THE UNIVERSITY OF ARKANSAS AT MONTICELLO

STUDENT HANDBOOK 2025-2026

University Policies 5
Non-Discrimination 5
Freedom of Information Policy 8
Student Records Disclosure Policy 8
Student Records 9
Use of Tobacco/Smoking Policy 12
Consensual Relationship Policy 13
Notifications & Disclosures 13
Student Handbook 13
Clery Act 14
Student Right to Know (SRK) 16
Drug-Free Schools and Campuses Act 18
Title IX 18
Protection of Minors on Campus 19
Voter Registration 21
Academic Affairs 21
Academic Information 21
Degree Pathways: Academic Program Eligibility 21
Absences Due to Participation in University-Sponsored or Recognized Events 23
Appeals 23
Academic Conduct Code Violation 26
Classroom Behavior/Disruption Policy 27
Academic Standing & Suspension 28
Academic Transcripts 29
Admissions 30
International Students 31
Attendance 31

Auditing Classes 31
Changes in Student Data 31
Chancellor's List 33
Dean's List 33
Drops for Not Finalizing Registration 34
Educational Testing 35
Enrollment Verification 35
Grade Point Average 35
Graduation 36
Incomplete Grade 36
Schedule Changes (Drop/Add) 36
Withdrawing from The University 36
Right to Inspect Educational Records 37
Visitors to Classes 38
Academic Support Units 38
Financial Services & Policies 40
Cashier Office 40
Student Employment 41
Financial Aid 41
Refund Policies 46
Student Engagement 50
Parental or Guardian Emergency Notification 50
ID Card & Validation Stickers 51
Code of Conduct 51
Community Standards 85
University Behavioral Intervention Team 100
University Offices & Resources 100

Student Grievance Procedure for Non-Academic Matters 108
Student Grievance Procedure for Non-Academic Matters 110
Public Safety 112
University Police 112
UAM Alert 113
Traffic Regulations 113
Entry, Search, Seizure of Property 113
Facilities 114
University Facility Use 115
Multi-Occupancy Restrooms, Changing Rooms, and Sleeping Quarters in Public Buildings 115
Weevil Pond/William E. Morgan Fountain Policy 118
Title IX Policy 119
Notice of Nondiscrimination Under Title IX 119
Jurisdiction and Scope 119
Reporting 119
Amnesty 120
Filing Report with Local Law Enforcement 121
Preserving Evidence 122
Employees' Duty to Report to Title IX Coordinator 122
Off-Campus Conduct 122
Confidentiality 122
Availability of Counseling and Advocacy 122
Education and Awareness Programs 123
Grievance Procedure 123
Basic Requirements 123
Initial Report/Intake Process 124
Formal Complaint Process 125

Comprehensive Investigation 127
Determination Hearing 129
Appeals 133
Time Periods 134
Retaliation Prohibited 134
False Reports 134
External Reporting agencies 134
Effective Date 135
Retention of Records 135
Definitions 136
Recognized Student Organizations 139
Privileges & Responsibilities 139
Funding & Finances 142
Advisor 145
Event & Activity Planning 146
Promotion & Publicity 152
Risk Management 157
New Recognized Student Organizations 160
Residence Life 163
Provided Services 163
Visitation and Quiet Hours 165
Safety & Security 167
Cleanliness Expectations 171
Prohibited Items 172
Housing Requirements and Removal 174
Emotional Support Animal Policy 177

University Policies

The University of Arkansas at Monticello is part of the University of Arkansas system, and 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

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 Student Special 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.

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 accommodation because of a disability should contact the Director of Student Special Services at (870) 460-1226.

The Equal Pay Act of 1963 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 Dean of Students at 870-460-1110.

Policy and Procedure on Complaints of Discrimination and Harassment (Non-Title IX)

I . Policy Statement – 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. Such an environment is necessary to a healthy learning, working, and living atmosphere. The University expects students, applicants for admission, employees, applicants for employment, affiliates, subcontractors, on-site contractual staff, community members, and visitors to uphold the University's commitment to nondiscrimination and harassment by conducting themselves in manner that is appropriate and consistent with this policy. Accordingly, all acts of discrimination, harassment, and retaliation are prohibited. The University will take prompt and equitable action in response to complaints about such conduct.

II. Policy Scope - "Discrimination" under this policy refers to action or conduct that (1) is based on race, color, sex, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, age, pregnancy, physical or mental disability, gender identity, sexual orientation, or genetic information and (2) materially affects a term or condition of an individual's employment, education, living environment, or participation in a program or activity.

"Harassment" under this policy means detrimental action or a course of conduct that is based on one of the foregoing categories and that is sufficiently serious (i.e., severe and/or pervasive) 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.

III. Relationship to Title IX & Other University Procedures - Reports and complaints regarding sexual harassment, sexual assault, relationship violence, stalking, and similar conduct should first be made to the Title IX Coordinator under the University's separate policy on sexual assault and harassment. Other forms of discrimination and harassment may be the subject of an initial complaint under this policy. In addition, this policy may be used to address complaints of sexual harassment or assault that may negatively affect the campus community but are dismissed by the Title IX Coordinator based on lack of jurisdiction. In such situations, the appropriate office will have discretion on whether to commence an investigation under this policy. Reports and complaints of discrimination and harassment that may be subject to other University policies and procedures may be referred to the appropriate office for investigation and resolution (e.g., potential violations of the Code of Student Conduct, concerns addressed by the ADA Student Grievance Procedure).

IV. Offices Hearing Complaints - The Department of Human Resources is responsible for investigating complaints of discrimination and harassment against faculty, staff, and administrative employees. The Office of the Dean of Students is responsible for investigating complaints of harassment and discrimination against students. A complaint to the appropriate office, using the Bias-Related Incident Report Form, should be made within 30 days of the act of discrimination or harassment. The time limit may be waived or extended by the Department of Human Resources or the Office of the Dean of Students if good cause is demonstrated.

V. Investigation - After receiving the complaint, the appropriate office will explore whether the matter can be resolved informally, without disciplinary action or a finding that discrimination or harassment has occurred. If the issue can be resolved informally, no further action will be taken.

If the complaining party chooses to proceed with a formal complaint, the individual against whom the complaint is filed (i.e., the "respondent") will be instructed to provide a written response to the allegations within 5 working days of the request. The matter will then be investigated promptly.

At the conclusion of the investigation, the investigating office will issue a written determination of responsibility and provide the decision to the complaint and respondent. The determination shall also identify any sanctions or remedies that the investigator believes should be imposed. In the case of employee-respondents, the proposed sanctions and remedies shall serve as a nonbinding recommendation to the appropriate campus administrator.

The institution reserves the right to address, as an administrative matter, conduct that does not constitute a violation of this policy, but nevertheless is inappropriate in a professional work or educational environment.

VI. Appeal - If a student-respondent is dissatisfied with the decision, the respondent may request that the Dean of Students convene a hearing. The request for a hearing must be made within 5 working days of the decision. After receiving the request, the Dean of Students will promptly schedule a hearing that generally follows the procedures used for cases of student misconduct.

If an employee-respondent is dissatisfied with the decision, the respondent may appeal the matter to the Chancellor or designee. A respondent who chooses to appeal must, within 5 working days of receiving the decision, deliver a written statement to the Chancellor or designee that concisely explains why the decision should be overturned or modified. The Chancellor or designee may elect to convene a committee to review the allegations, consider the evidence, and make a recommendation; alternatively, the Chancellor or designee may decide the matter in the absence of a committee. The final decision shall be rendered as soon as practicable and ordinarily no later than 10 working days after receiving the written appeal.

VII. Retaliation - It is a violation of this policy to take an action against an individual because that person has opposed any practices forbidden by this policy or because that person has filed a complaint, testified, assisted, or participated in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's opposition, complaint, or participation. Adverse action is retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

VIII. Confidentiality - The University requests confidentiality from all parties and witnesses involved in an investigation. During an investigation, it may be necessary for the investigator to provide details to individuals with a legitimate need to know about the allegations. This may include: (1) information provided to respondents to allow them to fully respond to the allegations, (2) information provided to witnesses or other people with whom investigators communicate in order to obtain or verify information; (3) where appropriate, information provided to management during or following an investigation to allow any necessary actions to be taken. In addition, the identity of the investigation participants and the details of the investigation may become known for reasons outside the control of the investigator.

VIII. False Reports - Willfully making a false report of discrimination (including discriminatory harassment) is a violation of University policy and is a serious offense. Any person who willfully makes or participates in making a false report under this policy may be subject to disciplinary action up to and including termination or expulsion.

IX. Notification - Faculty, staff, and students should receive notification of this policy; training opportunities; and information on preventing, reporting, and addressing discrimination (including discriminatory harassment) within 30 days of beginning employment or enrollment, and on an ongoing basis annually thereafter.

X. EEOC and NSF – Reporting -Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this policy, they may have the right to file a complaint directly with the appropriate agency. The contact information for the EEOC and NSF are as follows:

Equal Employment Opportunity Commission (EEOC)
820 Louisiana St., Suite 200
Little Rock, AR 72201
Toll Free: 1-800-669-4000
Telephone: 501-324-5060
TTY: 800-669-6820
Fax: 501-324-5991

National Science Foundation (NSF)
Office of Diversity and Inclusion
2415 Eisenhower Ave.
Alexandria, VA 22314
Telephone: 703-292-8020
Fax: 703-292-9072
Email: programcomplaints@nsf.gov

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 Assistant to the Chancellor by email at pacec@uamont.edu.

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 their 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 their 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 student.

Student Records

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. Nationality
7. Parent’s name and address
8. Spouse’s name and address
9. Marital status

10. Religious preference
11. Number of hours enrolled
12. Number of hours completed
13. Classification by year
14. Dates of attendance at University
15. Major field of study
16. Participation in recognized activities and sports
17. Weight and height (athletic teams)
18. Scholarships, honors, degrees and awards received
19. Name of most recent educational institution
20. Campus e-mail address

Restricting Information

At any time, students may restrict the release of any/all "directory information" by visiting the myUAM portal 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 MyUAM 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 discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, including educational research. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, collection agent, verification agencies such as the National Student Clearinghouse), or assisting another school official in performing his or her tasks.. A legitimate educational interest exists if the official needs to review an education record in order to fulfill their 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 their 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 arrange 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 should 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 their 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 their 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 University Police Department 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 University Police Department 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."

Consensual Relationship Policy

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty 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/employee) are regarded as inappropriate, are strongly advised against, and are inherently suspect in the event of a dispute. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or will shift the student or employee out of being supervised or evaluated by someone with whom a consensual relationship is established. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

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.

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 Disclaim

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.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the land mark 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 University Police Department at (870)460-1083 or the Office of Student Engagement at (870) 460-1053. The report is also available on the UAM web site at http://uamweb2.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 Engagement, Dean of Students and/or University Police Department 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. UAM 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/UPD/

d. UAM – College of Technology-Crossett website:
   http://www.uamont.edu/academics/crossett/

e. UAM - College of Technology - McGehee website: http://www.uamont.edu/academics/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 http://www.uamont.edu/

Anyone with information warranting a timely warning should report the circumstances to the University Police Department by phone (870-460-1083 or 870-460-1000 and/or 911) or in person at the dispatch center within University Police Department, 112 Science Center Drive, Monticello, AR 71656.

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 Engagement, Dean of Students, Athletic Director, Faculty/Staff Advisors to student organizations, Head/Assistant Coaches, University Police Chief, University Police Officers, Director of Intramurals/Recreation, Director of Student Programs/Activities, Director of Student Health/Exercise Center, Director of Testing/Career Service/Tutoring, Resident Directors, and Resident Assistants.

Because of the law's complex reporting requirements, the most reasonable and effective way to manage 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 cri-me listed below, immediately complete a Crime Incident Report form and, as indicated on the bottom of the form, send the completed form to University Police Chief. This applies to crimes on the public property adjacent to the campus and locations at which other University-sponsored activities are taking place.

The CSA will not investigate the crime or attempt to deter-mine 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
- Hazing
- 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 University Police Chief 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 la w 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 Right to Know (SRK)

The University of Arkansas at Monticello is pleased to provide information regarding academic programs, enrollment, financial aid, university police department, 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: https://www.uamont.edu/life/pdfs/srk.pdf

Future Student Information: https://www.uamont.edu/life/pdfs/srk.pdf

Graduate Programs: https://www.uamont.edu/life/pdfs/srk.pdf

UAM Faculty: https://www.uamont.edu/life/pdfs/srk.pdf

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 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.

Registrar's Office 870-460-1034	• Graduation/Completion rates • Transfer-out rates • Athletes-Graduation/Completion rates • Athletes-Transfer-out rates • Requirements and procedures for withdrawing
University Police 870-460-1083	• Campus crime statistics and institutional security policies
Financial Aid 870-460-1050	• Cost of Attendance (tuition/fee charges, books/supplies costs, room and board charges, related charges) • Refund policy and summary of requirements for return of Title IV grants or loans • Financial assistance available and eligibility (types of aid available, application forms/procedures to use in applying for aid, eligibility requirements, selection criteria, criteria used to determine amount of aid award, satisfactory student progress standards, how to re-establish satisfactory progress status, disbursement methods, loan qualifications and student employment conditions, conditions for federal loan repayment for students who participate in volunteer services)
Student Special Services 870-460-1226	• Description of special facilities and services for disabled students
Academic Affairs 870-460-1032	• Current academic programs (current degree programs, educational/training programs, and faculty) • Names of associations, agencies accrediting the institution
Admissions 870-460-1026	• Immunizations/vaccination requirements
Finance & Administration 870-460-1022	• Equity in Athletics Data
Student Engagement 870-460-1053	• Notification of Student Rights under FERPA • Public Notice of Directory Information

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: https://www.uamont.edu/life/pdfs/dfsca-annual-notification.pdf. Contact the Office of Student Engagement at (870) 460-1053 for additional information or with any questions.

Title IX

The University of Arkansas at Monticello (UAM) does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The University's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the University's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator:

Title IX Coordinator

Jessica Foxworth
University of Arkansas at Monticello
Student Success Center 201D
350 University Drive
Monticello, AR 71656
(870) 460-1110
foxworth@uamont.edu
Title IX Reporting Form

Deputy Title IX Coordinator/Investigator

Quantel Williams
Assistant Dean of Students/Deputy Title IX Coordinator
870-460-1245
williamsq@uamont.edu

Deputy Title IX Coordinator (UAM Campus)
Dr. Landon Grimes
Vice-Chancellor for Student Engagement
870-460-1153
grimesl@uamont.edu

Deputy Title IX Coordinator (McGehee Campus)
Jason Henry
Director of Student Services
870-460-2103
henryj@uamont.edu

Deputy Title IX Coordinator (Crossett Campus)
Christopher Byrd
Director of Student Services
870-460-2004
Byrdc@uamont.edu

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 require 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 availablewww.childwelfare.gov/topics/responding/reporting/how 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 University Police Department at 870-460-1000 and/or 911(emergency number) or 870-460-1083 immediately after the Hotline call or report is completed. The University Police Department 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 the y 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 the y: (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 observes child maltreatment ma-y make a report.

1. 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.
2. Arkansas Dept. of Human Services, Division of Children and Family Services, Policy and Procedures Manual Appendix I: Glossary. Ibid.

Voter Registration

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

http://www.sos.arkansas.gov/elections/Pages/voterRegistration.aspx

http://www.eac.gov

Academic Affairs

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.

Degree Pathways: Academic Program Eligibility

To facilitate student success, the University has defined degree pathways based upon student skill sets necessary to succeed at an entry level. Therefore, the following ACT Composite scores are required for immediate entry into an academic program. Students who successfully complete their initial placement may pursue additional levels of certificates/degrees, if so desired.

ACT Composite Score	Programs Available
Up to 12	Adult Education and/or Technical Program: Program options are determined by appropriate technical campus and TABE results.
13 to 15	Technical Program: Automotive, Business Technology, Construction/Heavy Equipment, Diesel Technology, Early Childhood Education, Health Information Technology, Hospitality Services, Industrial Production Technology, or Welding Technology
16 to 18	Any Technical Program or Associate or Bachelor's Degree

Students may request reconsideration (appeal) up to one certificate/degree program level above their initial placement. Information regarding that process is below.

Degree Pathways Appeal

Students may appeal one certificate/degree program level above their initial placement.

To appeal, students must submit a Degree Pathways Appeal Form with the required documentation to the Office of Academic Affairs on the Monticello campus or the Assistant Vice Chancellor on the appropriate technical campus.

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 University official receiving the documents on the McGehee or Crossett campus. A copy of the Degree Pathways 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 Degree Pathways 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 Degree Pathways Appeals Committee Composition

UAM at Monticello - The Degree Pathways Appeals Committee for the Monticello campus is composed of the Assistant Vice Chancellor for Academic Affairs, the Dean for School of Arts and Humanities, the Dean for School of Mathematical and Natural Sciences and the dean of the academic program desired on the appeal form.

UAM College of Technology at McGehee/UAM College of Technology at Crossett - The UAM-COT at McGehee and the UAM-COT at Crossett Degree Pathways Appeals Committees shall be composed of five (5) full- time faculty members on each campus.

Should unusual circumstances prevent the required number of committee members from convening, the Vice Chancellor of the respective campus will appoint new committee members. 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.

Once a decision has been rendered, the Office of Academic Affairs or the Assistant Vice Chancellor on the appropriate technical campus will send official notice of the Degree Pathways Appeals Committee decision to the student via campus e-mail and the U.S. Postal Service within two (2) working days.

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.

Absences Due to Participation in University-Sponsored or Recognized Events

At times, a student may participate in a University-sponsored activity that causes the student to miss one or more class meetings. When this occurs, the sponsor of the activity will provide the student with a memo that includes the event, dates and times of the event, and the student's name. The student will individually contact each of their instructors to discuss the class(es) to be missed. This discussion should occur at least one week prior to the anticipated absence. The student is responsible for all material covered and any class activities during the absence.

The sponsor of the activity will also provide all academic deans and the Office of Academic Affairs a description of the activity that includes the location, dates, and a list of campus participants.

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

If a student questions the fairness or accuracy of a grade, there is recourse through a student grade appeal structure. Disagreements shall be heard that allege the instructor's policy was not applied consistently to all students, differed substantially from the announced policy, or that a policy was not announced. All grievances concerning course grades must be filed within 120 days of the end of the term in which the grade that is being appealed was assigned. The procedures are:

The student should first discuss the matter with the instructor involved, doing so as soon as possible after receiving the grade. The instructor should be willing to listen, to provide explanation, and to be receptive to changing the grade if the student provides convincing argument for doing so. The student's questions may be answered satisfactorily during this discussion.

If the student chooses to pursue the grievance and submits an appeal, the student shall take the appeal in written form to the appropriate department chair, dean or assistant vice chancellor of the program in which the course was instructed. The appeal should present the basis of the appeal and merits of the grievance with evidence the student may have to support the appeal. If that person determines the case has no merit, that person will inform the student and the instructor. If the student wishes to pursue the concern, the student can submit documentation to the relevant vice chancellor. If that person believes the complaint may have merit, that person will discuss it with the instructor. In the case that the department chair is the instructor, the student should submit an appeal in written form to the appropriate dean of the school or college in which the course was instructed. In the case that the dean is the instructor, the student should submit an appeal in written form to the vice chancellor for academic affairs.

If the matter remains unresolved, the student may file an appeal with the Academic Appeals Committee composed of faculty and/or academic staff. This committee is appointed by the Assembly. The instructor whose grade is being challenged shall not serve on this committee. The committee will examine available written information on the dispute, will be available to meet with the student and with the instructor, and will meet with others as it sees fit.

If the Academic Appeals Committee majority determines, through its inquiries and deliberations, that the grade should not be changed, the committee should communicate this conclusion to the Office of Academic Affairs or the assistant vice chancellor (for a technical campus). The Office of Academic Affairs or assistant vice chancellor will notify the student of the decision. If the committee majority determines that the grade should be changed, the committee will request that the instructor make the change and provide the instructor with a written explanation. Should the instructor decline, he or she must provide an explanation for refusing in writing to the Committee.

If the Academic Appeals Committee, after considering the instructor's written explanation, concludes it would be unjust to allow the original grade to stand, it may then recommend to the department chair, dean or assistant vice chancellor that the grade be changed. That individual (department chair, dean or assistant vice chancellor) will provide the instructor with a copy of the recommendation and will ask the instructor to implement it. If the instructor continues to decline, the department chair, dean or assistant vice chancellor is then obligated to change the grade, notifying the instructor and the student of this action. If the dean is the instructor of the course, then it would go to the vice chancellor of academic affairs to change the grade.

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 fourth-class day to consider additional appeals, if any. For a summer term, the committee will meet on the second-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 4:00 p.m. on the third-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 their 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

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, which includes plagiarism, is a serious academic violation and involves a student obtaining a test, essay, research paper, presentation, project, quiz, or other course assignment or requirement with the intention of presenting it to the course instructor as one's one work. Plagiarism is any instance in which a student uses the words and/or the ideas of another without proper documentation of the source for those words and/or ideas.:

1. An instructor who suspects a student is guilty of cheating within the instructor's class must inform the student of this suspicion, present evidence of the violation, and provide the student with an opportunity to respond to the accusation.
2. An instructor who believes a student is guilty of cheating 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 assignment;
    c. Require the student to retake the test or re-do the assignment;
    d. Award no credit for the test or assignment;
    e. Award the student a failing grade for the course;

A student who receives any of the above actions and who believes the action is unjust may appeal the instructor's decision as addressed in the academic appeals process. The student must initiate this process 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.

Classroom Behavior/Disruption Policy

Students will not disturb normal classroom procedures and instruction. Disruptive conduct includes but is not limited to violent, noisy actions, profane or obscene language, intoxication, verbal abuse/slander, quarreling, fighting, threats to safety to oneself or others and failure to comply with the directions of a university official (reference UAM Student Handbook). A faculty member may, at his or her discretion, dismiss a disruptive student from the classroom for the balance of the class period and, at the faculty member's discretion, consider the missed class time as an unexcused absence. The instructor should alert the immediate supervisor when a student's inappropriate behaviors first becomes of concern. Faculty should immediately address behavioral concerns with a student in an attempt to avoid dismissal from the classroom.

<u>First Dismissal</u>

The first dismissal from the classroom for disruptive or distracting behaviors serves as a warning. Faculty must use the following guidelines when a student is dismissed from a class.

- Meet with the student prior to the next class meeting. It is essential that a process is followed that includes formal and clear meetings with the student to outline expectations and address inappropriate behaviors in objective and clear terms. Avoid vague and subjective dialogue.
- Keep good documentation of all meetings and conversations with the student including the specifics details of the behaviors creating the concern.
- The student must be given an opportunity to respond.
- Any threat of harm to others or actions that may threaten the safety of others can result in foregoing step 1 and immediately enforcing step 2. In this case, a report must be filed with the University Behavioral Intervention Team (UBIT).

Second Dismissal

A second dismissal of the student requires the following steps to be taken.

1. Immediately notify the dean/chair/director of the unit of the incident and file a UBIT report.
2. Notify the student in writing that he or she is in violation of university behavioral standards listed in the student handbook and the course syllabus. Upon receiving such notification, the student must meet the faculty member within two (2) class/academic days to attempt to resolve the issue. No action or penalty shall be imposed until the student has been informed in writing of the charge, given an opportunity to present his or her defense, and been informed of his or her right to appeal the case to the Dean of Students or Director of Student Services at the Colleges of Technology. During this process, as long as the student is not perceived as a threat to the safety of the instructor or the other students, the student has the right to remain in class if he or she engages in no disruptive or distracting conduct.

   If the student is perceived to be a threat to safety of the instructor or other students, the instructor may impose an immediate interim suspension. During the interim suspension, further investigation will take place, the findings of which will serve university officials as the basis for formulating appropriate action. An interim suspension is the only exception to a student's right to remain in class until action has been taken.

3. If the student and faculty member are unable to come to resolution, the student shall take the grievance to the department chairperson (or academic dean if the faculty member is the department chairperson) within two (2) class/academic days following the discussion with the faculty member. The department chairperson or academic dean shall attempt to resolve the grievance within two (2) class/academic days by meeting with the student and faculty member.
4. After the above procedures have been followed, the student may, upon notification to the faculty member and department chairperson/academic dean, file an appeal in writing within two (2) class/academic days to the Dean of Students or Director of Student Services at the Colleges of Technology. If the student does not wish to appeal the case, the faculty member shall immediately initiate the administrative class withdrawal process by notifying the Dean of Students or Director of Student Services at the Colleges of Technology. The Dean of Students or Director of Student Services at the Colleges of Technology shall notify the student within two (2) class/academic days of the pending action and schedule a conference with the student. Following the conference, the Dean of Students or Director of Student Services at the Colleges of Technology will administratively withdraw the student from the class in which he or she was enrolled and impose an appropriate student behavioral sanction. Exception: An instructor can request administrative withdrawal of a student from a class if sound evidence exists that his/her personal safety or the safety of the students in the classroom is in jeopardy. In addition, an UBIT report must also be processed.

Any time an instructor believes individuals in a class are in imminent danger, the class should be dismissed and University Police immediately contacted at the EMERGENCY NUMBER 870-460-1000 and/or 911.

Academic Standing & Suspension

At the end of each fall and spring semester, the University reviews the term and cumulative grade point averages of all students. To make academic achievement and progress toward a degree, each student is expected to maintain both semester and cumulative grade point averages of 2.00 or higher. If either the cumulative or semester grade point average falls below 2.00, the student will be placed on academic probation. Academic probation carries no restrictions but serves as a notice that academic suspension from the University will follow unless the quality of academic work improves. The University will continue a student on academic probation 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 academic probation.

Students on academic probation 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 semester 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 semester, 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 semesters 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 academic probation or academic suspension. Students will not be suspended or placed on academic probation 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 semester 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 appeal 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 their transcript. Transcripts may be requested in person, by mail, or by electronic, 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 are to be sent; and
    g. Student's current address and daytime phone number.
3. By online request: The student can visit the following website – www.getmytranscript.org. There is a $10 fee for all transcripts through the online ordering site, so please be prepared to pay by debit or with credit card. Transcript requests are processed in the order that they are received by our Transcript Processing Department. Normal processing time is 3-5 business days. Electronic transcripts are only available for 1987 to present students of the Monticello campus and 2004 to present students of the Crossett and McGehee campuses.

Processing Options:

Now: Transcript reflects current grades and classes of date of requested.

Hold for grades: Transcript prints 7-10 days after the end of the semester

Hold for degree: Transcript prints 7-10 business days after commencement

Delivery Options:

US Postal Service – Regular mail.

Electronic PDF – (only available for 1987 to present students of the Monticello campus and 2004 to present students of the Crossett and McGehee campuses)

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

Admissions forms, information, and scholarship materials are available from the Office of Admissions or Office of Financial Aid at the Monticello Campus. Admissions materials are 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, as well as online through the university website, www.uamont.edu.

International Students

Student Success Center Room 101, 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.

Students absent from two consecutive or a total of three class meetings will be reported to Academic Alert unless they have notified the instructor of a justifiable reason for the absences and made plans to make up all materials covered. (Disclaimer: Faculty members may submit an Academic Alert report on any student identified as at risk at any time.)

Auditing Classes

Students who audit a course do not receive credit for the course, and the instructor does not evaluate the progress of the student. After the deadline for registration has passed, students may not change from audit to credit status.

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 their 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. This form is also available via digital form found at www.uamont.edu, click on the Academics tab, Registrar. Once at the Registrar's Office webpage, click "Important Forms" and select "Change of Student Data". If the online form is submitted, you must upload a picture of a photo ID such as a government-issued ID, driver's license, or UAM student ID card.

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 complete the Change of Major Form.

Commencement

Credentials are conferred in May, June, August, and December. The official graduation date is 3 business days following the last examination of the semester or term.

Degree-seeking students must submit an online "Application for Graduation" with the Registrar's Office by the twelfth week of classes in the semester they expect to graduate. Any applicant who submits an application beyond this deadline will not have their name appear in the Commencement program publication. Students who do not apply for graduation will not be conferred until an application has been received by the Registrar's Office – If that application is received more than 10 days after graduation, they will not be conferred for that term and will need to submit a new application for the next term. When degree-seeking students apply for graduation, they must meet with their advisor to complete and sign the Graduation Advisement Report that 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 3 weeks of their final semester of study to complete and sign the Graduation Advisement Report (which is then submitted to the Office of the Registrar) and to complete the online "Application for Graduation."

Students must complete all degree requirements, including required exit examinations and/or all tests, for the master, baccalaureate, associate degree, or technical certificate in order to participate in the commencement. Requests for exceptions must be initiated by the student via the electronic form, "Request to Participate in Commencement Ceremony for Students not Graduating". The student's advisor and Dean of the academic unit under which the degree is housed will make their recommendations to the Vice Chancellor of Academic Affairs for approval. Students may only participate in one commencement ceremony for each degree or technical certificate earned.

Student Academic Grievances and Appeals

Undergraduate

This policy applies to undergraduate students enrolled in traditional courses as well as online courses.

Informal Resolution

Undergraduate students who wish to seek further review of an academic action by the University or a University employee (in an official capacity) that the student contends was in violation of written academic policies, or constitutes unfair or unequal application of such policies, should first seek to resolve such concerns through informal discussions. In particular, grievances regarding academic matters should generally begin with informal discussions with the student's instructor or with the faculty member supervising a course. If such informal discussions do not reach a satisfactory resolution, then the student may pursue a grievance following the steps in this policy.

Formal Grievance Process

If the efforts to resolve the concern informally are not successful, a written grievance shall be submitted to the academic unit chair, director, academic dean or assistant vice chancellor (for a technical campus) within 30 days of the incident or problem. If the concern relates to the chair, then the written grievance may be submitted to the dean who may appoint an alternate official to consider the grievance. If the concern relates to the dean or the assistant vice chancellor, then the written grievance may be submitted to the relevant vice chancellor.

A written response will be provided to the student within 30 days of the complaint. The response will describe the result of the investigation and any action taken. This response will be logged with the complaint in the Office of Academic Affairs.

Appeals

A person may, within 10 working days after the date of the written decision, appeal the decision to the relevant dean or vice chancellor. The administrator considering the appeal will review the material provided by the student, the grievance decision, any other material which has been assembled regarding the matter, and any applicable university policies and may, at their discretion, gather any additional information that will be helpful to a decision, whether in writing or through meeting or consulting with any individuals deemed necessary in the administrator's discretion. The administrator reviewing the appeal shall make a decision, in writing, within 10 working days of receiving the student's grievance, or as soon as possible thereafter. The appeal decision shall be final and filed in the Office of Academic Affairs.

External Complaint Resolution

If a grievance cannot be resolved internally within the university, a student may file a complaint with the Arkansas Division of Higher Education (ADHE), 423 Main Street, Suite 400, Little Rock, AR 72201, within 20 days of completing the institution's grievance process. The form at this link should be used. Arkansas Division of Higher Education (adhe.edu) ADHE inquiries are limited to courses/degree programs certified by the Arkansas Higher Education Coordinating Board (AHECB) under Ark. Code §6-61-301 and to matters related to the criteria for certification.

Students may also file a complaint with the Higher Learning Commission, which is the university's regional accrediting body, at Complaint Process | Student Resources (hlcommission.org) or 1-800-621-7440. This information is provided pursuant to 34 CFR §668.43(b).

Chancellor's List

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

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 myUAM portal by the stated deadline. Students who do not confirm/finalize by the stated deadline may be dropped from all their classes. The deadline for preregistered students to confirm/finalize their registration is determined by the given term. The date to confirm/finalize or the drop dates may be adjusted due to inclement weather or other exigent circumstances.

Fall or Spring Term

Preregistered students who have not finalized by the deadline and do not have a valid pending financial aid application (if eligible for aid), a payment plan, or other confirmed financial sources may be dropped after 4:00 pm on the stated deadline. After 4:00 pm on the ninth-class day of a fall or spring term, students not confirmed/ finalized or placed on hold may be dropped from all registered classes. Beginning with the tenth-class day, a student who desires to be reinstated must submit a written request to their academic dean or Assistant Vice Chancellor for the technical campus. The representative will complete a green card and forward it to the Office of Academic Affairs. Upon approval, the VCAA will forward the request to the Registrar for processing. The act of reinstatement will also serve to finalize the student. After 4:00 pm on the eleventh-class day of a fall or spring term, students not confirmed/ finalized may be dropped from all registered classes.

Summer Session

Preregistered students who have not finalized by the deadline and do not have a valid pending financial aid application (if eligible for aid), a payment plan, or other confirmed financial sources may be dropped after 4:00 pm on the stated deadline. After 4:00 pm on the third-class day of a summer session, students not confirmed/finalized or placed on hold may be dropped from all registered classes. A dropped student who desires to be reinstated must submit a written request to their academic dean or Assistant Vice Chancellor for the technical campus. The representative will complete a green card and forward it to the Office of Academic Affairs. Upon approval, the VCAA will forward the request to the Registrar for processing. The act of reinstatement will also serve to finalize the student. After 4:00 pm on the fifth-class day of a summer session, students not confirmed/finalized or placed on hold may 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/Reinstatement%20Request%20Form.pdf

Summary

Fall or Spring Term:

Drops for not confirming/finalizing = 9th class day

Reinstatement requests honored = 10th class day

Final drops for not confirming/finalizing, no reinstatements after this date = 11th class day

Summer Session:

First drops for not confirming/finalizing = 3rd class day

Reinstatement appeals considered= 4th class day

Final drops for not confirming/finalizing, no reinstatements after this date = 5th class day

Educational Testing

Testing Services office, located in the Student Success Center, Suite 201, provides a wide variety of specialized testing services to prospective and current UAM students. Appointments can be made in person, by e-mail, or by calling the office at 870-460-1454 from 8 a.m. to 4:30 p.m. Monday through Friday. The Testing Services office provides workshops and individual assistance each semester to assist students with study skills, time management, preparing for finals, and other student success skills. The Office of Testing Services offers free Scantrons and Blue Books on an as needed basis to currently enrolled UAM Students.

Testing Services offers the opportunity to take many national tests such as CLEP, PRAXIS, Pearson Vue (EMT and NREMT), ASVAB, and TOEFL (Test of English as Foreign Language) Aptitude and interest inventories are administered by appointment. Testing arrangements for entrance exams NEXT GENERATION ACCUPLACER or On Campus ACT, correspondence or on-line exams are scheduled through Testing Services. Applications, registration bulletins along with information regarding tests, dates, and costs are available online through the UAM Testing Services webpage and in the Testing Services office.

Enrollment Verification

A student who needs written verification of enrollment should submit a request in writing to the Office of the Registrar or submit a request via a "Request for Information Form" found on our website: www.uamont.edu. Navigate to this form by clicking the Academics tab, then Registrar. Once at the Registrar's Office webpage, click "Important Forms" and select "Request for Information" form. 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, Fundamentals of English, etc. are included in grade point. 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 MyUAM 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

Except for the grade of "I", no course grade will be changed unless an error has been made. All grades earned will remain on the permanent record. A grade of "D" or "F", for example, will remain on a student's permanent record, even though a higher grade may be recorded for the course in question, after it has been repeated.

Grading criteria for specific courses, outlining the basis on which grades are assigned, can be found in course syllabi.

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. This form can also be found online under the Academics Home webpage under Academic Forms. 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.

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 o f 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;
6) disclosure is in connection with a student's application for or receipt of financial aid;
7) 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;
8) 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;
9) disclosure is to an accrediting organization to carry out its accrediting functions;
10) disclosure is to the parents of a dependent student as defined by section 152 of the Internal Revenue Code;
11) 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);
12) 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;
13) 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; 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); 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 their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights;
4) To consent to disclosure of personally identifiable information contained in their 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.

Visitors to Classes

All visitors to a class 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 enroll in the class as an auditor.

Academic Support Units

Information Technology

The Information Technology Department provides support, guidance, and leadership to students, faculty, and staff in selecting, implementing, and maintaining technology in an academic environment. The University provides an opportunity for students and other members of the UAM community to enhance their educational experiences and expand their academic knowledge with access to computer facilities and resources, including Internet access. Computing, networking, and distance education resources have been allocated for academic activities that are consistent with the mission and goals of the University. The UAM Computer Usage Policy was created to define what the University considers responsible and ethical behavior in using our computing facilities and resources. This policy applies to UAM faculty, staff, students, and guests. Any student who is enrolled in three or more hours for credit or audit is eligible for a university-provided email account. Several campus-wide public computer labs are available to UAM faculty, staff, students, and guests. The Information Technology Department manages the public labs in the Student Success Center, academic buildings, and the Library and Technology Center. Workshops that explain the UAM Information Technology services are offered to faculty, staff, and students several times a semester. Students can connect their personal computers to UAM's network in their residence hall rooms. Bankston Residence Hall, Horsfall Residence Hall, Maxwell Residence Hall, Royer Residence Hall, and the University Apartments allow students to have an Internet/Network connection. UAM email is the official method of communication between UAM students and University faculty/staff. All official communication with students via email must be sent to the student's UAM-issued email address (in the format ******@uamont.edu). All users are expected to read and shall be presumed to have received and read all official university email messages sent to their official UAM email 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 for 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 the 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 are centrally located on the campus and affords a quiet and comfortable environment for study and research, either by yourself or with friends. We are dedicated to helping students, faculty and staff find the information they need. The Main Floor of the Library provides wireless access, thirty networked computers, a networked black/white and color laser printer/scanner, and a stand-alone scanner for public use. Our Special Collections contains materials unique to UAM and Southeast Arkansas which are helpful to historians. We have a collection of children's literature, and we offer access to federal and state Government Documents. The majority of research resources are accessible to you in your home, office, or residence hall on the library's web page at https://www.uamont.edu/academics/library/index.html

Our Public Services comprise Information Services, Reference, and Interlibrary Loan. Information Services staff help 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. Information Services staff provide assistance with printing, photocopy, scanning, and wireless services. The Reference Librarians [illegible] instruction and expertise in various subject areas and they provide assistance with locating research resources in print and electronic formats. Library faculty and staff work together to select, purchase, and organize all the materials added to the collection.

On the second floor you will find all of our printed materials, including books, newspapers, and magazines. Our Special Collections Room contains historical materials unique to UAM and Southeast Arkansas, as well as access to federal and state Government Documents. There are also study rooms and places for quiet study upstairs.

Finally, when the library does not own a needed resource, our Interlibrary Loan service can get books and journal articles from other institutions at no charge

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.

Tutoring Services

The Tutoring Center provides online tutoring appointment services to currently enrolled students seeking tutoring support and academic assistance in most general education courses. Tutoring Services also offers face-to-face, virtual, and evening/night tutoring support services. The Tutoring Center assists students in becoming independent learners who function successfully in the academic environment and achieve their academic goals. Tutoring is provided free to individuals in general education subject areas and other courses as available. Current tutoring schedules may be picked up in the Testing, Career Services, and Tutoring Office, Student Success Center Suites 204-or can be located electronically on the UAM Tutoring Services webpage.

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 net worked computers with Internet capability. Tutors can also assist students with World Wide Web Research and Word processing. Services of the center are free to registered UAM Students. The Writing Center is in the Memorial Classroom Building (MCB), Room 113.

Financial Services & Policies

Cashier Office

The Cashier's Office is located on the 2nd floor of Harris Hall, Room 204. Office hours are Monday – Friday 8:30am – 4:00pm.

UAM Cashier accepts payments to finalize student accounts each term. Payments can be made at any of our three campus locations (Monticello, Crossett, McGehee). We also accept payments by phone with a debit or credit card at 870-460-1043. UAM offers a payment plan for the Fall and Spring semesters through Nelnet. Nelnet can be accessed by logging into your MyUAM account.

Payments may be made by cash, check, money order, Visa, Master Card, Discover, or American Express.

Student Employment

UAM assists in finding on-campus and off-campus part-time employment. To be considered for on-campus employment under the Federal Work Study Program, complete the Free Application for Federal Student Aid (FAFSA) at: http://www.fafsa.gov. The Federal Work Study program provides undergraduates or graduate students an opportunity to work at an on-campus or community service job to earn money towards educational expenses. Funding is limited. Earnings from federal and institutional work-study are paid to students electronically by direct deposit to a financial institution.

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, UAM utilizes the Handshake app, found in each student's Apps dashboard, accessed under myUAM on the UAM homepage. For additional assistance, contact the Career Services Office located in the Student Success Center or call 460-1454

To view and apply for all available student worker positions, please check the UAM Career Services webpage at https://www.uamont.edu/life/student-services/careers/index.html

Financial Aid

Helping students meet their financial needs is the main function of the Financial Aid Office. The Financial Aid Office is located on the third floor of Harris Hall and works with students to develop individual financial aid packages. Financial aid is available to UAM students from a wide variety of sources listed below. Please contact the Financial Aid Office with any questions regarding eligibility. Our office numbers are 800-226-2643 and 870-460-1050. You may also contact us by email at finaid@uamont.edu.

All financial aid offers are based on the hours enrolled. Students are required to notify the Financial Aid Office if they will be less than full-time. Enrollment statuses are calculated as follows:

Undergraduate Students

Full time 12+ credit hours

Three quarter-time 9-11 credit hours

Half-time 6-8 credit hours

Less than half-time 1-5 credit hours

Graduate Students

Full time 6+ credit hours

The quarter-time 4-5 credit hours

Half-time 3 credit hours

Less than half-time <3 credit hours

Note: Federal Loan eligibility requires a minimum of half-time enrollment (undergraduate: 6 hours/graduate: 3 hours).

Applying for Financial Aid

Students may apply for all Federal aid programs by completing the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Students are encouraged to apply early because some types of aid have limited funding.

To receive aid, students must meet all other eligibility requirements (Satisfactory Academic Progress, Pell Grant Lifetime Eligibility and/or Direct Loan aggregate limits, etc.). Eligible students will receive an offer notification sent to their official UAM e-mail address.

Verification of applicant data may be required. No financial assistance will be offered until the required documentation is received and the application data is determined to be correct. Students selected for verification will be notified on Workday and at their official UAM e-mail address.

Programs and Awards

Institutional & Foundation Scholarships

The University values student success and one way that it promotes this is by providing scholarships. For scholarship consideration, students must submit: an admissions application, test scores-and a 6th or 7th semester transcript, to meet eligibility requirements by the July 31deadline.

A complete list of these scholarships can be found by visiting https://www.uamont.edu/financial-aid/institutional-scholarships.html

Arkansas State Aid

Arkansas State scholarships require completion of the SAMS scholarship application. Students and parents may visit the Arkansas Department of Higher Education (ADHE) website for more information.

The application deadline is July 1 for most programs. It is the students' responsibility to notify the Financial Aid Office at finaid@uamont.edu if they receive a scholarship. All awards may be viewed on Workday

Department of Veteran Affairs Benefits

Veterans of recent military service and the dependents of servicemen and servicewomen may be entitled to educational assistance payments from the Department of Veteran Affairs. UAM is an approved institution in veteran and veteran's beneficiary training. Veterans of recent military service, widows, or children of those who lost their lives in service or who are now totally disabled because of service, should contact the nearest Department of Veteran Affairs Regional Office for assistance in securing benefits.

Veterans attending UAM as undergraduates under the G. I. Bill must maintain full-time status (12 semester hours or more) to be eligible for full benefits. Veterans should be aware that dropping a class during the term might affect benefits. Veterans may not repeat a course in which a passing grade was made and receive benefits for the course. Veterans should contact the Financial Aid Office at (870) 460-1050 and ask our VA Representative for assistance in filing for benefits.

Satisfactory Academic Progress Policy

To be eligible for financial aid at the University of Arkansas at Monticello, students must meet all qualitative and quantitative standards of the Satisfactory Academic Progress (SAP) policy below, even if no financial aid was previously received. If a student does not meet one of the three requirements below, then they will be designated as not meeting SAP. All SAP notices are sent to students' official UAM email account.

The Financial Aid Office evaluates SAP 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 below 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. Students admitted to UAM on Conditional Academic Standing will be placed on Financial Aid Warning.

Qualitative Standards

Undergraduate Students GPA

Undergraduate students must earn a minimum cumulative and term grade point average (GPA) of 2.00, except for those enrolled in programs listed below, which require higher GPA graduation requirements.

Bachelors of Social Work	2.5 GPA
K-6 Elementary Education	3.0 GPA
Middle Childhood Education	3.0 GPA

Graduate Students GPA

All Graduate students must earn a minimum cumulative and term grade point average (GPA) of 3.00.

NOTE: 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.

Quantitative Standards

Pace

Students must successfully complete 67% of cumulative hours attempted (The formula for this is shown below). Cumulative hours attempted include hours earned, remedial hours earned, repeated hours, transfer hours, and grades of W, F, AU, and I. Cumulative hours earned do not include grades of W, I AU, or F.

(# of cumulative credit hours earned/# of cumulative credit hours attempted) X 100

Maximum Timeframe

Students must graduate within 150% of the credit 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.

- All hours attempted for degrees earned at other institutions are considered.
- 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 time frame, regardless of a change in degree program 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.

Most bachelor's Degrees at UAM require 120 credit hours; therefore, eligibility is limited to 180 (120 x 1.5) attempted hours, or 150%. Associate degrees and Technical Certificates require less hours, so eligibility for those programs will be limited to fewer attempted hours. A general guide for maximum credits is shown below, although students should refer to the specific credit requirements for their UAM program of study.

Master's Degree 45 Maximum Credits

Bachelor's Degree 180 Maximum Credits

Associate's degree 90 Maximum Credits

Technical Certificate Varies

UAM Students Ineligible to Receive Financial Aid Due to Not Meeting Satisfactory Academic Progress

During the period of financial aid ineligibility, students can continue to attend UAM (unless placed on academic suspension); however, they will need to secure other financial resources (work earnings, assistance from family/friends, private loans, etc.) to cover their educational costs. Courses taken during periods of financial aid ineligibility are factored into the evaluation of students' Satisfactory Academic Progress. Changes in SAP status due to grade changes will be evaluated in the subsequent payment period unless students notify the Financial Aid Office of the grade change by emailing finaid@uamont.edu.

Appeal Process

NOTE: Permission from the academic appeals committee for a suspended student to enroll does not by itself reinstate that student's financial aid eligibility.

A student who has been placed on Financial Aid Denial will NOT receive any federal or institutional aid until one of the following conditions is met: (1) The student comes into compliance with the policy; or (2) The student submits an appeal form to the Financial Aid Office that includes the specific extenuating circumstance (with documentation) causing the student to not meet SAP, and what has changed that will allow the student to demonstrate satisfactory academic progress during the subsequent payment period. It is encouraged for students to include resources on campus designed to assist students with challenges faced while pursuing their degree at UAM. Some of these student-centered services include:

Academic Advising
Counseling Center
Student Special Services
Student Health Services
Tutoring Center
Career Services

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 a Recovery Plan (see below) developed by the Academic Advising Office, that if followed, will ensure that the student is able to meet the Satisfactory Academic Progress standards by a specific point in time.

SAP Recovery Plans

Students needing a Recovery Plan as a condition of their SAP Appeal approval will be contacted by the Academic Advising Office to develop and to sign their plan. The Academic Advising Office will submit the completed signed Recovery Plan to the Financial Aid Office on the student's behalf. The Financial Aid Office will monitor students' adherence to Recovery Plans for continued financial aid eligibility in subsequent payment periods. Failure to adhere to the conditions outlined in a Recovery Plan will result in ineligibility for financial aid. Students denied financial aid for non-compliance to their Recovery Plan, may only submit an additional appeal to the Financial Aid Office if they have a separate mitigating circumstance (from previous appeals) causing them to deter from their recovery plan.

Students are encouraged to follow the instructions for a SAP appeal sent to their UAM student email account. The decision of the Financial Aid Appeals Committee is final.

- Students not maintaining the minimum GPA requirements, or that did not successfully complete 67% of their courses attempted (Pace), may appeal by submitting the Satisfactory Academic Progress Appeal Form. If approved, and if it takes the student more than one term to meet the standards of SAP, then they will be contacted by the Academic Advising Office to develop an Academic Recovery Plan. Financial aid may be reinstated once the Recovery Plan (signed by student) is submitted to the Financial Aid Office.

- Students with total UAM credits that exceed 150% of their published program of study requirements (Maximum Timeframe), may appeal by submitting the Satisfactory Academic Progress Appeal Form. If approved, and if it takes the student more than one term to complete their UAM program of study, then they will be contacted by the Academic Advising Office to develop an Academic Recovery Plan. Financial aid may be reinstated once the Recovery Plan (signed by student) is submitted to the Financial Aid Office.

Disbursement and Refund Information

Disbursements are made by crediting the student's account for most types of aid. Students may have refundable financial aid awards that exceed their institutional charges. Refund Dates are posted by term on the Important Financial Aid Links page found at https://www.uamont.edu/financial-aid/important-links.html

Enrollment at Census

For financial aid purposes, the UAM Financial Aid Office will consider the enrollment census date as the students' official enrollment status. Enrollment Census occurs on the 11th day of class (5th day of class for Summer), and financial aid may be adjusted to reflect students' official enrollment status. If a student's enrollment has changed and they have not notified the Financial Aid Office since applying for financial aid and/or finalizing registration with the UAM Cashier's Office, financial aid offers may be subject to change after the enrollment census date.

Credit hours that are added by override will not count towards students' financial aid enrollment status unless the override is completed, and the student is registered for class by the 11th day of classes for the applicable semester (5th day of classes for Summer)

Return of Title IV Funds

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. 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 without officially withdrawing are considered "unofficial withdrawals." If students must withdraw at any point, it is recommended that they contact the Financial Aid Office to determine the effect that may have on their financial aid.

Refunds

Remaining credit balances, if any, will be refunded to eligible students. Not every student will have a credit balance, and not all anticipated credit balances will occur at the same point in the term. They type of aid as well as tuition and fees, books and supplies, room and board, and other miscellaneous charges will vary between students based on enrollment, on-campus purchases, and housing/ meal plans. Please monitor your financial aid and refund status via Workday.

Multiple processes by various departments are required for your financial aid to move from Anticipated Aid to your student account. We ask for your patience and that you keep in mind that there may be times when Workday displays your aid as authorized but not disbursed or disbursed but not applied to your student account.

Refund Policies

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
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.

Return of Tuition Assistance (TA) Funds Policy

The Return of Tuition Assistance (TA) Funds policy at the University of Arkansas at Monticello (UAM) is based on requirements set forth for educational institutions by the Department of Defense (DoD).

UAM will return any TA Program funds directly to the Military Service, not to the Service Member, as follows:

1. Up to the start date, return 100% of TA funds to the appropriate Military Service when the Service member does not:

a. Begin attendance at UAM; or
b. Start a course, regardless of whether the student starts other course(s).

2. Return any TA funds paid for a course that is cancelled by UAM.
3. Return unearned TA funds on a proportional basis through the 60% point of the period for which the funds were provided.
    a. Return calculations will be made based on the date the Service member stops attending.
        i. Calculation will include first day of the payment period through the last day of attendance (or participation, if course is offered online), divided by the total number of days in the payment period, excluding institutionally scheduled breaks of at least five consecutive days, including holidays and weekends. [Examples: 1) Classes closed Wednesday through Friday counts as five (5) days, Wednesday through Sunday; and 2) Classes closed Monday through Friday for Spring Break counts as nine (9) days, Saturday before classes closed through Sunday after five (5) closed class days.]
        ii. Calculation will be performed considering only TA program funds.
        iii. In instances when a Service member stops attending due to a military service obligation, UAM will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.
        iv. Any refund to the student will occur subsequent to calculating return to the government.
    b. Return calculation will be made within 30 days of UAM's determination that the Service member stopped attending.
4. Unearned TA funds will be returned as soon as possible but no later than 45 days after UAM determines Service member stopped attending.

Bookstore Refund Policy

Any student who officially withdraws or drops a class at the University of Arkansas at Monticello during the fall or spring semester is entitled to a refund at the bookstore as follows:

1) Up to and including five class days: 100%
2) The sixth-class day and after: NO REFUND

Any student who officially withdraws or drops a class at the University of Arkansas at Monticello during a summer term is entitled to a refund at the bookstore as follows:

1) Up to and including second class day: 100%
2) The third-class day and after: NO REFUND

Students need to furnish a receipt from the purchase of books and a student ID when returning a book. The book must be in the same condition as when purchased.

Cash for Books

If a student misses the refund deadline, the bookstore has "Book Buy Backs" at the end of each semester or term. This service pays cash directly to the student for textbooks.

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.

In the event of withdrawal and termination of the contract after occupancy, room and applicable meal charges may be prorated according to the following.

1) If withdrawal and/or checkout are prior to the 60th day after the hall opening in the fall or spring semester, the contractee will be responsible for 50% of their current term room and board charges. Additionally, if withdrawal and/or checkout are prior to the 60th day after the hall opening in the fall semester the contractee will be assessed a $400 cancellation fee.
2) If withdrawal and/or checkout are on or after the 60th day after the hall opening in the fall or spring semester, the contractee will be responsible for room and board charges for the remainder of the term. Additionally, if withdrawal and/or checkout are on or after the 60th day after the hall opening in the fall semester, the contractee will be assessed a $400 cancellation fee and no refunds or adjustments to charges will be made.

Please see the most up to date housing contract on the UAM Residence Life webpage for more details.

Information Technology

The University of Arkansas at Monticello provides Internet connections to all buildings and facilities on campus. Residential facilities that have Internet/Network connection include Bankston Hall, Horsfall Hall, Maxwell Hall, and University Apartments.

The Information Technology (IT) department assists students in receiving network connection to their individual computers and rooms.

Information Technology Procedures

1) Each residential student is required to have updated Antivirus software installed.

2) 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. Outdated and unsupported operating systems may not work.

3) Each residential student is required to have their personal firewall enabled and automatic updates activated.

4) Each residential student is responsible for having all hardware installed and functioning correctly prior to arrival on campus. The IT department does not aid with hardware issues. The University is not responsible for loss of data or hardware.

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 their 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 regarding computer usage:

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

2) Servers, routers, hubs, switches, or hosted sites 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 band width, 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 friend's behavior regarding 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 as any type of file sharing violates copyright law.

8) Using the UAM network for any illegal activity, to promote illegal behavior, to incite lawless action, to discriminate, to threaten, to bully, is strictly prohibited and all matters will be turned over to the University Police Department.

9) Students are responsible for taking care of network equipment (i.e. cabling, cable housing, access points etc...). Failure to do so may result in loss of privileges and financial reimbursement to the university.

For more information, follow this link https://www.uamont.edu/it/account-center.html.

Student Engagement

Parental or 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 Engagement).
2) Abnormally absent from housing for a sufficient period of time to cause concern.

ID Card & Validation Stickers

The University issues a UAM 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, Student Success Center, Suite 204. The original UAM 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 (Student Success Center Suite 204) 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 always carried. 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 their 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 Locations:

- Office of Student Engagement, Student Success Center, Room 103
- Office of Residence Life, Student Success Center, Suite 204
- University Police Department, 112 Science Center 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, Student Success Center Suite 204, 870-460 -1045.

Code of Conduct

Preface

Core Values of Student Conduct at The University of Arkansas at Monticello

- **Integrity**: UAM students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community**: UAM students build and enhance their community.
- **Social Justice**: UAM students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect**: UAM students show positive regard for each other, for property and for the community.
- **Responsibility**: UAM students are given and accept a high level of responsibility to self, to others and to the community.

UAM students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online https://www.uamont.edu/students.html for updated versions of all policies and procedures.

Student Conduct Philosophy

The University of Arkansas at Monticello community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program within the Office of the Dean of Students is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.

A community exists on the basis of shared values and principles. At UAM, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of the University community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at the UAM is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of university policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Jurisdiction

Students at the University of Arkansas at Monticello are provided a copy of the *Code of Student Conduct* annually in the form of a link on the UAM website. Hard copies are available upon request from the Office of the Dean of Students. Students are responsible for having read and abiding by the provisions of the *Code of Student Conduct*.

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter if the student has a continuing educational interest in the University.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and all sanctions must be satisfied prior to re-enrollment eligibility.

The *Code of Student Conduct* applies to behaviors that take place on university-owned or University-controlled property and at any University-sponsored or University-approved events. The *Code of Student Conduct* does not apply to off-campus violations of local, state, or federal law unless the Vice Chancellor for Student Engagement, Dean of Students, or designee determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the University;

The Code of Student Conduct may be applied to behavior conducted online, via email, or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may act if and when such information is brought to the attention of university officials. Most online speech by students not involving University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
- Speech posted online about the University or its community members that causes a significant on-campus disruption.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of UAM may seek resolution of violations of the *Code of Student Conduct* committed against them by members of the university community. There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of the Dean of Students and/or to University Police.

A responding student facing an alleged violation of the *Code of Student Conduct who* withdraws from the University before allegations are resolved may be permitted to withdraw. A hold may be placed on the student's ability to re-enroll and the conduct process, including sanctions, may be required prior to re-enrollment eligibility. The Vice Chancellor of Student Engagement, Dean of Students, or their designee may grant re-enrollment eligibility.

University email is the University's primary means of communication with students. Students are responsible for all conduct-related communication delivered to their university email address.

1. r as the chief executive of the University. The Chancellor is responsible for ensuring that the University applies this Code in an impartial and consistent manner. Student Conduct Administrators are responsible for overseeing the disciplinary proceedings and imposing sanctions for violations of the Code.

2. Nothing in this Code shall be interpreted to abridge the constitutional or statutory rights of any person. To the extent that a provision in this Code is inconsistent with a constitutional or statutory provision, the legal provision will control.

3. This Code and related policies and procedures are not intended to create contractual rights, property rights, or liberty interests.

Section 1: Introduction

The Student Code of Conduct sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at the University of Arkansas at Monticello ("the University"). The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness.

Section 2: Definitions

All the terms of this Student Code of Conduct have their common dictionary meaning unless otherwise specified. The following terms, however, should be interpreted to have the specific meanings listed below. Any question of interpretation will be determined at the sole discretion of the Vice Chancellor for Student Affairs or designee.

1. **"Academic Dishonesty"** means an action that violates a rule regarding academic work required to obtain an academic degree or certificate.[1] Examples include, but are not limited to, using unauthorized materials, information, or study aids using artificial-intelligence programs in a manner that is inconsistent with University policy, a course syllabus, or an instructor's directives; cheating; plagiarism; forgery; falsification of information; receiving unauthorized assistance on coursework; providing false information to receive an extension to complete work; any violation of a campus, departmental, program, or faculty rules relating to an academic matter that may lead to an unfair academic advantage; or complicity with another individual who has engaged in an act of academic dishonesty.

2. **"Administrative File"** means all documents and evidence in the University's possession or control that is relevant to an alleged violation of the Code and the University's investigation into the alleged violation.[2]

    a. The Administrative File does not include privileged documents, internal communications, or communications from non-parties that the University does not intend to introduce as evidence at a disciplinary proceeding.[3]

    b. The Administrative File includes, without limitation, the following:[4]

        i. Exculpatory evidence;

        ii. Statements by an accuser or an accused Student or a Student organization;

        iii. Third-Party witness statements;

        iv. Electronically stored information;

        v. Written communications;

        vi. Social media posts;

        vii. Demonstrative evidence;

        viii. Documents submitted by any participant involved in disciplinary proceedings; and

        ix. The University's choice of a video recording, an audio recording, or a transcript of any disciplinary Hearing ultimately held on the matter.

3. **"Campus"** means all land, building, facilities, and other real property owned by or leased to the University.

4. **"Campus Community"** means all persons affiliated with the University, including Students, faculty, administrators, staff, and volunteers.

5. **"Chancellor"** means the chief executive officer of the University.

6. **"Code"** means this Student Code of Conduct.

7. **"Complainant"** means any member of the Campus Community who alleges that a Respondent violated the Code.

8. **"Complaint"** means an oral or written request for the University to initiate its procedures to address alleged violations of this Code.[5]

9. **"Day"** means a calendar day, unless otherwise specified. A "business day" excludes weekends, holidays, and other days when the Campus is closed.

10. **"Free Speech Rights"** means the expressive rights protected by the First Amendment to the U.S. Constitution, Section 2; Section 6 of the Arkansas Constitution; or an applicable statute.

11. **"Hearing"** means the forum in which the Respondent is given an opportunity to be heard, following adequate notice, and which results in a decision concerning responsibility and sanctions.

12. **"Hearing Officer"** means a single, impartial individual who conducts a Hearing, decides whether a Respondent is responsible for violating the Code, and imposes sanctions.

13. **"Hearing Panel"** means an impartial body of at least three members convened for the purpose of conducting a Hearing, deciding whether a Respondent is responsible for violating the Code, and imposing sanctions. A Hearing Panel's determination of responsibility shall be made by majority vote.

14. **"Parties"** means the Complainant(s) and Respondent(s) in a case under the Code. The Complainant and Respondent shall have similar rights regarding the right to be present and participate in disciplinary proceedings, representation by an advisor (when applicable), access to the Administrative File, and the right to appeal.[6]

15. **"Relevant"** means related to the allegations of a violation of this Code that are subject to an investigation. Questions are relevant when they seek evidence that may aid in showing whether the violation occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged violation occurred.

16. **"Remedies"** means measures provided, as appropriate, to a Complainant or any other person the University identifies has having had equal access to the University's program or activity limited or denied by a violation of this Code. The measures are provided to restore or preserve that person's access to the University's education program or activity after the University determines that a violation occurred.

17. **"Respondent"** means the Student or Student organization accused of violating the Code. When a Complaint alleges that the University's policy or practice discriminates on an unlawful basis, the University is not considered a Respondent.

18. **"Responsible Student"** means a Respondent determined to have violated this Code.

19. **"Retaliation"** means intimidation, threats, coercion, or discrimination against any person by a Student, employee, person authorized by the University to provide aid, benefit, or service under the University's program or activity, or the University for the purpose of interfering with any right or privilege secured by this Code or a state or federal law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, including an informal resolution process, grievance procedures, and in any other appropriate steps taken by a University in response to an allegation of a violation of this Code.

20. **"Sanction"** means a consequence or action that is imposed on a Respondent following a determination that the Respondent violated the Code. Sanctions are not designed to be punitive; rather, they are intended to be educational measures that hold Students accountable for their behavior and protect the Campus Community. Sanctions can range from a verbal warning to expulsion or suspension.

21. **"Student"** means a person who has gained admission to the University.

22. **"Student Conduct Administrator"** means a University employee who is responsible for the implementation of this Code.

23. **"Student Organization"** means any number of persons who have, as a group, engaged in a particular activity and have complied with the formal requirements for official University recognition.

24. **"University Official"** means any non-Student member of the University administration.

25. **"University-Sponsored Activity"** means any activity on University premises or at an off-campus location that is initiated or supervised by the University. This definition includes fraternity and sorority organizations, club events, study abroad experiences, sporting events, and riding in University-operated or contracted vehicles—even if such things occur somewhere other than university premises.

Section 3: Interpretive Principles

1. The Board of Trustees of the University of Arkansas has designated the Chancellor as the chief executive of the University. The Chancellor is responsible for ensuring that the University applies this Code in an impartial and consistent manner. Student Conduct Administrators are responsible for overseeing the disciplinary proceedings and imposing sanctions for violations of the Code.

2. Nothing in this Code shall be interpreted to abridge the constitutional or statutory rights of any person. To the extent that a provision in this Code is inconsistent with a constitutional or statutory provision, the legal provision will control.

3. This Code and related policies and procedures are not intended to create contractual rights, property rights, or liberty interests.

Section 4: Applicability of the Code of Conduct

1. Students must follow the Code during the time they are enrolled in the University. The Code shall apply to a Student's conduct while enrolled in the University, even if the Student withdraws while a disciplinary matter is pending.

2. The Code shall apply to the following:

    a. Conduct that occurs on Campus;

    b. Conduct that occurs at a University-Sponsored Activity;

    c. Conduct that occurs off-campus when the University exercises substantial control over both the location and the Respondent (including any building owned or controlled by a Student organization that is officially recognized by the University); or

    d. The conduct adversely affects the Campus Community or the pursuit of the University's objectives; and

    e. Conduct that constitutes Academic Dishonesty regardless of location, even if the Academic Dishonesty is not discovered until after a degree is awarded.

3. If necessary to protect the rights and safety of the Campus Community, the University may suspend any Student charged with a felony in any jurisdiction until the charges are dropped, the case is dismissed, or a judgment of conviction or acquittal is secured. The University must provide an administrative Hearing under Section 11 before taking this action, where the issue to be decided is the existence and nature of the charges.

4. If necessary to protect the rights and safety of the campus community, the University may expel any Student who has been convicted of a felony while enrolled. If the Student's conviction is overturned on appeal, the University shall allow the Student to re-enroll. The University must provide an administrative Hearing under Section 11 before taking this action, where the issue to be decided is the existence and nature of the conviction.

5. The University may discipline Students for the violation of any law involving drugs or alcohol on its property or as part of its activities. A Student who tests positive for a controlled substance while representing the University may be subject to disciplinary action under this Code.

6. A student-athlete who violates team rules may be subjected to disciplinary action in accordance with the policies and procedures of the team and the Department of Athletics. The procedures set forth in this Code, however, will be utilized prior to the imposition of a sanction of expulsion or suspension from the University.

7. The University's separate Title IX grievance procedures shall apply to alleged conduct that constitutes Sex-based Harassment (including sexual assault) and that falls within the scope of the University's Title IX jurisdiction.

Section 5: Application of the Code of Conduct to Student Organizations

Student organizations and their officers and members, in their capacity as such, are subject to sanctions only upon a showing of actual participation in, or actual authorization or ratification of, a violation of the Code. In making this determination, the University shall consider whether the organization's members were acting in accord with its practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.

Section 6: Prohibited Conduct

1. **Abuse of Campus Access**: Students shall not abuse their access to Campus by engaging in any of the following:

    a. Unauthorized entry to, or use of, University facilities, property, or resources; or

    b. Misuse of University or personal property to create a safety hazard, or unauthorized use of safety equipment.

2. **Abuse of computer facilities:** Abuse of computer facilities and resources is prohibited, namely:

    a. Unauthorized access or transfer of an electronic file or files;

    b. Unauthorized use of another individual's identification or password;

    c. Use of computing facilities and resources to materially interfere with the work of another Student, faculty member, or University Official;

    d. Sending a large volume of unsolicited emails and other data with the intent to severely impair the functionality of the University's computer network;

    e. Repeated use of the University network to send unsolicited emails with the primary purpose of proposing a commercial transaction; or

    f. Use of computing facilities and resources to knowingly share copyrighted materials in violation of state or federal law;

    g. Any violation of the University's policy on using technology resources.

3. **Abuse of Student Conduct System:** Failure to participate in the proceedings in good faith, including misrepresentations to a Student Conduct Administrator; interference with an orderly Hearing or other proceeding; attempting to discourage another individual from participating in the Student conduct system; attempting to influence the impartiality of a Hearing Officer or panelist prior to, and/or during the course of, a proceeding; influencing or attempting another person to abuse the Student conduct system; and failure to comply with sanctions imposed under the Code.

4. **Alcohol Use**: Consumption, possession, distribution, manufacture, sale, and serving alcoholic beverages on University premises or at University-Sponsored Activities is prohibited, regardless of age, unless permitted by a University policy.

5. **Deception:** Deception is deliberately deceiving any University official, faculty member, or administrative officer by knowingly providing false information in connection with the discharge of the person's duties. Deception includes filing false reports or giving false information in connection with a misconduct proceeding. However, a determination regarding responsibility, alone, is not sufficient to conclude that any Party has made a materially false statement in bad faith.

6. **Discrimination:** Discrimination is taking an adverse action against any member of the Campus Community or visitor, or in connection with any University-Sponsored Activity, through behavior of a biased or prejudicial nature related to an individual's legally protected status or characteristic (such as race, color, national origin, sex, marital or parental status, religion, disability, age, genetic information, or veteran status). Discrimination occurs when the adverse action results in an individual suffering less favorable treatment than others because of the protected status or characteristic.

7. **Discriminatory Harassment**: Discriminatory harassment on the basis of a legally protected status or characteristic (such as race, color, national origin, sex, marital or parental status, religion, disability, age, genetic information, or veteran status) is prohibited. Sex-based harassment (including sexual assault) is a particular type of discrimination that is covered by the University's separate Title IX grievance procedures. Discriminatory harassment includes unwelcome conduct based on an individual's legally protected status or characteristic that is sufficiently severe and/or pervasive that—based on the totality of the circumstances and evaluated subjectively and objectively—denies or limits a person's ability to participate in or benefit from the University's education program or activity (i.e., creates a hostile environment).

8. **Disorderly Conduct:** Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on campus or at a University-Sponsored Activity. Disorderly conduct includes any violation of Ark. Code Ann. § 5-71-207. Fighting words intimidating speech directed at a specific individual in a face-to-face confrontation that is likely to provoke a violent reaction—is not protected speech and may be disciplined as disorderly conduct.

9. **Disruption of University Operations:** Disrupting the normal operations of the University, or inciting others to do so, is prohibited. Students shall not intentionally disrupt any of the following activities:

    a. Teaching or research;

b. Administrative functions;

c. Disciplinary proceedings;

d. Other University-Sponsored Activities (on or off Campus); or

e. Other authorized or permissible activities that take place on Campus.

10. **Drug Use**: The act or intent to illegally use, possess, sell, distribute, cultivate, or manufacture any state or federally controlled substance or paraphernalia. Inhaling or ingesting any substance that will alter a student's mental state is also prohibited, unless done pursuant to a valid prescription. The possession and/or use of marijuana (even for medicinal purposes) on campus is prohibited.[7]

11. **Endangering Health, Safety, or Privacy:** Intentionally endangering the health, safety, or privacy of others is prohibited, including:

    a. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals;

    b. Unnecessarily placing oneself or others in danger of physical harm; or

    c. Physical assault of another person.

12. **Failure to Comply:** Students shall comply with lawful directions from University Officials or law enforcement officers acting in the good faith performance of their duties and shall identify themselves to these persons when requested to do so.

13. **False Reports:** Deliberately giving a false report of a crime or emergency to a University Official, including a campus law-enforcement officer.

14. **Fire Safety Violation:** Misuse or unauthorized use of fire extinguishers, safety equipment, warning devices (including fire alarms, fire equipment, fire chairs, or escape mechanisms and elevators).[8]

15. **Forgery: Forgery** is the false making or material alteration of a university document, record, or form of identification.

16. **Gambling:** Gambling for money or other things of value on campus or at University-Sponsored Activity except as permitted by law.

17. **Hazing:** Students may not engage in hazing or encourage, aid, or assist any person in hazing.[9] In addition, Students shall not knowingly acquiesce in the commission of hazing or fail to report promptly his or her reasonable knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing to an appropriate University Official. Hazing means:[10]

a. A willful act on or off the property of the University by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others when the conduct is directed against any other Student and done for the purpose of intimidating the Student attacked by threatening him or her with social or other ostracism or of submitting such Student to ignominy, shame, or disgrace among his or her fellow Students, and acts calculated to produce such results;

b. The playing of abusive or truculent tricks on or off the property of the University by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others, upon another Student to frighten or scare him or her;

c. A willful act on or off the property of the University by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others which is directed against any other Student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the Student attacked or to discourage him or her from remaining in that school, college, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or

d. A willful act on or off the property of the University by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any Student of any such educational institution; or any assault upon any such Student made for the purpose of committing any of the acts, or producing any of the results, to such Student as defined in this section.

e. The term "hazing"

   i. Does not include customary athletic events or similar contests or competitions; and

   ii. It is limited to those actions taken and situations created in connection with initiation into or affiliation with an organization, extracurricular activity, or sports program.

18. **Intimidation:** Intimidation is physical conduct threatening specific individual(s) with the intent to place those individuals in fear of bodily harm or death (as construed by a reasonable person), and in which the person engaging in the communication must have, at least, acted recklessly when he or she conveyed the threat to another.

19. **Obstruction:** Impeding the free flow of pedestrian or vehicular traffic on university premises or at University-Sponsored Activities.

20. **Stalking (other than stalking as a form of sex-based harassment covered under Title IX):** Stalking is (1) a course of conduct committed with an intent to kill, injure, harass, or intimidate another person that (2) places that person in reasonable fear of death of, or serious bodily injury to (3) that person, an immediate family member, a spouse, or an intimate partner of that person or (4) causes, attempts to cause, or would be reasonably expected to cause substantial emotional distress to a person listed above.

21. **Theft, vandalism, and destruction: Theft**, attempted theft, unauthorized possession of university property, vandalism, and destruction of property owned by the University or any other person or group are prohibited.

22. **Tobacco Use:** The use of any tobacco product is prohibited on campus is prohibited.[11] The tobacco-free environment includes all University property.[12] Electronic cigarettes are also prohibited.

23. **True Threats:** A true threat is (1) a serious expression of intent to commit an act of unlawful violence against a particular individual or identifiable group, if (2) the individual or group would reasonably fear the threatened violence, and (3) in which the person engaging in the communication must have, at least, acted recklessly when he or she conveyed the threat to another.

24. **Weapons:** Possessing, using, or storing firearms, explosives (including fireworks), weapons, or dangerous chemicals on university property or in the course of any University-Sponsored Activity is prohibited. This prohibition extends to stun guns, tasers, brass knuckles, and pocketknives longer than four inches. Exceptions include:

    a. Weapons possessed by a licensed law enforcement officer and directly related to their current professional position;

    b. Weapons, replicas, or related items for educational or ceremonial purposes, approved in advance of the event by the Chancellor or Vice Chancellor for Academic Affairs;

    c. Weapons possessed or used for purposes of authorized firearms competitions sponsored or hosted by the University;

    d. Firearms locked inside a vehicle;[13] and

    e. Weapons possessed lawfully under Ark. Code Ann. § 5-73-322 regarding the carrying of concealed handguns on university campuses.

25. **Violation of Law: A** violation of any Arkansas state and/or federal criminal law is prohibited.

26. **Misconduct Abroad:** Any Student who undertakes study or represents the University in any foreign country remains subject to this Code. The University retains discretion as it considers appropriate to apply disciplinary action under the Code if a student violates any law, rule, or regulation in that country or any institution where that Student undertakes study.

27. **Retaliation:** The University prohibits retaliation as defined in Section 2. Prohibited retaliation includes (but is not limited to):[14]

    a. Initiating a disciplinary process against a person for a violation that does not involve sex discrimination but arises out of the same facts and circumstances as a Complaint or information reported about sex discrimination, for the purpose of interfering with the exercise of any right or privilege secured by Title IX; or

    b. Peer retaliation, which is retaliation by a Student against another Student.

28. **Incorporation of Other Rules:** This Code incorporates all other rules regarding Student conduct contained in university policies. A violation of the rule constitutes a violation of this Code.

Section 7: Academic Dishonesty and Classroom Misbehavior

1. Classroom management and behaviors not otherwise in violation of published behavioral rules are under the jurisdiction and responsibility of the faculty member.

2. Violations of University policies on classroom behavior and academic dishonesty are addressed by the Office of the Vice Chancellor for Academic Affairs, often in conjunction with the particular department and academic department in which the specific class resides. Further information on such policies and procedures may be reviewed by contacting the Vice Chancellor for Academic Affairs.

3. Academic Dishonesty in any form is prohibited. Subject to more specific rules, the following procedures shall be utilized in connection with allegations of academic dishonesty:

    a. An instructor may take appropriate action, such as assigning a student a grade of "F" for the course and suspending the student from the class. The "F" will be the final grade and the student may not withdraw from the course with another notation. A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the student's file in the Registrar's office.

    b. Within 3 business days of notification, the student may appeal either the finding of academic dishonesty or the penalty (or both) to the Vice Chancellor for Academic Affairs or a person or panel designated to hear such appeals. The student will be allowed to continue in class until the appeal is adjudicated.

Section 8: Selection of Decisionmakers

The Student Conduct Administrator shall undertake reasonable efforts to ensure that Hearing Officers and members of a Hearing Panel have received adequate training in conducting a fair Hearing under this Code, free of bias and inappropriate presumptions.

Section 9: Administrative Actions

1. Supportive Measures[15]

   a. The University may, at any time, provide one or more individualized services to a Party that is non-disciplinary, nonpunitive, reasonably available, and without fee or charge to the Party.

   b. An individualized service offered to a Party shall be designed to restore or preserve equal access to the University's education programs or activities without unreasonably burdening the other Party.[16]

   c. An individualized service offered to a Party may be designed to protect the safety of all involved Parties or the University's educational environment, which may include without limitation:[17]

      i. Counseling;

      ii. Extension of deadlines or other course-related adjustments;

      iii. Campus escort services;

      iv. Mutual restrictions on contact between the Parties;

      v. Modification of class schedules or housing locations;

      vi. Increased security and monitoring of areas of the University's campus; and

      vii. Other similar services.

   d. Supportive Measures that burden a Respondent may be imposed only during the pendency of the disciplinary proceedings under this Code, and they must be terminated at the conclusion of those proceedings. These measures must be no more restrictive of the Respondent than is necessary to restore or preserve the Complainant's access to the University's education program or activity. The University shall not impose such measures for punitive or disciplinary reasons.

   e. For Supportive Measures other than those that burden a Respondent, the University may, as appropriate, modify or terminate Supportive Measures at the conclusion of the disciplinary proceedings or at the conclusion of the informal resolution process, or the University may continue them beyond that point.

f. A Complainant or Respondent affected by a decision to provide, deny, modify, or terminate Supportive Measures may seek modification or reversal of the decision by appealing the matter to the Vice Chancellor for Student Affairs or designee within **3 business days** of the Student Conduct Administrator's decision. If the supportive measure burdens the Respondent, the initial opportunity to seek modification or reversal of the University's decision must be provided before the measure is imposed or, if necessary, under the circumstances, as soon as possible after the measure has taken effect. The Complainant and Respondent affected by a supportive measure may also seek additional modification or termination of such supportive measure if the circumstances changed materially.

g. The University will not disclose information about any supportive measure to persons other than the Complainant or Respondent unless necessary to provide the supportive measure. The University may inform a Party of Supportive Measures provided to or imposed on another Party only if necessary to restore or preserve that Party's access to the education program or activity.

2. Emergency Removal

a. The University may remove a Respondent from its programs or activities on an emergency basis if the University:[18]

   i. Undertakes an individualized safety and risk analysis;

   ii. Determines that an immediate threat or the safety of a student or another individual arising from the allegations of misconduct justifies removal of the accused Student; and

   iii. Provides the accused Student with notice and an opportunity to challenge the decision immediately following his or her removal.

b. Within 24 hours of the emergency removal, the University shall provide written notice to the accused Student that explains the University's reasons for removing the accused Student on an emergency basis.[19]

c. Within **3 business days** of the written notice, unless otherwise waived by the removed Student, the University shall convene an interim Hearing before a Student Conduct Administrator to determine whether there is substantial evidence that the removed Respondent poses a risk to the health or safety of any Student or other individual and that the emergency removal of the accused Student is appropriate to mitigate the risk.[20]

d. At the interim Hearing, the removed Student and the accusing Student may be represented by an attorney or a non-attorney advocate who may fully participate to the same extent as in a Hearing to determine responsibility.[21]

e. An accused Student's waiver of his or her right to be represented by an attorney or a non-attorney advocate shall not constitute an admission of guilt or waive of additional rights under the Code.[22]

f. The decision following the interim Hearing is subject to appeal to the Vice Chancellor for Student Affairs or designee within **3 business days** after the decision. The decision may remain in effect during the pendency of the appeal.

g. The emergency-removal decision shall remain in effect until a final decision has been made on the pending Complaint or until the Student Conduct Administrator determines that the reason for imposing the emergency-removal decision no longer exists. The decision shall be immediately withdrawn if the Respondent is found not responsible for the charged offense in a final, unappealable decision.

Section 10: Student Rights and Responsibilities in Misconduct Proceedings

1. **Equal Treatment.** The University shall treat the Complainant and Respondent equitably.

2. **Notice.** A Party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all meetings, investigative interviews, or Hearings with sufficient time for the Party to prepare to participate.

3. Access to Administrative File

   a. The University shall maintain an Administrative File of all disciplinary proceedings.[23]

   b. The Parties may have reasonable continuing access to the Administrative File and the ability to review all documents and evidence in the Administrative File[24] by contacting the Student Conduct Administrator to schedule a reasonable date and time for the inspection.

   c. Individual portions of the Administrative File shall be redacted if confidentiality of the evidence is required by law.[25]

4. **Presumption of Innocence**. Respondents are presumed innocent. They shall not be deemed guilty of a violation of the Code until (1) a Student or Student organization acknowledges responsibility of a violation of the Code or (2) the conclusion of all disciplinary proceedings during which an institution has established every element of an alleged violation by the Student or Student organization.[26]

3. **Notice of allegations.** The Respondent shall be afforded sufficient notice of the allegations to enable a meaningful response. The specific notice requirements are described in Section 11.

4. **Consideration of Evidence**. The University shall make good-faith efforts to include relevant evidence and exclude evidence that is neither relevant nor probative.[27] The University will not, however, follow formal rules of evidence or other rules of court.[28] An objective evaluation of the evidence must include both inculpatory and exculpatory evidence, and credibility determinations must not be based on a person's status as a Complainant, Respondent, or witness. However, all evidence (including relevant evidence) of the following types will be excluded, and evidence seeking that evidence will be disallowed as impermissible (i.e., not accessed, considered, disclosed, or otherwise used):

    a. Evidence that is protected under a privilege as recognized by federal or state law, unless the person holding such a privilege has waived the privilege voluntarily in a manner permitted in Arkansas;

    b. The University's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party, unless the University obtains the Party's voluntary, written consent for use in the University's disciplinary proceedings;

    c. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is offered to prove consent with evidence concerning specific incidents of the Complainant's prior sexual conduct with the Respondent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

5. **Right to Appeal.** A Party may appeal an adverse decision regarding a finding of responsibility to the Vice Chancellor for Student Affairs or designee,[29] and the decision on appeal shall serve as the final institutional decision on the matter.[30]

6. **Standard and Burden of Proof.** The burden is on the University—not on the Parties—to conduct an investigation that gathers sufficient evidence to determine whether a violation occurred. The decisionmaker shall not find the Respondent responsible unless the preponderance of the evidence establishes each element of the offense. The decisionmaker shall evaluate relevant evidence for its persuasiveness; if the decisionmaker is not persuaded under the foregoing standard by the evidence that a violation occurred, whatever the quantity the evidence is, the decisionmaker should not determine that a violation occurred.

7. **Admission of Responsibility.** The Respondent may admit in writing to violating this Code at any time. A Hearing will then be held to determine an appropriate sanction, unless the Respondent waives such a Hearing and accepts a punishment determined by the Student Conduct Administrator.

8. **Nonappearance.** The University will not make any negative inferences against a Party solely for the Party's failure to answer questions or otherwise participate in the student conduct process. However, a Party's failure to participate does not preclude the University from conducting the disciplinary process in that Party's absence.

9. **Obligation to Provide Truthful Information.** Parties and witnesses shall, to the best of their abilities, provide truthful and accurate information in their written submissions and during investigatory interviews and Hearings.

10. **No Retaliation.** A Party shall not be subjected to retaliation because he or she exercised the Party's rights under the Code.

11. **Weapons.** Individuals may not carry a concealed handgun into any disciplinary Hearing, provided that they have been notified at least 24 hours prior to the Hearing, the meeting will last no longer than 9 hours, and the meeting space has been marked with appropriate signage.[31]

12. **No Conflicts or Bias.** The Student Conduct Administrator shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. A Party may raise a concern regarding a potential conflict or bias with the Vice Chancellor for Student Affairs.

13. **Extensions of Time.** The Parties may obtain reasonable extensions of timeframes on a case-by-case basis for good cause with written notice to the Parties that includes the reasons for the delay.

14. **Role of University Counsel.** At all stages of the proceedings, a Student Conduct Administrator, Hearing Officer, member of a Hearing Panel, or other administrators may seek advice from the University's Office of General Counsel on questions of law, policy, and procedure. An attorney from the General Counsel's Office may attend proceedings for the purpose of giving such advice.

15. **Additional Rights in Cases Involving Non-Academic Violations with the Possibility of Expulsion or Suspension from the University.** In cases in which a sanction of expulsion or suspension from the University may be imposed for a violation of the Code, the Parties shall have the following additional rights:

    a. The Parties shall have an equal opportunity to present relevant fact witnesses and other inculpatory and exculpatory evidence. The process shall enable the decisionmaker to adequately assess the credibility of the Parties and witnesses to the extent credibility is both in dispute and relevant to evaluating one or more allegations.

    b. A Party shall have a right to be present and advised by an attorney or non-attorney advisor during the Party's investigatory interview, the Hearing to determine responsibility,[32] and the appeal.[33] The advisor may fully participate in the proceedings.[34] A Party may be represented by an advisor until the conclusion of the appellate process.[35] The following principles also apply to advisors:

        i. An advisor may provide discreet advice to the represented Party during an investigatory interview but may not interfere with the information-gathering process.

        ii. The University is not responsible for selecting, training, or arranging for the participation of advisors or for paying a Party's advising costs.[36]

iii. The Hearing Officer or Chair of the Hearing Panel may disallow the attendance of a particular advisor if, in the discretion of the Hearing Officer or Chair, such a person's presence becomes disruptive or obstructive to the process. Advisors will not be permitted to question a witness in an abusive or threating manner.

c. Both Parties shall receive a written notification of the decision within a reasonable period of time after the Hearing.

d. The Parties shall have the right for the disciplinary proceedings to be carried out free from conflicts of interest by ensuring that there is no comingling of administrative or adjudicative roles.[37] During the disciplinary proceedings, there shall be no commingling of the roles of (1) attorney or non-attorney advisor, (2) investigator, (3) adjudicator, and (4) appellate adjudicator.[38] The investigator may, however, present evidence at a Hearing.[39]

Section 11: Procedures in Disciplinary Proceedings

1. Procedures that apply to all cases involving an alleged violation of the Code of Conduct (other than acts of Academic Dishonesty)

    a. Preliminary Procedures

        i. General Requirements. Upon being notified of conduct that may constitute a violation of the Code, the Student Conduct Administrator shall:

            1. Notify the Parties of the procedures set forth in this Code;

            2. Notify the Parties of the informal resolution process under this Code if available and appropriate;

            3. Offer and coordinate Supportive Measures under this Code, as appropriate, to restore or preserve a Party's access to the University's education program or activity;

            4. In response to a Complaint, initiate the disciplinary proceedings or informal resolution process set forth in this Code;

            5. In the absence of Complaint or informal resolution process, determine whether to initiate a Complaint that complies with the procedures set forth in this Code if necessary to address conduct that may constitute a violation; and

6. Take other appropriate, prompt, and effective steps to ensure that the violation of this Code does not continue or recur within the University's education program or activity, in addition to the remedies provided to an individual Complainant.

ii. Written Complaint

1. A form for a written Complaint is set forth in **Appendix B**.

2. The following persons have the right to make a Complaint under this Code, requesting that the University initiate disciplinary proceedings:

    a. A Complainant;

    b. A person who has a right to make a Complaint on behalf of a Complainant, such as an authorized legal representative; or

    c. A third party participating or attempting to participate in the University's education program or activity when the alleged violation of this Code occurred.

3. Complaints submitted orally or submitted by the Student Conduct Administrator shall be memorialized in writing at the time of submission.

4. The Complaint should be submitted as soon as practicable. Unreasonable filing delays could result in the dulling of memories and a loss of relevant evidence and witness testimony. Delays in filing shall not, however, affect the Complainant's eligibility for Supportive Measures from the University.

5. Because the University is bound by its obligation to provide a fundamentally fair process, anonymous Complaints may be filed, but anonymity may limit the University's ability to respond and may preclude disciplinary action.

iii. Notice of Allegations and Initial Communications to the Parties

1. Upon initiation of the procedures set forth in this Code, the University shall provide written notice to the Parties whose identities are known. This notice shall include:

    a. A copy of this Code, along with the appendices (which will include Act 470 of 2023 as set forth in **Appendix A**);[40]

b. Sufficient information, available at the time, to allow the Parties to respond to the allegations. Sufficient information includes:

i. The identity of the Parties involved in the incident;

ii. The date and location of the alleged incident; and

iii. The conduct allegedly constituting a violation of the Code, with sufficient time for the Parties to prepare a response before any initial interview;

c. A statement that the Respondent is presumed not responsible for the alleged conduct until a determination of whether a violation of the Code occurred is made at the conclusion of the disciplinary proceedings under this Code;

A statement that, in cases involving allegations of conduct for which a sanction of expulsion or suspension from the University may be imposed, the Parties are entitled to an advisor of their choice during the disciplinary proceedings (*i.e.*, investigatory interview, Hearing, and appeal), and the advisor may be (but is not required to be) an attorney. The statement must be provided no later than 24 hours before the Respondent may be questioned regarding an alleged violation.[41] The statement shall further explain that in non-Title IX cases in which a sanction of expulsion or suspension from the University may be imposed, the Party will be responsible for securing an advisor at the Party's own expense;[42]

d. A statement that the Party is entitled to receive access to the Administrative File;

e. A statement that the Code prohibits knowingly making false statements or knowingly submitting false information during the grievance procedure; and

f. A statement that retaliation is prohibited.

2. If, in the course of an investigation, the Student Conduct Administrator decides to investigate additional allegations about the Respondent's conduct toward the Complainant that are not included in the original notice or that are included in a Complaint that is consolidated as set forth in this Code, the Student Conduct Administrator must provide notice of the additional allegations of the Parties whose identities are known.

iv. Student Conduct Administrator's Screening and Dismissal Decision

1. After receiving a Complaint, the Student Conduct Administrator shall promptly decide two threshold issues: (1) whether the Complaint should be dismissed and (2) whether, in the Student Conduct Administrator's discretion, the allegations could result in a sanction of expulsion or suspension from the University. The Student Conduct Administrator's discretionary decision should be guided by factors such as the severity of the alleged conduct, prior offenses, the impermissible possession of weapons, and the negative impact on the Campus Community. The Student Conduct Administrator shall make this initial determination within 10 business days after the Complaint is filed or as soon as practicable thereafter.

2. The Student Conduct Administrator shall dismiss a Complaint if:

    a. The Student Conduct Administrator determines the conduct alleged in the Complaint, even if proven, would not constitute a violation of the Code; provided, however, that before dismissing the Complaint under this paragraph, the Student Conduct Administrator shall make reasonable efforts to clarify the allegations with the Complainant;

    b. The Code does not apply to the alleged facts under Section 4 (pertaining to applicability of the Code); or

    c. The alleged conduct constitutes a protected exercise of the Student's Free Speech Rights.

3. The Student Conduct Administrator may dismiss a Complaint if:

    a. The University is unable to identify the Respondent after taking reasonable steps to do so;

    b. The Respondent is not participating in the University's education program or activity; or

    c. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Student Conduct Administrator determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute a violation of the Code even if proven.

4. If the Student Conduct Administrator dismisses the Complaint, the investigation shall end immediately. The Student Conduct Administrator shall promptly communicate the basis for the dismissal to the Parties simultaneously. If the dismissal occurs after the Respondent has been notified of the allegations, then the Student Conduct Administrator must also notify the Respondent of the dismissal and the basis for the dismissal promptly following a notification to the Complainant, or simultaneously if notification is in writing.

5. The Student Conduct Administrator shall notify all Parties that a dismissal may be appealed. Each Party may appeal the matter to the Vice Chancellor of Student Affairs or designee within **5 business days** after the Student Conduct Administrator's dismissal decision. During the appeal of a dismissal decision:

    a. Each Party shall be notified when an appeal is filed, and the procedures shall be implemented equally for the Parties;

    b. The University shall ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the Complaint;

    c. The University shall ensure that the decisionmaker for the appeal has been appropriately trained;

    d. The University shall provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome as follows:

        i. The appealing Party's submission shall consist of a concise written statement as to why the dismissal decision should be reversed; and

        ii. The other Party may submit a concise counterstatement within **5 business days** of receiving the appealing Party's submission; and

    e. The University shall simultaneously notify the Parties of the result of the appeal and the rationale for the result.

6. Notwithstanding a decision to dismiss the Complaint, the University shall provide Supportive Measures to the Complainant and Respondent as appropriate.

7. If the Student Conduct Administrator decides that the Complaint should not be dismissed but the sanctions will not be expulsion or a suspension from the University, then the Parties shall be notified that the matter will be handled under the procedures set forth in Section 11.3.

b. **Consolidation of Complaints.** The Student Conduct Administrator may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, when the allegations arise out of the same facts or circumstances.

c. Informal Resolution

i. At any time prior to determining whether a violation of this Code occurred, the University may offer to a Complainant and Respondent an informal resolution process, unless such a process would conflict with federal, state, or local law.

    1. The Student Conduct Administrator has discretion to determine whether it is appropriate to offer an informal resolution process and may decline to offer informal resolution despite one or more of the Parties' wishes.

    2. Circumstances when the Student Conduct Administrator may decline to allow informal resolution include but are not limited to when the University determines that the alleged conduct would present a risk of future harm to others.

ii. The University will not require or pressure the Parties to participate in an informal resolution process. The Student Conduct Administrator must obtain the Parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and adjudication of a Complaint as a condition of enrollment or continuing enrollment or exercise of any other right.

iii. Before initiation of an informal resolution process, the Student Conduct Administrator must provide the Parties written notice that explains:

    1. The allegations;

    2. The requirements of the informal resolution process;

    3. That, prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and to initiate or resume the University's grievance procedures under this Code;

    4. That the Parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the Parties from initiating or resuming grievance procedures arising from the same allegations;

    5. The potential terms that may be requested or offered in an informal resolution agreement, where such potential terms include (but are not limited to):

        a. Restrictions on contact; and

        b. Restrictions on the Respondent's participation in one or more of the University's programs or activities or attendance of specific events, including restrictions the University could have imposed as remedies or disciplinary sanctions had the University determined that a violation of this Code occurred;

6. Which records will be maintained and could be shared;

7. That if the University initiates or resumes the procedures under this Code, the University or a Party must not access, consider, disclose, or otherwise use information, including records, obtained solely through an informal resolution process as part of the investigation or determination of the outcome of the Complaint; and

8. That, when applicable, and if the University resumes the disciplinary proceedings under this Code, the informal resolution facilitator could serve as a witness for purposes other than providing information obtained solely through the informal resolution process.

iv. The facilitator for the informal resolution process must not be the same person as the investigator or decisionmaker in the University's procedures under this Code. Any person designated by the University to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant and Respondent.

v. In order to encourage an open exchange of views and maximize the chances of agreement, mediation sessions may not be recorded, unless the Parties agree to a different arrangement.

vi. Any informal resolution shall be in writing and shall represent the final resolution of the case, unless one of the Parties fails to adhere to the terms of the agreement.

vii. If the Parties do not agree to an informal resolution, the process is unsuccessful, or informal resolution is not appropriate due to the nature of the Complaint, then the formal disciplinary proceedings will commence or resume.

d. Investigation

i. After the Student Conduct Administrator provides the Parties with the information described above, the Student Conduct Administrator shall promptly meet with the Complainant and Respondent separately to discuss the following:

1. The allegations in the Complaint, including the Party's version of events, the nature and location of evidence, and the identity of witnesses;

2. Supportive Measures; and

3. The Party's interest in resolving the matter through informal resolution, unless the Student Conduct Administrator determines that informal resolution would be inappropriate under the circumstances.

ii. A Party and his or her advisor are not permitted to attend interviews other than his or her own interview.

iii. In addition to meeting with the Parties, the Student Conduct Administrator shall take other investigatory steps, as necessary. Such steps may include:

1. Interviewing witnesses (including expert witnesses, if any) and summarizing such interviews in writing;

2. Visiting, inspecting, and taking photographs of relevant sites;

3. Collecting and preserving relevant evidence (potentially in coordination with law-enforcement agencies); and

4. Obtaining any relevant medical records, provided that the subject of the records has voluntarily authorized the release of the records in writing.

iv. The investigation shall ordinarily be completed within **30 calendar days** after the Complaint is filed or as soon as practicable thereafter.

e. **Investigation by Law Enforcement:** Nothing in this Code should be construed as restricting the ability of campus law enforcement to investigate a possible criminal violation.[43] If a law enforcement investigation has been initiated, the University will take reasonable measures to avoid undue interference with the law enforcement investigation. In most cases, the University's investigation will not be halted due to the fact that a parallel law-enforcement investigation has commenced.

2. Additional procedures in cases involving allegations that could result in a sanction of expulsion or suspension from the University.

a. Administrative File

i. At the conclusion of the investigation and at least **7 business days** before the Hearing, the Student Conduct Administrator shall remind the Parties of their right to review the Administrative File to the extent allowed by law.[44]

ii. The Parties shall have an opportunity to respond to the evidence contained in the Administrative File at a live Hearing.

b. Hearing Officer or Hearing Panel

i. At least **3 business days** before the Hearing date, the Student Conduct Administrator shall select a Hearing Officer or Hearing Panel and disclose the individuals' identities to the Parties.

ii. A Party may challenge a Hearing Officer or Hearing Panelist for bias or any conflicts of interest with the potential to undermine the integrity of the disciplinary process. The Vice Chancellor for Student Affairs or a designee who is not a factfinder in the case shall promptly resolve the challenge and designate a substitute as appropriate.

iii. Persons who serve as Hearing Officers or Hearing Panelists may not be the same individuals who investigated the alleged misconduct.

c. Hearing Procedures

i. The Hearing Officer or Hearing Panel may pose questions to the witnesses before affording the Parties an opportunity to ask questions.

ii. The Hearing Officer or Chair of the Hearing Panel will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the Hearing and decision-making process. The Hearing Officer or Hearing Panel may, in its discretion, choose to call a Student Conduct Administrator for the purpose of explaining the investigation and findings.

iii. The Hearing Officer or Hearing Panel must determine whether a proposed question is relevant and not otherwise impermissible prior to the question being posed, and must explain any decision to exclude a question as not relevant. If a decisionmaker determines that a Party's question is relevant and not otherwise impermissible, then the question must be asked except that no questions that are unclear or harassing of the Party being questioned will be permitted.

iv. The Hearing Officer or Chair of the Hearing Panel has discretion to determine whether the Parties may present expert witnesses as long as the determination applies equally to both Parties.

v. At the Hearing, the Parties may:[45]

1. Make an opening and closing statement;[46]

2. Present relevant evidence;[47] and

3. Cross-examine adverse witnesses.[48]

vi. The Respondent may waive the right to be present at a disciplinary proceeding[49] by providing to the Student Conduct Administrator a signed waiver as set forth in **Appendix C**. The waiver shall be signed by the Respondent and the adjudicator.[50] The Student Conduct Administrator shall provide one copy to the Respondent and place another copy in the Administrative File.[51] If the Respondent waives the right to be present at a disciplinary proceeding, the Respondent shall not have the right to appeal the University's initial decision.[52]

vii. Hearings may be conducted through a live Hearing with the Parties physically present in the same geographic location. At the University's discretion or upon the request of either Party, it will conduct the live Hearing with the Parties physically present in separate locations with technology enabling the decisionmaker and Parties to simultaneously see and hear the Party or the witness while that person is speaking or communicating in another format.

viii. The University shall create an audio, audiovisual, or transcript of the Hearing.[53]

ix. The Parties may pose relevant questions to witnesses under the following conditions:

1. In cases in which a Party is represented by an advisor, the advisor may pose questions to the witness directly.

2. In cases in which a Party is not represented by an advisor, the questions may be asked through the Hearing Officer or Hearing Panel. A Party may not, however, question a witness directly. The Party may tender an initial set of proposed questions prior to the Hearing and propose follow-up questions, including questions challenging credibility, that a Party wants asked of any Party or witness.

x. If a Party does not respond to questions related to their credibility, the decisionmaker must not rely on any statement of that Party that supports that Party's position. The decisionmaker must not draw an inference about whether misconduct occurred based solely on a Party's or witness's refusal to respond to questions related to their credibility.

d. Written Decision

i. As soon as practicable after the Hearing, the Hearing Officer or Chair of the Hearing Panel shall simultaneously distribute to the Parties a written decision of the result that contains the following:

1. A description of the alleged Code violation;

2. Information about the policies and procedures the University used to evaluate the allegations;

3. The decisionmaker's evaluation of the relevant evidence and determination of whether a violation occurred;

4. When the decisionmaker finds that a violation occurred, any disciplinary sanctions the University will impose on the Respondent, and whether remedies other than the imposition of disciplinary sanctions will be provided by the University to the Complainant and, to the extent appropriate, other Students identified by the University to be experiencing the effects of a violation; and

5. The University's procedures to appeal the result of the disciplinary Hearing;[54]

ii. If there is a determination that a violation occurred, as appropriate, the Student Conduct Administrator shall provide and implement remedies to a Complainant or other affected person(s) and take other prompt and effective steps to ensure that a violation does not continue or recur within the University's education program or activity.

iii. The determination regarding responsibility becomes final either on the University providing the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

e. Appeals

i. A Party may appeal a decision or sanction by submitting a written statement to the Student Conduct Administrator within **7 calendar days**[55] of receiving the Hearing Officer or Hearing Panel's written decision. An Appeal Form is set forth in **Appendix D**.

ii. An appeal may be initiated after the deadline if the Party shows that new, previously unavailable evidence came to light or that there is a compelling reason for the delay.

iii. The appeal shall be heard by the Vice Chancellor for Student Affairs or designee.

iv. The appeal shall be decided based on the record and without deference to the decision of the Hearing Officer of Hearing Panel.

v. A Party may only appeal based on one of the following grounds:

1. A procedural irregularity that would change the determination of whether a Code violation occurred;

2. The discovery of new evidence that would change the outcome of the matter and that was not reasonably available at the time the determination of whether a Code violation occurred or dismissal was made;

3. A Student Conduct Administrator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome of the matter; or

4. The sanctions are grossly disproportionate to the severity of the offense.

vi. The Student Conduct Administrator shall promptly notify the other Party of the appeal and provide a copy of the Party's written statement. The other Party may submit a written counterstatement within **5 business days** thereafter.

vii. The decision on appeal may uphold the decision, modify it, or remand the matter to the Hearing Officer or Hearing Panel for further factual development.

viii. The Vice Chancellor for Student Affairs or designee shall inform the Parties of the decision in writing within **5 business days** of the last Party's written submission or as soon as practicable thereafter.

ix. The Parties may challenge the Vice Chancellor for Student Affairs' (or designee's) involvement for bias or a conflict of interest with the potential to undermine the integrity of the appellate process. The Chancellor may decide any such challenge and replace the administrator with an appropriate substitute.

f. Certification of Compliance

i. At the conclusion of the disciplinary proceedings, the Chancellor or Vice Chancellor of Student Affairs shall certify, on a form similar to **Appendix E**, that the substantial rights of the Complainant and Respondent as established in Act 470 of 2023 have been followed.[56]

ii. The certification shall be maintained in the Administrative File.[57]

3. Disciplinary procedures in non-Title IX cases in which neither expulsion nor suspension from the University will be imposed

a. If the Student Conduct Administrator determines, in his or her discretion at the inception of the case, that a sanction of expulsion or suspension will not be imposed in a non-Title IX case involving an alleged violation of the Code (other than an act of Academic Dishonesty), then the alleged violation of the Code shall be resolved through an administrative Hearing before the Student Conduct Administrator or designee.

b. An attorney or non-attorney advisor may not participate at any stage of the disciplinary proceedings.

c. The Student Conduct Administrator or designee shall ensure that the Respondent receives:

i. Written notice of the charges;

ii. An opportunity to inspect the Administrative File;

iii. An opportunity to be heard at a meeting with the Student Conduct Administrator or designee;

iv. A written decision on whether the Respondent has violated the Code and the sanctions that will be imposed; and

v. An opportunity to appeal to the Vice Chancellor for Student Affairs or designee, within 5 business days of the decision, based on one of the following grounds:

    1. A procedural irregularity that affected the outcome;

    2. The discovery of new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome;

    3. The University investigator or decisionmaker had a conflict of interest or bias that affected the outcome; or

    4. The sanctions are grossly disproportionate to the severity of the offense.

vi. A reasonably prompt, written decision from the Vice for Student Affairs regarding the appeal.

vii. An opportunity to challenge the involvement of any decisionmaker due to bias or a conflict of interest.

Section 12: Amnesty

The University offers amnesty to anyone who may be hesitant to report a serious incident because of fear that they personally may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, but no conduct sanctions or records will result.

Section 13: Sanctions

1. Sanctions must be reasonable and proportionate to the seriousness of the violation. The Student Conduct Administrator must accurately advise the disciplinary body of sanctions that have been imposed for similar violations in the past in order to ensure consistency and equity across time.

2. A Student's conduct history shall not impact the finding of responsibility, but it may be used as information in determining appropriate sanctions.

3. Ordinarily, sanctions will not be imposed until the resolution of an appeal. However, if it is deemed necessary to protect the welfare of the victim or the University community, the Hearing Officer or Hearing Panel may recommend to the decisionmaker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

4. Any sanction imposed on a Respondent—including those based on a finding that sex-based harassment occurred—will take on the following forms:

    a. Verbal warning;

    b. Written reprimand;

    c. Probation and/or suspension in abeyance;

    d. Loss of privileges for a specified period of time;

    e. Restitution through community service or fine;

    f. Research assignments;

    g. A requirement to receive certain training;

    h. Community service;

    i. Removal from campus housing, including terms for readmission;

    j. Suspension from the University, including terms for readmission; and/or

    k. Expulsion from the University

5. The University may withhold a Respondent's degree for a reasonable amount of time to resolve any pending charges under this Code and to make sure that related sanctions are satisfied. The University may also revoke a degree if it is shown by a preponderance of the evidence that it was obtained by any form of Academic Dishonesty.

6. Student organizations and their officers and members, in their capacity as such, are subject to the same sanctions as other Respondents if a preponderance of the evidence shows actual participation in, or actual authorization or ratification of, a violation of the Code.

    a. In making this determination, the University shall consider whether the organization's members were acting in accord with the organization's practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.

    b. The University may impose upon a Student organization any of the sanctions that apply to individuals (including a loss of privileges), suspension for a period of time, or a permanent loss of University recognition.

Section 14: Confidentiality

1. When conducting an informal resolution process under this Code, implementing disciplinary proceedings, or requiring the Student Conduct Administrator to take other appropriate steps under this Code, the University must not disclose the identity of a Party, witness, or other participant except in the following circumstances:

    a. When the Party, witness, or other participant has provided prior written consent to disclose their identity;

    b. When permitted under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, or its implementing regulations, NPRM 34 C.F.R. Part 99;

    c. As required by law; or

    d. To carry out the purposes of Title IX, including action taken to address conduct that may constitute sex discrimination under Title IX in the University's program or activity.

2. To protect the privacy of all Parties and in accordance with FERPA, the Hearing will be closed.

3. Educational records related to any aspect of discipline against a Student will not be released by the University without the Student's authorization. This prohibition does not apply to Students in possession of their own educational records. Only exceptions authorized under will be permitted. For instance, the University may release records:

    a. To comply with a judicial order or a lawfully issued subpoena;

    b. To inform the Complainant in a case involving allegations of a crime of violence or a non-forcible sex offense of the final results of a related disciplinary Hearing;

c. To inform any third party, including other educational institutions, of the final results of a disciplinary proceeding related to a crime or violence or non-forcible sex offense if Respondent is found responsible;

d. To any Student's parents:

i. If the parents claimed the Student as a dependent on their tax returns; or

ii. To inform the parents if the Student is found responsible for an offense related to drugs or alcohol and the Student is under the age of 21 at the time of the disclosure; or

e. To address a health or safety emergency.

4. For cases involving allegations of Sex-based Harassment under Title IX, the University shall keep confidential the identity of any Complainant, Respondent, and witness, except as permitted by FERPA, required by law, or necessary to conduct any investigation, Hearing, or judicial proceeding arising under the Title IX grievance process.

5. Disclosure of final results to third Parties, if permitted, shall include only the name of the Responsible Student, the violation committed, and any sanction imposed. The disclosure must not include the name of any other Student, including a victim or witness, without the written consent of that other Student.

6. The University may take reasonable steps to protect the privacy of the Parties and witnesses during the pendency of disciplinary proceedings under this Code, but it will not restrict the ability of the Parties to obtain and present evidence, including by speaking to witnesses; consulting with a family member, confidential resource, or advisor; preparing for a Hearing (if one is offered); or otherwise defend their interests.

7. Except as allowed by the Parties' Free Speech Rights, the Parties and their advisors may not disclose information and evidence obtained solely through the process set forth in this Code without authorization.

Appendices A-E, mentioned through the Code of Conduct, can be found at the following link: https://www.uamont.edu/life/pdfs/StudentConduct-Appendices.pdf

Community Standards

The University recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students faculty, and staff are free to discuss matters to the extent consistent with the First Amendment to the U.S. Constitution; Article 2, Section 6 of the Arkansas Constitution; state and federal statutes and regulations; and the reasonable, content-neutral restrictions set forth in this policy and other University and campus policies.

The University recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment), violations of law, and violations of University policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.

This policy describes the rights of members of the campus community to engage in expressive activities and provides for procedures and restrictions that are intended to protect the interests of the University and the campus community. To the extent any part of this policy conflicts with an applicable law or constitutional provision, then the relevant law or constitutional provision shall control. Such laws and provisions include the First Amendment to the U.S. Constitution; Article 2, Section 6, of the Arkansas Constitution; Act 184 of 2019 (Ark. Code Ann. § 6-60-1001 et seq.); and Act 614 of 2023 (Ark. Code Ann. § 6-60-1401 et seq.).

II. Definitions

A. "Expression" means any lawful verbal or written means by which an individual may communicate an idea to another individual.

B. "Campus Forum" means (1) an outdoor area of campus (as defined below) or (2) any non-academic and publicly open portion of a facility that this state-supported institution of higher education has traditionally made available to members of the campus community for expressive purposes. At this institution, the University Center meets this definition.

C. "Member of the Campus Community" means an enrolled student, an administrator, faculty member, staff member, registered student organization, a group seeking official recognition as a registered student organization, or an Invited Guest of any of the foregoing persons or groups. A person purporting to be an Invited Guest loses her or her status as such if there is noncompliance with the identification requirements set forth in this policy.

C.1. "Invited Guest" means a person who has received a personal invitation, specific to the individual, from one of the foregoing, persons, or groups, to take part in a specific activity or event. A general event notice or group communication does not constitute a personal invitation for determining whether an individual is considered an "invited guest" and thus a "Member of the Campus Community for purposes of this policy. A person purporting to be an Invited Guest loses her or her status as such if there is noncompliance with the identification requirements set forth in this policy.

D. "Large-Scale Event" means (1) an event that involves the use of amplified sound; (2) an event that involves the placement of a stage, carts, vehicles, trailers, or multiple tables; or (3) a parade, demonstration, or similar planned event that: (a) can reasonably be expected to attract 50 or more people, including participants and spectators or (b) can reasonably be expected to require additional security, crowd control, or other substantial University resources. A Large-Scale Event does not include a spontaneous, contemporaneous assembly of members of the campus community.

E. “Non-Member of the Campus Community” or “Non-Member” means all persons, groups, clubs, or other organizations that do not come within the definition of “Member.”

F. “Registered Student Organization” or “RSO” means an organization (including a club) comprised of University students that is registered with the campus office of student involvement and leadership.

G. “Outdoor Area of Campus” means the generally accessible outside areas of the campus of a state-supported institution of higher education where members of the campus community are commonly allowed, including grassy areas, walkways, and other similar common areas. “Outdoor Area of Campus” does not include outdoor areas where access by the majority of the campus community is restricted.

H. “Student” means any person who is enrolled on a full-time or part-time basis at this institution.

III. Applicability of Other Policies

III. Applicability of Other Policies

This Policy shall, wherever possible, be construed in a manner that is consistent with other University and campus policies. Those policies may include (but are not limited to) the following:

A. Facilities Use

The utilization of campus facilities is generally governed by Board of Trustees Policy 705.1, University of Arkansas Systemwide Policies and Procedures 715.1, and applicable campus policies on facilities use.

B. Academic Freedom

This Policy shall not be interpreted as limiting, expanding, or otherwise affecting the rights and obligations of faculty as set forth in Board of Trustees Policy 405.1.

IV. Time, Place, and Manner Guidelines

The University shall not restrict the expression of a member of the Campus Community in a Campus Forum based on (1) the viewpoint of the expression or (2) reaction or opposition from listeners to or observers of the expression. A Campus Forum may be used for expressive activities so long as they meet the following requirements:

1. A member of the Campus Community may not disrupt a previously scheduled or otherwise reserved activity.

2. An expressive activity must not violate local ordinances, state laws, federal laws, this policy, or another University policy regarding:

a. Compliance with state and federal laws on discrimination and harassment; or

b. The productive and efficient operation of an instructional or work environment.

3. The duration of the expressive activity may be limited to a reasonable period of time, based on the type of event and the resources required to manage it.

4. There shall be no obstruction of entrances or exits to buildings, driveways, parking lots, or other campus locations.

5. An expressive activity must not disrupt vehicular traffic, pedestrian traffic, or scheduled University programs or events. A speaker's use of walkways or other common areas may not block the free passage of others or impede the regular operation of the University.

6. An expressive activity must not create unreasonable safety risks.

7. There shall be no alteration, modification, defacement, or destruction to University-owned or University-leased property.

8. Expressive activities are subject to any campus policies on the permissible posting of signage, use of chalk, or other alterations to University structures.

9. The erection of tents or camping on University premises is prohibited without prior written authorization from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM- CTM on the McGehee campus. Authorization will only be given for tents that are used in support of official University functions at designated areas.

10. The location for the expressive activity must be left in its original condition at the conclusion of the event, and individuals are responsible for ensuring that any trash or litter is properly discarded. Any person or entity that causes damage to University-owned or controlled property will be responsible for paying any charges necessary to return the property to its original state. Similarly, reasonable cleaning charges may be assessed.

11. Amplification equipment such as loudspeakers are allowed only with prior permission from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM- CTM on the McGehee campus. Such requests will be evaluated for the potential disruption of regular University activities or processes.

12. Expression that is obscene, defamatory, or consists of fighting words or threats of physical harm, incites imminent lawless action, or is otherwise not entitled to First Amendment protection is not permitted.

13. Except as provided in other University policies, University property may not be used for the purpose of promoting a commercial enterprise or raising money for projects not connected with a University activity.

14. By making a reservation or using a University space for expressive activity, the organizer agrees to be financially responsible for all costs associated with the use of the space—including (but not limited to) security costs related to invited participants, clean up, and repair of damage to University property. Moreover, if warranted by the nature of the event, the University may require a requestor to obtain appropriate liability or other insurance coverage and/or to indemnify the University, its officials, and employees for any claims pertaining to the use of University grounds.

15. Only official academic and administrative units of the University, University-related foundations and the University alumni association, and registered student organizations with approval of their faculty advisor, are allowed to reserve outdoor spaces during "dead days," any official final examination periods, or the dates of any Official University Commencement activities.

16. Unless officially authorized to do so, no person engaging in expressive activity may represent or give the impression that the person or organization is speaking on behalf of the University, including through the use of the University name, marks, images, or logos. Communications regarding an event may factually state a university location for an event, but shall not state or imply University sponsorship or endorsement of an event unless it is in fact conducted by the University.

17. First priority for use of Campus Forums shall go to the University's academic and administrative units, and the University reserves the right to modify or cancel reservations accordingly. All uses of the University's indoor and outdoor spaces remain subordinate to the University's right to use them at any time to advance the mission of the institution.

18. Event organizers, including for spontaneous and contemporaneous events, shall make available accurate contact and event information to University officials to enable communications regarding compliance with University policies, including as necessary regarding event security and crowd control arrangements.

19. Persons engaged in expressive activities shall identify themselves upon request by a University administrator or campus security officer. In addition, an Invited Guest shall identify the employee, student, or Registered Student Organization that the invitation.

V. Expressive Forums and Reservation Requirements

A. Use of Campus Forums

Members of the Campus Community are encouraged to make a reservation to engage in an expressive activity at a Campus Forum at least 3 days in advance of any planned use. Members of the Campus Community must make a reservation for any Large-Scale Event and receive prior approval from the Special Events Coordinator at least 3 days in advance of any planned use of a Campus Forum. Members of the Campus Community may, however, spontaneously and contemporaneously assemble, speak, and distribute literature at Campus Forums without receiving prior approval, but otherwise subject to the provisions of this policy.

Non-Members of the Campus Community must make a reservation and receive prior approval from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM-CTM on the McGehee campus at least 3 days in advance of any planned use of an Outdoor Area of Campus. Non-Members of the Campus Community may not use indoor areas unless authorized pursuant to the campus policy on facilities use.

B. Reservation Preference

In instances in which prior permission from the University is not required, persons are still encouraged to contact Special Events Coordinator for scheduling purposes to minimize possible conflicts. Persons with a reserved space will have priority over any other persons seeking to use the area during the scheduled time period for an expressive activity.

C. Reservation Requirement for Other Locations

There are certain additional locations on campus, including certain indoor facilities, that may be made temporarily available to Members or Non-Members of the Campus Community for assemblies, debates, or other expressive activities as designated by the University. Examples of such locations vary by campus but may include building foyers and auditoriums. The use of such locations may entail security concerns, scheduling conflicts, or resource constraints. Where allowed, persons desiring to use such locations may request a reservation pursuant to facility-specific policies. A list of such reservable facilities is available at https://www.uamont.edu/about/reservations. Approval of reservations may be conditioned on acceptable security arrangements, insurance, or payment of fees.

Other locations on campus are typically restricted for their intended purpose and cannot be reserved for expressive activities. Examples of such locations vary by campus but generally include the following: libraries, the hallways and classrooms in academic buildings, dormitory rooms, faculty and staff offices, administration buildings, medical treatment facilities, research and computer labs, and athletic fields and facilities.

D. Registered Student Organizations, Organized Demonstrations, and Large-Scale Events

The right of freedom of expression includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the University's operations or endanger the safety of others. Accordingly, Large-Scale Events must receive prior approval from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM- CTM on the McGehee campus at least 3 days in advance of the event or activity.

The University will work with the requesting person to either approve the request or find a suitable time and location. To ensure safety on campus, the University may require the requesting party to provide a parade route, hire security, ensure ingress and egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies.

This policy does not designate all publicly accessible outdoor locations on campus or any indoor location as a traditional public forum, regardless of whether it is a Campus Forum under this policy.

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E. Denials and Revocations

A denial or revocation of permission to engage in an expressive activity shall generally be based on a reason set forth in this policy or other applicable policies of the Board of Trustees or University of Arkansas System. However, no policy can address every possible activity or situation that may occur on University property, and the University reserves the right to address such situations as circumstances warrant.

Any decision to deny a reservation for a Campus Forum shall be promptly communicated in writing to the requester and shall set forth the basis of the denial. Any such denial must be based on clear, viewpoint-neutral criteria. Anyone aggrieved by the application of these rules or an alleged abridgment of free speech on campus may submit a written grievance within 10 days to the decision Vice Chancellor for Student Engagement or designee.

E. Sanctions and Enforcement

Violations of this policy by Members of the Campus Community may result in review and sanctions under applicable University policies and procedures, including, but not limited to, the campus code of student conduct, employee handbooks, and campus nondiscrimination policies. Violations of this policy by other persons may result in removal from campus or arrest. Members and Non-Members of the Campus Community may also lose their privileges to use campus grounds and facilities in the future, in addition to criminal sanctions. Any criminal proceedings are separate from the University's sanctions. The University will enforce this policy in a content-neutral manner.

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Hazing

At the University of Arkansas at Monticello, all students, faculty, staff, alumnus, and volunteers should understand that hazing is not only unacceptable and a violation of the University of Arkansas at Monticello's rules and policies but is also against the law.

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 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/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 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, too 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.

Alcohol & Other Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of the University of Arkansas at Monticello are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on University property or as part of any University-sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

The University of Arkansas at Monticello affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through University Counseling Services, Health Services, and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest in order to ensure the student's health and safety and/or a conduct complaint for disorderly conduct and/or failure to comply.

A. Parental Notification Policy

The University of Arkansas at Monticello is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future.

The University of Arkansas at Monticello alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Students (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the University alcohol and drug policy.

B. Alcohol Policy

The following sections describe University policy regarding the sale, service, distribution, and consumption of alcoholic beverages on University property or at university-sponsored events in accordance with federal, state and local laws.

Basic Guidelines

Students who are 21 years of age or older are not permitted to possess or consume alcohol in designated university housing rooms. Students who are of legal drinking age may not share or provide alcohol to any students, employees or others who are under 21 years of age. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol anywhere on university property or at university-sponsored events. Drinking games, and simulated drinking games (e.g. water pong) are prohibited on campus.

Examples of Violations of the University Alcohol Policy

- Purchasing alcohol by a person under the age of 21.
- Selling or providing alcohol to a person under the age of 21.
- Possessing either full [or empty] alcohol containers by a person under the age of 21.
- Consuming alcohol by a person under the age of 21.
- Showing physical or mental impairment following or resulting from alcohol use.
- Possessing empty alcohol containers for decorative purposes.
- Using or possessing common sources of alcohol including, but not limited to kegs, party balls, punch bowls, wine boxes, etc.
- Participating in or being present during the occurrence of any drinking game.
- Possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces.
- Driving under the influence of alcohol.

failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so", is considered unacceptable behavior for a university student. An example of such behavior includes refusing to submit to a breath test when requested by a police officer, whether on or off-campus, which is considered a violation of the university Code of Student Conduct and may result in conduct sanctions.

A partial list of university alcohol policy violations and their subsequent sanctions is listed below. Sanctions are dependent upon a number of factors including, but not limited to: hearing officer discretion, the nature and severity of the incident, a student's conduct history and a student's cooperation throughout the conduct process.

a) *Minor in Possession/Consumption of Alcohol or Residence Life Alcohol Policy Violations*:

1. First Offense—Possible sanctions and institutional actions include, but are not limited to:
    - Participation in an alcohol education activity and/or a Minor in Possession course, at the student's expense and as determined by the Dean of Students (or designee);

- Authorship of a research/reflection essay;
- Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
- Reprimand up through suspension or expulsion from housing and/or the University;
- Other sanctions as determined by the Dean of Students (or designee).

2. Second Offense— Possible sanctions and institutional actions include, but are not limited to:
   - Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation;
   - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Dean of Students (or designee);
   - Authorship of a research/reflection essay;
   - Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
   - Reprimand up through suspension or expulsion from housing and/or the University;
   - Other sanctions as determined by the Dean of Students (or designee).
3. Third and Subsequent Offenses— Possible sanctions and institutional actions include, but are not limited to:
   - Suspension or expulsion from university housing and/or the university;
   - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years; and/or
   - Other sanctions as determined by the Dean of Students (or designee).

b) *Purchasing, Selling or Providing Alcohol to Minors*:

1. First Offense— Possible sanctions and institutional actions include, but are not limited to:
   - Participation in an alcohol education activity at the student's expense and as determined by the Dean of Students (designee);
   - Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation;
   - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Dean of Students (or designee);
   - Authorship of a research/reflection essay;
   - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years;
   - Eligibility restrictions;
   - Reprimand up through suspension or expulsion from housing and/or the university;
   - Community service hours to be performed at a specific location as determined by the Dean of Students (or designee); and/or
   - Other sanctions as determined by the Dean of Students (or designee).
2. Second and Subsequent Offenses— Possible sanctions and institutional actions include, but are not limited to:
   - Suspension or expulsion from the university;
   - Notification of law enforcement authorities;
   - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years; and/or
   - Other sanctions as determined by the Dean of Students (or designee).

C. Illegal Drug Policy

The following sections describe the University of Arkansas at Monticello's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off University property or at University-sponsored events or programs in accordance with federal, state and local laws. Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the University in addressing drug-related offenses which occur on- or off-campus. Moreover, it permits the University to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the University must address the education and well-being of all its students and employees. In addition to University imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on University property or at University activities.

Safe Harbor

The University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction or dependency to the attention of University officials outside the threat of drug tests or imposition of the conduct process and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

Violations of the UAM Illegal Drug Policy

A partial list of University drug policy violations and their subsequent sanctions is listed below.

a) Manufacture, Sale or Distribution of Illegal Drugs:

1. First Offense—Possible sanctions include, but are not limited to:

- Expulsion from the University;
- Notification of parents/guardians of students under 21 years of age and older dependent students;
- Notification of law enforcement authorities; and/or
- Other sanctions as determined by the Dean of Students (or designee).

b) For the Possession or Use of Drug Paraphernalia, Synthetic Substances and/or Illegal Drugs: Drug paraphernalia (e.g. bongs), illegal drugs, and synthetic substances (e.g. K2, Spice) whose common purpose is to replicate the effects of illegal substances are prohibited on campus.

1. First Offense—Possible sanctions include, but are not limited to:

- Suspension or expulsion from University housing;
- Suspension from the University for a period of not less than the remainder of the semester in which the infraction occurred;
- Participation in a drug education activity, at the student's expense and as determined by the Dean of Students (or designee);
- Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation;
- Observation of one or more sessions the County Misdemeanor or Felony Drug Court as determined by the Dean of Students (or designee);
- Authorship of a research/reflection essay;
- Notification of parents/guardians of students under 21 years of age and older dependent students;
- Notification of law enforcement authorities; and/or
- Other sanctions as determined by the Dean of Students (or designee).

2. Second Offense— Possible sanctions include, but are not limited to:

- Expulsion from the College/University;
- Notification of parents/guardians of students under 21 years of age and older dependent students;
- Notification of law enforcement authorities; and/or
- Other sanctions as determined by the Director of Student Conduct (or designee).

Risks of Alcohol Use

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

The Truth about Alcohol: Tips for Teens (U.S. Department of Health & Human Services, 2003)

a) Alcohol affects your brain. - Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.
b) Alcohol affects your body. - Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.
c) Alcohol affects your self-control. - Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.
d) Alcohol can kill you. - Drinking large amounts of alcohol can lead to coma or even death. Also, in 1998, 35% of traffic deaths of 15- to 20-year-olds were alcohol-related.

From Top Ten Myths About Alcohol (National Institute on Alcohol Abuse and Alcoholism: National Institutes of Health)

a) Can you hold your liquor? That is not a good thing. If you have to drink increasingly larger amounts of alcohol to get a "buzz" or get "high", you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.
b) One in three 18- to 24-year-olds admitted to emergency rooms for serious injuries are intoxicated. And alcohol is also associated with homicides, suicides, and drownings.

The Naked Truth: Alcohol and Your Body (FactsOnTap.org)

a) The amount of alcohol it takes to make you pass out is dangerously close to the amount of alcohol it takes to kill you.
b) A hangover is caused partly by the body's being poisoned by alcohol and partly by the body's reaction to withdrawal from alcohol.

Harmful Interactions: Mixing Alcohol with Medicines (U.S. Department of Health & Human Services)

a) Some medicines that you might never have suspected can react with alcohol, including many medications that can be purchased 'over-the-counter'—that is, without a prescription. Even some herbal remedies can have harmful effects when combined with alcohol.
b) Mixing alcohol with certain medications [both prescription and over-the-counter] can cause nausea and vomiting, headaches, drowsiness, fainting, or loss of coordination. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.
c) Alcohol and medicines can interact harmfully even if they are not taken at the same time.
d) Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.

Facts About Women and Alcohol (Texas Commission on Alcohol and Drug Abuse)

a) Women are more susceptible to the influence of alcohol just prior to or during their menstrual cycle than at other times during their cycle.
b) On average, a woman weighing 120 pounds requires 2.5 hours to metabolize one [standard] drink.
c) The course of alcohol addiction progresses at a faster rate among women than men.

Risks of Drug Use

The following is a partial list of the adverse effects of drug use on the individual and society arranged by source.

Marijuana...It Can Leave You Breathless! (Texas Commission on Alcohol and Drug Abuse)

a) Marijuana contains over 400 different chemicals including THC.
b) "THC, the active ingredient in marijuana, remains in the fat cells of the body from 14 – 30 days."
c) Marijuana use...
    1) Slows reaction time;
    2) Impairs thinking;
    3) Interferes with Coordination;
    4) Impairs comprehension skills;

5) Impairs mathematical skills;
6) Impairs reading skills;
7) Impairs verbal skills; and
8) Can lead to psychological dependency.

d) Long term, regular use of marijuana can have a permanent, negative effect on attention span, concentration, memory, judgment and logical thought.
e) Smoking one marijuana cigarette is as harmful to the lungs as smoking approximately 4 - 5 regular cigarettes. Smoking both greatly increases the risk of developing emphysema, cancer and other lung diseases.
f) Regular use of marijuana can affect fertility in males as it can suppress testosterone production.

Drugs & Pregnancy...No Way to Start a Life! and Drug Abuse & Pregnancy (Texas Commission on Alcohol and Drug Abuse)

a) The use of marijuana during pregnancy may result in low birth weight and smaller length and head circumference in babies.
b) Babies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. Also, THC, the ingredient in marijuana that causes the 'high,' accumulates in the mother's milk and transfers to nursing infants where is could cause harm to the baby's development.
c) The use of cocaine during pregnancy increases the risk of hemorrhage and premature delivery. Chronic use of cocaine causes increased risk of spontaneous abortion.
d) Nursing babies of cocaine abusers can also receive doses of cocaine through their mother's milk.
e) Developmental delays and abnormal facial features have been seen in babies whose mothers used inhalants or solvents in combination with alcohol while they were pregnant.
f) The use of solvents during pregnancy has also been linked to central nervous system defects in newborns.
g) Heroin use during pregnancy increases the likelihood of stillbirths and neonatal deaths, and babies born to opiate-addicted mothers experience withdrawal symptoms such as restlessness, tremulousness [tremors], sweating, vomiting, diarrhea, high-pitched crying, frantic fist sucking and seizures.

Inhalants...Deadly Fumes! (Texas Commission on Alcohol and Drug Abuse)

a) Products such as spray paint, glues, felt-tip markers, typewriter correction fluid, poppers and RUSH are considers inhalants.
b) The immediate effects of sniffing inhalants are disorientation, confusion, feelings of drunkenness, possible hallucinations, incoherence and loss of memory.
c) Sniffing inhalants can cause unpredictable or violent behavior in some persons. In other cases, it may cause someone to become withdrawn and isolated.
d) Inhalant abuse can cause permanent brain, liver, heart and lung damage.

Amphetamines...A Dead End Street! (Texas Commission on Alcohol and Drug Abuse)

a) Amphetamines are used to treat some forms of Attention Deficit Disorder (ADD) and narcolepsy.

b) The term amphetamines refers to three related drugs: amphetamine, dextroamphetamine and methamphetamine.

c) Street names for amphetamines include: speed, white crosses, uppers, and crystal.

d) Health risks associated with amphetamine use:

    1) Brain damage;
    2) Skin Disorders;
    3) Lung Disease;
    4) Delusions;
    5) Paranoia;
    6) Malnutrition;
    7) Ulcers;
    8) Heart Disease; and
    9) Hallucinations.

Steroids (Texas Commission on Alcohol and Drug Abuse)

a) Synthetic anabolic steroids are drugs which act like the male hormone, testosterone...Some athletes use steroids to increase their strength, muscle mass, and endurance. While not all athletes use steroids, many weight lifters and body builders do...Also, some non-athletes who want well-defined muscular shape and attractive over-all body appearance use steroids.

b) A partial list of the adverse side-effects experienced by male users includes:

    1) Enlarged breasts;
    2) Permanent premature hair loss;
    3) Shrinkage of the testicles;
    4) Risk of heart and blood vessel disease; and
    5) Sterility.

c) A partial list of the adverse side-effects experienced by female users includes:

    1) Male-sounding voice;
    2) Growth of permanent facial hair;
    3) Reduction in breast size;
    4) Male-like muscle growth;
    5) Increased sex drive; and
    6) Permanent sterility.

d) A partial list of the adverse side-effects shared by male and female users includes:

    1) Pimples & skin blemishes;
    2) Inability to release body heat through sweating;
    3) Abnormal blood clotting;

4) Unusually aggressive behavior;
5) Violent rages;
6) High blood pressure;
7) Liver dysfunction;
8) Depression and frustration;
9) Drug dependency; and
10) Liver cancer.

University Behavioral Intervention Team

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 University Police Department 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 Professional Counselor Services and University Police Chief. The Person of Concern Report form is located on the Counseling 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.

University Offices & Resources

Admissions

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.

Monticello Campus, Student Success Center, (870) 460-1026

McGehee Campus , Office of Student Services, (870) 460-2103

Crossett Campus , Office of Student Services, (870) 460-2004

Bookstore

(870) 460-1055

The University Bookstore is located in the Student Success Center. 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, UAM logo items, gifts, snacks, and many other items. The bookstore sponsors a textbook buyback at the end of each semester.

Career, Testing, and Tutoring Services

Monticello Campus, Student Success Center,-(870) 460-1454

Crossett Campus College of Technology

Crossett (870) 460-2024

McGehee Campus College of Technology McGehee (870) 460-2103

The Career Services Center, located in the Student Success Center, provides services to assist students determining career and educational choices. The Center helps students better understand themselves, their interests, and abilities. Through 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 2 Career).

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 offers current resources related to graduate schools and employers, interview preparation and job-hunting techniques, information on specific companies and government agencies, and information on any career. Career oriented program ma-y includes seminars on interview preparation, careers for women, and career opportunities for minorities. 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, upon graduation by taking advantage of the career services offered by UAM. A Career Services professional can help you choose a major, decide upon a career, and prepare you to search for employment. During all phases of your job search there are career resources you can utilize to assist you in this process and prepare you to search for employment:

Online Career & Education Planning System for College Students. Customized with UAM's majors (Focus 2 Career).

- Individualized Career Help
- Resume and Cover Letter Writing, Interviewing Help
- Career Development Workshops
- Career Expo each Spring Semester

CAREER SERVICES

Educational advising is available to help students plan and make decisions concerning their college education.

The Office of Career Services offers a wide variety of career related tools and assistance including resume writing, mock interviews, career decision-making assistance, job search and career assessment interpretation are a few of the many topics covered. Career Services brings Internship opportunities to campus and hosts the annual Career Fair each Spring. Career advising is available by appointment to any UAM student or alumni.

The Office of Career Services provides workshops and individual assistance each semester to assist students with study skills, time management, as well as other student success skills.

TESTING SERVICES

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

TUTORING SERVICES

Tutoring Services are free to all currently enrolled UAM students.

Appointment are required and can be made by clicking on the following link at: http://www.uamont.edu/life/testing/tutoring.html. -Select a tutor, click tutor name, and follow the appointment prompts to make and confirm appointment.

For tutoring questions, please follow the appointment prompts above, type questions, and submit. All other information can be found on the UAM Tutoring Services webpage at: http://www.uamont.edu/life/testing/tutoring.html.

Tutoring hours are generally 1 p.m. – 4 p.m. (SSC 203) and 6 p.m. – 10 p.m. (1st floor UAM Library – Sandra Campbell Conference Room). Online appointments are also available. Appointments are generally necessary for individualized assistance, while accessing Career Resources, Employment Listings, and FOCUS 2 programs are available on a drop-in basis from 8:00 a.m. to 4:30 p.m. Monday through Friday. For more information or to make an appointment, call 460-1454.

Counseling Services

The University Counseling Services on the Monticello campus is located on the second floor of the Gibson University Center. A full-time licensed mental health professional is available to students currently attending the University of Arkansas at Monticello to assist with varying general mental health concerns in a professional and confidential setting at no charge. The University Counselor offers 3 drop-in sessions per student during the hours of 8:00 AM-4:30 PM (with the exception of holidays and summer hours). Appointments for drop-ins can be made during these times in person, emailing uamcounseling.edu, or by phone at (870) 460-1654. Appointments for drop-ins are not necessary; however, this ensures ample time to take care of any concern's students may be experiencing. Sessions are typically 30-50 minutes in length. Services are available for those experiencing emergent or crisis situations. Referrals are also provided as needed.

The University of Arkansas at Monticello has Mainline Behavioral Health Systems on campus as well. A full-time licensed mental health professional is available to provide long-term mental health therapy services for multiple concerns that may inhibit academic success, such as anxiety, depression, loneliness, relationship difficulties, trauma, and more. The Mainline Behavioral Health Systems on campus is open to all University of Arkansas at Monticello students, faculty, and staff. Appointments can be made by visiting the office located on the second floor of the Gibson University Center, or by calling (870) 224-0109.

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 commuting 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 (weekends observe brunch). At each noon and evening meal, students are provided with a variety of entrees, a salad bar that includes a wide selection of vegetables, various desserts and a beverage bar. Starbucks WPS and the P.O.D. Express are located on the first floor of the Taylor Library and Technology Center, offers a variety of hand-crafted espressos, teas, and coffees perfectly paired with pastries, grab & go sandwiches, salads and snacks. Chick-fil-A serves lunch and dinner 6 days a week in our Student Success Center.

Declining Balance is included in most meal plans and can be used like a debit card at the Dining Hall, Starbucks WPS, P.O.D. Express, Chick-fil-A, and the football and basketball concessions stands. Declining balance can be added to an ID card by visiting the Dining Services Office or visiting www.UAMDining.com 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.

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 and may not be borrowed or removed from the dining hall. Any incidents involving theft from ARAMARK 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 Starbucks WPS and the P.O.D. Express will not be tolerated. Respect for the rights and property of others are always important and expected. 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 Starbucks WPS and the P.O.D. Express.
- 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 Director deems to cause interference with the operation of the cafeteria or Starbucks and the P.O.D. Express

Housing & Residence Life

The Office of Residence Life at UAM supports the academic mission of the institution by providing safe, comfortable physical environments in which students are able to pursue academic endeavors and achieve personal growth within the boundaries of community standards and respect for others.

Intercollegiate Athletics

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 & Recreations

Facebook: UAM Intramurals

Instagram: uamintramurals

IMLeagues.com

Missioncontrol.gg

University Center, Lower Level #101D (870) 460-1046

The Intramural and Recreation Program is a vital part of campus life at the University. Individuals and teams participate in a wide variety of competitive sports and special events. Intramurals encourage cooperation, good sportsmanship, social interaction, and physical fitness, and fun. For those students, faculty, and staff interested in pursuing less competitive recreational activities, the UC recreation areas (multipurpose gymnasium, workout room, game room, fitness room, and racquetball/wallyball courts) maintain open recreation hours for drop-in use. Sandy volleyball courts, tennis courts, a pickleball court, a disc golf course, and a multi-purpose playing field provide ample opportunity for outdoor recreation.

Participation in intramural sports and recreation programs is voluntary. Individuals participate in the programs and use of facilities at their own risk. The university does not provide insurance for any of its activities and shall not be liable for any injuries that occur at any of these locations or programs. All participants are encouraged to consult a physician for a health exam and to have accident insurance prior to participation.

The Intramural and Recreation Program employs a number of students through the work study program.

Student Employment Opportunities

Any student seeking Student Worker Employment on the University of Arkansas at Monticello main campus or any of its Technical campuses, Crossett or McGehee, must complete an online application at http://www.uamont.edu/jobs/students-jobs/index.html

To view open campus positions, please visit the website http://www.uamont.edu/jobs/students-jobs/index.html

This site is updated as student worker positions become available and are removed when positions are filled.

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 & Activities

The mission of the Office of Student Programs and Activities is to provide consistent, high-quality activities and programs that promote student participation in cultural, social and educational growth while having fun doing so.

Student Special Services

(International/ADA)

Student Success Center, (870) 460-1026

whitingm@uamont.edu

Crossett Campus College of Technology

Dawn Reed

(870) 460-2030

reedd@uamont.edu

McGehee Campus College of Technology

Jason Henry

(870) 460-2103

henryj@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 Student Special Services for information.

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 a 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 to 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 Student Special 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 their complaint informally by meeting with the Student Special Services Coordinator or 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 Student Special 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 Student Special 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 Student Special 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 their 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.

Student Grievance Procedure for Non-Academic Matters

Students may bring forth a complaint to the University to seek further review of a non-academic decision or action by the University (or a University employee acting in an official capacity) that the student contends was in violation of written campus policies, or constitutes unfair or unequal application of such policies.

Applicability of Procedure

This procedure applies to students enrolled in traditional courses as well as online courses. This procedure does not apply to matters which are subject to other campus policies and procedures, including but not limited to the following:

- allegations of discrimination or harassment under the University's Policy and Procedure on Complaints of Discrimination and Harassment;
- allegations of sexual harassment under the University's Title IX Policy for Title IX Policy for Complaints of Sexual Assault and Other Forms of Sexual Harassment;
- appeals of financial aid decisions under the University's policy on Satisfactory Academic Progress;
- potential violations of the standards of conduct under the University's Code of Student Conduct;
- • appeals of academic decisions under the University's Academic Regulations and Appeals Procedures.

Reporting a Complaint

A student with a complaint that is non-academic in nature may present the matter to and discuss it with the Vice Chancellor with supervisory responsibility for the area in which the complaint originated. Non-academic grievances may include but are not limited to complaints which do not fall under another University procedure (See below). Complaints originating in the Department of Athletics should be directed to the Director of Athletics. Complaints originating in University Police should be directed to the Chief of University Police. Complaints regarding a Vice Chancellor, the Director of Athletics, or the Chief of University Police should be directed to the Chancellor. A student may contact the Vice Chancellor for Student Engagement or the Associate Vice Chancellor for Student Engagement & Dean of Students for procedural advice in reference to the resolution of a complaint or grievance.

Informal Resolution

The student should first seek to resolve complaints through informal discussions. The student should arrange an initial meeting with the appropriate Vice Chancellor (or designee), after which the Vice Chancellor (or designee) will attempt to resolve the complaint. If such informal discussions do not produce a satisfactory resolution within five (5) working days from the initial meeting, the student may pursue filing a grievance for formal resolution.

Formal Resolution

If the efforts to resolve a complaint informally are not successful, no later than sixty (60) days following the originating decision or action the student seeks to have reviewed, the student shall file a formal grievance in writing, clearly and succinctly stating the facts relating to the grievance and which policies the student contends have been violated or misapplied. The grievance should be submitted to the Vice Chancellor with supervisory responsibility for the area in which the complaint originated, or their designee.

The Vice Chancellor (or designee) will review the material provided with the grievance, and may, at their discretion, gather additional information helpful to a decision, whether in writing or through meeting with the student and/or other persons involved. The Vice Chancellor (or designee) shall issue a decision, in writing, within ten (10) working days after receiving the student's formal grievance, or as soon as practicable thereafter. The written decision will explain the basis for the decision, remedial steps required, if any, and the procedure for requesting an appeal. A copy of the written 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.

Appeals

If the student wishes to appeal the result of the formal resolution, then the student may, within three (3) working days after the date of the written decision, appeal the decision to the Chancellor of the University. The Chancellor may, at their discretion, designate an appeal review officer or ad hoc committee to review the appeal. An ad hoc committee will consist of at least three (3) members, including two (2) members from the faculty and/or professional staff and one (1) student. No members should be selected from the area in which the grievance originated.

The Chancellor (or designee) will review the material provided by the student, the resulting decision from the formal resolution, any other material which has been assembled regarding the matter, and any applicable University policies and may, at their discretion, gather any additional information helpful to a decision, whether in writing or through meeting or consulting with any individuals deemed necessary.

The Chancellor (or designee) shall issue a decision, in writing, within ten (10) working days following the receipt of the appeal, or as soon as possible thereafter. A copy of the appeal 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 supervising Vice Chancellor.

The appeal decision shall be final.

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The appeal decision shall be final.

Public Safety

University Police

The University Police Department 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 9 full-time police officers. 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. 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, the University Police Department 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 any time should call the University Police Department 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 University Police Department include parking and traffic control and general information. The University Police Department may be reached 24 hours a day at 870-460-1000 and/or 911.

UAM Alert

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 any time.

Traffic Regulations

Campus traffic regulations are available at the University Police Department

211 Science Center Drive, 460-1083 or consult the online copy at: https://www.uamont.edu/UPD/pdfs/ParkingRegulations2021.pdf

A student who drives a motor vehicle on campus must register their 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, they must do so through the Online Citation Appeal Form.
https://nextgensso2.com/sp/startSSO.ping?PartnerIdpId=https://sts.windows.net/92dced1a-b540-4d4a-8541-3c6c998331d0/&SpSessionAuthnAdapterId=uamonticelloDF&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/ee6d6bb6-a785-44af-b749-e35f86e61085

Entry, Search, 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

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:

1) **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.
2) **Suspicion of violation of law or policy:** The University reserves the right to enter such space when reasonable suspicion exists 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 Engagement, University Police Officer, or any member of the Executive Council of the University.

3) **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.
4) **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

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:

1) Search Warrant: The University reserves the right to search such space if a valid search warrant is obtained by proper legal authorities;
2) 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.
3) Permission: The University of Arkansas may search such space if a resident or present student grants permission.
4) 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 Engagement 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

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:

1) Suspicion of the violation of local, state, or federal laws: This suspicion may be referred to law enforcement officials through the University Police Department. University Police Department 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:
2) 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.

Facilities

University Facility Use

Consistent with University of Arkansas Systemwide Policies and Procedures (UASP 715.1) and Board Policy (705.1), University facilities, grounds, and other resources (collectively "facilities") exist for the purpose of fulfilling the University's broad educational objectives, including its primary educational mission of teaching, research, and public service; promoting a robust exchange and critical evaluation of diverse viewpoints; and fostering economic development and community involvement. When not required for its organized educational programming or official functions, University facilities may be made available for extracurricular use to colleges, departments, and other organizational units of the University; to organizations composed exclusively of faculty and staff; to organizations that exist solely for the benefit of the University; and to recognized student organizations with the approval of the faculty advisor.

When a facility is not in use for a regularly scheduled educational activity or for an extracurricular activity by one of the University organizations listed above, pursuant to policies or procedures tailored to the educational objectives of the University, such facilities may be made available for use by individual or informal groups of students as part of their overall educational experience, or by other persons or entities if such use serves institutional objectives. For example, it is an objective of the University to provide opportunities for University and broader communities to see and hear leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for office may be scheduled in University facilities under arrangements that allow reasonable opportunities for opposing candidates or points of view, although campaign fundraising is not permitted and University imagery shall not be used for campaign advertising. It must be made clear that the University does not support or oppose the views or candidacies of such individuals. Any such use is secondary to and shall not interfere with the primary purposes and functions to which University facilities are dedicated.

Members of the campus community may engage in expressive activities in outdoor campus areas, subject to reasonable time, place and manner restrictions to be defined by each campus, unit or division. Any such restrictions that will be described in a published campus, unit or division policy, must be consistent with constitutional requirements and Arkansas Code section 6-60-1005, and must be reviewed by the Office of General Counsel.

Multi-Occupancy Restrooms, Changing Rooms, and Sleeping Quarters in Public Buildings

Employees, students, and visitors to campus are prohibited from entering a restroom or changing room that is designated for the exclusive use of females or males unless he or she is a member of the designated sex or the individual's use of the restroom or changing room falls within one of the exceptions set out in this policy. UAM Operating Procedure 755.1

Faculty and Staff; Affiliated Organizations

A member of the faculty may invite outside speakers to participate in a class, conference, or institute that is a part of the University educational program, subject to any campus policies governing such activities.

Any college, department or other organization of the faculty or administration, any organization composed exclusively of University faculty and staff members, any scholarly organization whose membership includes University faculty, and any affiliated organization that exists solely for the benefit of the University may use University facilities to hold meetings, subject to applicable campus policies.

Any use of University facilities for fundraising involving faculty or staff must benefit the University and is restricted to official University units and recognized supporting organizations.

Student Organizations; Informal Student Use

Any recognized student organization may use University facilities for meetings performances, and other organized activities subject to campus policies governing such activities. A recognized student organization ("RSO") may not be denied use of a University facility for meeting or speaking purposes based solely upon the organization's expression. In addition, RSO use of a facility for meeting or speaking purposes may not be denied based solely on an RSO's requirements that members affirm and adhere to particular sincerely held beliefs or principles, that members comply with the RSO's standards of conduct, or that members further the organization's defined mission or purpose. Any restrictions must be reasonable time, place and manner restrictions and must otherwise comply with Arkansas Code section 6-60-1005. Restrictions must advance a significant interest of the institution and must not restrict expressive activity more than is reasonably required to meet the institution's interest.

If an off-campus speaker or performer is to be invited to campus by a recognized student organization, the faculty advisor must give their approval prior to the time an invitation is extended and publicity is released. Approval or disapproval will not be based solely upon the content of the speaker or performer's protected speech. In the event the group does not currently have an official advisor, the approval of a faculty member or administrator is required. Whether to invite a particular speaker or performer is generally up to the student organization, but event details such as date, time, location, and security arrangements are subject to review and approval by campus officials

Publicity and communications concerning any meetings shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. In all open meetings at which an off-campus speaker will speak, a faculty member or administrator shall be present, and there will be an opportunity for questions.

An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or their views by either the University or the student organization.

In case a request for the use of a University facility by a recognized student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request and state the reasons for the denial.

Speakers may be invited to the campus to discuss political issues, but they may not engage in political fundraising. Recognized student organizations may solicit membership and dues at meetings, and philanthropic events may be conducted by registered student organizations on their own behalf in compliance with campus policies. This policy shall be interpreted consistent with the University's educational mission of encouraging students to engage in expressive activity as part of their preparation for lifelong responsible citizenship.

Non-University Entities

The facilities of the University exist for the primary purpose of supporting and furthering a program of higher learning. The use of facilities of the University should be extended to non-University entities only when that use will serve an educational objective of the University and mission of the campus, division or unit, and such use will not interfere with the educational activities of the University.

A request for the use of University facilities by a non-University entity should be directed to an individual designated by the Chancellor or chief executive officer, unless otherwise provided for by the campus, division or unit under its policies. The evaluation of the appropriateness of a particular use of facilities by a non-University group or organization may include the following criteria:

1. Relevance and contribution to the needs of the educational program of the University and mission of the campus, division or unit, distinct from the entity's viewpoint.
2. Availability of suitable space not needed for the educational activities of the University.
3. Potential for disruption to the University's educational program, considering the proposed time, location and attendance at the event.
4. Security considerations and responsibility for any costs or damage associated with the proposed use.
5. Wear and tear, cleaning costs, and similar facilities maintenance considerations.
6. Compliance with campus, division or unit procedures for requesting access to facilities and other applicable campus policies and governing law.

University facilities shall not be used by non-University groups or organizations to raise money for campaigns or for projects that do not further the University's educational objectives or the mission of the campus, division or unit, as determined by the institution.

Outdoor Campus Areas

Outdoor campus areas are generally open for use by students, administrators, faculty, staff and their invited guests for the purpose of engaging in protected expressive activities. Campuses may impose reasonable restrictions on the time, place and manner of outdoor expressive activity. Any such restrictions must be reasonable time, place and manner restrictions and must otherwise comply with Arkansas Code section 6-60-1005. Restrictions must advance a significant interest of the institution and must not restrict expressive activity more than is reasonably required to meet the institution's interest. Any such restrictions must be reflected in a campus, unit or division policy that is publicized through student handbooks, websites, student orientation and other forms of media deemed appropriate by the campus, unit or division.

Business Activities and Solicitation

University facilities exist to carry out the University's educational objectives. Subject to official economic development initiatives of the University and services officially authorized by the University to enhance the educational setting for students, faculty and staff, University facilities may not be used for the conduct of private business activity.

Any uninvited private business solicitation, including any private fundraising activity, in University facilities or on University grounds is prohibited. To the extent that a campus, division or unit allows any business solicitation, that campus, division or unit shall establish appropriate policies or procedures, which shall include the designation of the campus official authorized to handle any requests. Further, such policies or procedures must first be reviewed by the Office of General Counsel.

The University reserves the right to establish policies governing student entrepreneurial activity connected to the University's educational program.

Policies Applicable to All Facilities Use Requests

1) All facilities are reserved on a first come, first served basis. Priority is given to the University's organized educational programming and official functions.
2) Any facility use is secondary to and shall not interfere with the primary purposes and functions to which University facilities are dedicated (i.e., classes, official University business).
3) All reservation requests must be submitted at least five (5) business days prior to the event.
4) All facilities usage by Recognized Student Organizations (RSOs) is subject to policies and procedures set forth in the Student Handbook and RSO Handbook pertaining to on-campus events and activities.
5) Reservations for academic buildings and athletic facilities will require additional approval.
6) Facilities within locked office suites are not available after business hours on weekdays or when closed on weekends, except with permission from the Facility Authorizing Official.
7) Facilities regularly used for dining service cannot be reserved at times in conflict with regular meal time schedules for students.
8) All facility reservations must be concluded no later than 12:00 a.m., Sunday through Thursday, and 1:00 a.m., Friday and Saturday. Exceptions are granted by Student Programs & Activities for Recognized Student Organizations or the Facility Authorizing Official for all other requests.
9) When use of a facility is scheduled at hours other than normal operating hours, the responsibility for coordinating opening and closing the facility, setting up of the facility, and requesting that heating/cooling units be operational is the responsibility of either the University employee who requested the facility or the Facility Authorizing Official.
10) When use of a facility is scheduled at hours other than normal operating hours by a non-University entity, the Facility Authorizing Official has the responsibility to provide access.
11) When the University is closed due to unforeseen circumstances (i.e., inclement weather, power outage, global pandemic), all facilities reservations are cancelled.

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 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 Engagement 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.

Title IX Policy

Notice of Nondiscrimination Under Title IX

The University of Arkansas at Monticello (UAM) does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The University's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the University's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

Jurisdiction and Scope

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires the University to promptly and reasonably respond to sexual harassment in the University's education programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time that a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or activity of the University. An education program or activity includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by UAM.

This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at the University. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee's rights under Title VII of the Civil Rights Act.

Reporting

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator:

Title IX Coordinator
Jessica Foxworth
University of Arkansas at Monticello
Student Success Center 201D
350 University Drive
Monticello, AR 71656
(870) 460-1110
foxworth@uamont.edu
Title IX Reporting Form

Deputy Title IX Coordinator/Investigator

Quantel Williams
870-460-1245
Williamsq@uamont.edu

Deputy Title IX Coordinator (UAM Campus)

Dr. Landon Grimes
Vice-Chancellor for Student Engagement
870-460-1328
GrimesL@uamont.edu

Deputy Title IX Coordinator (McGehee Campus)

Jason Henry
Director of Student Services
870-460-2103
Henryj@uamont.edu

Deputy Title IX Coordinator (Crossett Campus)

Chris Byrd
Director of Student Services
870-460-2004
Byrdc@uamont.edu

In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at ocr@ed.gov.
Any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Amnesty

The University encourages reporting of incidents of prohibited conduct and seeks to remove any barriers to reporting. The University recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. Individuals who report prohibited conduct or participate as witnesses will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances.

The University may initiate an educational discussion with individuals about their alcohol and/or drug use or may direct these individuals to services such as counseling for alcohol and/or drug use. Amnesty will not be extended for any violations of University policy other than alcohol/drug use. The use of alcohol, drugs, and/or legally prescribed medication does not justify or excuse behavior that constitutes prohibited conduct under this policy.

Filing Report with Local Law Enforcement

In some instances, sexual harassment may constitute both a violation of this 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:

University Police Department
112 Science Center Drive
Monticello, AR 71656
(870) 460-1083 or (870) 460-1000

Monticello Police Department
101 N. Church Street
Monticello, AR 71655
(870) 367-3411

Arkansas State Police
1 State Police Plaza Dr.
Little Rock, AR 72209
(501)-618-8000

Drew County Sheriff's Office
210 S. Main
Monticello, AR 71655
(870) 367-6211

Ashley County Sheriff's Office

842 Ashley Road 12 West
Hamburg, AR 71646
(870) 853-2040

McGehee Police Department
517 East Ash Street
McGehee, AR 71654
(870) 222-3636

Preserving Evidence

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting a criminal case. Victims and others should not alter the scene of an attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush their 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 sexual assault.

Employees' Duty to Report to Title IX Coordinator

In order to enable the University to respond effectively and to proactively stop instances of sexual harassment, employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Any employee who fails to promptly report a matter to the Title IX Coordinator may be subjected to disciplinary action for failing to do so. There are two categories of employees who are exempt from this requirement: (1) licensed health-care professionals and other employees who are statutorily prohibited from reporting such information and (2) persons designated by the campus as victim advocates.

Off-Campus Conduct

Conduct that occurs off campus that is the subject of a formal complaint or report will be evaluated to determine whether the matter falls within the University's jurisdiction under Title IX or should be referred to a different department or official within the University.

Confidentiality

Except as compelled by law or as required to conduct a full and fair grievance proceeding in response to a formal complaint, the University will treat the information obtained or produced as part of the Title IX procedures as confidential. The University will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetuator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR Part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

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 and make referral to Counseling Services located in the Gibson University Center Suite 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. 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.

Counseling Services

Emily Johnston, UAM Counselor
JohnstonE@uamont.edu
(870) 460-1554
Gibson University Center
517 University Dr.
Monticello, AR 71656

Education and Awareness Programs

The University's Title IX Coordinator is responsible for planning and coordinating campus education and awareness programs about all forms of sexual harassment. 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.

Grievance Procedure

These procedures apply to all grievances regarding conduct that may constitute sexual harassment as defined in this policy (including sexual assault) and that falls within the University's Title IX jurisdiction. All other grievances by students, employees, or third parties shall be addressed through other procedures. The University's Title IX grievance process includes formal and informal procedures that encourage prompt resolution of complaints. In most cases, the complainant's submission of a formal, written complaint to the Title IX Coordinator will initiate the formal grievance process. However, the Title IX Coordinator may also submit a formal complaint under the circumstances described below. The University will respond promptly to all formal complaints of sexual harassment.

Basic Requirements

The University's grievance process shall adhere to the following principles:

- All relevant evidence—including both inculpatory and exculpatory evidence—will be evaluated.
- Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

- The Title IX Coordinator, investigator, hearing officers or panel members, decision-makers on appeal, persons involved with the informal resolution, and any other persons that play a significant role in the Title IX grievance process shall not have a conflict of interest or bias for or against complainants or respondents generally or for or against an individual complainant or respondent.
- The respondent is presumed to not be responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process.
- The time frames for concluding the grievance process shall be reasonably prompt, as set forth in more detail in the procedures below.
- The grievance process may be temporarily delayed, and limited extensions of time frames may be granted, for good cause. In such instances, written notice to the complainant and the respondent of the delay or extension and the reasons for the action will be provided. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurring law enforcement activity; or the need for language assistance or accommodations of disabilities.
- Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege will not be required, allowed, relied upon, or otherwise used. The University shall not consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in the capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that person's voluntary, written consent to do so for a grievance under this section.
- No party shall be restricted from discussing the allegations under investigation or to gather and present relevant evidence.
- A party whose participation in a hearing, investigative interview, or other meeting shall be provided with a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Initial Report/Intake Process

Initial Meeting with Complainant: Promptly upon receiving a report of conduct that could potentially be a violation of Title IX, the Title IX Coordinator (or designee) will contact the complainant to schedule an initial meeting to, as applicable:

- Provide a copy of this policy
- Explain the process for filing a formal complaint and provide a copy of the Sexual Harassment Complaint Form 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
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures, which are available with or without the filing of a formal complaint

If the complainant requests that no further action be taken and/or that no formal complaint be pursued, the Title IX Coordinator (and/or their designee) will inform the complainant that retaliation is prohibited and that honoring the complainant's request may limit the University's ability to fully respond to the incident. In the event the complainant stands firm on their request that no further action be taken, the Title IX Coordinator will evaluate whether to file a complaint under the criteria set forth below.

Formal Complaint Process

Form and Filing of Complaint: The filing of a formal, written complaint initiates the formal grievance process and is available to any person who is participating in (or attempting to participate in) a University educational program or activity. The Title IX Coordinator (or an investigator designated by the Title IX Coordinator) will investigate the allegations in the formal complaint. Formal complaints can be filed in several ways. The complainant may utilize the form provided or may submit the complainant's own document that contains the complainant's signature (either physical or digital) and is filed with the University's Title IX Office by U.S. mail, in person, through the Title IX portal provided for this purpose, or by email. The formal complaint should set forth the allegations and request that the Title IX Office investigate the matter.

Filing by Title IX Coordinator: The Title IX Coordinator may initiate the grievance process, even where the complainant declines to file a formal complaint, if the Coordinator determines that the particular circumstances require the University to formally respond to and address the allegations. Circumstances to be considered include, among others, a pattern of alleged misconduct by a respondent and whether the complaint has alleged use of violence, weapons, or other similar conduct. The Title IX Coordinator will also consider the complainant's wishes with respect to supportive measures and desired response by the University. Where a report is made anonymously and the Title IX Coordinator files the complaint, both the complainant and respondent will receive notice of the allegations with written details and identities of the parties if known.

Consolidation of Formal Complaints: The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Complaint Prior to Resolution: A formal complaint must be dismissed by the Title IX Coordinator if the alleged conduct (1) does not constitute sexual harassment, as defined in this policy, even if proved; (2) did not occur in the University's education program or activity; or (3) did not occur against a person in the United States. In addition, a complaint may be dismissed if, at any time during the investigation or hearing, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the gathering of evidence sufficient to reach a determination as to the formal complaint or any allegations therein.

Upon dismissal of a formal complaint, for any reason, the Title IX Coordinator will send simultaneous, written notice of and reason(s) for the dismissal to the parties. The dismissal decision may be appealed pursuant to the procedure for appeals set forth in this policy. Dismissal of a complaint under this Title IX policy does not preclude a complainant from pursuing a grievance through other appropriate campus procedures.

Notice of Formal Complaint: Upon receipt of the formal complaint, the Title IX Coordinator will send simultaneous notifications of the filing of the complaint to the complainant and the respondent (if known). If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known. The initial notice will contain the following:

- The allegations of the complaint that potentially constitute sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview (including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident, if known)
- A copy of the Title IX policy
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
- A statement informing the parties that they have a right to have one advisor of their choice to assist them throughout the proceedings who may be (but is not required to be) an attorney
- A statement that the parties have the right to inspect and review all evidence collected during the complaint process
- A statement that any party who knowingly makes false statements or submits false information during the grievance process will be subject to disciplinary procedures

Initial Meeting with Respondent: If a formal complaint is filed, the Title IX Coordinator will promptly schedule an initial meeting with the respondent after the written notice of the formal complaint is sent as described above. Prior to the initial meeting, the Title IX Coordinator shall provide a written notice of the date, time, location, participants, and purpose of the meeting, with sufficient time for the party to prepare to participate. During the initial meeting with the respondent, the Title IX Coordinator (or designee) will, as applicable:

- Provide a copy of this policy (if not previously provided)
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Discuss non-retaliation requirements
- Inform of any supportive measures already determined and being provided to the complainant that would directly affect the respondent
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures that can be provided to the respondent

Right to Advisor: Both parties will be advised that they may be accompanied by one advisor/support person to assist them throughout the Title IX process, which can be (but is not required to be) an attorney. The advisor is not allowed to speak or otherwise actively participate during the pre-hearing interviews or meetings. It is the party's responsibility to obtain the services of an advisor, except that the University will make an advisor available to the parties during the hearing to determine responsibility upon request. A party who wants the University to provide an advisor for the determination hearing should make a request within 15 days after the party's filing or receipt of the formal complaint. The advisor's role at the hearing is further explained below.

Emergency Removal: If, after the University Behavioral Intervention Team (UBIT) undertakes a safety and risk analysis, the University determines that the respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, it may remove the respondent from the University's programs or activities. In such instances, the respondent will be provided with a written notice of the reasons for the removal. Within 5 days of receiving the notice, the respondent may challenge the decision by requesting a meeting with the Vice Chancellor for Student Engagement.

Administrative leave: Nothing in this policy precludes the University from placing a non-student employee respondent on administrative leave during the pendency of the grievance process.

Supportive Measures: Supportive measures, as defined in this policy, will be based on the facts and circumstances of each situation. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. They may include, but are not limited to, the following:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in working or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

The University will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

Informal Resolution: At any time after a formal written complaint is filed but prior to reaching a determination regarding responsibility, the University may facilitate a resolution without a full investigation and adjudication. The complainant and respondent must give their voluntary, written consent to the informal resolution process. The informal resolution process will not be utilized to resolve allegations that an employee sexually harassed a student.

Prior to commencing the informal resolution process, the Title IX Coordinator or designee must provide the parties a written notice that includes the following information:

- Notice of the allegations contained in the formal complaint, including dates, location(s), and identities of the parties,
- Notification that any agreed upon resolution reached at the conclusion of the informal complaint process will preclude the parties from resuming a formal complaint arising from the same allegations,
- Notification that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint,
- Any consequences resulting from the informal resolution process, including how records will be maintained, used, or shared.

Comprehensive Investigation

If resolution of the allegations does not proceed through the informal process, the matter will proceed with a comprehensive investigation and resolution through the formal complaint processes. The Title IX Coordinator will be responsible for overseeing the prompt, equitable, and impartial investigation during the formal complaint process. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility shall rest on the University and not the parties.

Assignment of Investigator: If the Title IX Coordinator's designee is to conduct the investigation, the Title IX Coordinator will forward the complaint to the investigator and share the investigator's name and contact information with the complainant and the respondent.

Conflicts of Interest and Bias: Immediately after the identity of the person who will conduct the investigation is determined and communicated to the parties, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest or bias that the person charged with conducting the investigation (including the Title IX coordinator, where applicable) may have. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest or bias exists.

Overview of Investigation: Upon receipt of the formal complaint, the Title IX Coordinator/Investigator (hereinafter "Investigator") will promptly begin the investigation, which shall include but is not limited to the following:

- Conducting interviews with the complainant, the respondent, and any witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form
- Visiting, inspecting, and taking photographs at relevant sites
- Where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies)
- Obtaining any relevant medical records pertaining to treatment of the complainant, provided that the complainant has voluntarily authorized release of the records in writing to the investigator

Inspection and Access to Evidence: The parties may identify to the Investigator any evidence or witnesses they wish to be included as part of the investigation. Both parties will also have equal opportunity to inspect and review any evidence obtained during the investigation. The Investigator will complete the gathering of evidence as soon as practicable, which will ordinarily occur within approximately 30 days after the filing of the formal complaint.

After the gathering of evidence has been completed but prior to completion of the investigative report, the Investigator will provide to each party and party's advisor, if any, any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence (whether obtained from a party or other source), so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence will be provided in an electronic format or a hard copy. The parties will have 10 calendar days to submit a written response to the evidence, which will be considered by the Investigator prior to completion of the investigative report. The evidence will be made available for the parties to use at the hearing to determine responsibility.

Investigative Report: The investigative report shall fairly summarize the relevant evidence and must include the following items and information that is relevant to the allegations in the formal complaint:

- The dates of the Title IX Coordinator's initial receipt of a report of alleged sexual harassment against the complainant, intake meeting, and the filing of the formal complaint
- A statement of the allegation(s), a description of the incident(s), the date(s) and time(s) (if known), and location of the alleged incident(s)
- The names of all known witnesses to the alleged incident(s)
- The dates that the complainant, respondent, and other witnesses were interviewed, along with summaries of the interviews
- Descriptions or summaries of any physical or documentary evidence that was obtained (e.g., text messages, emails, surveillance video footage, photographs)
- Any written statements of the complainant, respondent, or other witnesses
- The response of University personnel and, if applicable, University-level officials, including any supportive measures taken with respect to the complainant and respondent

The Investigator shall provide a draft of the investigative report to the Title IX Coordinator for review before the report becomes final. An electronic or hard-copy version of the final investigative report will be provided to each party (and each party's advisor) concurrently. The investigative report shall be provided as soon as practicable after the parties have submitted their written responses to the evidence (if any) and at least 10 calendar days prior to the determination hearing. The parties may provide a written response to the investigative report within 5 calendar days after receiving it.

Determination Hearing

Following the conclusion and distribution of the investigative report, a hearing will be conducted to determine the outcome and resolution of the complaint. The parties and their advisors, if any, will be notified by the Hearing Officer, Hearing Panel chairperson, or Title IX Coordinator of the date, time and location of the hearing, as set forth in the notice provisions below.

Hearing Panel: Within 3 days of the release of the investigative report to the parties, the Chancellor (or designee) will appoint a three-member Hearing Panel, which shall be composed of at least 2 faculty and/or staff members and may include (but is not required to include) one outside person who is not permanently employed by the University. If a Hearing Panel will be used, the Chancellor (or designee) will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator will provide a copy of the formal complaint and the investigative report, along with the parties' written responses to the investigative report, to each member of the Hearing Panel.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the complainant and the respondent, setting forth the names of the individuals selected to serve as members of the Hearing Panel. The parties may challenge the participation of any decision-maker based on bias or a conflict of interest by submitting a written objection to the Chancellor (or designee) within 3 calendar days of receipt of the notice. Any objection must state the specific reason(s) for the objection. The Chancellor (or designee) 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 the objection. Any changes to the members of the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

Submission of Witnesses Lists: Within 5 calendar days of receipt of the notice of the Hearing Panel, both parties may provide to the Chair of the Hearing Panel a list of witnesses, if any, that they propose be called to testify and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute. Absent good cause, a party cannot include a witness on the party's pre-hearing witness list unless the witness was identified during the investigation. The Hearing Panel reserves the right to call relevant witnesses who may not have been included on a party's witness list.

Notice of the Hearing: Not less than 5 days but not more than 10 days after delivery of the notice of the initial composition of the Hearing Panel, the Chair of the Hearing Panel will provide a separate notice to the complainant, respondent, and any other witnesses whose testimony the Hearing Panel deems relevant, requesting such individuals to appear at the hearing to determine responsibility. The notice should set forth the date, time, and location for the individual's requested presence. The Hearing Panel shall provide, in its notice to the parties, the names of the witnesses that the Hearing Panel plans to call. The hearing shall be conducted promptly but no sooner than 10 calendar days after release of the investigative report.

Failure to Appear: If any party fails to appear at the hearing if requested to do so, and such party was provided notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the complaint. As explained below, a party's failure to appear may impact the Hearing Officer or Hearing Panel's consideration and weight given to the non-appearing party's version of events based on another source, such as the formal complaint or a prior statement.

Option for Virtual or Separate Presence: Live hearings may be conducted with either all parties present in the same geographic location or, at the University's discretion, any or all parties and witnesses may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request not to be in the same room as the other party. If any party makes such a request, then both parties will be required to attend the hearing from a location or room different from where the Hearing Panel is sitting. If the hearing is virtual, or there is a request for separate rooms at a physical location, the University will ensure that all participants are able to simultaneously see and hear the party or witness answering questions. Instructions will be provided for accessibility prior to the hearing date.

Recordings: An audio or audio-visual recording will be created of the live hearing and will be made available for inspection and review at any party's request.

Advisor's Role at Hearing: The complainant and respondent may be accompanied by an advisor during the hearing to determine responsibility. A party must identify their advisor (if any) at least 5 days prior to the hearing. The advisor's role at the hearing shall consist of (1) providing private advice to the party he/she is supporting and (2) questioning the opposing party and other witnesses. The advisor can be anyone, including an attorney. A party may arrange for the party's advisor of choice to attend the hearing at the party's own expense. Alternatively, the University will select and provide an advisor to assist a party at the hearing to determine responsibility, without fee or charge, upon request. In either scenario, the advisor may only participate in the hearing to the extent allowed under this policy. A party who wants an advisor to be provided by the University should notify the Title IX Coordinator at least 15 days after the filing or receipt of the formal complaint.

Evidentiary Matters and Procedure: The parties, through their advisors, shall have an equal opportunity to question the opposing party and other witnesses, including fact and expert witnesses, and present other inculpatory or exculpatory evidence. Formal rules of evidence will not be observed during the hearing. The Hearing Panel will conduct the initial questioning of witnesses prior to the questioning by an advisor. The Chair of the Hearing Panel (acting alone or in consultation with other panelists) will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the hearing and decision-making process. The Hearing Panel may, in its discretion, choose to call the Investigator for the purpose of providing an overview of the investigation and findings.

Witness Examinations by the Parties: Each party's advisor is permitted to question the opposing party and the other witnesses, so long as the questions are relevant and not duplicative of the questions posed by the Hearing Panel. The questions may include challenges to credibility. No other questioning or speaking participation by an advisor will be allowed. A party may not examine a party or witness directly; rather, a party must utilize the services of an advisor for the purpose of posing questions to another party or witness. A party not represented by an advisor may, however, submit a list of proposed questions to the Chair of the Hearing Panel and ask that the questions be posed to the opposing party or witness.

The decision-maker(s) cannot draw an inference about responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. In a circumstance where a party or witness does not participate in a hearing, the panel should weigh the facts and circumstances in determining whether to consider, and what weight to assign, any statements furnished outside the hearing process.

The Chair of the Hearing Panel will make determinations regarding relevancy of questions before a party or witness answers. If a determination is made to exclude the question based on relevancy, the Chair of the Hearing Panel will provide an explanation of why the question was deemed irrelevant and excluded.

The Chair of the Hearing Panel may disallow the attendance of any advisor if, in the discretion of the Panel Chair, such person's presence becomes disruptive or obstructive to the hearing or otherwise warrants removal. Advisors will be not be permitted to badger or question the opposing party or any witness in an abusive or threatening manner. Absent accommodation for a 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, policy, and procedure at any time during the process.

Prior Sexual Conduct: Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Confidentiality and Disclosure: 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 grievance process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the formal complaint, investigative report, evidentiary materials, notices, and prehearing submissions), recordings of the hearing, and documents, testimony, or other information used at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

Decision of the Hearing Panel and Standard of Evidence: Following the conclusion of the hearing, the Hearing Panel will confer and determine whether the evidence 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. This standard applies to complaints against both students and employees. In reaching the determination, the Hearing Panel will objectively and thoroughly evaluate all relevant evidence, both inculpatory and exculpatory, and reach an independent decision, without deference to the investigative report. The determination of responsibility shall be made by majority vote.

Written Determination of Responsibility: As soon as practicable following the hearing (and ordinarily within 10 days thereafter), the Chair of the Hearing Panel shall complete a report of the decision-maker's findings. The Chair of the Hearing Panel will send simultaneous notification of the decision to both parties and their advisors, where applicable, with the following information:

- Identification of the allegations potentially constituting sexual harassment under the policy
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and the hearing held
- Findings of fact that support the determination
- Conclusions regarding the application of the University's conduct standards to the facts
- A statement and rationale for the result as to each allegation, including a determination as to responsibility using the preponderance of the evidence standard
- Any disciplinary sanctions imposed on respondent
- Whether any remedies designed to restore or preserve equal access to the University's education program or activity will be provided to the complainant (description of remedies is not included)
- Procedures and permissible bases for the parties to appeal

Sanctions: If the Hearing Panel determines that more likely than not the respondent committed a violation of this policy, then the Hearing Panel will determine 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. 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. The range of potential sanctions is set forth in the definitions section of this policy.

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 to the decision-maker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

Remedies: Where a determination is made that the respondent was responsible for sexual harassment, the Hearing Panel will determine any final remedies to be provided to the complainant, if any, and the Title IX Coordinator will communicate such decision to the complainant and the respondent to the extent that it affects him/her. Remedies must be provided in all instances in which a determination of responsibility for sexual harassment has been made against the respondent. Remedies must be designed to restore or preserve equal access to the University's education program or activity. Such remedies may include the same individualized services described above as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

No Retaliation: The Title IX Coordinator will take steps to prevent any harassment of or retaliation against the complainant, the respondent, 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, and providing training for the campus community.

Appeals

Procedure for Appeals: Both the complainant and the respondent may appeal from (1) the Title IX Coordinator's dismissal of a formal complaint or any allegations therein or (2) the Hearing Panel's determination. The appeal should be submitted in writing to the Title IX Coordinator within 25 days of receipt of the Hearing Panel's decision. The Title IX Coordinator will forward the appeal to the Chancellor. The appeal will be decided based on the written record and without deference to the decision of the Hearing Panel.

If the respondent is an employee, the Chancellor (or designee) will decide the appeal. If the respondent is a student, the Chancellor (or designee) will designate an Appeal Panel comprised of at least two faculty and/or staff members. One of the members of the Appeal Panel can be (but need not be) an outside person who is not an employee. If an Appeal Panel is utilized, the Chancellor shall designate one of the panelists as the Chair of the Appeal Panel. The Chair of the Appeal Panel shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below.

The party appealing may use the Appeal Form or the party may submit the party's own written and signed document. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery. The Title IX Coordinator will promptly inform the other party of the appeal.

Grounds for Appeal: The appeal from the decision of the Hearing Panel must be for one of the following reasons: (1) a procedural irregularity that affected the outcome of the decision; (2) there is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter; or (3) the Title IX Coordinator, Investigator(s), or Panel Member(s) had a conflict of interest or bias for or against complainants or respondents in general or against an individual complainant or respondent that affected the outcome.

Responses: Within 5 days of receipt of the appeal, the other party may submit a written statement in response to the appeal and which supports or challenges the dismissal or determination. The response should be submitted to the Title IX Coordinator, who shall provide a copy to the decision-maker and the appealing party.

Decision on Appeal: As soon as practicable after receiving the parties' written submissions (and ordinarily within approximately 10 days), the Chancellor (or designee) or Appeal Panel will issue a written decision describing the result of the appeal and the rationale for the result. The decision on appeal may uphold the decision, modify it, or remand for further factual development. The decision-maker on appeal will concurrently notify the complainant and the respondent of the decision, with a written copy provided to the Title IX Coordinator.

Employees: All non-tenure track faculty and staff members of the University without term contracts 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.

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.

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

The Title IX Coordinator may also modify timelines in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, absence of an advisor, concurrent law enforcement activity, the need for language assistance or disability accommodation and/or other circumstances that may arise.

Retaliation Prohibited

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including changes against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sex discrimination of harassment, for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, constitutes retaliation. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

False Reports

Willfully making a false report of sexual harassment or submitting false information during these proceedings is a violation of University policy and is a serious offense. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. 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.

External Reporting agencies

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they may have the right to file a complaint directly with the following agencies. Individuals who wish to file complaints with these external agencies should make contact as soon as possible and verify any applicable time limits and deadlines.

Office of Civil Rights (OCR)

U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, TX 75201-6810
Toll Free: 1-800-421-3481
Telephone: 214-661-9600
Fax: 214-661-9587
Email: OCR.Dallas@ed.gov

NSF Grantees Only

National Science Foundation
Office of Diversity and Inclusion
2415 Eisenhower Ave.
Alexandria, VA 22314
Telephone: 703-292-8020
Fax: 703-292-9072
Email: programcomplaints@nsf.gov

Effective Date

The University reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the campus 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.

Retention of Records

For a period of at least seven years, the University will maintain the records of:

- Each sexual harassment investigation, including any determination regarding responsibility, any recordings or transcripts, disciplinary sanctions, and remedies provided to the complainant
- Any appeal and the result therefrom
- Any informal resolution and the result therefrom
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will be made publicly available on the University's website.

- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, along with documentation of the University's bases for its conclusion that its response was not deliberately indifferent.

Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

Definitions

Complainant: Any individual who is alleged to be the victim of conduct that could constitute sexual harassment. At the time of the filing of a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed. Any person may report sex discrimination, including harassment, whether or not the person reporting is the person alleged to be the victim of discrimination or harassment.

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, if 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 so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Incapacitation can be due to alcohol or drugs or being asleep or unconscious. This policy also covers incapacity due to mental disability, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Brundage, 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. An individual violates this policy if the individual initiates and engages in sexual activity with someone who is incapacitated, and (1) the individual knew the other person was incapacitated, or (2) a sober reasonable person under similar circumstances as the person initiating the sexual activity would have known the other person was incapacitated.

There is also no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

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.

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.

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).

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In addition, 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 victim and where the existence of such relationship is determined based on consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Days: Refers to working days, rather than calendar days, unless otherwise specified.

Domestic Violence: The term includes felony or misdemeanor crimes of violence committed by a current spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the laws of Arkansas. Under the Arkansas law on domestic abuse, "family or household members" means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, in-laws, any children residing in the household, persons who presently or in the past have resided or cohabitated 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.

Education Program or Activity: Includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by an officially recognized student organization.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. The phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Party: The complainant or respondent.

Preponderance of the Evidence: A standard of proof where the conclusion is based on facts that are more likely true than not.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sanctions: The determination of sanctions to be imposed against a respondent who is found to have been responsible for violating this policy will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions against students may include, without limitation, expulsion or suspension from the University, disciplinary probation, expulsion or suspension from campus housing, exclusion from campus or particular activities, mandated counseling, and/or educational sanctions. Sanctions against employees and other non-students may include, without limitation, a written reprimand, disciplinary probation, suspension, termination, demotion, reassignment, revision of job duties, reduction in pay, exclusion from campus or particular activities, and/or educational sanctions deemed appropriate.

Sexual Assault: The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A nonforcible sex offense includes incest (i.e., the nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (i.e., nonforcible sexual intercourse with a person who is under the statutory age of consent). A forcible sex offense is any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. A forcible sex offense includes:

- Forcible rape: the penetration, no matter how slight, of the vagina or anus with any part of the body or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Forcible sodomy: Oral or sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of the victim's youth or because of the victim's temporary or permanent mental or physical incapacity;
- Sexual assault with an object: Using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of the victim's youth or because the victim's temporary or permanent or physical incapacity.
- Forcible fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of the victim's youth or because the victim's temporary or permanent or physical incapacity.

Sexual Harassment: Sexual harassment is conduct on the basis of sex constituting one of the following:

(1) An employee of the University conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University's educational programs or activities; or

(3) Any of the following:

(A) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) and this policy

(B) "Dating violence" as defined in 34 U.S.C. 12291(a)(10) and this policy

(C) "Domestic violence" as defined in 34 U.S.C. 12291(a)(8) and this policy

(D) "Stalking" as defined in 34 U.S.C. 12291(a)(30) and this policy

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

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment or deter sexual harassment.

Recognized Student Organizations

Privileges & Responsibilities

Recognized Student Organization Status

Recognized Student Organizations (RSOs) are active student organizations registered with Student Programs & Activities. Recognition is an agreement between the University and a student organization. The University agrees to grant recognition in order for the organization to operate within the University's framework and to grant it certain benefits.

All active student organizations at the University must be registered with, and recognized by, Student Programs & Activities in order to appear in University publications, publicize on University property, and reserve space in a University facility, among other privileges and responsibilities.

Privileges

Recognized Student Organizations (RSOs) receive the following privileges:

1. Use of University Facilities
    - Use of rooms and space, subject to policies and procedures
    - Use of technology
    - Ability to invite off-campus speakers, performers, and guests to appear for meetings, events, and programs, subject to policies and procedures
2. Financial Support
    - Use of an on-campus agency account
    - Fundraising privileges, in accordance with policies, procedures, and applicable laws
3. Marketing and Promotion
    - The right to advertise as an RSO at UAM
    - The right to distribute literature and promotional materials relating to the RSO's purpose and activities
    - Use of the University's name in publicity and press releases, subject to the requirement that the RSO secure approval for use of the institutional name in off-campus fundraising
    - Listing of the RSO in appropriate University publications
    - Access to Copy Center services, subject to pricing and availability
4. Organizational Support

- Opportunity to participate in Organization Fairs and other campus-wide events
- Receipt of leadership materials, trainings, and other informational publications
- Receive USPS and campus mail through Student Programs & Activities

Responsibilities

It is the responsibility of every Recognized Student Organization (RSO) and/or its members to:

- Register their RSO with Student Programs & Activities every year
- Attend the Mandatory RSO Renewal Meeting every year
- Manage itself and carry out its activities listed within its constitution, as well as obeying all local, state, and federal laws, as well as University regulations and policies
- Anticipate, provide for, and meet all legitimate financial obligations
- Act in the best interest of its members and the University
- Take reasonable precautions for the safety and comfort of participants at organization events
- Immediately notify Student Programs & Activities of any changes in the organization's representatives, addresses, telephone numbers, emails, or constitution
- Utilize Student Programs & Activities for any questions or needs pertaining to all events and activities

Membership

Members of Registered Student Organizations (RSOs) 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 or non-religion, age, ability or disability, national origin, sexual identity, or sexual orientation, 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. Membership
    a. Membership in RSOs is limited to currently-enrolled students of the University. Accurate membership records must be maintained with Student Programs & Activities.
    b. A minimum of five (5) members is required to maintain RSO status. Any RSO which falls below this membership requirement will be placed on a probationary status for one (1) academic year to increase membership. RSOs failing to increase membership by the conclusion of the probationary period will lose RSO status.
2. Officers
    a. Officers must be regularly-enrolled, degree-seeking, full-time students. To be eligible to serve as an officer in an RSO, 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 the student petitions for the office or during the student's term of office. It will be the responsibility of the RSO's advisor to validate its officer's eligibility.
    b. When an election is held in an RSO, the names of the new officers must be sent to Student Programs & 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, non-voting memberships in student organizations may be offered to UAM faculty and professional administrative staff.

4. RSOs may, at their discretion, and in writing through their constitution, limit membership to full-time enrolled students.

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

Maintaining RSO Status

Recognition of a student organization is for an academic year and is subject to renewal through Student Programs & Activities. To keep recognition current, each year the Recognized Student Organization (RSO) must:

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 to its purpose statement, constitution, or recognition documents to Student Programs & Activities
5. Submit the Membership, Officers, and Advisor Report (Roster) to Student Programs & Activities
6. Attend the Mandatory RSO Renewal Meeting

Suspension of RSO Status

The Vice Chancellor for Student Engagement and Dean of Students have the authority to suspend the activities of a Recognized Student Organization (RSO). In certain instances, the Vice Chancellor for Student Engagement 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 Engagement 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 RSO 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. RSOs are expected to comply when requested by Student Programs & Activities to provide a brief report of the year's activities
3. The RSO membership falls below the minimum of five (5)
4. The RSO is found in violation of the terms of Membership Criteria previously stated

An RSO suspended for inactivity may be reactivated by application to Student Programs & 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 RSO makes a request before four (4) regular semesters have passed. An RSO will lose recognition status after two consecutive years of inactivity or failure to submit the required officers roster when requested.

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.

Funding & Finances

Financial Responsibilities

The University expects each Recognized Student Organization (RSO) to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by RSOs shall have the approval of the Advisor. RSOs are urged to arrange for annual audits.

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

All RSOs receiving University funds for use in their operation will be required to maintain an on-campus agency account with 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 in Student Programs & Activities. Other RSOs 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 University's responsibility if funds are falsely handled. If the RSO wishes to partake in student activities in which money will be awarded they must have established an on campus account.

Budgeting

When preparing budgets, consider the kinds of programs, events, and activities your Registered Student Organization (RSO) plans to host during the year. Research the cost of these activities by using the budget categories listed below.

These budget categories include expenditures typically encountered by RSOs. Dividing your budgets into these categories will assist you in managing your RSO's money and in planning for upcoming events:

- Travel and transportation (van rental, going to a conference)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)
- Printing and publicity (all printing including copying)

- Dining & food services (refreshments, socials, etc.)
- Personal services fee (any contracts for outside speakers or entertainment)
- Office supplies (tape, markers, poster, etc.)
- Miscellaneous

Budget management is an important function for RSOs. The RSO's treasurer should monitor the progress of expenditures throughout the year and provide regular reports to the RSO. The RSO membership should be provided with the opportunity to approve or disapprove of spending proposals. Always keep your Advisor informed on budgetary matters. Evaluate the RSO's expenditures. Your organization will spend money on a variety of different things over the course of the year, and it is important to be sure what you are spending money on aligns with your stated purpose and goals.

In addition to expenditures, revenue for RSOs is vitally important. Pay attention to how your RSO may be able to increase revenue and, likewise, increase your ability to host events and activities on campus. Potential sources of revenue include:

- Membership Dues
- Student Activity Fee Allocations
- SGA Appropriations
- Contributions/Sponsorship
- Cooperative Programming
- Fundraising

Fundraising

Recognized Student Organizations (RSOs) may hold fundraising activities that are reasonable and appropriate given the RSO's purpose. RSOs may be permitted to hold fundraising events on and off campus under the following conditions:

1. Fundraising activities shall be defined as:
    a. Requesting donations, without products or services being rendered or
    b. Activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purpose of the UAM or for the selected philanthropic project of the organization.
2. In order to ensure an equal distribution of usage of campus facilities RSOs 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 RSO.
3. The president (event contact person) of an RSO will submit a Fundraising Form to Student Programs & Activities at least five (5) working days prior to the requested date(s) of the fundraising. The Fundraising Form is available online and in-person from Student Programs & Activities located in Harris Hall 120. Student Programs & 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).

4. The fundraiser will not conflict with the educational purposes of the University, University policy, another activity already approved, or any federal, state, or local law by including a drawing, raffle, lottery, or other games of chance.
5. The fundraiser will not involve door-to-door fundraising on campus.
6. The funds raised will be for philanthropic purposes and directed to a non-profit, tax-exempt organization and no funds will be made directly available to an individual or individuals.
7. The RSO may not 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 RSO'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.
9. Only RSOs 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.
10. Once the fundraiser has been completed and monies have been turned into the Cashier's Office, the organization must submit a receipt to Student Programs & Activities. This receipt is proof that monies were handled correctly and deposited into the correct account.

On-Campus Agency Accounts

To deposit or withdrawal money, you must complete the Agency Account Payment Request Form. The RSO would then take the form and their deposit to the Cashier's Office.

Should your RSO become negative in your on-campus agency account, any deposits made into that account will revert to cover any balance owed.

Only the authorized representatives on file with Student Programs & Activities will be allowed to authorize any withdrawals from an on-campus agency account. In the event of a request for over $99, Student Programs & Activities will confirm the transaction with two other authorized representatives. In the event of a request for over $999, Student Programs & Activities will confirm the transaction with three other authorized representatives and the RSO's advisor.

The RSO may request the current balance in their on-campus agency account through the Office of Finance and Administration. The balance is as of the date and time requested. It may not include any outstanding deposits or withdrawals. The RSO may also request an on-campus agency account transaction report through the Office of Finance and Administration. Transaction reports will show an RSO's deposits and withdraws.

The RSO is responsible for maintaining financial records for the account. Funds must be in the account before charges can be made. If charges are made to the account without the appropriate funds being available, the RSO's privileges may be revoked until funds have been deposited.

Off-Campus Accounts

An RSO may choose to open a checking or savings account at a local bank or credit union. A bank account gives the RSO the option to write checks and have instant access to account funds. Most financial institutions will require the organization to have an EIN.

Caution should be taken if a checking account is used. Systems should be put in place by the RSO to ensure that no member has the ability to withdraw funds from the account without approval from the RSO and/or the Advisor. Some suggestions are: have dual signers on all checks, not having a debit/credit card and not utilizing on-line banking.

The RSO should also determine from the outset what would happen with the funds if the RSO becomes defunct.

Advisor

Role

All RSOs 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 RSO that does not have an advisor will immediately become inactive until one is obtained. Advisors are expected to be actively involved in the affairs of their RSO and assist the RSO in adhering to purposes, activities, and projects that are within the limits of the University policy. Advisors should be familiar with policies and procedures applicable to RSOs at the University, the constitution and purpose statement of the RSO they advise, and the activities and projects undertaken by their RSO. An advisor must sign the Advisor Agreement Form each year.

Each advisor must complete one Risk Management Training session. In addition, the advisor serves as the link between the RSO and the University; providing guidance to the organization in regards to University policies and procedures. While specific roles and responsibilities should be defined by the RSO and the advisor, an advisor should generally:

- Provide expert knowledge, guidance, and advice
- Be knowledgeable about activities and programs of the RSO
- Suggest and encourage new program ideas
- Help members apply principles and skills learned in and out of the classroom
- Point out new directions and options
- Provide insight into the RSO's problems and successes
- Teach leadership techniques and develop new leadership
- Assist in maintaining high standards of programming and individual performance
- Provide continuity with the history and tradition of past years
- Assist in the development of procedures and plans of action

An RSO is responsible for inviting the advisor to all of its forthcoming meetings, programs and social events. The advisor is encouraged to attend as many of these events as possible.

Best Practices

- The advisor may help students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to burn the candle at both ends and will overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.
- The advisor may discourage dominance of the Recognized Student Organization (RSO) by any one individual and can encourage quieter students to take initiative.
- The advisor may encourage each individual to participate in and plan events. Some students, if not effectively encouraged, will not reach their potential as an RSO member or leader. Being a member of an RSO can provide students with valuable interpersonal and/or leadership skills, but these will not develop to their highest potential if the student is not actively involved.

- The advisor may assist the RSO in developing realistic goals for the academic year. This will contribute to the education and personal development of the students involved.
- The advisor may be aware of major events and activities of the RSO and inform the RSO of University policies and guidelines that may affect these programs.
- The advisor may assist the RSO in evaluation. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.
- The advisor may encourage students to accept responsibility for specific roles within the RSO. The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role(s).

Selection and Change of Advisor

Advisor selection is approved by the Executive Council member for the area in which the advisor works. An RSO may have more than one advisor.

Before an RSO 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 RSO should make sure that the faculty/staff member has a clear understanding of the RSO's purpose as well as what would be required pertaining to the duties and time involved.

To change advisors, an RSO will submit the name of the proposed advisor to the appropriate Executive Council member for the faculty/staff member.

Campus Security Authority

In accordance with the Clery Act and University policy, 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 conduct, and student organizations.

A CSA has an obligation to report allegations of Clery Act-defined crimes that the CSA concludes are made in "good faith". These crime allegations should be documented and reported to the University Police Department 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.

Event & Activity Planning

Event Planning

Events and activities are central to a vibrant University community. Events take time and effort to host, but can be some of the most rewarding co-curricular learning experiences you will undertake. The program model shown below illustrates six steps for planning an event:

1. Assess Needs
    - What kind of event or activity are people interested in attending?

- What is your target audience? Who are they? What do you know about them?
- How will you know if you are meeting the needs of your audience?

2. Determine Purpose
    - What are the intended goals of this event or activity?
    - How do you reach your goal with this particular audience?
    - How do these event goals match the goals of your organization?
3. Identify Resources
    - Keeping in mind the events and activities for the rest of the year, how much money can you realistically afford to spend on this event?
    - What people and/or services are available that can benefit your event?
    - What resources are available for financial assistance? (SGA, Student Activities, etc.)
4. Plan Event
    - Are the duties for this event outlined and delegated?
    - Are "all the bases covered?" (Room reservation on master calendar, contract, food, equipment such as lighting and sound, security, cleanup, and publicity…)
5. Implement Event
    - Will organization members be required to attend/participate? If so, how will this be tracked?
    - Do you have a plan for clean-up and properly ending the event?
6. Evaluate Event
    - What "follow-up" needs to be done? (Thank-you notes, surveys, payments, etc.)
    - Do you plan to repeat this event?
    - What changes can be made?

Low-Cost Events & Activities

RSOs often find themselves in the position of wanting to do some kind of unique program but they lack the funds to carry it out. In these circumstances, creativity can go a long way toward a successful event. The suggestions listed below are examples of activities that can be done on a minimal budget. RSOs are encouraged to use this as a guide for your ideas.

1. Lecture/Demonstration
    - Utilize faculty or community members who have a particular hobby or area of interest. Many professionals are happy to speak in an area of interest they have outside their academic background.
    - Collaborate with other RSOs for programs.
    - Hold a First-Gen dinner where faculty, staff, and students who were the first in their family to go to college can share their experiences.
    - Hosting a Meet the Majors fair could give students a chance to talk with faculty and students about a major they are interested in.

- Bring a local animal shelter to campus and talk about the importance of taking care of your mental health and how animals can lower stress.

2. Recreation
    - Sponsor free foosball, pool, backgammon, etc., lessons in the University Center. It will give students something to do with their free time as well as give them a chance to learn new skills or improve on existing ones.
    - Hold a bike ride, fishing at Weevil Pond, ultimate Frisbee tournament, arts and craft fair, etc.
    - Hosting a Sardines/Scavenger Hunt is a fun way to get active while getting the chance to see different parts of campus.
    - Hold a video game tournament in the Green Room and provide a bracket and a chance to win the game or prize.
    - Host Wild n' Out and have team shirts made.
    - Provide hammocks and hang out at the Hammock Hive.
    - Sponsor a fitness challenge. Create a hashtag where students can post their videos/pictures.
    - Host an escape room and allow teams to sign up for a time to participate.
    - Provide materials and hold a Paint and Sip night.
    - Hold a Fall Fest with games, food, hay rides, pumpkin carving, fall photoshoot hashtag around campus
    - Tailgate at home football games/have a pep group.
    - Shuttle students to the Rink and host a 70's night.
3. Cultural Arts
    - Create a photo display from photography classes. Contact the instructors and students and reserve a gallery.
    - Art shows - aside from painting, sculpture, and photo exhibits - you would be amazed at what people collect.
    - Utilize the fine arts and music departments of other state/private colleges and universities. Many of them have musicians, artists, etc., willing to come for performances, demonstrations, master classes, etc.
    - Provide an area where students can participate with a Before I Graduate mural, writing/drawing what they want to accomplish before graduation.
    - Sponsor a virtual theme park or zoo tour.
4. Music
    - Capitalize on any student music recital. Also, contact community and local school musicians about recitals and performances they have scheduled and ask if they would be willing to have their recitals on campus.
    - Host a karaoke night in the Gallery Room.
    - Set up a student poetry reading with musical accompaniment.
    - Work with the music department staff for an evening program or showcase.
    - Create a playlist students can listen to when they study, work out, or want to be introduced to something new.
    - Attend a play, concert, or opera in the Fine Arts Center.
    - Host a night of jazz and coffee at a local coffee shop.

Reservations

When reserving University facilities for an on-campus event or activity, the following policies apply:

1. All facilities are reserved on a first come, first served basis. Priority is given to the University's organized educational programming and official functions.
2. Any facility use is secondary to and shall not interfere with the primary purposes and functions to which University facilities are dedicated (i.e., classes, official University business).
3. All reservation requests must be submitted at least five (5) business days prior to the event.
4. Reservations for academic buildings and athletic facilities will require additional approval.
5. Recognized Student Organizations (RSOs) with regular meetings on campus can request a recurring reservation for the entire academic year. The dates and times of all the meetings must be included on the reservation request.
6. Non-recognized student organizations may not utilize campus facilities for any purpose other than to conduct interest meetings until recognition is granted by the University.
7. In order to maintain the academic environment needed at the end of a semester, RSOs may not host events after the last class day of a full semester. This will allow students to focus on preparing for the end of semester projects and exams.
8. All facility reservations must be concluded no later than 12:00 a.m., Sunday through Thursday, and 1:00 a.m., Friday and Saturday. Exceptions are granted by Student Programs & Activities.
9. Student Programs & Activities may impose a limitation on the number of major social events allowed per day on campus.

Facilities Use

Any recognized student organization may use University facilities for meetings performances, and other organized activities subject to campus policies governing such activities. A recognized student organization ("RSO") may not be denied use of a University facility for meeting or speaking purposes based solely upon the organization's expression. In addition, RSO use of a facility for meeting or speaking purposes may not be denied based solely on an RSO's requirements that members affirm and adhere to particular sincerely held beliefs or principles, that members comply with the RSO's standards of conduct, or that members further the organization's defined mission or purpose. Any restrictions must be reasonable time, place and manner restrictions and must otherwise comply with Arkansas Code section 6-60-1005. Restrictions must advance a significant interest of the institution and must not restrict expressive activity more than is reasonably required to meet the institution's interest.

If an off-campus speaker or performer is to be invited to campus by a recognized student organization, the faculty advisor must give his or her approval prior to the time an invitation is extended and publicity is released. Approval or disapproval will not be based solely upon the content of the speaker or performer's protected speech. In the event the group does not currently have an official advisor, the approval of a faculty member or administrator is required. Whether to invite a particular speaker or performer is generally up to the student organization, but event details such as date, time, location, and security arrangements are subject to review and approval by campus officials

Publicity and communications concerning any meetings shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. In all open meetings at which an off-campus speaker will speak, a faculty member or administrator shall be present, and there will be an opportunity for questions.

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

In case a request for the use of a University facility by a recognized student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request and state the reasons for the denial.

Speakers may be invited to the campus to discuss political issues, but they may not engage in political fundraising. Recognized student organizations may solicit membership and dues at meetings, and philanthropic events may be conducted by registered student organizations on their own behalf in compliance with campus policies. This policy shall be interpreted consistent with the University's educational mission of encouraging students to engage in expressive activity as part of their preparation for lifelong responsible citizenship.

Food

All food service for University activities is limited to services provided by Aramark Dining Services, who provides regular dining services to the University.

Aramark Dining Services is authorized to provide catering services at on-campus and off-campus locations for both University and private events. All activities for off-campus University events which involve food service should be scheduled through the appropriate department and/or unit head, as well as the campus food vendor.

If your organization would like to host an event involving food (snacks, meals, etc.) or drinks, Aramark Dining Services is your starting point. As a contracted partner of the University, Aramark has the first right of refusal; this means that they are the only ones providing food or snacks for all campus programing and events unless approval is granted by the Food Service Director.

Please follow the process outlined below or meet with Student Programs & Activities for guidance to order food or drinks:

1. Go through the process to have your event date, time, and location reserved.
2. Call or visit the Dining & Food Services office to speak with the Director of Food Services at least 2 weeks in advance. For this meeting, you will need:
    a. Your budget
    b. The estimated number of people you would like to serve
    c. An idea of what type of food you would like at your event
    d. The time the food needs to be set by
3. Dining & Food Services will provide you with options for food that fit your budget.
4. Fill out appropriate payment paperwork.
5. Bring this form to Dining & Food Services for payment of your food.

Lecturers/Performers

RSOs sponsoring outside lectures are encouraged to provide question and answer periods. However, all RSOs within the University who schedule lectures are free to decide whether or not a question-and-answer period is necessary and act accordingly. The RSO'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 RSO. Divergent points of view must be examined but at the same time kept within a frame work of orderly conduct.

Sound Amplification

RSOs may use amplified sound outdoors on campus if approved in advance by the Dean of Students or the Director or Student Programs and Activities. Any event or activity determined to be disruptive to any authorized university activity may be stopped or modified, notwithstanding the amplified sound provisions listed in the policy.

Films

RSOs may sponsor movie or film showings on campus. They must either receive (a) written permission from the copyright owner to hold a public viewing or (b) pay for the use of the public viewing rights using a distributor. Simply purchasing or renting a movie or film from a store, streaming, or checking one out from a library does not comply with copyright laws.

Distributors/Licensing Corporations:

Criterion

800.890.9494

http://www.criterionpicusa.com

Motion Picture Licensing Corporation

800.462.8855

http://www.mplc.com

New Yorker Films

212.645.4600

http://www.newyorkerfilms.com

Swank Motion Picture

800.876.5577

http://www.swank.com

Safety & Risk Management

Social events are defined as any function or activity, open or closed to the public, which is provided by an organization to meet the social needs of its members and/or guests. Such events include, but are not limited to, parties, gatherings, dances, movies, card games, casino nights, comedy nights, boxing, step shows, bowling parties, rodeos, sporting competitions, water competitions (fishing, boating, skiing, canoeing, etc), picnics, cookouts, campouts, mixers, membership recruitment activities, etc. The student organization, its officers and members acknowledge and agree that they will abide by the following guidelines for all social events and represent that they will take every effort to ensure that all attendees and guests of the organization are aware of and abide by these guidelines:

- A certified, off-duty police officer or officers must be employed by the organization to monitor the off campus social event and provide any necessary security.
- All members, attendees and guests attending the social event must sign-in prior to entering the event. All attendees must present a valid UAM student ID to enter a closed event. If the event is an open event, all attendees and guests must present a valid UAM student ID or a valid driver's license and be 18 years of age or older. A copy of the signed list is to be maintained by the organization's record keeper and a copy made available to the Office of Programs and Activities upon request.
- The on-campus faculty or staff advisor of a student organization (or his/her on-campus faculty/staff designee) must be present at the off campus social event, as well as all scheduled activities of the organization, whether occurring on or off-campus (alumni advisors or national advisors do not meet "on-campus advisor" status).
- The student organization, its officers and members pledge that they will not serve, consume or possess, or permit attendees or guests to serve, consume or possess alcoholic beverages or illegal substances at any time, by anyone, on University owned or controlled property, at any University sponsored function or at any social event hosted by the student organization.
- The student organization, its officers and members pledge that they will not possess or knowingly allow attendees or guests to carry or possess any knives, weapons, firearms, explosives and/or toxic substances at any social event hosted by the student organization.
- The student organization, its officers and members agree to abide by the UAM Code of Conduct, as well as all local, state, and federal laws when hosting any social events, and further agree to ensure that all attendees and guests do the same.
- The president or planner must complete and submit the Off-Campus Social Event Registration Form to the Office of Programs and Activities one (1) week prior to hosting any off-campus event. Copies of the form may be obtained from the Office of Student Programs and Activities located in the John F. Gibson University Center.
- Organizations affiliated with, or governed by, national groups must also follow any and all risk management policies as defined and established by their respective national charters, constitutions, and bylaws. Risk management includes, but is not limited to, policies that address: alcohol, illicit drugs, hazing, hosts/sponsor policies, and/or "open party" policies/guidelines, and social host restrictions or limitations.
- All Greek organizations must file a copy of their 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.

Promotion & Publicity

The University supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the University community and are consistent with the University's values.

General Posting Policy

Approval must be obtained prior to making use of the residence halls or campus facilities for the sale, promotion, posting or distribution of any type of material. All material must have an RSO responsible for the material stated directly on each piece and adhere to all policies that apply.

All printed materials posted or distributed on campus by students and guests must receive approval from Student Programs & Activities. Printed materials include flyers, posters, banners, announcements and advertisements. Bring one sample to the Student Programs & Activities Office for stamped approval and make copies from that sample. Allow 24 hours turnaround time for approval.

Review and approval of postings will be based on the time, place and manner of posting, not the posting's content.

Additional Approvals

The Dean of Students (or designee) must approve all promotional material for any and all activities before being posted.

Academic and Administrative office posters do not need the approval of Student Programs & Activities but should be marked with department and date, (i.e., Financial Aid Office, December 10, 2013, Do not remove until December 31, 2013).

The promoting group must obtain permission of the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmental ads.

Literature Distribution

Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may not distribute literature on campus without specific approval of the Dean of Students (or their designee).

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.

On Campus: The distribution must be made only in designated areas. Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on University property.

Off Campus: Posting or distribution of materials at an off-campus location requires permission of the proprietor.

Posting Guidelines

A maximum of 50 posters, 150 flyers or announcements, and up to four banners are permitted per event. Refer to the list of approved flyers posting locations in the next section.

Masking tape or painter's tape are suitable for posting. Persons posting are responsible for providing all materials.

Materials may remain posted for a maximum of 14 days or until the day after the announced event, whichever is sooner, and the sponsoring group is responsible for removal. Groups may be fined if materials are not removed the day after an event.

Posting Locations

Non-Academic Bulletin Boards:

- Sorrells Hall 1st Floor
- Babin Business Center
- Science Center
- Music Building
- Memorial Classroom Building

Non-academic Buildings:

- University Center
- Fine Arts Center
- Student Success Center
- Visual Performance Center
- Residence Life
- Wellness Center
- Harris Hall 2nd Floor Graphic Design

Posting Violations

- Posting materials without proper approval(s).
- Posting materials on painted pillars.
- Posters with alcohol as the primary emphasis.
- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual's line of sight.
- Posting on glass doors or windows, painted or varnished surfaces.
- Distribution on cars parked on campus.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by Student Programs & Activities.

Yard Signs

H-Frame signs made from 8 or 9-guage steel and corrugated plastic may be placed by RSOs on campus. The Dean of Students (or designee) must approve all promotional material for any and all activities before being posted.

- Signs may not be placed in flowerbeds, next to fire hydrants, blocking other signs, or impeding the flow of traffic.
- Due to underground utilities and irrigation, any sign larger than 24x18 or with larger stakes than 8 or 9-gauge steel must be placed by the physical plant. A work order will have to be submitted.

- Signs announcing a date specific event may be posted up to fourteen (14) days prior to event; signs must be removed within one business day after the event.

Wooden Letters

If an RSO wished to display large wooden letters on campus, they may do so following the guidelines below:

- Wooden letters may remain displayed for a maximum of 14 days or until the day after an announced event, whichever is sooner, and the sponsoring group is responsible for removal.
- Maintenance of the wooden letters while displayed is the responsibility of the RSO. Should the letters fall down or become broken or unsightly, the RSO must remedy the issue.
- Wooden letters, in order to be displayed, must be in good condition and add, not detract, from the overall aesthetic on campus. This means:
    - Wood and hardware in good condition, no splinters or rusty hardware
    - Paint in good condition, no peeling, chipping, fading, or wear

Digital Signage

TV screens in the Student Success Center and other areas of campus may be used to advertise RSO events. The Dean of Students (or designee) will approve all materials to be posted on digital signage. General guidelines are as follows:

- Use of digital signage may be requested for a maximum of fourteen (14) days prior to an event or awareness day sponsored by the RSO
- Image to be displayed must include the name of the sponsoring RSO, the date, time, location, and a contact for the event
- Graphics must be submitted in 1920x1080 widescreen aspect ratio
- Acceptable file formats are .pdf, .jpg, .png, .ppt, .pptx
- Allow 24 hours turnaround time for approval

Campus Email

A weekly RSO email will be sent to all members of the campus community each Sunday evening. In order to have your RSO event or announcement featured in the weekly email, follow the guidelines below:

- Submit your campus email request to Student Programs & Activities by 3 PM on the Friday prior to the Sunday release day
- Information to be included will be the name of the sponsoring RSO, the date, time, location, and a contact for the event
- You may submit a graphic or digital flyer to be included in the email

Promotional Tables

Tabling is a great way to be active on campus and interact with members of the campus community. Tables to be used outdoors may be reserved through a Physical Plant work order. Tables to be used indoors may be reserved through UAM Reservations.

Banners

The posting of banners or other exterior announcement materials on the campus must be approved through Student Programs & Activities. Approved banners may only be posted in designated areas which include banner 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 Dean of Students (or designee).

Banners announcing a date specific event may be posted up to fourteen (14) days prior to event; banners must be removed within one business day after the event. Any unapproved banner/signage posting is strictly prohibited and will be removed immediately.

Review and approval of postings will be based on the time, place and manner of posting, not the posting's content. Institutional banner campaigns will take precedence over all university department/student organization banner campaigns. No banner shall be affixed to University building, exterior facilities, any other permanent structures, or vehicles. 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. The University reserves the right to deny banner placements for expression that is obscene or defamatory, or consists of fighting words, threats of physical harm, or incites imminent lawless action.

Chalking

Advertising events with chalk on sidewalks (termed as "chalking") by RSOs or University departments is permitted, following these guidelines:

- Sidewalk chalking may be done on designated sidewalks only and should be 25 feet from the building's entrance(s)/exit(s).
- Only washable sidewalk chalk may be used. Spray chalk is not permitted.
- Chalking announcing a date specific event may be posted up to seven (7) days prior to event; chalking must be cleaned off within seven (7) days after the event.
- Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted on any building or under an area where there is an overhang.

T-Shirts

All RSOs should consult with Student Programs & Activities when purchasing t-shirts or other memorabilia when using the University name, logo, emblem, etc. to ensure that the necessary procedures and standards are followed.

Copy Center

The Graphic Design & Copy Center (GDCC) houses university printing and design services for students, faculty and staff. Located in Harris Hall Room 200, you can request copies of your RSO event or meeting flyers through the GDCC. Call the office at 870-460-1074 or visit the informational links below to find out about pricing and placing orders. You must have an account number and contact person for the RSO to place a printing order. Student Programs and Activities can provide your account number if you do not know it.

The GDCC can provide table tents, large and small flyers, color printing, black and white copies on color paper, and other various printed materials. Because of the number of materials printed on campus, it is best to give the GDCC at least a week's notice whenever possible.

Copy/Print Request

Graphic Design Request

Copy Center Pricing Guide

Risk Management

Alcohol & Other Drugs

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of the University of Arkansas at Monticello are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on University property or as part of any University-sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

The University of Arkansas at Monticello affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through University Counseling Services, Health Services, and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest in order to ensure the student's health and safety and/or a conduct complaint for disorderly conduct and/or failure to comply.

For more information, see "Alcohol & Other Drug Policy" in the "Community Standards" section of the Student Handbook.

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 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/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 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.

For more information, see "Hazing" in the "Community Standards" section of the Student Handbook.

Travel

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 cl aims 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 the m 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 T ravel of Students form.
2. Copies of the completed registration form will be forwarded to the Vice Chancellor for Student Engagement 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 re 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 during the trip. Only employees of the University may operate University vehicles.

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 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 *UAM 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.

All University-related travel must be in compliance with the UAM Travel Policy.

Discrimination

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 Student Special 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 a mended 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.

Public Assemblies

The right of freedom of expression at outdoor areas of campus includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the University's operations or endanger the safety of others. Accordingly, large-scale events must receive prior permission from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or the Director of Student Services for UAM-CTM on the McGehee campus at least 3 business days in advance of the event or activity.

The University will work with the requesting person to either meet the request or find a suitable time and location. To ensure safety on campus, the University may require the requesting party to provide a parade route, hire security, ensure egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies. This policy does not designate all publicly accessible outdoor locations on campus as traditional public fora. *See UAM Operating Procedure 710.5 for more information.*

New Recognized Student Organizations

Getting Started Checklist

Step 1: Download a copy of the New Student Organization Recognition packet from the Student Programs & Activities webpage. Set up a meeting to review the process with the Dean of Students.

Step 2: Use the constitution outline and samples provided to develop a Constitution and By-Laws for your organization.

Step 3: The organization must have at least 10 members, of which at least 6, including two officers, will return the following year. This is required to ensure that there is sufficient, sustainable interest in the creation and longevity of a new organization.

Step 4: Submit the completed New Student Organization Recognition packet online with all the required materials and forms.

Step 5: Meet with the Dean of Students to review the material submitted. Work with the Dean of Students as the Recognition Process begins (see below).

Naming Your Organization

- The name and purpose of the student organization must be unique—the name and purpose cannot duplicate the name and purpose of an existing RSO.
- Recognized Student Organizations who choose to use UAM in their title must use the following format: (Name of Organization) at UAM. Student organizations are not official entities of the University and may not represent themselves as such.
- RSOs cannot use the University trademarks, seal or logos (including mascot), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter any trademark, seal or logo of the University without express permission
- RSOs may indicate existence at the University as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase "at The University of Arkansas at Monticello (or UAM)".

Recognition Process

There are procedures that must be followed in forming a University of Arkansas at Monticello recognized student organization. A group wishing to be recognized by the University must submit to Student Programs & 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 a mend must also be included.

Upon completion of its constitution, the organization must present its constitution to Student Programs & Activities. The Dean of Students will verify that all University requirements for recognition have been met. The Dean of Students will convene the Student Engagement 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 or interest meetings while seeking recognition.

Constitutions

The Constitution of an organization contains the fundamental principles which govern the organization. The By-Laws establish the specific rules of guidance by which the group is to function. All but the most informal groups should have their basic structure and methods of operation in writing.

By definition, an organization is a "body of persons organized for some specific purpose; a club, union, or society. The purpose of writing a constitution will serve to:

- Clarify your purpose
- Define your basic structure
- Provide the cornerstone for building an effective group
- Allow members and potential members to have a better understanding of what the organization is all about and how it functions.

If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be much easier and more rewarding.

The following is an outline of the standard information to be included in a Constitution. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

Article I

The name of the organization

Article II

Affiliation with other groups (local, state, national, etc.)

Article III

Purpose, aims, functions of the organization

Article IV

Membership requirements and limitations

Article V

Officers (titles, term of service, how selected)

Article VI

Advisor (term of service, how selected)

Article VII

Meetings (frequency, special meetings, who calls them)

Article VIII

Quorum (number of members required to transact business.)

Article IX

Referendum and Recall (procedures and handling)

Article X

Amendments (means of proposal, notice required, voting requirements)

Article XI

Ratification (requirements for adopting this constitution)

Remember the reasons for having a Constitution and By-Laws. They articulate the purpose of your organization and spell out the procedure to be followed for its orderly functioning. Constitutions usually require a two-thirds vote of the membership for adoption. Bi-Laws only require a simple majority vote for passage. Once you have developed your Constitution and By-Laws, review over them often. The needs of your group will change over time and it is important that the Constitution and By-Laws are updated to reflect the current state of affairs.

Make sure every member of the organization has a copy of them. This will help unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-Laws should be a part of officer training and transition.

Residence Life

Residency Policy

Provided Services

Computer/Internet Network Connection

Each resident hall offers Ethernet and Wi-Fi 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/it/index.html

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, RD, or someone in the Residence Life main office immediately.

Laundry Facilities

Laundry facilities are available in each residence hall. Commercial washer and dryers are available to hall residents free of charge. The Office of Residence Life 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 to an RA or via the Work Order Submission form. Students are prohibited from doing laundry for non-residents. The University reserves the right to enforce those 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.

Loss of Personal Property

The University does not assume any legal obligation to pay for lost or damaged 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. This also includes items left unattended in the laundry rooms. The student is encouraged to carry appropriate insurance to cover such losses.

Maintenance/House Keeping

Maintenance requests should be reported to the residence life front desk. Repairs are then turned into the Maintenance Department. Work orders will be completed at a timely manner. For status updates or emergency maintenance issues contact your RA/RD on duty.

Although residents are responsible for cleaning their own rooms/living spaces, custodians are on staff to regularly maintain/ clean common areas of the residence halls (e.g., lounges, lobbies, hallways, stairwells, and communal restrooms).

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. An inventory inspection 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 inspection, will have occurred during occupancy. Failure to properly complete the room inspection 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.

Waste/Trash Disposal

Trash containers are conveniently located in the residence halls. Please take your trash to the designated area. Do not put your bagged trash in bathroom or laundry room trash cans. Do not rinse food or melted wax down sinks at any time. At the University Apartments there are large trash bins located between both complexes across the road. Trash is not, at any time, to be thrown or dropped over rails, out windows or left in the common areas or lawns. 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.

Grilling

Personal grills are only permitted at the University Apartments. 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 and fire pits for cookouts and picnics. In addition, the pavilion beside Maxwell Hall is available for residents' use.

Visitation and Quiet Hours

Guests

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.

Visitation Hours

Visitation hours are designated times when a resident may have a guest visit his/her room.

Bankston and Horsfall

Monday-Thursday	12pm-Midnight
Friday	12 pm-3 am
Saturday	12 pm-3 am

Sunday 12 pm- Midnight

University Apartments/Maxwell: 24 hour Visitation Policy

Overnight guests

Residents are permitted to have an overnight guest 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 24 hours prior to guest's arrival. 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 after given approval from RD or Director of Housing. 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 hall ways, 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.

Quiet Hours

Quiet hours are daily from 10:00 pm to 8:00 am.

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 theirs guests is welcomed. Residents are entirely responsible for the conduct of their guest 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 10 pm and 8 am. 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 in 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.

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. Students 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 $120.00 and the University Apartments is $220.00.

Residents should keep their rooms and windows locked at all items 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. No resident is allowed to park in the RED spaces at any resident hall and at the other buildings on campus. The RED space(s) at residence halls are reserved for Resident Directors. 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 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 B 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 officials 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 suspicion 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 purposed.
- To accompany pest control personnel.

Video Surveillance

In a response to a 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.

Evacuation

All residents must evacuate the residence hall during and 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 purposed 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 and a $100-$500 fine. Tampering with and/or removal of smoke detectors will also result in judicial proceedings. This is in addition to the $100-$500 fine imposed by the University.

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.

Fire Drills and Evacuation

Each residence hall will conduct at least one fire frill per semester to educated 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. INFORM A 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

If time permits, residents of Horsfall Hall and Royer Hall should go the Horsfall Hall Basement. If time permits, residents of Bankston, Maxwell, University Apartments should go to the University Center Gymnasium.

If time does not permit, the following plan should be following:

Bankston Hall	1st floor restrooms
Maxwell Hall	1st floor restrooms
Horsfall Hall	Horsfall Basement
University Apartments	Any 1st floor apartment 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 even 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 even that such information should be needed. If you suspect a person is missing, notify UAM University Police immediately at 870-460-1000 and/or 911.

Roofs, Ledges, Windows

Residents are not allowed on the roof, room ledges, or windowsills of and 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 the 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 the residence hall during through approved doorways. Other modes of entering and exiting, such as through windows or emergency exits, are strictly prohibited.

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 offence 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, $100-$500 fine and/or removal from University Housing.

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 and 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.

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.

Climbing on Campus Buildings

Climbing, repelling, and related activity is prohibited on campus buildings and structures.

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.

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, paintball, 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.

Cleanliness Expectations

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.

Room Inspections

Room inspections will be conducted by Resident Assistants the 1st Tuesday of every month. RAs will ensure that residents' rooms are up to our standard of cleanliness. Failure to meet our standard will result in a warning. The warning will include documentation in both residents' files, and a 48-hour grace period for residents to meet our standard of acceptable room cleanliness. If residents fail to meet our standard of clean after the 48-hours, this will result in a write-up, training, and consultation with residence life staff.

Standard of Cleanliness

Residents should take pride in their living space, and respectfully clean their rooms regularly. Our standard of cleanliness includes: dusting all furniture and blinds, washing and putting away laundry, taking out all trash, properly covering or disposing of any food containers, organizing room space and belongings in a tidy manner, sweeping and mopping floors. In suite-style halls cleaning the bathroom and sink room areas, which entails properly cleaning the: mirror, vanity, sink, toilet, and shower.

Lounges/Lobbies

Each residence hall has lobbies and lounges available for students to interact in a recreational environment. Several lounges include television, couches, etc. Each residence hall has at least one lounge 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. You are not allowed to sleep or generally live in these areas.

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.

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 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.

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.

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.

Note: Vaping is also not allowed on campus and in residence halls.

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 items 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 oven, hot plates, broilers, space/kerosene heaters,
- Electric grills, electric fry pans/skillets
- Sun lamps
- Air conditioners (personally owned units)
- 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.

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, 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, tasers, air guns, paint guns, pellet guns, swords, knives, bows and arrows, rifles, handguns, etc.

Housing Requirements and Removal

Break/Closing Periods

Maxwell Hall, Bankston Hall, Royer Hall, and Horsfall Hall residents are not allowed to reside in their rooms during break periods without prior approval from Director of Housing. 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.

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.

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/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.

Private Rooms

Private rooms are approved after all students have checked-in. Private rooms are not guaranteed except in Horsfall. Private rooms are offered on availability. Private room contracts are offered on a semester-by-semester basis. There is an additional charge for students who agree to a private room contract.

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 the 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 Apartment.

UAM 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).

UAM reserves the right to remove any residential student from his/her individual residence hall room, suite, or apartment unit upon the violation of three residential 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.

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 online StarRez inspection. On Check in day you are more than welcome to log into your StarRez account and make changes to your room inspection survey. When a resident checks out, the room will again be inspected. Discrepancies between the condition shown on the initial StarRez inspection report and the condition at the checkout inspection will result in charges being assessed.

Check Out Procedure

The student must leave the residence hall by 4:00 pm on the last scheduled day of final exams. The student must clean the room thoroughly or a minimum $50.00 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)

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 finished, 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 Registrar, for each semester to retain housing rights. Any resident discovered 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 the Student Success Center Suite 204.

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 the Student Success Center Suite 204. If a resident regains permission to live on campus and earn a second term GPA less than a 1.00, the student will be denied on campus housing indefinitely without the right to appeal.

Security Deposit

A $100 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 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 of Residence Halls
- Withdrawal from the University: A student who withdraws from the university must vacate the residence hall or apartments within 24 hours of the withdrawal.

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.

Meal Plan Requirement

All students living on campus must purchase a meal plan. The prices and plans can be found on the UAM website. Any student who wishes to change their meal plan, must do so before the 10th day of classes.

Emotional Support Animal Policy

Policy Statement

The University of Arkansas at Monticello (UAM) recognizes the importance of emotional support animals for individuals with disabilities. UAM complies with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. UAM is committed to equal access to university educational programs, activities, and campus housing for all students. To that end, UAM has established this Emotional Support Animal policy to ensure equal access to University Housing for all students, regardless of disability.

Students with Emotional Support Animals (ESAs) are responsible for following specific guidelines and meeting all requirements concerning the use of ESAs. Students should carefully review the policy set forth in this document before signing the accompanying acknowledgement form.

Definitions

Emotional Support Animal

An Emotional Support Animal (ESA) is an animal providing emotional or other support to ameliorate one or more identified symptoms or effects of a disability. Emotional Support Animals are not required to be trained to perform work or tasks and can be species other than dogs or miniature horses. ESAs may not be brought into campus housing without prior approval from Student Special Services and the Dean of Students, or designee. Each request will be evaluated on a case-by-case basis as outlined in this policy, considering the individual request and the rules of the University of Arkansas at Monticello.

A person qualifies for a reasonable accommodation if:

I. The person has a documented disability and is registered with UAM's Student Special Services;

II. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls; and

III. There is an identifiable relationship between the disability and the assistance the animal provides.

UAM will not permit emotional support animals if they would pose a direct threat to the health or safety of others, would cause substantial physical damage to the property of others, would pose an undue financial and administrative burden, or would fundamentally alter the nature of campus operations. Each set of documentation will be reviewed on a case-by-case basis.

NOTE: Emotional Support Animals are not trained to assist an individual with a disability in the activities of daily living and are therefore, not considered Service Animals under the criteria established by the ADA and do not qualify for the same legal protection.

Under this policy, a "Pet" is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Emotional Support Animal. It is not covered by these guidelines. Residents are not permitted to keep pets on university property or in university housing.

Approved Animal

An "Approved Animal" is an Emotional Support Animal that has been granted as a reasonable accommodation under these guidelines.

Owner

The "Owner" is the student or other covered person who has requested the accommodation and has received approval to bring the "approved animal" on campus.

Documentation for Emotional Support Animal

Requests for an Emotional Support Animal in student housing require complete documentation to be submitted before review. A student and the student's physician must complete the attached form, explaining the need for the animal, the type of animal, a description of the animal, and the date(s) of the medical diagnosis and prescription for such an animal, and additional supportive information.

If the office of Student Special Services determines that a qualifying disability exists, it shall arrange a meeting with a student housing representative and the person requesting an ESA in student housing. These guidelines will be carefully reviewed with the owner at that meeting.

Conflicting Needs/Health Concerns

If an Emotional Support Animal request is granted, the student housing officials will make a reasonable effort to notify members of the residence hall living in close proximity to the animal. This notice will be limited only to information regarding the presence in the building as an accommodation to a student with a disability. There will be no disclosure of the student's disability or the specific reason the animal is required. The number of people provided notice of the animal will depend on the type of animal and on the type of housing the student is living in each academic year.

Individuals who have medical issues and are adversely affected by animals (e.g. respiratory diseases, asthma, severe allergies) are asked to contact the office of Student Special Services and/or Residence Life if they are concerned about exposure to an ESA. The person may be required to provide verifiable medical documentation to support such claim. Reasonable accommodation may be made to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.

The office of Student Special Services and Residence Life will collaborate, as needed, to help resolve any conflicts related to an ESA and health concerns. All staff members will consider the needs and/or the appropriate accommodation of all residents involved.

Expectations

1. The owner of the ESA must comply with state and local requirements regarding vaccination, licensure, leash control, cleanup rules, and animal health.

The city of Monticello requires that all dogs have a current vaccination against rabies by a licensed veterinarian who will issue to the owner a durable metal tag and a certificate of vaccination. Tags must be attached to the collar or harness of the animal and be worn at all times unless a properly implanted, registered microchip is present in said animal.

Additionally, Drew County ordinances prohibit the ownership or possession of vicious animals. These animals include domesticated dogs, cats, birds, poultry, horses, and cattle.

2. The ESA Owner agrees to abide by all other residential policies. An exception to the animal policy made under this ESA Policy does not constitute an exception to any other University policy.
3. The owner is responsible for making sure the approved animal does not disrupt the residential community.
4. The approved animal will remain in the ESA owner's assigned room and is not permitted in other student rooms or the common areas of the residential facilities, and other areas of the University such as classrooms, academic buildings, administrative buildings, the library, the Gibson University Center or the Student Success Center.
5. Approved animals brought on campus must be under the control of the ESA owner at all times (i.e. leash, harness, crate). The ESA owner is solely responsible for the animal's well-being, care and cleaning, including but not limited to regular feeding, bathing, grooming, daily care and veterinary services.

The owner must provide:

- Food of sufficient quality and quantity to allow for normal grown or maintenance of body weight
- Access to suitable water
- Veterinarian care when necessary to relieve distress from illness, injury or disease.
- Access to an area kept reasonably free from excess waste or other contaminants that could affect the animal's health
- Suitable air temperature for the animal

6. Approved animals may not be left unattended overnight in the residential facilities to be cared for by another student. Approved animals must be taken with the owner if they leave campus for a prolonged period.

7. When approved animals are left unattended in the owner's room, they are required to be stored in a crate, carrier or kennel. This containment will allow UAM officials to routinely access the residential facilities for maintenance and other routine tasks without posing risk to the animal or employees.

8. Dogs as ESAs must be "house broken" and cats as ESAs must be litter box trained.

9. Fecal matter deposited on University grounds or within the facilities must be removed immediately and disposed of properly. Fecal matter shall be sealed in a plastic bag and placed in a dumpster. If animal waste is inside the building, the owner must properly remove the waste, and properly sanitize the affected area.

10. Approved animals must be taken out of the building by way of the shortest and most direct path, and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence when not in transit.

11. The ESA owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once per semester or as needed. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a University-approved pest control service. The ESA owner will be billed for the expense of any necessary pest control treatment.

12. The University may remove or require the removal of the ESA that poses a threat to the health or safety to others on campus, disrupts the educational environment of the University and/or residential community, or if the owner does not comply with these guidelines. It is the responsibility of the ESA owner to ensure the approved animal does not interfere with the quality of life of other residents on campus. This includes noise violations (e.g. barking or other disruptive noise).

13. The owner will be financially responsible for expenses incurred for additional cleaning measures or for repairs to the residential premises, including losses, liability, claims, and harm to others caused by the ESA.

14. The owner will hold the University harmless in the event the approved animal goes missing. University staff is not responsible for the retrieval of the approved animal in the event the animal escapes or becomes lost.

15. The owner must notify the Office of Student Special Services in writing if the ESA is no longer needed as an ESA or is no longer in the residential facilities. To replace a previously approved ESA, the owner must complete any registration and other related forms to the Office of Student Special Services.

Removal of Approved Animal

The owner of an emotional support animal may be required to remove the animal from University facilities if the owner or animal fails to comply with these guidelines. The following describes behaviors which may result in the removal of the animal:

1. Disruptive Behavior: An animal may be removed if its behavior is unruly or disruptive (e.g. barking, jumping on people, growling, running around, and exhibiting aggressive behavior).

2. Uncleanliness: Animals are required to be housebroken. Owners must also ensure that their animals are kept clean and well-groomed. Animals that are excessively unclean (e.g. repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from University facilities.

3. Damage to property: The owner is financially responsible for any property damage. The owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs at the time of repair and/or check-out.

4. Failure to comply with state or local requirements. State and local requirements include vaccination, licensure, leash control, cleanup rules, and animal health.

5. The determination that an ESA must be removed from student housing will be made by the Dean of Students, or designee. This decision may be appealed to the Vice Chancellor for Student Engagement in writing within five (5) school days of the decision. After reviewing the appeal, the Vice Chancellor for Student Engagement will notify the owner in writing. The decision of the Vice Chancellor for Student Engagement shall be final.

Unattended or Uncontrolled Animals

If an unattended or uncontrolled animal is observed on University property, a reasonable attempt will be made to locate the animal's owner. If the owner is located, they may face disciplinary measures by appropriate authorities through the student conduct process.

If attempts to find the animal's owner are unsuccessful, the City of Monticello will be contacted for removal of the animal from University property. The City of Monticello will typically hold an animal for 10 calendar days, then release the animal to a third party. If the University has to remove an animal under this provision on more than one occasion, the University reserves the right to require the owner to permanently remove the animal from campus.

The University will seek restitution for any animal-related damage to University property. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

Non-Discrimination Policy

The Americans with Disabilities Act (ADA) guarantees equal opportunity in employment, public accommodations, transportation, state and local government services, and telecommunications. In addition, Section 504 of the 1973 Rehabilitation act states: "No otherwise qualified handicapped individual in the United States shall, solely on the basis of his/her handicap, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance".

This Emotional Support Animal policy at the University of Arkansas at Monticello is consistent with the ADA and Section 504. UAM is open and accessible to students with disabilities.

Confidentiality and Release of Information

The Office of Student Special Services is committed to ensuring all student information remains confidential, as required by law. Disability related information is to be treated confidentially, consistent with UAM policies.

Grievance

Any student with a complaint regarding ESA, or the enforcement of this Emotional Support Animal should contact the Office of Student Special Services for additional information.

Link to ESA related forms: https://www.uamont.edu/admissions/sss/EmotionalSupportAnimalDocumentationForm.pdf