vice
Chancellor for Student Affairs and/or Director of Physical Plant. A designated form must be completed and approved
with the appropriate signatures. Approval must be obtained 48 hours prior to the activity.

UNIVERSITY FACILITY USE

The University of Arkansas at Monticello is a state-supported institution of higher education. University facilities and
outdoor space are governed by the policies of the Board of Trustees of the University of Arkansas and exist for the primary
purpose of serving a planned and scheduled program of educational activity. Consistent with Board of Trustees Policy 705.1
and University wide Administrative Memorandum 715.1, when not required for regularly planned educational or research
programs, and subject to other University policies, University facilities or outdoor space may be made available for use by
University entities and Non-University entities. University entities shall only include colleges, departments, and other
university organizational units; faculty; staff; students; University-related foundations and University alumni association;
and registered student organizations. Non-University entities shall only include individuals and organizations that are not
acting as University entities and are not sponsored by a University entity. Use of University facilities or space must not
interfere with educational activities of the University. Moreover, such use is conditioned on receiving prior approval
consistent with the procedures described below. Notwithstanding anything to the contrary, all uses of University facilities and
outdoor space by University entities or non-University entities shall remain subordinate to the University’s right to use the
facilities at any time to advance the educational mission of the institution.

Subject to all other University policies, the UAM prohibits the use of facilities and outdoor space for private, for-profit
business activities. Moreover, the University prohibits the use of facilities for expression that is obscene or defamatory, or
consists of fighting words, threats of physical harm, or incites imminent lawless action. The University regulates any use of
its buildings and grounds for solicitation, including fund-raising activities. University facilities shall not be used by non-

http://www.sos.arkansas.gov/elections/Pages/voterRegistration.aspx
http://www.eac.gov
University groups nor organizations for private purposes, for the conduct of private business and/or to raise money for projects not connected with a University activity except as otherwise permitted by University policy.

Consistent with the University’s educational mission, first priority for use of facilities or outdoor space shall go to University entities, and the University reserves the right to modify or cancel reservations accordingly. Student reservations must be made through a registered student organization with the prior approval of the faculty or staff advisor. These provisions are not intended to limit informal student use of small group study or meeting space reserved according to facility-specific policies. Those requesting reservations must agree to be financially responsible for all costs associated with the reservation, including but not limited to security costs, cleanup, or damage to University property. Moreover, if warranted by the nature of the event, the University may require a requestor to obtain appropriate insurance coverage and/or to indemnify the University, its officials and employees for any claims pertaining to the use of the University’s facilities.

STUDENT ORGANIZATIONS

All student organizations on the UAM campus must be registered with The Office of Student Programs and Activities in order to be recognized by the University, appear in University publications, publicize on University property, and reserve space in a University facility.

There are over 80 registered student organizations at UAM in which a student may become involved. A complete listing of currently recognized student organizations is available in the Office of Student Programs and Activities located in the John F. Gibson University Center.

Facility Use and scheduling events by student organizations

Officially recognized University organizations may use University facilities for meetings and programs. In the interest of minimizing conflicts, all extracurricular events (i.e., dances, concerts, speakers, workshops, etc.) sponsored by student organizations and held on campus are to be scheduled through the Director of Student Programs and Activities and placed on the facilities calendar maintained by the Office of University Reservations.

Space within the University Center is reserved through the Special Events Coordinator, 460-1412;

Space adjacent to the University Center, i.e. University Center Plaza (outside) University Center Parking Area, is reserved through the Special Events Coordinator, 460-1412;

Library Conference Rooms are reserved through the Special Events Coordinator, 460-1412;

The Forestry Park is reserved through the School of Forest Resources, 460-1049;

The University Center gymnasium, pavilion, sand volleyball courts and tennis courts are reserved through the Director of Intramurals, 460-1046;

The Red Barn is reserved through the Director of Student Programs & Activities, 460-1396;

The Fine Arts Center is scheduled through the Special Events Coordinator, 460-1412;

Academic/Classroom space is scheduled through the Registrar’s Office, 460-1034;

The Adam’s Room located in Harris Hall is scheduled through the Dean of Enrollment Management/Director of Admissions, 460-1026;

The Fieldhouse and Indoor Practice Facility are scheduled through the Athletic Director, 460-1058;
All scheduling of facility space should be done at least five (5) working days in advance of the activity.

At the beginning of each semester, student organizations should submit a schedule of their routine meeting times and places to the Director of Student Programs and Activities. In order to assure an equal distribution of usage of campus facilities, recognized student organizations and clubs may be restricted to no more than two social and/or public events per semester in any one facility.

Non-recognized and inactive organizations may not utilize campus facilities for any other purpose than to conduct an interest meeting until recognition or active status is established. Exempt from the above guidelines are University-sponsored groups whose funds and/or budgets are administered through the Office of Finance and Administration.

In an attempt to emphasize academic performance, student organizations will not be allowed to schedule meetings, social events, or host fund raising-activities on or off-campus 24 hours prior to the official start of the final exam period through the conclusion of final exams. (Exceptions to this rule apply to contracted athletic contests/tournaments and approved fund raising events scheduled on the Friday or Saturday of the spring semester, split final schedule).

Scheduling of events/activities on campus

1. All student activities involving University facilities must be placed on the Facilities Calendar in the Office of Student Programs and Activities. This notification requirement is for approval, coordination and safety purposes. Facility Reservation Forms are available in the Office of Programs and Activities and must be completed at least five (5) working days in advance of the planned event.

2. Activities involving University facilities will be scheduled to end no later than 12:00 midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday nights. Rare exceptions may be granted by the Vice Chancellor for Student Affairs and/or Dean of Students. Requests for such exceptions must be made at least 5 days prior to the event. At no time will a facility remain open for use past the designated hour(s).

3. Only one major student social event is allowed on campus per day. Any exception to this rule must be approved in advance of the event by the Vice Chancellor for Student Affairs.

4. The on-campus faculty or staff advisor of a student organization (or his/her on-campus faculty/staff designee) must be present at any scheduled activity of the organization, whether occurring on or off campus.

5. All activities must be planned so as to not interfere with or impinge upon regular classes of UAM or University-sponsored activities. Outdoor events must not disturb or interfere with academic classes, other University events, residence hall quiet hours, or residents living near the campus.

6. All UAM student organization events or student organization sponsored events held on campus are restricted to UAM students. Should a student organization desire to host an event/function open to the public, the organization must receive approval from the Director of Student Programs and Activities at least five (5) working days prior to the scheduled event. Any request for insurance coverage for a special event to be held on or off campus should be directed through the UAM Business Manager’s Office at (870) 460-1522.

7. Space may only be used by recognized student organizations during a regularly scheduled academic session.

8. University space may not be reserved by any student organization or program for any purpose 24 hours before a final exam period begins.

9. If (1) a risk assessment is requested by a university official; or (2) if a security assessment is requested by a university official; or (3) if, in the opinion of the organizer, the event might require security, then, in all such
instances, the organizer must contact and present the Facility Reservation Form to the Director of University Police or the Director’s designee at least 5 working days prior to the event. This will enable University Police to conduct an assessment of potential security needs and University Police will certify that this review has been completed by initialing the Facility Reservation Form prior to final University approval of the space reservation.

10. Fundraisers sponsored by Registered Student Organizations must be approved by the Office of Student Programs & Activities five (5) working days before the event is to take place. The fundraising form is available in the Office of Student Programs & Activities. The Office of Finance and Administration keeps records of income generated by the activity. All funds must be deposited with the Cashier’s Office in the Registered Student Organization’s agency account; if the organization receives university funds for operational use.

Veterans Day each year is not an official school holiday. The University supports all activities that honor our veterans. As of September 15, 2012, the University Executive Council has declared that no student activity will be held on the UAM campuses on Veterans Day except for those activities that honor all veterans. (Exceptions to this rule apply to contracted athletic contests and tournaments).

Risk Management On-Campus and Off-Campus Events/Activities

The goal of these guidelines is to ensure that student organizations plan and host events where everyone involved has a safe and fun experience. Risk management is the process of advising organizations of the potential and perceived risks involved in their activities, as well as supervising organization events and taking proactive steps and corrective actions to minimize accidental injury and/or loss.

A successful event planner will complete the following steps:

1. Comprehensively assess all physical, reputational, emotional, financial, and facilities risks associated with the event or activity;
2. Realistically assess all risks, considering the probability of occurrence and the severity of potential consequences, in line with the Event Planning Matrix located at: http://www.uamont.edu/pages/student-affairs/student-programs-activities/
3. Expansively explore and examine actions that can be taken to mitigate each risk;
4. Select the most appropriate mitigating action(s) for each risk;
5. Develop thorough contingency and crisis response plans in case of emergencies;
6. Consult with relevant “campus experts” and resources in the planning of the event;
7. Effectively communicate risk management plans to other constituents of the organization and/or event;
8. Implement the event according to the pre-established risk management plans; and

The first step to successful event planning is a comprehensive assessment of the risk involved in the event or activity. Student organizations must consider risks in the following five categories:

   **Physical** risks involve harm or injuries to the physical body. Examples for student organization events might include injuries from physical activity, inclement weather, equipment or materials, food-related illnesses, alcohol consumption, dangerous travel conditions, medical emergencies, etc.

   **Reputational** risks apply to the reputation of the individual officers and members present, the reputation of the student organization, and the reputation of the university as a whole. Examples of reputational risks might include poor conduct or behavior at an event, a negative representation of the group, or haz ing of members.

   **Emotional** risks pertain to the thoughts and feelings of the organization's members, participants or attendees, and any other constituents of the event or activity. Examples might include hazing of members, lack of accessibility to the event, discrimination against constituents, controversy or disruption of the campus, adverse reactions of participants, sensitive subject matter, and the strain of planning the event.
Financial risks involve both the budget for the specific event and the overall financial health of the student organization. Examples might include a lack of cost reduction where possible, poor budgeting, failing to meet fundraising goals, etc.

Facilities risks include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants. Examples might include a lack of proper set-up or clean-up for the event, safety and security issues at your location, a lack of familiarity with the facilities and location, or the disruption of university services.

Recognized student organizations are required to abide by local, state, and federal laws concerning alcohol and illicit drugs when sponsoring events off-campus. Events are defined as any function or activity, open or closed to the public, provided by an organization to meet the educational, social, or fund raising needs of its members and/or guests. Such events include, but are not limited to, dances, movies, card games, casino nights, comedy nights, step shows, bowling parties, rodeos, sporting competitions, water competitions (fishing, boating, skiing, canoeing, etc), picnics, cookouts, camp-outs, mixers, membership recruitment activities, etc.

Organizations hosting or sponsoring any off-campus event must complete and submit the Off-Campus Event Registration Form. Copies of the form may be obtained at: http://www.uamont.edu/pages/student-affairs/student-programs-activities or from the Office of Student Programs and Activities located in the John F. Gibson University Center. Failure to register the organization’s off-campus event with the Office of Programs and Activities may result in consequences for the organization, as well as the sponsor(s)/host(s) of the event. Each student organization is responsible for making arrangements for and any cost associated with the use of an off-campus facility, necessary security (NOTE: All security fees must be paid one business day prior to the event), and/or insurance coverage (NOTE: certificate of insurance coverage must be on file in the office of the UAM Business Manager prior to the event). Organizations affiliated with, or governed by, national groups must follow any and all risk management policies as defined and established by their respective national charters, constitutions, and by-laws. Risk management includes, but is not limited to, policies that address: alcohol, illicit drugs, haz ing, hosts/sponsor policies, and/or “open party” policies/guidelines, and social host restrictions or limitations.

Each Greek organization must file a copy of its National Charter, By-laws, and Risk Management Policy with the Office of Student Programs and Activities. Greek Organizations who have membership in FIPG (Fraternity Insurance Purchasing Group) must abide by FIPG Risk Management Policies.

NOTE: University regulations prohibit any student organization from serving or permitting the consumption or possession of alcoholic beverages or illegal drugs at any time by anyone on University Owned/University controlled property or at any University sponsored functions, including off-campus University sponsored events that have been registered with the Office of Student Programs and Activities.

Red Barn Facility for Organizational Use

The University has designated the Red Barn for use exclusively by student organizations. However, permission to use the Red Barn or occupy space in the Red Barn is not guaranteed beyond the conditions of this policy, nor does it bestow any right upon the user to modify, alter, or make any changes in décor, structure, or appearance without the written permission of the University. Nor does such use imply any right of ownership or proprietorship. All facilities designated for student organizational use are the property of the University of Arkansas at Monticello.

The following guidelines are to be observed by all student organizations occupying space in the Red Barn:

1. Physical Facility Alterations

   The University of Arkansas at Monticello reserves the right to implement the following rules regarding the physical alteration to any UAM facility or off-campus facility by any student group, club, or organization:

   A. No structural alterations may be made without written approval from the Vice Chancellor for Student
Affairs and/or Dean of Students.
B. Nothing may adorn the windows or be attached to the exterior of the building that is not consistent with the University’s decorating and naming of buildings unless approved by the Vice Chancellor for Student Affairs.
C. Internal painting and decorating may occur after the plan has been approved by the Vice Chancellor for Student Affairs and/or Dean of Students.
D. No paint is to be placed on the exterior of buildings.
E. For identification purposes, space may be identified by attractive, non-obtrusive signs placed on the interior door of the space which has been assigned to the student organization.
F. Organizations responsible for unauthorized alterations and/or damages to the Red Barn will be held financially responsible for any repairs, modifications or replacements necessary to return the Red Barn to its original form.

Keys/locks for Building/Organizational Space

For security and safety reasons, student organizations may only utilize locks and keys issued by the Department of University Police to secure any on-campus space that is owned or controlled by the University. Organizations will be financially responsible for replacement of lost or stolen keys that have been issued by the institution.

II. Removal of Occupancy Authorization

The University of Arkansas at Monticello reserves the right to relieve a student organization of its space or require a student organization to relinquish its space for one or more of the following reasons:

A. The space is deemed necessary for other University use;
B. A disciplinary action to that effect has been imposed;
C. The student organization is no longer officially recognized due to an inactive status for the length of one semester; or,
D. The space is deemed to be unsafe for student use.

III. Responsibility for Maintenance

Student Organizations are responsible for general everyday maintenance, upkeep, and cleaning of their designated spaces. From time to time it may be necessary for a student organization to seek maintenance or repair assistance from the University. In such cases, the student advisor should complete a University work order request and submit it to the Director of Student Programs and Activities.

IV. Occupancy

The Red Barn may be used by student organizations according to the following guidelines:

A. Open access to the Red Barn will be 8:00 a.m. to 4:30 p.m. Monday through Friday.
B. For use after the open access period, reservations must be made through the Office of Student Programs and Activities. The Red Barn will be unlocked prior to the start time of the event and it will be the responsibility of the event organizer to contact the Department of University Police (870-723-4505) so that the building can be locked at the conclusion of the event.
C. Space must be vacated by 12:00 midnight Sunday through Thursday and by 1:00AM Friday and Saturday.

V. Types of Usage
Activities conducted within the Red Barn are to be consistent with the educational purpose of the University and the organization. These include, but are not limited to, social functions involving members, business meetings (the upstairs loft will be available for use by reservation), and organizational recruitment activities. The Red Barn may NOT be used for commercial non-University related fund raising or solicitation. Student organization functions are limited to current UAM students, staff, and invited alumni (a list of invited guests who are non-UAM students, will need to be provided to the Department of University Police five (5) working days in advance). A check of UAM ID cards is required in the case of a dance, band party, or social.

VI. General Guidelines

1. An organization has the right to prohibit entrance into the facility by persons who have previously caused disruptions at events. If such persons are to be denied entrance, notification must be filed with the Director of Student Programs and Activities.
2. University policy prohibits the possession and distribution of alcohol or illicit drugs on University property.
3. An organization is responsible for the actions of members and guests in areas designated for the organization’s exclusive use and for the common areas when hosting an event in the Red Barn.
4. A student who has been expelled or a member of the general public who has been banned from the UAM campus is not permitted in the Red Barn or any organization’s space.

Charitable Solicitation

Student organizations wishing to use University facilities for fund-raising to support Non-University charitable organizations must meet the following requirements:

1. Only UAM officially recognized student organizations may fundraise on the UAM campus.
2. All fundraising activities must be registered with the Director of Student Programs and Activities five (5) working days in advance of the event.
3. Student organizations must notify the Director of Student Programs and Activities of the name of the charitable organization for which the funds are being raised and must certify the existence and tax-exempt status of the charitable organization to the satisfaction of the Director of Student Programs and Activities.
4. Upon completion of the fundraiser, student organizations must report the amount of money raised for the charity to the Director of Student Programs and Activities.
5. Funds raised for philanthropic purposes must be given to nonprofit tax-exempt organizations and not directly to individuals.
6. Organizations are limited to four on-campus fundraisers during an academic year.

BANNER/SIGNAGE

The posting of banner/signage or other exterior announcement materials on the campus must be approved through the Office of Student Affairs. Approved banner/signage may only be posted in designated areas which include premium banner/signage sites at several locations throughout the campus and/or the chain link fence of the football field and tennis courts. No posting or display should take place until confirmation of approval has been made by the Director of Student Programs and Activities.

Banner/signage may only be used during the approved times of the related activities on campus, should be removed immediately after such activities are completed, and banner poles must be returned to the Office of Student Programs and Activities. Any unapproved banner/signage posting is strictly prohibited and will be removed immediately. The sponsoring
department, organization, and/or individual posting unapproved banner signage will be sanctioned accordingly through the Office of Student Affairs and/or University Police.

Banner/signage used for promotional or informational purposes may be displayed for periods up to fourteen (14) days. Extending the time for the display of promotional or informational banner/signage must be obtained from the Vice Chancellor for Student Affairs or his/her designee.

The Office of Student Programs and Activities will manage the content, site-reservation, and pole pick-up/return of premium banner/signage sites on the campus. Institutional banner/signage campaigns will take precedence over all university department/student organization banner/signage campaigns. The University reserves the right to deny banner/signage placements for expression that is obscene or defamatory, or consists of fighting words, threats of physical harm, or incites imminent lawless action. No banner/signage shall be affixed to University building, exterior facilities, any other permanent structures, or vehicle windshields. Exceptions will be made for University-sponsored functions that include, but are not limited to: Homecoming, Parent/family Appreciation Day, Scholars Day, Commencement or other events explicitly approved by the Executive Council.

University departments/student organizations may reserve premium banner/signage at several locations on the campus. The Premium Banner/Signage Reservation Form may be obtained in the Office of Student Programs and Activities or by visiting the UAM website at: http://uam-web2.uamon.edu/pdfs/Student%20Affairs/SPA/BannerSignageReservForm.pdf

The form should be submitted no less than five (5) working days prior to the date requested for banner/signage to be posted.

No premium banner/signage site will be scheduled or poles issued until confirmation of approval has been made by the Director of Student Programs and Activities.

CONDUCT VIOLATIONS BY STUDENT ORGANIZATIONS

Student organizations are subjected to disciplinary action when they are involved in conduct which violates University policy, local/state/federal law or regulations governing campus organizations.

All student organizations, clubs, societies, groups, and teams are responsible for conducting their affairs, events, and activities in a manner that reflects favorably upon themselves and the University. Such responsibilities include:

1. Complying with all University regulations, policies, and codes of conduct.
2. Taking reasonable steps, as a group, to prevent violations of law or university regulation by members of the group; and
3. Willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the University.

Failure to accept the responsibilities of group members may subject an organization to permanent or temporary suspension of charter, withdrawal of university recognition and/or support, social probation, denial of use of university facilities, or other appropriate actions.

All University organizations are subject to disciplinary actions administered by the Vice Chancellor for Student Affairs and Dean of Students. Both the Vice Chancellor for Student Affairs and Dean of Students reserve the right to monitor all university student organizations.

The Dean of Students adjudicates all hearings in which student organizations have violated a campus policy, national charter, or local/state/federal laws. Upon investigation the Dean of Students will hold an administrative hearing and will impose an appropriate sanction(s), which may include, but is not limited to: probation, suspension, or revocation of recognition. Appeals should be made to the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs is the final step in the appeals process.
A student organization is subject to disciplinary action if:

1. An offense was committed by one or more members of an organization, and organization funds were used to finance the venture;

2. An offense was committed by one or more members of an organization and was supported by a majority of the organization’s membership;

3. An organization has chosen to protect one or more individual offenders who were members or guests of the organization; and/or

4. An offense occurred at or as a result of an organization’s sponsored function.

Due process procedures will be followed in regard to violations or infractions committed by student organizations at all University sponsored events, whether occurring on or off campus. There are two exceptions to these procedures:

a. The University of Arkansas at Monticello reserves the right to thirty (30) class days’ notice to a student organization after the alleged violation has occurred, or the organization has been identified as the alleged violator. The right to the 30-class day notification is forfeited if the University of Arkansas at Monticello experiences a closing due to inclement weather, is officially closed for a break, is implementing a holiday, or is on a modified calendar schedule.

b. For all organization violations, the Dean of Students will adjudicate an administrative hearing.

All alleged violations will be communicated to the President or presiding officer of the organization. It is the responsibility of the president or presiding officer of the organization to notify the organization’s advisor of the alleged infraction.

HAZING

The University of Arkansas at Monticello does not permit hazing of any nature by any student or student organization. Act 75 of 1983, which prohibits hazing and prescribes punishment for those convicted of hazing, defines hazing as:

1. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the attacked student by threatening him/her with social or other ostracism or submitting such student to ignominy, shame, or disgrace among his/her fellow students, and acts calculated to produce such results.

2. The playing of abusive or turbulent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him/her.

3. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student 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 attacked student or to discourage him/her from remaining in that school, college, university or other educational institution, or reasonably to cause him/her to leave the institution rather than submit to such acts; or

4. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of committing any of the acts, or producing any of the results, to such as defined in this section.

Examples of hazing include, but are not limited to: acts that produce mental or physical discomfort, embarrassment, harassment, or ridicule; paddling in any form; creation of excessive fatigues; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips; wearing public apparel which is conspicuous and not normally in good taste;
engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; giving of food or drink that is distasteful or designed to provoke nausea; any form of verbal harassment; any action created subjugating an individual to a condition in which the person might tend to lose self-respect, suffer injury to personal dignity, or is required to compromise personal values; any activity which interferes with scholastic duties; threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetuated) of any organization’s constitution.

In addition, the University does not permit any form of associating with, pledging into, or initiation into a University group or organization that requires or permits any actions that are:

1. Endangering to an individual(s),
2. sexual in nature, or
3. degrading to any gender, race, nationality or ethnic group.

Hazing is a class B misdemeanor.

Upon conviction of any student of the offense of hazing, he/she shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he/she is attending

LECTURES AND PERFORMERS

Any registered student organization may use University facilities for meetings. Uses of rooms for non-routine reasons or functions will be approved by the Office of Student Programs and Activities.

Groups sponsoring outside lectures are encouraged to provide question and answer periods. However, all groups within the University who schedule lectures are free to decide whether or not a question-and-answer period is necessary and act accordingly. The group’s official advisor must give approval prior to the time that an invitation to an outside lecturer or performer is extended and publicity released. An invitation to a lecturer or performer does not necessarily imply approval or disapproval of the lecturer or performer or the lecturer’s or performer’s views by either the University or the student organization. Divergent points of view must be examined but at the same time kept within a framework of orderly conduct.

MEMBERSHIP POLICY FOR STUDENT ORGANIZATIONS

Members of Student Organizations must be currently enrolled at the University of Arkansas at Monticello. In selecting its membership, no organization may discriminate on the basis of race, color, religion, age, disability, national origin, or sex, except as permitted by Title IX to restrict membership to one sex. The following membership criteria must be met by all student organizations:

1. (a) Membership in recognized organizations will be limited to currently enrolled students of the University. Accurate membership records must be maintained and made available to the on-campus advisor. (b) A minimum of five members is required to remain an active, recognized student organization. Effective Fall 2014, any organization which falls below this membership requirement will be placed on a probationary status for one (1) academic year to increase membership. Organizations failing to increase membership by the conclusion of the probationary period will lose status as a “recognized student organization”

2. (a) Officers must be regularly enrolled, degree-seeking, full-time students. To be eligible to serve as an officer in a recognized student organization, a student must have at least a 2.0 grade point average and must not be on Disciplinary Probation or Academic Conditional Standing at the time he or she petitions for the office or during his/her term of office. It will be the responsibility of the organization’s advisor to validate its officer’s eligibility. (b) When an election is held in a recognized student organization, the names of the new officers must be sent to the Director of Student Programs and Activities within one week. (c) Officers must be full-time students enrolled in at least twelve hours each semester during their term of office.

3. Only associate, nonvoting memberships in student organizations may be offered to University of Arkansas at Monticello faculty and professional administrative staff.
4. Organizations may, at their discretion and in writing through their constitution, limit membership to full-time enrolled students.

5. No campus organization may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

OFF-CAMPUS TRAVEL OF STUDENTS REPRESENTING THE UNIVERSITY

Frequently students travel off-campus in order to represent the University. Travel may be in University vehicles, via commercial means, and/or in private cars. The University requires adequate protection for the students and that the University is protected from claims and liability which might arise from these occasions. In order to insure protection, the following will be observed as policy and regulations:

Official Representation

The University of Arkansas at Monticello recognizes that a student travels as its official representative only under the following conditions:

1. The appropriate administrative official authorizes a student or students to be “Official University Representatives” for the purpose of attending an event related to the accomplishment of the University’s educational purposes.

2. The University will benefit from the representation in a substantial manner.

3. The student(s) travels by University vehicle or by transportation selected for them and approved by the appropriate administrative official.

4. The student(s) meets campus requirements for participation in extracurricular activities.

5. Before leaving the campus the student(s), and accompanying UAM faculty or staff member will register according to the procedures outlined in these regulations.

Procedures for designating students as Official University Representatives

The possibility of claims and liability arising from student travel makes necessary strict procedures for travel of enrolled students to off campus sites for University purposes. The following procedure, therefore, will be adhered to:

1. Authorization must be secured from the appropriate Executive Council member in a reasonable time period in advance of the travel by submitting a Notification of Off-Campus Travel of Students form.

2. Copies of the completed registration form will be forwarded to the Vice Chancellor for Student Affairs and to the administrative official authorizing the travel.

3. The faculty advisor will properly inform students of the responsibility of this status.

Travel Regulations
1. Students may travel on public carriers, in University vehicles, or by private vehicle, if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. Proof of private insurance is to be shown, in advance, to receive permission.

2. In the event of an accident, full disclosure will be made of name, address, registration number of vehicle, driver’s license, and University status of individual involved, but liability should not be admitted until all facts are known and fault is established. All laws regarding the operation of a motor vehicle and traffic regulations must be obeyed.

3. Students will file reports with an Executive Council member and the UAM Business Manager’s office concerning any accidents, collisions, personal injury, or property damage to themselves or to others, immediately upon returning to the campus. When privately owned vehicles are used, the owner should notify his/her insurance company immediately.

4. No student(s) will be allowed to operate University vehicles during off-campus trips as defined herein unless the University employs the student for this purpose.

5. When a University car is used for off-campus travel, the person to whom possession is delivered will first display to the Motor Pool officials a valid driver’s license for him/herself and for any individuals who will drive.

The above rules are inapplicable in the following cases:

1. Passengers riding in University-operated vehicles between portions of the campus.

2. UAM will not accept responsibility for any liability associated with off-campus trips organized or sponsored by a student organization in its own interest and purposes or trips not made on behalf of the University of Arkansas at Monticello as official travel.

3. Dispatching of a student for an errand in a city where he is regularly enrolled. A student dispatched by a faculty or staff member who would derive benefit from the errand may be subject to liability on the assumption that the student was an agent of the faculty or staff, and not of the University.

Advisor

All student groups must have an advisor on University-sponsored trips. Advisors must be a full-time or part-time professional employee (faculty or staff) of the University of Arkansas at Monticello or a campus of the University of Arkansas System. Individual advisors who accompany a student or groups of students during off-campus trips assume responsibility for the conduct of their students to ensure the University is represented in an appropriate manner.

The responsible person may be liable, due to his/her own negligence, for any person or persons injured. In addition, his/her act may be attributed to or may reflect on the University where the acts occur as a result of something within his/her general authority. The advisor is responsible, as a University employee and the organization’s university representative, to maintain reasonable order.

Conduct of University Representatives

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of the “Standards of Conduct” provided in the Student Handbook, as well as the breach of any local, state, or federal law in the states in which they are traveling. The accompanying advisor is authorized and required to maintain good order and maintain appropriate representation during the trip. Upon return to campus, disciplinary action may be taken for violations of conduct codes during any trip.
OUTDOOR PROGRAMS WITH AMPLIFIED MUSIC

The use of amplifying equipment on university property is prohibited unless approved in advance by the Vice Chancellor for Student Affairs, Dean of Students, or the Director or Student Programs and Activities.

If at any time an outdoor function becomes too loud or disruptive, the function can be canceled while in progress. The Vice Chancellor for Student Affairs, Dean of Students, Director of Student Programs and Activities, Director of University Police, or any student affairs professional staff member can request the volume be lowered. Failure to comply may terminate the function. The organization scheduling the event should notify the Department of University Police to be present at the event. University Police is charged with the monitoring of the sponsoring student organization to enforce the policies of alcohol, crowd control/behavior, and noise problems.

Prior to any outdoor activity, trash containers must be requested from the maintenance department and placed at strategic locations at the site of the event. All litter must be placed in containers at the site. The sponsoring individual or the group is accountable for any litter left in the area where their activity was held. Should it become necessary for the University to remove the ground litter, the sponsoring individual or group will be charged for such service and/or may be denied approval for future activities.

SELLING/PEDDLING/SOLICITATION ON UNIVERSITY CONTROLLED PROPERTY

University policy prohibits private business activities from occurring on University property, except in limited circumstances where the University contracts with private firms to provide needed on-campus services for the convenience of students, faculty, and staff which contribute to the accomplishment of the University’s educational purposes.

Unauthorized selling/peddling/solicitation on University owned/University controlled property is prohibited. Vendors or salespersons that wish to offer their wares for sale on university property must obtain approval from the Vice Chancellor for Student Affairs.

USE OF INSTITUTIONAL NAME

No student organization or individual student may use the institutional name in the solicitation of gifts from persons or agencies off campus without the written permission from the Office of Student Affairs.

PUBLICATION/PUBLICITY/DISTRIBUTION OF LITERATURE ON CAMPUS

Organizations chartered by the university or individual students wishing to display or distribute literature or other materials to students and faculty on university controlled property, will be governed by the following rules and regulations:

1. Literature and materials for distribution on university property must not contain:
   a. Writings which are libelous, obscene, or in violation of federal, state, or local laws;
   b. Materials which attempt to exploit for commercial purposes the name, image or reputation of the University of Arkansas at Monticello through the sale of subscription copies or the sale of advertising space.

2. Literature and material for distribution on university property should contain:
   a. The name of the organization or individual responsible for the printed material;
b. An expiration date informing when the literature is outdated.

3. Materials should not overlap or conceal other advertising.

4. No advertising or announcement may:
   a. Be painted on any campus building or structure or onto the sidewalks or curbs. Sidewalk chalking may be done on designated sidewalks only and should be 25 feet from the building’s entrance(s)/exit(s).
   b. Be affixed to any glass, glass door, window, or wooden doorway;
   c. Be affixed to the exterior of any classroom/academic/administration/residence hall building without permission.
   d. Be affixed to any painted surfaces with buildings.
   e. Be nailed or wired to trees on campus;
   f. Be placed on vehicles, vending machines, trash cans, or light posts on campus.

5. Persons or organizations that advertise or post are responsible for removal of the material when the date for posting has expired. An expiration date will be considered as one day following the date of the posted event.

NOTE: Groups other than recognized campus organizations must petition in writing to the Executive Council for permission to distribute materials at least 48 hours prior to the distribution. Any such distribution will be restricted to the University Center.

RECOGNITION OF STUDENT ORGANIZATIONS

There are procedures that must be followed in forming a University of Arkansas at Monticello student organization. A group wishing to be recognized by the University must submit to the Director of Student Programs and Activities a typed copy of a constitution stating the purposes for which the organization is to be formed. A sheet with the signatures of at least 10 qualified members and the faculty/staff advisor must also be submitted. The following information is required in the constitution:

1. Name of the organization (no organization shall use a name identical to or closely similar to the name of a previously recognized organization).

2. A declaration of the purposes, goals, activities (purpose statement) of the organization. The purpose must not violate human rights, discriminate against any group, or support any cause that may create emotional or physical endangerment.

3. A listing of officers by title and any specific functions of the officers. Officers must have at least a 2.00 cumulative grade point average and not be on disciplinary probation.

4. A statement of terms of the office and the time and method of election.

5. Membership eligibility requirements.

6. Frequency of meetings. Specification for a special or called meeting and what constitutes a quorum must be stated.

7. Provisions for an advisor (full-time or part-time faculty/staff at UAM or a campus of the University Of Arkansas System). Who will choose the advisor and the role of the advisor must be stated.
8. Section on finance. A statement on membership dues and a statement that the organization will collect, disburse, and operate their funds from a university agency account must be stated. It must also be stated what constitutes a fiscal year, and who needs to sign an agency form before a check or payment can be processed.

9. Arrangements for standing or other special committees must be specified.

10. Provisions for amendments to the constitution and what is a majority vote to amend must also be included. Upon completion of its constitution, the organization must present its constitution to the Director of Student Programs and Activities. The Director will verify that all University requirements for recognition have been met. If all requirements are met, the Director will present the constitution to the Dean of Students. The Dean of Students will convene the Student Affairs committee to review the organization’s constitution. Upon this committee’s approval, the organization will be presented to the UAM Assembly to receive official recognition. During the time the application for recognition is being considered, a group may not sponsor speakers or other activities in the name of the proposed organization. The group will be permitted to conduct three informational/interest meetings while seeking recognition.

Maintaining Recognition Status

Recognition of a student organization will be on academic year basis and shall be subject to renewal through the Office of Student Programs and Activities. To keep recognition current, the organization shall:

1. Adhere to the purposes, aims and activities as stated in the recognition documents.

2. Continue to meet all the requirements for initial recognition.

3. Remain in compliance with all rules and regulations of the University, Student Handbook, and all federal, state and local laws.

4. Submit any changes in its purpose statement, constitution, or recognition documents to the Office of Student Programs and Activities.

5. Submit the officer/advisor information form to the Office of Student Programs and Activities.

Role of Advisor

All student organizations must have at least one on-campus advisor. The advisor must be a full-time or part-time faculty/staff member at UAM or a campus of the University of Arkansas System. An organization that does not have an advisor will immediately become inactive until one is obtained. Any faculty or staff member who agrees to the request of an organization to serve as its primary advisor thereby accepts responsibility for seeing that the student organization’s purposes, activities, and projects are within the limits of the University policy. Therefore, advisors should be familiar with:

1. This policy and other university regulations pertaining to student organizations;

2. The Constitution and purpose statement of the student organization they are advising; and

3. The activities and projects of their organization. A faculty/staff advisor should attend all business meetings and must attend all social events of the organization. In accordance with Federal Law each advisor is identified as a Campus Security Authority (CSA). The definition of Campus Security Authority includes UAM personnel beyond UAM University Police officers who have significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, student activities, and campus judicial proceedings. A Campus Security Authority has an obligation to report allegations of Clery Act-defined crimes that he/she concludes are made in “good faith”. These crime allegations should be documented and reported to the UAM Department of University Police or to the local police. In “good faith” means there
is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. All actions of an organization are subject to review by the advisor and/or the University.

The organization will be responsible for canceling the event if an advisor cannot attend the entire activity. Before an organization makes the selection of an advisor, it should consider the following: (a) someone who will take the role willingly and seriously; and (2) someone who will commit the time. When approaching a potential advisor for the first time, the organization should make sure that he or she has a clear understanding of the organization’s purpose as well as what would be required pertaining to the duties and time involved.

It is the responsibility of each organization to have an advisor of the organization present at each event. In cases where the advisor cannot attend, another faculty/staff member may be substituted. The role of the advisor is to: (a) be present from the beginning to the end of the event; (b) work with and through the leaders of the organization in implementation of University Policies; and (c) act in accordance with the regulations of the University of Arkansas at Monticello, and to call to the attention of students in charge of the event undesirable situations for which corrective measures are needed.

Privileges of recognized student organizations

Recognized student organizations receive the following privileges:

1. Use of university meeting facilities.
2. Use of the University’s name in publicity and press releases, subject to the requirement that the organization secure approval for use of the institutional name in off-campus fundraising.
3. Listing of the organization in appropriate university publications.
4. Opportunity to participate in Organizational fairs, and other campus-wide events.
5. Receipt of leadership materials and other informational publications.
6. Fund raising privileges.
7. An organization/campus mailbox in the University Center.

Affiliation

Recognized student organizations may only be affiliated with their respective national organizations. Affiliation must be:

1. Clearly stated, either by title or by its constitution at the time of recognition.
2. Consistent with the purposes set forth in the constitution/purpose statement of the organization, and with university guidelines for student organizations.

SOLICITATION

The buildings and grounds owned by the Board of Trustees of the University of Arkansas at Monticello exist for, and are exclusively devoted to, use for the conduct of an organized and approved University program of higher education. As such, they are committed to nonprofit, tax-exempt use of the official program of the University. Therefore, private business activities are not permitted on University premises. This prohibition includes but is not limited to door-to-door solicitation of any type in any on-campus facility. In certain limited areas, the University contracts with private firms to provide needed on-campus services for the convenience of students, faculty and staff which contributes to the accomplishment of the University’s educational purposes.
APART FROM PROHIBITING PROFIT-MAKING COMMERCIAL BUSINESS ACTIVITIES, THE UNIVERSITY ALSO REGULATES, WITHIN LIMITS, UNDER SEPARATE POLICIES, AND CONSISTENT WITH THE ABOVE POLICY, ANY USE OF ITS BUILDINGS AND GROUNDS FOR SOLICITATION.

FUNDRAISING

Student Organizations may be permitted to hold fundraising events on and off campus under the following Conditions:

1. Student Organizations may hold fundraising activities that are reasonable and appropriate given the organization’s purpose. Fundraising activities shall be defined as (1) requesting donations, without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purpose of the University of Arkansas at Monticello or for the selected philanthropic project of the organization. In order to ensure an equal distribution of usage of campus facilities recognized student organizations and clubs may book no more than two events per semester in any one campus facility. Non-recognized and inactive organizations may not use campus facilities until recognized or active status is established. However, a facility may be scheduled for further use after the two advance dates have been scheduled provided scheduling is done thirty days prior to the event. Off-campus fundraising is not to occur more than three times per semester for each requesting organizations.

2. The president (event contact person) of a Student Organization will submit a Fundraising Form to the Office of Student Programs and Activities at least five (5) working days prior to the requested date(s) of the fundraising. The fundraising form is available in the Office of Student Programs and Activities located on the upper level of the University Center. The Office of Student Programs and Activities will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). The Student Organization Fund Raising Form is conveniently located:
   http://www.uamont.edu/pages/student-affairs/student-programs-activities/

Approval of such projects will be based on the following guidelines:

1. The activity does not conflict with the educational purposes of the University;
2. The activity does not conflict with another activity already approved;
3. The activity does not violate the law by including a drawing, raffle, lottery, or other games of chance.
4. The activity does not involve door-to-door fundraising;
5. The activity in no way conflicts with university policy;
6. The activity that raises funds for philanthropic purposes is directed to non-profit, tax-exempt Organizations and that no funds are made directly available to an individual or individuals.
7. No student organization may have outside or external agencies visit campus to raise funds for the outside agency.
8. All funds must be deposited with the Cashier’s Office in the Registered Student Organization’s agency account if the organization receives university funds for operational use. The Cashier’s Office, located on the second floor of Harris Hall, keeps records of income generated by the activity.

Only officially recognized UAM student organizations are permitted to fundraise on the UAM Campus. Organizations that are not officially recognized by the University may not fundraise on or off campus until official recognition is bestowed upon the
group. All UAM student organizations are required to register their fundraising activities through the Office of Student Programs and Activities at least five (5) working days prior to the fund raising event. Once Fundraiser has been completed and monies have been turned into the Cashier’s Office, the organization must submit a receipt to the Office of Student Programs and Activities. This receipt is proof that monies were handled correctly and deposited into the correct account.

Promotional materials, posters, signs, etc., should be in compliance with the established policies stated in the UAM Student Handbook. These policies, among other things, prohibit posting of signage on building surfaces.

The sale of food items may be restricted by the Director of Food Services. The organization responsible for selling food must accept the responsibility for any illness that may occur from consumption of the food sold.

The University reserves the right to deny event approval if the UAM Business Manager, Director of Program Activities, Director of University Police, Dean of Students, and Vice Chancellor for Student Affairs determine the event contains unmanageable safety and/or liability risks.

FINANCIAL RESPONSIBILITY OF STUDENT ORGANIZATIONS

The University expects each organization to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by recognized organizations shall have the approval of the faculty sponsor. Organizations are urged to arrange for annual audits.

In the event of disbanding or inactivation of an organization, the primary responsibility for properly providing the close-out of organization accounts and disposition of remaining monies rests with the organization itself. Accounts that are held by organizations that have been inactive or not recognized for two (2) consecutive years will forfeit all monies in their accounts. This money will be placed in general organization account. Organizations having a negative balance for two (2) or more semesters will be put on probation until balance is paid.

All campus organizations that receive University funds for use in their operation will be required to maintain an account at the Office of Finance and Administration. Balance and inquiries regarding account information can be found in the Office of Finance and Administration, located on the second floor of the Babin Business Center. Deposits and withdrawals are carried out in the Cashiers office, located on the second floor of Harris Hall. To make a withdrawal an "Agency Account Payment Request Form" is to be submitted to the Office of Finance and Administration, this form can be found within that office or at the Office of Student Programs and Activities. Other campus organizations that do not use University funds in their operation may keep their funds in the Office of Finance and Administration or off-campus bank accounts. However, it is highly advisable organizations take advantage of on campus accounts to ensure all funds spent benefit the student organization. In no way is it the universities responsibility if funds are falsely handled. If the student organization wishes to partake in student activities in which money will be awarded they must have established an on campus account.

Student Government Association

The Student Government Association (SGA) is the representative voice for UAM Students. The SGA promotes the interests and well-being of UAM students on matters that affect them. Elections for various offices are held in the spring. The SGA Office is located on the upper level of the University Center. The SGA office telephone number is 460-1651. Students are encouraged to get involved in SGA leadership positions and sponsored activities.

Student Activities Board

The Student Activities Board (SAB) is a group of students responsible for campus-wide programming. In recent years, the SAB has sponsored excellent movies, numerous dances, comedy acts, lecturers, and coffeehouse acts. Any student interested in serving UAM in this capacity should contact the Director of Student Programs and Activities.

Greek System
The Greek system at the University of Arkansas at Monticello consists of seven national fraternities, and five national sororities guided by three national coordinating bodies: the National Pan-Hellenic Council (NPC), the National Pan-Hellenic Council (NPHC), and the North American Interfraternity Conference (NIC). All social Greek-letter fraternities and sororities at UAM are required to maintain membership in the appropriate association as recognized by their national organization. On the UAM Campus, the three national bodies are governed by the Greek Council.

Recruitment, pledging, association, and active membership regulations for all Greek organizations on the UAM Campus must meet the approval of the Vice Chancellor for Student Affairs and the Dean of Students. In addition, recruitment, pledging, association, and active membership regulations for each Greek organization must be in compliance with national guidelines as established by the national fraternity or sorority.

Greek Council

The Greek Council is designed to coordinate and support activities of the social fraternities and social sorority’s on the UAM campus. The council is composed of fraternities that comprise the North American Interfraternity Conference (NIC), sororities that comprise the National Panhellenic Conference (NPC), and sororities and fraternities that comprise the National PanHellenic (NPHC) Council. Any and all members of the UAM Greek Council must be Official members and recognized by the NIC, NPC, or NPHC. Information about Greek Council or individual Greek organizations may be obtained from the Office of Student Programs and Activities.

Student Ambassadors

This carefully selected group of students effectively promotes higher education and the University of Arkansas at Monticello as students and incoming freshman. By joining with professional staff in visiting high schools, providing campus tours, and functioning as resource persons to high school seniors through letters and telephone calls; the students fully participate in public relations and institutional marketing.

In addition, Student Ambassadors work with faculty and professional staff to plan and implement summer pre-registration and Fall Preview Day events to introduce incoming students to UAM.

SUSPENSION OF RECOGNITION OF STUDENT ORGANIZATIONS

The Vice Chancellor for Student Affairs and Dean of Students has the authority to suspend the activities of an organization. In certain instances, the Vice Chancellor for Student Affairs or Dean of Students may impose censure, temporary probation with conditional recommendations, or temporary or permanent suspension of recognition. Censure, probation, or suspension may be appealed to the Student Affairs Committee and the UAM Assembly. The suspension of recognition is most likely to occur when:

1. The election of officers, specified in the constitution, has passed twice without any action having been reported to the Dean of Students;

2. The organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution, as evidenced by membership meetings and other activities. Recognized student organizations are expected to comply when requested by the Dean of Students or the Director of Student Programs and Activities to provide a brief report of the year’s activities;

3. The organizational membership falls below the required number of five (5);

4. The organization is found in violation of the terms of Membership Criteria previously stated.

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An organization suspended for inactivity may be reactivated by application to the Dean of Students and the Director of Student Programs and Activities by a group of ten (10) or more students reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Active status may be re-established if the organization makes a request before four (4) regular semesters have passed. Recognition will be withdrawn from any organization after two consecutive years of inactivity or failure to submit the required officers=roster when requested.

ATTENDANCE AT STUDENT ACTIVITIES, EVENTS, AND/OR PROGRAMS

Only currently enrolled students at the University may attend and participate in University sponsored activities, events and/or programs. Intercollegiate athletic events are open for attendance by UAM students and their families/dependents. Public events will be publicized as “open events,” which will permit community members, as well as dependents of currently enrolled students to attend.
STUDENT SERVICES

The Office of Student Affairs serves as a liaison with faculty and other administrative offices on behalf of students. We extend support services, information referral assistance and administer the student judicial system. We also provide students with information about co-curricular activities and programs. Students seeking additional information are encouraged to contact the particular office of interest.

ADMISSIONS

http://www.uamont.edu/pages/admissions/
Monticello Campus
Harris Hall 120, (870) 460-1026

Office of Student Services, (870) 364-6414
McGehee Campus
Office of Student Services, (870) 222-5360
Crossett Campus

Any student seeking information regarding admission to the University of Arkansas at Monticello should contact the Office of Admissions.

BOOKSTORE

(870) 460-1655

The University Bookstore is located in the Student Services Building. The University Bookstore sells all required textbooks, supplies, and materials needed for academic studies at UAM. In addition, the bookstore provides other merchandise based on student, faculty and staff needs, such as: computer accessories, UAM T-shirts, fraternity and sorority supplies, UAM logo items, cards, posters, gifts, snacks, and many other items. The bookstore sponsors a textbook buyback at the end of each semester.

CAREER SERVICES

http://www.uamont.edu/pages/student-affairs/career-services/
Harris Hall, (870) 460-1454

The Career Services Center, located on the second floor of Harris Hall, provides services to assist students determining career and educational choices. Through both group and individual counseling, the Center tries to help students better understand themselves, their interests, and abilities. Through a better self-understanding the student can determine career objectives, which are most meaningful and satisfying. This can be accomplished through a computerized career guidance program (Focus).

The Center will (1) provide information on careers, current job trends, colleges and graduate schools, and (2) develop, sponsor and coordinate career oriented programs for all students throughout the school year. The Center maintains a current library, which includes directories of colleges, graduate schools and employers, the latest books on interview preparation and job-hunting techniques, literature on specific companies and government agencies, and literature on any
career. Career oriented program may include seminars on interview preparation, careers for women, career opportunities for minorities, and job hunting techniques. Placement services are provided for students and alumni to help them find full-time, part-time, temporary, and summer employment in business, industry, government, and education.

Discover the difference career planning can make in your future. Today, more than ever, students must prepare for an ever-changing work environment. By mapping out their career goals and preparing for the job search, students are much more likely to have a successful future.

Students can find assistance planning their career goals during their freshman year and be ready for the job market when they graduate, by taking advantage of the career services offered by UAM. A Career Services professional can help you choose a major, decide upon a career, prepare you for the job search, and search for employment. During all phases of your job search there are career resources you can utilize to assist you in this process:

Computerized career exploration program (Focus)
Career Interest Inventories (Myers-Briggs Type Indicator, Self-directed Search) Individualized Career Counseling
Career Library Mock Interviews Resume/Cover Letter Writing Employment Listings
Career Development Workshops
Career Fair

Appointments are generally necessary for individualized assistance, while the Career Library, Employment Listings, and FOCUS programs are available on a drop-in basis from 8:00 a.m. to 4:30 p.m. Monday through Friday. For more information call 460-1454.

COUNSELING AND TESTING

http://www.uamont.edu/pages/student-affairs/counseling-testing/
Monticello Campus,
Harris Hall 201, (870) 460-1454

Crossett Campus
College of Technology – Crossett
(870) 364-6414

McGehee Campus
College of Technology – McGehee
(870) 222-5360

The Counseling and Testing Services office located in Harris Hall provides a wide variety of specialized counseling and testing services to prospective and current UAM students. All counseling services are free and confidential in nature. Appointments can be made in person during the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or by telephone at (870) 460-1454. Walk-in counseling is also generally available to accommodate students in crisis or emergency situations or consultations.

Educational Counseling

Educational counseling is available to help students plan and make decisions concerning their college education. The Counseling and Testing Services Office provides workshops and individual assistance each semester to assist students with study skills, test anxiety, time management and stress management, as well as other student success skills.
Personal Counseling

The Counseling and Testing Services Office provides a full range of personal and support services which promotes personal, academic, and the psychological well being of students. A trained, full-time counselor is available to any UAM student to discuss issues ranging from test anxiety, to emotional adjustment. The office also provides referrals to local mental health agencies for crisis situations and long-term treatment.

Testing Services

Students are offered the opportunity to take many national tests such as CLEP, PRAXIS, ACT and SAT. Testing arrangements for entrance exams, correspondence and on-line exams are scheduled through the Testing Services Office. Applications and registration bulletins are available from the testing office.

SPECIAL STUDENT SERVICES
(International/ADA)
http://www.uamont.edu/pages/admissions/special-student-services/
Monticello Campus
Harris Hall 120, (870) 460-1026
Email: whitingm@uamont.edu

Crossett Campus
College of Technology – Crossett
(870) 364-6414
Email: carter@uamont.edu

McGehee Campus
College of McGehee Campus
(870) 222-5360
Email: groleskeh@uamont.edu

The University ensures that students with disabilities are given the same rights and services as other students. Accessibility and resources are provided for studies and other university services. Students with documented disabilities may receive a variety of accommodations and should contact the Office of Special Student Services for information.

EXERCISE CENTER
http://www.uamont.edu/pages/student-affairs/exercise-center/
UAM Wellness Center, 531 University Drive
(870) 460-1051

The Exercise Center, located in the UAM Wellness Center, is a drop-in recreation facility open to all UAM students with a validated UAM ID. Available equipment includes incline trainers, elliptical machines, recumbent bikes, upright bikes, a climb mill, 14 different strength machines, dumbbells and a water rower.

Individuals use the facilities at their own risk. Therefore, all users are encouraged to consult a physician for a health exam prior to beginning an exercise program.

All UAM employees, UAM retirees, UAM Emeriti Faculty, and the spouses and/or 16 (sixteen) years of age or older dependent(s) of UAM employees, retirees, and Emeriti Faculty are eligible to use the facility after payment of a $60.00 annual fee.

FOOD SERVICE
http://www.uamont.edu/pages/student-affairs/dining-food-services/
University Center, (870) 460-1076

The food service vendor, ARAMARK, contracted by the University provides meals for campus residents and other students, faculty, and guests. The dining hall, located on the upper floor of the University Center of the Monticello
campus, is open for every meal while school is in session except breakfast on Saturday and Sunday. At each noon and evening meal students are provided a variety of entrees and a salad bar that includes a wide selection of vegetables. Java City and The Sandwich Shop, located on the first floor of the Taylor Library and Technology Center, offers a variety of flavored coffees, pastries, sandwiches and soups and also serves as a gathering place for students.

Declining Balance is included in most meal plans and can be used like a debit card at the Cafeteria, Java City, The Sandwich Shop, and the football and basketball concessions stands. Declining balance can be added to an ID card by visiting the Dining Services Office and purchasing declining balance with cash or credit card. At the conclusion of the fall semester, any remaining declining balance will carry forward to the spring semester. Any declining balance remaining at the end of the Spring semester will carry forward to the summer term but will not be carried forward to the next school year. There are a variety of meal plans available for both on and off-campus students. Commuter meal plans are available for purchase in the Dining Services Office with cash or credit card. Financial Aid may not be applied for the purchase of commuter meal plans.

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Food Service Policy

Identification and Entry:
Students are required to present a valid UAM ID card when entering the cafeteria or will need to pay the door rate.

Students may only enter the cafeteria through the main entrance at the courtesy desk. Students entering through any other door are subject to disciplinary action by the Office of the Dean of Students.

Shoes and shirts must be worn for health and safety concerns.

Meal plan privileges and declining balance are for personal use only and are not transferable to anyone else. Both parties involved in misuse will be reported to the Office of the Dean of Students and are subject to disciplinary action.

Removal of Property:
Plates, glasses, silverware, trays etc., are the property of ARAMARK Food Service and may not be borrowed or removed from the dining hall. Any incidents involving theft from ARAMARK Food Service will be reported to the Office of the Dean of Students and/or and are subject to disciplinary action.

Conduct:
Appropriate language, tone, and volume contribute to a pleasant dining atmosphere. For the safety of everyone, throwing food or other objects in the cafeteria or Java City/The Sandwich Shop will not be tolerated. Respect for the rights and property of others are important and expected at all times. Students violating this code may be instructed to leave the facility are subject to disciplinary action by the Office of the Dean of Students, and/or are subject to action by University Police.

All trays, silverware, glassware, and paper should be taken to the dish return or appropriate area when exiting the dining hall or Java City/The Sandwich Shop.

Ample food is available to each student but care should be taken not to waste food.

NOTE: ARAMARK reserves the right to deny entrance or refuse service to anyone who violates this policy or acts in a manner the ARAMARK Food Service Director deems to cause interference with the operation of the cafeteria or Java City/The Sandwich Shop.

HOUSING AND RESIDENCE LIFE
http://www.uamont.edu/reslife
Harris Hall, (870) 460-1045
The University maintains various type of housing for faculty, staff, and students. Student housing is available for both single students and students with families. Information concerning rental rates and housing availability can be obtained by contacting the Office of Residence Life.

INTERCOLLEGIATE ATHLETICS
http://www.uamsports.com/
Steelman Field House, (870) 460-1058

The University of Arkansas at Monticello competes in the NCAA Division II, Great American Conference, and fields competitive programs in ten sports. Men may compete in football, basketball, baseball, cross country, and golf; while women compete in volleyball, softball, basketball, cross country, and golf. Two co-ed sports are offered as well: rodeo and cheerleading.

The University adheres to the eligibility and operational by-laws and regulations by the National Collegiate Athletic Association and the Great American Conference. Any UAM student with previous high school, junior college, or collegiate experience is welcomed and encouraged to discuss the possibility of walk-on status for any program with the head coach.

INTRAMURALS
http://www.uamont.edu/pages/student-affairs/intramurals-recreation/
University Center, (870) 460-1046

A comprehensive quality Intramural and Recreational program offers a wide variety of sports competition, which fosters personal, educational, ethical and physical development. Organizations, residence halls, independent teams and individuals may compete in flag football, volleyball, ping-pong, soccer, tennis, basketball, racquetball, softball, and sand volleyball, etc. Other recreational opportunities include the use of the following outdoor activity areas: sand volleyball courts, two horseshoe pits, three lighted tennis courts, and the pavilion. Participation in Intramurals is voluntary.

IM/REC participants should be aware that there is a risk of injury in participation in Intramural sports due to the inherent nature of the activity. It is strongly recommended that all participants have a complete physical examination and obtain adequate health and accident insurance prior to participating in UAM IM/REC activities. The IM/REC program assumes NO responsibility for costs involved with individual injury or property damage incurred in connection with UAM IM/REC activities. Individuals participate in the IM/REC program at their own risk. Information on intramural and recreation activities can be obtained from the Director of Intramurals.

UNIVERSITY POLICE
http://www.uamont.edu/pages/PublicSafety/
(870) 460-1083

The UAM Department of University Police is committed to providing quality service and protection to students, faculty, staff and visitors of the University of Arkansas at Monticello. University police officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission of Law Enforcement Standards and Training. The Department employs 8 full-time police officers and 2 watchmen. All officers have full investigative and arrest authority in Arkansas.

The University Police officers maintain and promote respect for the individual rights and dignity of all persons and are dedicated to excellence in all of the services that are offered on a year-round basis. UAM University Police officers are well trained and equipped to assist students, faculty and staff.

Arkansas law permits university police officers to stop individuals suspected of criminal activity and question their identity, business, and destination. In addition, University Police may make arrests or issue a summons for traffic or criminal violations that are referred to the City Prosecutor. All members of the campus
community are encouraged to cooperate fully with Police personnel for the safety and convenience of everyone involved.

Persons needing EMERGENCY assistance at anytime should call the University Police Office at 870-460-1000 or 911. General assistance may be obtained by calling 460-1083. Assistance can also be summoned by pushing the call button on any blue light emergency phone located on the campus.

Other services provided by the Department of University Police include parking and traffic control, general information, and weapon storage. The Department of University Police may be reached 24 hours a day at 460-1000.

**UAMAlert**

The University of Arkansas at Monticello places a high priority on timely and accurate communication in an emergency or crisis situation. As such, the University of Arkansas at Monticello has partnered with Rave Wireless to provide UAMAlert. UAMAlert is an emergency notification system capable of delivering messages to students’ UAM and personal email addresses, as well as land lines and cell phones. Depending upon an individual’s plan, a cellular phone provider may charge a per-text message fee for the delivery of emergency notifications. All students and employees are automatically enrolled in UAM Alert at no additional expense and any individual may choose to opt-out of receiving text and/or voice alerts at anytime.

**Campus Security Authorities**

Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that “campus security authorities” report crime statistics for inclusion in the University’s Annual Security by the United States Department of Education. “Campus security authorities” on the UAM campus include: Vice Chancellor for Student Affairs, Dean of Students, Athletic Director, Faculty/Staff Advisors to student organizations, Head/Assistant Coaches, Director of University Police, University Police Officers, Watchman, Director of Intramurals/Recreation, Director of Student Programs/Activities, Director of Student Health/Exercise Center, Director of Counseling/Testing/Career Services (unless acting as the counselor), Director of Upward Bound, Resident Directors, and Resident Assistants.

Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If a Campus Security Authority (CSA) observes any crime listed below, or if any person reveals to the CSA that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately complete a Crime Incident Report form and, as indicated on the bottom of the form, send the completed form to the Director of University Police. This applies to crimes on the public property adjacent to the campus and locations at which other sponsored college activities are taking place.

The CSA will not investigate the crime or attempt to determine whether a crime, in fact, took place. **The CSA will simply make the report.** Appropriate college personnel may later contact the CSA or others to gather additional information.

Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Arson
- All hate crimes involving bodily injury
- All liquor, drug or weapons law violations resulting in an arrest
A CSA, as defined by the Clery Act, has an obligation to report allegations of Clery Act-defined crimes that he/she concludes are made in “good faith”. These crime allegations will be documented and reported to the UAM Department of University Police or to the local police. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. If the CSA is in doubt as to whether a crime is reportable, the CSA will err on the side of reporting the matter. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made. For purposes of reporting, the CSA will assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

STUDENT HEALTH SERVICES
http://www.uamont.edu/pages/student-affairs/student-health-services/
UAM Wellness Center, 531 University Drive (870) 460-1051

UAM Student Health Services maintains a full-time registered nurse to serve all members of the University community, with primary emphasis upon students. The nurse treats minor ailments, gives general health advice (diet, exercise, etc.), administers prescribed doctor’s care, assists in emergencies, and acts as a knowledgeable referral agent. The Office of Student Health Services, located in the Wellness Center, maintains all student health records.

Student Health Services does not provide medical excuses for short-term absences which result in missed classes, exams, assignments, work or practices due to illness or injury. In certain circumstances where the illness or injury is prolonged and requires medical attention or hospitalization, Student Health Services will work with students in providing appropriate documentation.

Students are advised to contact the appropriate professor, instructor, coach or supervisor in the event they need to miss classes, exams, assignments, work or practices due to an illness, injury or an emergency. While absence should be a rare occurrence, Student Health Services encourages students to make mature decisions when they are too ill to attend class or activities. All decisions concerning the impact of an absence, as well as any arrangements for making up work, rest with the professors, instructors, coaches or supervisors.

STUDENT PROGRAMS AND ACTIVITIES
http://www.uamont.edu/pages/student-affairs/student-programs-activities/
University Center (870) 460-1396

The office of Student Programs and Activities provides UAM students cultural and entertainment events such as films, lectures, and educational programming. Special events such as Spirit Week, Holiday Festival Week, Black History Month, Welcome Week, Spring Fling, Greek Week and many others are sponsored through this office as well.

In addition, the Student Government Association (SGA), the Student Activities Board (SAB) and Greek Life are sponsored through the office. With a wide variety of programs, activities, and over eighty student organizations, UAM students are able to take an active, hands-on approach to learning life skills such as time management, conflict resolution, negotiation, and multi-tasking.
HOUSING AND RESIDENCE LIFE POLICIES

Residency Policy
Effective the 2014 Fall Semester, the University of Arkansas at Monticello will require all first time full time students (enrolled in 12 hours or more) who are LESS than 21 years of age (as of the 1st day of class each academic term) to live on-campus for the academic year. This requirement excludes summer sessions and is applicable until the completion of 24 credit hours or the receipt of an exemption from the Residence Life Department. This policy is not applicable to students enrolled full time at the Colleges of Technology at Crossett and McGehee; however, students attending those campuses do qualify and are welcome to reside in University Housing.

Students who fail or refuse to comply with the Residency Requirement Program and/or who furnish false information to a University official or office in connection with a request for exemption will be referred to the Dean of Students Office for further action. Disciplinary action could include responsibility for all back charges for room and board incurred while living off-campus.

Exemption Request

Exemptions to this residency requirement must be made in writing (on an Exemption Request Form obtained from the Residence Life Department) and submitted by July 20th for a Fall Semester release or November 15th for a Spring Semester release. Students admitted after the above dates, who seek exemption from the Freshman Residential Requirement, must submit the exemption petition as soon as possible after admission notification, but no later than the 1st day of classes each academic term.

Because of unforeseen changes in a student’s circumstances due to illness or other personal reasons, some petitions are considered after the above dates. Unless it is clearly established that illness or personal reasons which were not known prior to the above dates have arisen to necessitate a student’s living off-campus, students should not expect to be relieved of their housing requirement.

Additional information related to the residency policy and exemption request can be located at http://www.uamont.edu/pages/student-affairs/residence-life/

GENERAL POLICIES & PROCEDURES

Cleanliness of Residence Hall Rooms
University custodial service is responsible for cleaning the lobby, lounge, halls, laundry rooms, and community baths in the residence halls. Residents are responsible for the cleanliness of his/her own room. Students are asked to assist custodians in keeping common areas clean. Failure to maintain one’s assigned on-campus housing unit in a clean and sanitary manner will result in disciplinary action.

Computer/Internet Network Connection
Each resident hall (except for family housing) offers Ethernet and Wifi Connectivity. All use of this service must be consistent with the policies outlined in the Information Technology part of the Student Handbook.

Additional information can be located at http://www.uamont.edu/pages/resources/information-technology

Roofs, Ledges, Windows
Residents are not allowed on the roof, room ledges, or windowsills of any University residential facility. Students are
prohibited from using the areas outside windows for any reason. No objects may be stored, hung, thrown or dropped from windows, roofs, balconies, or elevated areas.

For your safety, windows should remain locked at all times. Window screens must not be unfastened or removed. Any window or screens broken or missing at the end of the year will be charged to the residents of that room.

UAM recognized student groups are allowed to display official club/group symbols in residence hall windows. Each organization must agree on one "official" symbol for their group. All official display symbols must be approved by the student organization, Director of Student Activities and Director of Housing. Official organization symbols must be printed on static cling vinyl. Symbols may not be larger than 15" x 20."Tape, glue and stickers are not allowed to be used on windows. All signs must be approved by the Director of Housing.

Entering & Exiting Residence Halls
Residents should always enter and exit a residence hall through the front doorways. Other modes of entering and exiting, such as through windows or emergency exits, are strictly prohibited.

Evacuation
All residents must evacuate the residence hall during an emergency situation or when directed to do so by a University Official, including Resident Assistants, Hall Directors, and University Police Officers. Failure to exit the building during an emergency situation will result in disciplinary action.

Fire Alarms/Drills/Equipment/Prevention
Each building is equipped with fire alarms and is provided for use in emergency situations. Tampering with fire alarms/equipment is a serious matter and could result in harm to you or others. Tampering with such could result in legal proceedings and university judicial sanctions.

Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures. **All residents must evacuate the residence hall when a fire alarm sounds. Residents who do not comply with this regulation are subject to disciplinary action and possible arrest.**

Guests
Assigning or allowing the use of an assigned on-campus housing space to another person is prohibited.

As a resident in UAMs Residence Halls, you are allowed to have visitors. Each hall (with the exception of Maxwell and the Apartments) requires that you sign your guests in at the front desk. Guests will be required to leave a photo ID with the DA or RA working at the desk. Any guest that does not have appropriate ID will not be allowed past the front lobby. A resident of the building must always escort guests. Guests must abide by UAM policies and must not infringe upon the rights of roommates and other residents. Residents are responsible for informing their guests of UAM policies and will be held accountable for the behavior of their guests. Residents are responsible for all items found in their rooms and for all activities occurring within their rooms while hosting a guest. The residential student is responsible for the behavior of their family member(s). No more than two (2) visitors will be allowed in an individual’s room. Guests are never allowed to be left alone in a resident’s room. Residents should never allow a guest to use his/her keys.

Private rooms
Private rooms are approved after all students have checked-in. Private rooms are not guaranteed. Private rooms are awarded on availability. Private room contracts are awarded on a semester-by-semester basis. There is an additional charge for students who agree to a private room contract.
Propping Doors
Exterior doors to a residence hall should never be propped open. This allows intruders to access the building and endangers the entire residential community. Doors found propped open should be closed immediately and the incident reported immediately to a Resident Assistant or Resident Hall Director. Propping a door open is a serious offense and will result in judicial charges.

Smoke Detectors
Tampering, altering, or removing smoke detectors in any residential room and/or facility is strictly prohibited. Judicial sanctions will result for such violation and could include, but is not limited to: probation and/or removal from University Housing.

Solicitation & Sales
The University does not allow any type of sales or solicitation in the residence halls. Persons selling door-to-door or setting up demonstration parties should be reported to a member of the Hall staff or University Police. This policy includes the attempted sale of cosmetics, magazines, insurance, credit cards, food, etc.

Unauthorized/illegal live-ins
Only the student(s) officially assigned by the Office of Residence Life may live in a residence hall room or apartment. Assigned students who permit unauthorized persons to live with them in their assigned space will be evicted from any and all on-campus residential facilities and will forfeit any future residential privileges.

Window Screens
Window screens must not be unfastened or removed. Any window or screens broken or missing at the end of the year will be charged to the residents of that room.

Care of Residence Hall Rooms
The University of Arkansas at Monticello has provided each room with basic furnishings. It is understood that each student will care for this furniture as if they were his/her own. Damage to room or room furnishings will be charged to the occupants of that room. A room condition report (RCR) will be provided to protect against improper charges to a student’s account. It will be assumed that any damage to the room or room furnishings, which is not noted on the RCR, will have occurred during occupancy. **Failure to properly complete the RCR form will make the occupant liable for all repair and replacement costs.** The cost of repairing and replacing damaged furniture, fixtures, room equipment, or other property will be assessed against the student responsible. If responsibility cannot be determined, the cost of damages will be divided among the occupants.

Cooking
For fire prevention, as well as health and sanitation reasons, cooking is not allowed in student rooms. Making coffee, hot chocolate or tea in a coffee maker will not be considered cooking. Also, use of a microwave in a student’s room will not be considered cooking.

Loss of Personal Property
The University does not assume any legal obligation to pay for loss or damage to the student’s personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the contract period. The University is not responsible for loss of personal property in the residence hall due to fire, theft, and interruption of water, heat, utilities, or other causes. The student is encouraged to carry appropriate insurance to cover such losses.
Quiet Hours

Quiet hours are daily from 12:00 a.m. until 8:00 a.m.

Quiet hours are intended to provide an atmosphere conducive to study. If your music or television can be heard outside your room it is too loud. Residents are requested to respect the rights of their neighbors. Social and friendly gathering of residents and their guests is welcomed. Residents are entirely responsible for the conduct of their guests in and outside their residence. Conduct that is boisterous, obscene or generally objectionable to other residents, as well as conduct which endangers the safety of any person, will not be tolerated. Stereos, radios, televisions and musical instruments are to be played at a minimal level, particularly between the hours of 12 a.m. and 8 a.m. Avoid entertaining more guests than your room can handle with respect to your neighbors. Residence halls may increase their quiet hours during certain times in the semester.

Courtesy Quiet Hours

Courtesy quiet hours are observed 24 hours a day and 7 days a week. During courtesy hours residents are required to be courteous of other residents’ needs. A resident should never make so much noise that it is disturbing to the study and sleep habits of another resident. You should be able to approach your neighbor at any time to let them know if they are disturbing you. If they follow this policy, they should be considerate of your request and reduce their noise level.

Likewise, if you are requested to be quiet by a fellow resident, RA, or RD, you should be respectful of their wishes. Documentation for noise violations can be made at any time.

Visitation Hours

Visitation is designated times when a resident may have a guest visit his/her room.

**Bankston, Horsfall & Royer Maxwell**

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<td>Saturday</td>
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<td><strong>University Apartments</strong></td>
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<td>Sunday</td>
<td>Noon-Midnight</td>
<td>Maintain 24 hour visitation Policy</td>
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Overnight Guests
Residents are permitted to have overnight guests of the same gender in their individual rooms in the residence halls. Guests are required to check-in with the RD of the respective hall and a guest housing form must be filled out. All guests must abide by all University and Residence Life policies while visiting the UAM Campus. Residents are responsible for the behavior of their guest. In the case of a double room, prior consent of the roommate is needed. Residents are limited to three overnight guest visits in an academic year. Each overnight guest may only stay for two nights. All overnight guests must be 18 years of age. The RD of each residential facility may grant special permission for overnight guests under the age of 18.

Visiting Children/Dependents
Children may only visit the residence halls during daytime hours. Children may only visit residents in the main lobby or entry common areas of each residential facility. In order to protect against injury, promote safety, and provide privacy for other residents the following restrictions apply.

- Children must be attended at all times. They are not permitted to run through hallways, stairwells, or in public areas unattended.
- Visiting children who disturb other residents may be removed from the hall.
- Residents may not provide paid babysitting service in the halls.

Residents with children who visit more than once a week must meet with the Director of Residence Life to discuss their individual situation. UAM reserves the right to limit or deny the visitation privileges of children of residential students.
- Children are defined as those persons 17 years of age and under.

NOTE: The University of Arkansas at Monticello does not assume responsibility or liability for children visiting the residence halls.

Residential Children for Married/ Family Housing
Parents are reminded that children need to be watched closely because parents are responsible for any damage done by children to University property or other resident’s property. It is also requested that residents with children keep their yards free of toys. If you have children and they are playing outside, make sure that you know where they are at all times. If you see individuals who do not live in the apartments, report this to the Coordinator of Family Housing or Public.

Lounges/Lobbies
Each residence hall has lobbies and lounges available for student to interact in a recreational environment. Several lounges include television, pool table, foosball, ping ball, work-out equipment and much more. Each residence hall has one lounges reserved for individual or group studying. The furniture should not be removed from the lounge areas and is to be taken care of by all hall residents. If lounge furniture is found in a resident’s room a fine will be assessed. Any unattended property found in the common areas, hallways, porches, stairway, or communal restroom will be removed by an RA at the resident’s expense.

The main lobby and other lounge areas are for the use of hall residents and guests. Guests may use these areas only during visitation hours as long as a resident accompanies them. Residents and other UAM students wishing to use lounges for activities should seek approval from the RD. Lounge furniture is not to be removed at any time for any reason.

Pest Control
Residence Life offers pest control service on the third Wednesday of every month. If you are having a problem with pests, please notify your RA immediately.
Laundry Facilities
Laundry facilities are available in each residence hall. Commercial washers and dryers are available to hall residents free of charge. The Office of ResLife or the University is not responsible for articles left in the laundry room and residents are urged to wait for their clothes to wash/dry rather than leaving them unattended. Laundry should not be dried on sun balconies, in windows, or suspended on lines between buildings or walls.

All problems with laundry equipment or facilities should be reported in accordance with the online maintenance request process. Students are prohibited from doing laundry for non-residents. The University reserves the right to enforce these guidelines by all necessary means to ensure compliance. Persons who violate these guidelines may be subject to disciplinary action according to the Code of Student Conduct. Groups or associations that repeatedly violate these guidelines may be prohibited from further use of University grounds and facilities.

Maintenance/ Housing Keeping
Requests for repairs or pest control should be submitted through the UAM ResLife Home page via the “UAM Fixit Portal” located at http://wwwemailmeform.com/builder/formExUOn2fLg31043z9182XR
Repairs are then turned into the Maintenance Department. Work orders will be completed in a timely manner. For status updates or emergency maintenance issues contact your RA/RD on duty immediately.

Although residents are responsible for cleaning their own rooms/living spaces, custodians are on staff to regularly maintain/clean common areas of the dorms (e.g., lounges, lobbies, hallways, stairwells, and communal restrooms).

Waste/Trash Disposal
Trash containers are conveniently located on each floor of the hall. Trash is not, at any time, to be thrown out windows or left in the common areas. Before discarding coals, ashes, or other materials used in barbecue grills, residents should ensure that the debris is thoroughly cold. In an effort to keep our community clean and orderly, let’s keep our parking lots and lawns free of debris.

Balconies and Breezeways
Please sweep and maintain your own balcony keeping it free of any unsightly items. Avoid sweeping and dusting onto your neighbors balcony. Garbage should not be placed on or dropped from balconies. No objects may be hung, thrown, or dropped from windows, roofs, balconies, or elevated areas. Do not hang towels or clothing from the balcony or railing. It is not permissible to use grills on the balcony. When cooking outdoors, place grill at least 10 feet away from the building. Any property found on breezeways, passageways, or stairs will be removed by management at the resident’s expense.

Bicycles, Motorcycles, In-line Skates, Skateboards
Motorcycles, mopeds, scooters may not be stored in the residence halls due to fire safety regulations. Bicycle racks are available outside each residence hall. Bicycles are not to be stored or parked in public areas, hallways, or stairwells, nor are they to be ridden in these areas. Bicycles left in the racks should always be chained and locked to prevent theft. Bicycles, motorcycles, mopeds, scooters, in-line skates, and skateboards are not to be ridden or used in the residence halls. Bicycles may be kept in your room with your roommate’s consent.

Bulletin Boards
Do not remove or tamper with items hung on the bulletin boards. The RD must approve all flyers before being hung. See the Student Handbook for more details on distribution of literature on campus.
Climbing on Campus Buildings
Climbing, repelling, and related activity is prohibited on campus buildings and structures.

Break/Closing Periods
Maxwell Hall, Bankston Hall, Royer Hall, and Horsfall Hall residents are not allowed to reside in their rooms during break periods. Residence Halls will be closed for Thanksgiving break, Christmas break, spring break, between the spring and summer semesters, and between the summer and fall semesters Health and Safety inspections will be conducted during these break times. (See “Closing Notice”) University Apartment residents are allowed to reside in their apartments during spring break, holiday breaks and during the summer as long as their lease is valid.

Residents are to notify the RA or RD if they choose to remain on campus during break periods or opt to leave during this period. Health and Safety inspections will be conducted during these times.

Filthy rooms
- Dirty clothes throughout the room and bathroom
- Open containers of food left for extended periods of time
- Trash that has not been disposed of properly
- Other conditions which attract insects and other unsanitary conditions

When the Office of Residence Life comes to the room for any reason and finds the room in any condition mentioned above, the resident will be given 24 hours to remedy the situation. If after 24 hours the room has not been cleaned, you will be considered in violation of policy and the proper procedures will be instituted.

Flyers and Announcements
All flyers and announcements from the Residence Life Office will be posted on the bulletin boards located in the lobby and hallways. Any flyers or bulletins that need to be posted by student organizations should be forwarded to the Office of Residence Life for distribution. Any flyers found posted at any other location in the residence halls will be removed and turned over to the Office of Student Activities.

Grilling
Personal Grills are only permitted at the University Apartments and the Family Housing Complex. Grills are not to be used on the balconies, breezeways, or porches. Residents should not leave grills unattended. Grills should be used at least 10 feet away from the building. Use only recommended charcoal starter fluid. Never use gasoline. We encourage residents to take advantage of the courtyard area for cookouts and picnics. In addition, the pavilion beside Maxwell Hall is available for residents use.

Health & Safety Inspection
Health and Safety inspections are conducted on a weekly/monthly basis. Residents will be notified at least 24 hours in advance of an actual inspection. Health and Safety inspections are done to promote and maintain a healthy, sanitary and safe building.

Horseplay
Residence hall corridors and walkways are designed as passageways – not as playing fields. Hall sports – such as football, Frisbee, basketball, baseball, etc. – may be potentially harmful to residents and/or furnishings and fixtures. All hall sports are prohibited. Water balloons (only as part of a university sponsored activity), water guns, paintballs, airsoft etc. are not allowed in the residence halls. The courtyard is made available for sports and recreation. We encourage residents to take advantage of this area for activities and sports.
Housing Contract
The housing contract is a legal and binding contract between the resident and the University. The housing contract spells out the conditions under which a room is rented. Please read the contract carefully before signing. It is very important that a resident fully understands his/her rights and responsibilities as outlined in the Housing Contract and housing policy outlined in the student handbook.

Residence Hall Reservations
Any group wishing to have a meeting or program in a residence hall common room or lounge must obtain approval from the RD of the respective hall.

Sublease
At no time shall residents sublease premises. Subleasing shall consist of charging another person, in whole or in part, rent to live in the unoccupied space of a room in which you reside. No resident shall allow another person to live in the unoccupied space of a room. Subleasing a room will justify grounds for eviction from UAM Residence Halls.

Verbal Abuse
Any derogatory or abusive language used toward any resident or staff will result in Judicial Action.

Abandoned Apartments
Apartments that have been deserted for thirty days and which have past due rent will be considered abandoned. An abandoned apartment and all the items left inside become UAM property. All items left inside the apartment will be considered unwanted and removed at the resident’s expense.

Appearance of Apartments
Each resident is responsible for the front porch of their apartment. There is to be nothing kept on the front porch (with the exception of a few small potted plants). Residents are requested to keep their premises neat at all times.

Care of Heaters
It is requested that all room heaters be turned low and that bathroom heaters be turned off when the residents are out of the apartment.

SECTION 2: RIGHTS AND RESPONSIBILITIES

UAM Residential Community Standards
The Residence Hall community at the University of Arkansas at Monticello is dedicated to the Integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and abide by a code of behavior.

Rights and Responsibilities
The Residence Hall community at the University of Arkansas at Monticello is dedicated to the Integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and abide by a code of behavior. The following is a list of student’s “rights” – what you are entitled to as a student living in one of UAM’s residence halls, and your “responsibilities” – what is expected of you as a member of a residence hall community.
YOU HAVE THE RIGHT to a safe, clean, and well-maintained residence hall space,

YOU HAVE THE RESPONSIBILITY to keep your door and hall doors locked, not prop them open or allow in strangers, and to clean up common areas.

YOU HAVE THE RIGHT to a quality-learning environment conducive to your academic and social pursuits,

YOU HAVE THE RESPONSIBILITY to observe quiet hours, keep your stereo and voice at a volume in the residence halls, and to remind others that you expect the same from them.

YOU HAVE THE RIGHT to privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room;

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

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

YOU HAVE THE RESPONSIBILITY to know and abide by the laws of the State of Arkansas, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living community in the halls.

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

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

YOU HAVE THE RIGHT to influence policy that affects you by participating in floor meetings, student government, and University organizations.

YOU HAVE THE RESPONSIBILITY to participate in floor meetings, and share responsibility for adhering to and enforcing community policies and guidelines.

Your Rooming Rights
The best advice we can offer is to be courteous, thoughtful, and considerate of your roommate. Please keep in mind these basic rights of a roommate:

• The right to live in a clean building and room
• The right to expect that a roommate will respect one’s personal belongings
• The right to read and study without undue interference
• The right to sleep without undue disturbance from noise, roommate’s guests, etc.
• The right to free access to one’s room and facilities without pressure from a roommate
• The right to personal privacy
• The right to be free from fear or intimidation and physical or emotional harm
• The right to have guests during visitation hours with the expectations that guest are to respect the rights of the host/hostesses roommate or other hall residents
• The right to expect reasonable cooperation in the use of room telephone and cable services
SECTION 3: HOUSING REQUIREMENTS AND REMOVAL

Rental Policy for Returning University Apartment Residents:
Eligibility to reserve a University Apartment for 12 months requires year-round rental payment. A student choosing not to pay rent for both the Summer I and Summer II terms, must vacate his/her assigned apartment, forfeits the right to retain a University Apartment for the upcoming fall semester. The student may choose to be placed on the University Apartments' waiting list for future terms.

Room Consolidation
Any student who does not have, or is not assigned a roommate and does not wish to pay for a private room, must consolidate with another resident in the same situation. A student will be given ample opportunity to voluntarily select a roommate of his or her choice. If the student does not choose a roommate by the advertised deadline, that student will be charged for a private room from the date there was only one student assigned to the room until the date consolidation occurs. If the student refuses to consolidate the student will be billed for the private room fee.

When two students are required to consolidate, the submittal date on the residence hall application will be used to determine which student must vacate a room and move. The earlier application date will be given priority.

Denial of Housing
Housing will be denied to anyone who is not officially enrolled or plans to enroll at the University, in addition, housing will be denied to any person who fails to apply for housing and pay the required housing deposit as set by the Department of Residence Life.

Any person living in University Housing must be officially enrolled by the “last day to register/add classes” date, as set by the Office of the Registrar/Academic Affairs. Customarily, this date is the fifth class day. After this date, any resident not officially enrolled will be evicted from any on-campus living facility including the University Apartments and the Married/Family Housing Complex.

U AM reserves the right to evict/ remove any residential student from his/her dwelling for failure to pay tuition/room/ board charges or other charges assessed by the University, or abide by any and all University Policies and/or Residence Life Policies. If a student is evicted for non-payment, he/she has 24 hours to remove his/her belongings. If a student is evicted for behavioral problems, he/she must remove his/her belongings immediately and vacate the assigned room immediately (unless special circumstances are approved by the Vice Chancellor for Student Affairs).

U AM reserves the right to remove any residential student from his/her individual residence hall room, suite, apartment, or family housing unit upon the violation of three residence hall policies. Once a residential student has been charged and found guilty of violating three residence hall policies, the student’s on-campus living status will be placed in jeopardy. At this time, the Director of Residence Life and the Vice Chancellor for Student Affairs will review the student’s discipline file to determine if on-campus living may be continued. If it is determined that on-campus living is no longer a benefit to the student or to the University, the student will be removed/evicted from his or her current residential facility and denied other on-campus housing opportunities. The evicted student will not be eligible for on-campus living for at least two semesters (not including summer semesters) from the date of eviction.

Eligibility for Married/ Family Housing
To be eligible for married student housing, a student must be enrolled in nine (09) course hours and either be married or have full-time custody of a dependent. Potential residents must provide proof of a legal marriage license and/or documentation of full-time custody of the dependent. Students who reside in married student housing are not permitted to have unauthorized persons live in their assigned apartment. Living arrangements for any addition to a family through childbirth, adoption, or other means, must be approved by the Director of Residence Life.
Removal of Personal Belongings
Students who leave the residence halls must remove all personal belongings. Personal belongings include carpet, furniture, clothing, and other personal items. Personal items that are left will be stored by the Residence Life office for up to 30 days and will then be discarded. Failure to remove items from the hall will result in an improper checkout fine.

Check In Procedure
When you first move into your room, be especially careful to thoroughly inspect and examine the room for any damage. Prior to your arrival, hall staff will conduct an inspection of each room and complete an RCR (Room Condition Report). On Check in day you are more than welcome to take the RCR to your room and double check it. When a resident checks out the room will again be inspected. Discrepancies between the conditions shown on the initial Room Condition Report form and the condition at the checkout inspection will result in charges being assessed.

Check Out Procedure
The student must leave the residence hall by 4:00pm on the last scheduled day of final exams. The student must clean the room thoroughly or a minimum $25.00 cleaning fee will be assessed. This includes the following:

• Dispose of all trash and discarded items from inside the room and bathroom
• Completely clear the closets
• Clean room thoroughly (including windows, lights, blinds, and floors)

Check Out Procedure (Family Housing only)
The student must file a two-week written notice with the Office of Residence Life, giving a specific date the apartment will be vacated. Failure to complete this step will result in the forfeiture of your deposit. The student must clean the apartment thoroughly or a minimum $25.00 cleaning fee will be assessed. This includes the following:

• Dispose of all trash and discarded items from inside the apartment
• Completely clear the closets and cupboards
• Clean the bathroom thoroughly, making it ready for re-occupancy
• Clean apartment thoroughly (including windows, lights, blinds, floors, and behind the stove)
• Remove everything from storage closet

Checkout Readiness
1. The student must be sure to remove all personal belongings from the room. Items left in the room will be considered unwanted and removed at the resident’s expense. Residents who leave furniture in their rooms, or do not return their keys, will be charged.

2. The resident will be held responsible for any damage to the premises beyond normal wear that occurs during occupancy. Damage to the walls, porcelain enamel finishes, glass or screen, obstruction of plumbing, furniture, etc. will be repaired and charged to the resident at the University assessed charge, or rate.

3. Make an appointment with the RA or RD to complete final inspection of the room and complete the necessary check out forms. At this time all keys to the room should be turned in. A $100.00 key replacement fee will be assessed if keys are not returned to the RA or RD. A $200.00 key replacement fee will be assessed for the University Apartments.

4. Leave a forwarding address with the Office of Residence Life. This is used to forward any eligible refund that usually requires a period of four to six weeks.

Minimum Course Hours Requirements
All residents must be enrolled, and maintain, at least 9 course hours (3 hours in summer terms), as registered with the Office of the Registrar, for each semester to retain housing rights. Any resident discover to be enrolled in less than 9
hours (3 hours in summer terms) will be immediately removed from housing. Any resident denied housing will be allowed the opportunity to appeal to the Director of Residence Life in Harris Hall.

Minimum GPA Requirements
All residents must have, and maintain, a semester term grade point average (GPA) higher than that of a 1.00 in order to retain housing status. Any resident discovered to have earned a term GPA less than a 1.00 will be immediately removed from housing. Any resident denied housing will be allowed the opportunity to appeal to the Director of Residence Life in Harris Hall. If a resident regains permission to live on campus and earn a second term GPA less than 1.00, the student will be denied on campus housing indefinitely without the right to appeal.

Security Deposit
A deposit is required to reserve any residence hall room.

Termination of Housing Contract
The University may terminate the housing contract by giving the student 30 day’s notice in advance of the University’s desire to have the resident vacate. The University may terminate the housing contract by giving the student 24 hours written notice for:

- Failure to pay rent
- Conduct on the part of the resident that violates the provisions of the housing contract as part of a disciplinary action may result in immediate removal from the Residence Halls
- Withdrawal from the University: A student who withdraws from the university must vacate the residence hall or apartment within 24 hours of the withdrawal.

SECTION 4: PROHIBITED ITEMS

Alcohol, Tobacco, and Illicit Drugs/Controlled Substances
Use, possession, or distribution of illicit drugs and controlled substances as defined by local, state, and federal law is strictly prohibited on campus and in the residence halls. Transporting alcohol or drugs, drinking or using drugs on the premises, or possessing alcoholic containers or drug paraphernalia is also illegal. Alcohol or drugs will be confiscated at the time of the incident. Any student possessing a felony amount of drugs, selling any amount of drugs, or having the intent to sell any amount of drugs on University controlled property or at a University sponsored event will be expelled from the University. The jurisdiction of this violation rests solely with the Assistant Vice Chancellor for Student Affairs/Dean of Students and the Vice Chancellor for Student Affairs. Violators of this code forfeit their right/option of a University Judicial Board Hearing. Residents are not permitted to have in their possession bongs, pipes, or alcoholic containers of any kind. Alcohol containers may not be used in room décor. Smoking will be prohibited on all University owned or leased property. Property includes, but is not limited to: buildings, facilities, sidewalks, roadways, parking lots, athletic fields and grounds.

Bedding
The use, possession, or construction of waterbeds, lofts, or homemade bunk beds in a residential facility is strictly prohibited.

Candles, Incense, Potpourri (burned or unburned)
Possession of candles of any kind, burning of incense and potpourri are not permitted in student rooms or common areas due to fire hazard. These items will be confiscated if found.

Dangerous Combustibles
Firearms, ammunition, and other such combustible items are not permitted in the residence halls.

**Electrical Appliances**
The capacity of the residence hall electrical system is limited. Student must only use UL (Underwriters Laboratory) approved extension cords.
The following electrical appliances are permitted:
- Computer
- Radios/stereos/television/VCR
- Desk lamp
- Iron
- Hair dryers
- Small refrigerator (less than 4 cubic ft. capacity)
- Microwave (less than 0.6 cubic feet)

The following electrical appliances are **NOT** permitted.
- Open element appliances, i.e. toasters, toaster ovens, hot plates, broilers, space/kerosene heaters,
- Electric grills, electric fry pans/skillets.
- Sun lamps
- Air conditioners (personally owned units except in Family Housing)
- Outside antennas/satellite dishes
- Any type of open flame, including, but not limited to: Candles/incense/potpourri
- Halogen lamps

**Flammables**
Flammable liquids and solvents, including, but not limited to: gasoline, kerosene, lighter fluid, and propane, may not be stored in resident rooms, or apartments, including areas outside their front door or storage closet/unit.

**Gardens**
Gardens are not permitted in Family Housing.

**Lofts**
The construction of lofts in student rooms is not permitted.

**Pets/Animal Care**
Pets of any kind are not allowed in the residence halls, university apartments, family housing, or on any grounds adjacent to these facilities. The cleaning or preparing of any animals including, but not limited to: deer, duck/water fowl, squirrel, rabbit, or turkey, inside any residential facility is strictly prohibited.

**Room Furnishings & Decorations**
As your “home away from home,” your residence hall room will be a reflection of you. All of the provided furnishings must remain in the room for the entire academic year for storage and inventory reasons. To keep all furnishings in the best condition possible, University owned furniture is not to be painted or physically altered. Residents should not attach items to wood and/or painted surfaces. Damage to University furniture will result in a charge.

Residents are not permitted to remove furniture or other residence hall belongings from their original location. Residents are not permitted to transport lobby/common area furniture or other university property/equipment to another location inside the building, to another UAM facility, or remove furniture or equipment from the campus. Residence Hall furniture/furnishings/equipment that is affixed must remain affixed.
Students are encouraged to decorate their rooms in a manner that makes them feel at home. However, some restrictions do apply:

- No nails, hooks, or screws may be used
- No open flames are allowed in resident’s rooms
- Posters may be hung, but tape marks left on walls or ceiling may result in damage charges
- Painted murals are not permitted
- Students are permitted to lay their own carpet, but should not tape down the carpet
- Contact paper is prohibited
- Students cannot decorate their rooms with alcohol containers. Any alcohol containers used as decorations will be confiscated upon discovery.
- Materials that promote alcohol, drugs, or information biased towards any group, race, gender, nationality, or lifestyle is prohibited.

Weapons, Firearms, Fireworks
Any objects with potential to cause bodily harm to self or others are not allowed in the residence halls. These objects include, but are not limited to: fireworks, explosives, BB guns, stun guns, air guns, paint guns, pellet guns, swords, knives, bows and arrows, rifles, handguns, etc.

SECTION 5: SAFETY & SECURITY

Disrupting the Peace
Disrupting the peace and good order of the University includes but is not limited to: fighting, quarreling, slander, defamation of person by written/printed words or pictures, speech or written material that induces riotous behavior or other disruptive behaviors in any UAM facility, or controlled property.

Keys & Lockouts
Upon moving into their room, residents are issued a room key. This key is for their personal use only and should not be loaned to anyone. State law prohibits unauthorized duplication of University keys. If residents lock themselves out of their room, they may contact an RA or an RD for admittance. Excessive failure to carry keys could result in a judicial sanction.

Staff members are only allowed to open a door for residents of that particular room. Student’s may not be admitted to another student’s room for any reason.

If a resident loses their key, they should immediately notify an RA or an RD. The room’s lock will then be changed and new keys will be issued. The charge for this lock and key replacement in Bankston, Horsfall, Maxwell and Royer is $100.00 and the University Apartments is $200.00.

Residents should keep their rooms and windows locked at all times for security reasons. Residents must carry their keys with them at all times. Keys may not be loaned to other residents.

Parking and Automobiles
All vehicles should display a parking sticker. Residents can park in any GREEN lot around their hall. Vehicles are not to be parked along the roadway or in the grass adjacent to the hall. Any vehicle in violation of this policy will be issued a citation. Storage of inoperative motor vehicles, mechanical repairs, washing or changing of oil of any motor vehicle is prohibited on the premises. Do not park on the grass anywhere on campus. Residents at the University Apartments must have an “A” or “B” parking sticker coinciding with the apartment building the resident is living. Residents are to park in the parking lots located east and west of the University Apartments. Vehicles are not to be parked along warehouse fence or along the roadway.
adjacent to the University Apartments. Any vehicle in violation of this policy will be issued a citation. Guests are to park in the gravel lot located west of the Building.

Right of Entry/Search
University officials may enter the room of a student only with the consent of the student except in the following cases:

- If an emergency condition exists, University official’s may enter a student’s apartment. Emergency circumstances are defined as those in which the physical or emotional safety and well-being of any person may be affected or institutional property may be damaged or destroyed.
- When a reasonable ground exists to suspect that a violation of law or university policy is taking place and after consent is requested.
- If there is a valid search warrant or incident to an arrest.
- For maintenance or health inspection purposes.
- To accompany pest control personnel.

Video Surveillance
In a response to common area damages and vandalism issues and all other violations of the Student Code of Conduct, University Housing may use camera and video surveillance in the public areas of the residence halls and apartment buildings to identify parties responsible.

EMERGENCY PROCEDURES

Evacuation
All residents must evacuate the residence hall during an emergency situation or when directed to do so by a University Official, including RAs, RDs, and University Police Officers. Failure to exit the building during an emergency situation will result in disciplinary action, and could include a large fine.

Fire Equipment and Alarms
The fire equipment provided in the residence halls is provided for use in emergency situations only. Tampering with residence hall or room fire equipment is a serious matter and could result in harm to you or other residents. Such tampering will result in legal proceedings for whoever is proven to have been involved. Pulling the fire alarm for unauthorized purposes is grounds for disciplinary action and is a federal offense. Smoke detectors have been furnished for your safety. Do not unplug or obstruct your smoke detector in any way. Obstructing a smoke detector will result in disciplinary action.

Pulling Fire Alarms
As noted in the list of fines, pulling fire alarms when there’s no fire is taken very seriously. If someone is found to have pulled a fire alarm for any reason other than a fire, Campus Security will take them to the Monticello Jail and the guilty party will face criminal charges. Furthermore, the Department of Residence Life will charge them with False Alarms/Bomb Threats and Misuse of Fire Equipment. Tampering with and/or removal of smoke detectors will also result in judicial proceedings. This is in addition to the $200 fine imposed by the University.

Fire Drills and Evacuation
Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures in case of fire. All residents must evacuate the residence hall when the fire alarm sounds. Failure to exit the building during a fire drill could result in disciplinary action.
If There Is a Fire:

IF YOU SEE A MINOR FIRE (something burning on top of the stove, etc.) Use a fire extinguisher to suppress the fire. Make sure the alarm is sounding and follow evacuation procedures. Be sure to call a RA or a RD who will then contact University Police.

IF YOU SEE A FIRE YOU ARE NOT SURE YOU CAN CONTAIN: If you are unsure about your ability to contain the fire or the advisability of trying to handle it yourself (chemical fires can give off dangerous fumes, such as a burning trash can). Make sure the alarm is sounding and follow Fire Alarm Procedures. INFORMA RESIDENT ASSISTANT THAT THERE IS A REAL FIRE AND CONTACT A RESIDENT DIRECTOR!

Fire Alarm Procedures:

• STAY CALM!
• Evacuate your room or apartment.
• Be sure to close and lock your door behind you.

If There Is A Tornado:

It time permits, residents of Horsfall Hall and Royer Hall should go to the Horsfall Hall Basement. If time permits, residents of Bankston, Maxwell, University Apartments should go to the University Center Gymnasium. If time permits, residents of Family Housing should go to the Steelman (Athletic) Field House.

If time does not permit, the following plan should be followed:

Bankston Hall 1st floor restrooms
Maxwell Hall 1st floor restrooms
Horsfall Hall Horsfall Basement
Royer Hall 1st floor restrooms, laundry rooms or under stairwell
University Apartments Any 1st floor apartment restroom
Family Housing Remain inside apartment and go to the restroom

For best protection, move to the lowest floor of any building and away from any windows.

Missing Persons

In accordance with the missing persons' policy at the University of Arkansas at Monticello, you have the right to register a specific emergency contact in the event that you should ever be declared a missing person. This information must be submitted to the Office of Residence Life and must include: Full legal name, UAM ID #, Cell phone #, Name and relationship of who you desire to be contacted, Home and cell phone # for contact person(s), E-mail address for contact person(s), Home address for contact person(s).

If you choose not to register a specific/separate contact for missing persons reporting, your regular emergency contact on file with the university and/or housing will be notified. For persons under 18 years of age and not emancipated: Your desired contact person, and a legal parent or guardian will be contacted should you become classified as a missing person. If you have any questions, please contact UAM Residence Life at 870-460-1045. All emergency contact information submitted to UAM Residence Life is kept confidential and only shared with appropriate emergency response and law enforcement personnel in the event that such information should be needed. If you suspect a person is missing, notify UAM University Police immediately at 870-460-1000.
NOTICE OF APPLICATION

The rules, policies, and information presented in this Student Handbook applies to all UAM enrolled students pursuing undergraduate, graduate, specialized degrees, and/or students enrolled in the UAM Monticello Campus, UAM College of Technology at Crossett and/or the UAM College of Technology at McGehee.

The rules, policies, and information presented in this Student Handbook apply to all students enrolled at the UAM College of Technology at Crossett or the UAM College of Technology at McGehee who reside in any UAM residential facility.

All rules, policies and information presented in this Student Handbook remain in effect and are applicable during official or unofficial breaks, closings, modified calendars, or University holidays.

NOTICE OF DISCLAIMER

Policies, programs, dates, costs, rules, and any other information cited in this Student Handbook are subject to change and therefore should be verified through the appropriate office and personnel.

The Student Handbook may also be viewed on-line at UAMONT.EDU. The policies and procedures provided in the on-line copy of the Student Handbook take precedence over any policies or procedures printed in any hard copy of the Student Handbook.

The University reserves the right to alter any and all information contained in this Student Handbook.