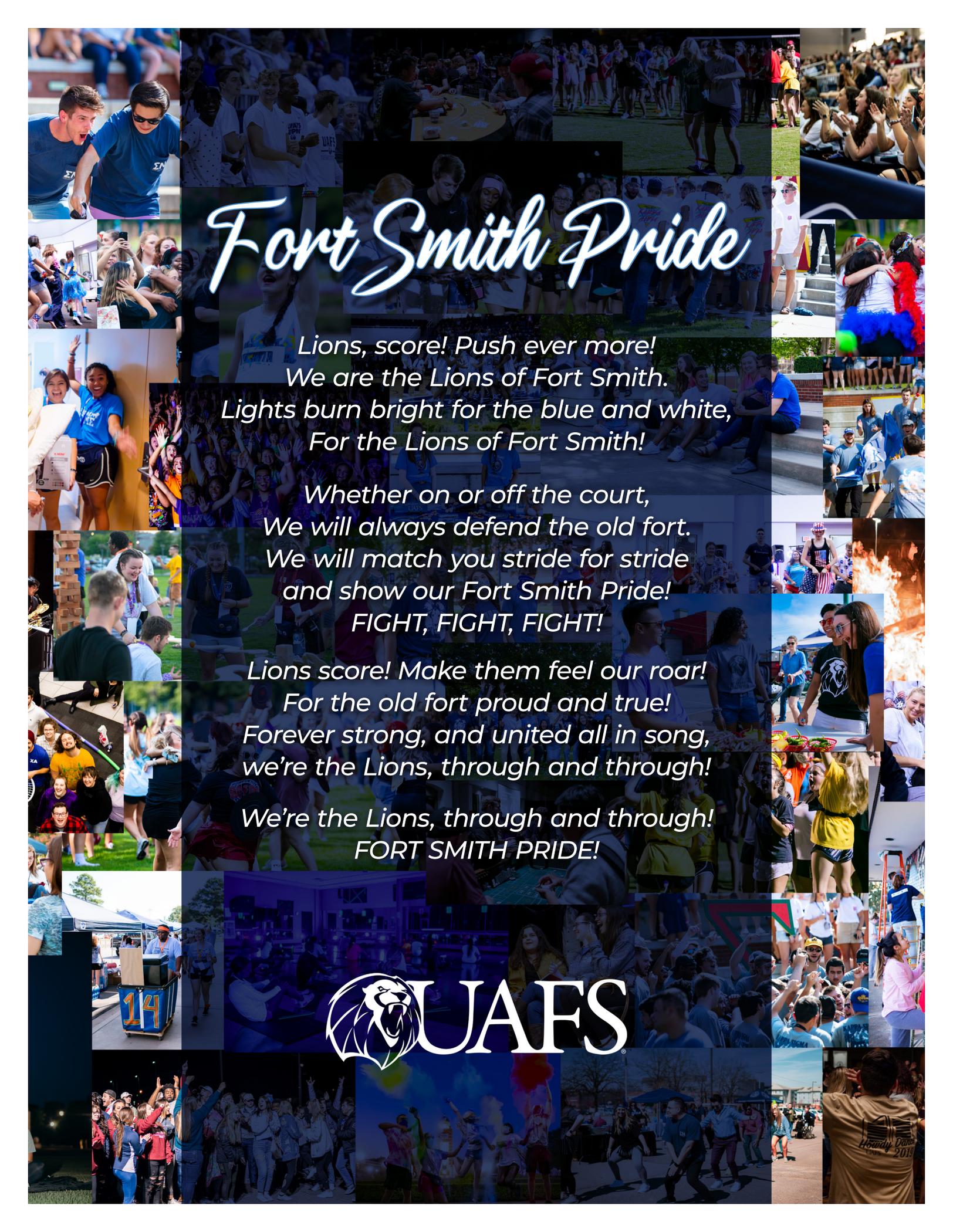


2021-2022 Student Handbook and Code of Conduct



UNIVERSITY *of* ARKANSAS
FORT SMITH[®]



Fort Smith Pride

Lions, score! Push ever more!
We are the Lions of Fort Smith.
Lights burn bright for the blue and white,
For the Lions of Fort Smith!

Whether on or off the court,
We will always defend the old fort.
We will match you stride for stride
and show our Fort Smith Pride!
FIGHT, FIGHT, FIGHT!

Lions score! Make them feel our roar!
For the old fort proud and true!
Forever strong, and united all in song,
we're the Lions, through and through!
We're the Lions, through and through!
FORT SMITH PRIDE!



**All praises sing to the school we
hold dear,
A part of our hearts will forever
be here,**

**Your banner of wisdom our
future will guide,
The friends that we cherish at
our side,**

**Let our song ring out for the
white and blue,
To UA Fort Smith we will ever
be true!**

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CALENDAR 2021-2022

FALL SEMESTER - 2021

Classes Begin	(M) August 23
Holiday (Labor Day)	(M) September 6
Fall Break	(M-T) October 18-19
Thanksgiving Break	(W-U) November 24-28
Last Day of Classes	(R) December 9
Reading Day	(F) December 10
Final Exam Week	(U-F) December 11-17

SPRING SEMESTER - 2022

Classes Begin	(M) January 10
Martin Luther King, Jr. Holiday	(M) January 17
Spring Break	(M-S) March 21-26
Faculty Appreciation Ceremony/Student Research Symposium	(F) April 8
Last Day of Classes	(F) April 29
Final Exam Week	(U-F) April 30-May 6
Commencement	(S) May 7

SPRING INTERSESSION DOMESTIC/INTERNATIONAL MAYMESTER - 2022

Classes Begin	(M) May 9
Last Day of Term	(F) May 27
Holiday (Memorial Day)	(M) May 30

SUMMER TERM I - 2022

Classes Begin	(T) May 31
Last Day of Term	(R) June 30

SUMMER TERM II - 2022

Classes Begin	(T) July 5
Last Day of Term	(R) August 4

PHONE DIRECTORY

Area code 479 unless otherwise indicated

UNIVERSITY

Switchboard 788-7000

ADMISSIONS

Smith-Pendergraft Campus Center 219 788-7120

Toll-Free for Admissions Information 888-512-5466

ADVISING CENTER

ROAR First Year Advising Center 788-7400

ATHLETIC DEPARTMENT

Stubblefield Center 148 788-7590

CAMPUS AND COMMUNITY EVENTS/BOX OFFICE

Smith-Pendergraft Campus Center 103 788-7300

CAMPUS RECREATION AND WELLNESS

Recreation and Wellness Center 788-7600

Intramural Sports 788-7222

Sports Clubs 788-7222

Outdoor Adventure 788-7596

CAMPUS TOURS AND VISITS

Smith-Pendergraft Campus Center 219 788-7120

CAREER SERVICES

Boreham Library 212 788-7017

CENTER FOR BUSINESS AND PROFESSIONAL DEVELOPMENT

Flanders 215 788-7760

COMPUTER AND WEB CLASSES DISTANCE LEARNING SUPPORT

Technology Support (Help Desk)

Gardner 101 788-7460

COUNSELING CENTER

Pendergraft Health Sciences Center 312 788-7398

DEANS' OFFICES

College of Business and Industry
Business and Industrial Institute 103B 788-7801

College of Arts and Sciences
Windgate Building 213 788-7431

College of Health, Education, and Human Services
Pendergraft Health Sciences Center 103 788-7830

FEE PAYMENTS/CASHIER

Smith-Pendergraft Campus Center 202 788-7060

FINANCE OFFICE

Business Center 100 788-7050

FINANCIAL AID

Smith-Pendergraft Campus Center 215 788-7090

GORDON KELLEY ACADEMIC SUCCESS CENTER

Vines 202 788-7675

FRATERNITY AND SORORITY LIFE

Smith-Pendergraft Campus Center 110 788-7694

HOUSING AND RESIDENTIAL LIFE

Housing Office 788-7340

The Lion's Den Residence Hall 788-7347

Sebastian Commons Apartments 788-7340

LIBRARY

Boreham Library 788-7200

NEW STUDENT AND FAMILY PROGRAMS

Smith-Pendergraft Campus Center 111A 788-7319

POWELL STUDENT HEALTH CLINIC

Pendergraft Health Science Center 258 788-7444

RECORDS OFFICE / REGISTRAR

Smith-Pendergraft Campus Center 222 788-7230

STUDENT LIFE OFFICE

Smith-Pendergraft Campus Center 115 788-7699

STUDENT ADA SERVICES

Vines 210 788-7577

STUDENT AFFAIRS

Smith-Pendergraft Campus Center 201A 788-7310

STUDENT GOVERNMENT

Smith-Pendergraft Campus Center 119B 788-7698

STUDENT SUPPORT SERVICES

Boreham Library 233 788-7355

STUDENT SUPPORT SERVICES STEM

Flanders 104 788-7749

TESTING CENTER

Smith-Pendergraft Campus Center 205 788-7682

TRANSCRIPTS, ACADEMIC RECORDS-RECORDS OFFICE

Smith-Pendergraft Campus Center 222 788-7230

UAFS LIONS BOOKSTORE

Smith-Pendergraft Campus Center 145 788-7320

UNIVERSITY POLICE DEPARTMENT

Non-Emergency 24 hr. 788-7140

Emergency 24 hr. 788-7911

Parking Services 788-7109

UPWARD BOUND

Echols 111 788-7113

Classic

Math/Science

VETERANS AFFAIRS

Smith-Pendergraft Campus Center 221-A 788-7091

WATC (WESTERN ARKANSAS TECHNICAL CENTER)

Baldor 111 788-7700

WORK-STUDY

Smith-Pendergraft Campus Center 214 788-7092

**UNIVERSITY OF ARKANSAS - FORT SMITH
5210 GRAND AVENUE, P.O. BOX 3649
FORT SMITH, AR 72913-3649
INFORMATION@UAFS.EDU**



Dear UAFS Students,

Welcome to the 2021-22 academic year at the University of Arkansas – Fort Smith. I am glad that you have chosen to pursue a degree with us. It is my hope that in the coming year you will invest in your academic success, grow personally, and engage thoughtfully in the life of the university.

I believe you will find our faculty to be exceptional and accessible. Our faculty stand ready to assist and mentor diligent students. I encourage you as a student to seek out challenging and fulfilling academic experiences that might include study abroad programs and the annual Student Research Symposium. I also encourage you to ask for help if you ever find yourself struggling academically. Students can utilize faculty office hours, the Gordon Kelley Academic Success Center, and the math and writing labs on campus to achieve academic success.

At UAFS learning does not end when you leave the classroom. I strongly encourage you to engage in co-curricular programs. With more than 100 Registered Student Organizations, I believe you will find something that interests you. Fraternity and Sorority Life is strong, vibrant, and values focus. Our Student Government Association consists of a group of dedicated student leaders who work together to create a better overall student experience. I also invite you to attend on-campus activities. These activities are free for you to attend and are a whole lot of fun. Our award-winning Campus Activities Board has prepared a number of exciting programs for you to enjoy this academic year, which means there is always something going on here at UAFS.

I encourage you to explore the high-quality cultural, musical and theatrical performances at UAFS. In addition to these, our athletic programs are highly competitive and offer a great fan experience in the student section. So whether you are a brand-new Lion or a veteran of the Pride, commit yourself to academic excellence, campus involvement, and service to others. Remember that you, more than anyone else, have the power to shape your future. Make good choices, be open minded, and enjoy everything UAFS has to offer.

All the best,

A handwritten signature in black ink that reads "David Stevens". The signature is written in a cursive, flowing style.

Dave Stevens, Ed.D.
Associate Vice Chancellor and Dean of Students
Student Affairs and Enrollment Management



Welcome, Lions!

We are so glad that you have chosen the University of Arkansas-Fort Smith! My name is Jade Rogers and I will be serving as your 2021-2022 Student Government Association President. On behalf of the SGA, I would like to congratulate you on your decision to further your education. Investing in yourself is one of the greatest investments you could ever make!

In your time at this university you will be faced with many opportunities—chances to meet lifelong friends, explore new hobbies, and grow in your personal life. My hope for you is that you will make the most of every opportunity afforded to you. As with anything in this life, you only get out what you put in. I encourage you to ask questions and take advantage of all the incredible resources this university offers. Whether you are struggling in your coursework, need assistance with your schedule, or are facing issues outside of school, I can guarantee you there is someone on this campus who has the answer you're searching for and is more than happy to help!

If I could offer you one piece of advice to begin the year it would be this: although you can't control what happens, you can control how you react. Every day we have hundreds of choices to make, but I think the most important choice is what kind of attitude we choose to have. If you make the decision to have a great day, nothing can take that away from you.

If you have any questions, concerns, or ideas to improve our campus, please do not hesitate to reach out to us. We are here to be your voice, and we look forward to hearing from you!

Jade Rogers
President, Student Government



Dear Lions,

Welcome from the Office of Diversity, Equity, and Inclusion!

We are so happy that you have decided to make the University of Arkansas - Fort Smith your university of choice to continue your educational journey. It is an honor and a privilege to serve as the inaugural Executive Director of the Office Diversity, Equity, and Inclusion (ODEI). The overarching goal of the office is to help make the university an even more welcoming, and inclusive community where all members feel a sense of belonging to UAFS. We will achieve the overarching goal by sharing our diverse perspectives through diversity education, welcoming of informative speakers to campus, and the creation of a pipeline for recruiting a diversified student body.

The University of Arkansas – Fort Smith will become a leader in diversity efforts in the River Valley Region and the state of Arkansas. To see this vision, come to fruition we need all students to be involved in making this campus the most welcoming and inclusive in the state. During the Fall 2021 semester, there will be opportunities, both virtually and in-person, for students to provide feedback on where we are as an institution currently. Further, we will identify opportunities for growth and work together to establish a well-informed plan for diversity at UAFS. We want to hear your voice and we need your help on committees across the university to make our decisions better.

The nation is becoming more diverse by the day and our campus community is no different. It is our responsibility to make sure that all UAFS Lions feel a sense of belonging. Significant work towards making the campus safe and welcoming for all has taken place so far, but there is much more work to be done. I know some of you may not know exactly how you play a part in helping make UAFS a leader in diversity. Here are a few ways: join one or more diverse registered student organizations, support events that these organizations put together, participate in diversity discussions ODEI hosts throughout the academic year, and volunteer to serve on committees across the campus.

Please feel free to reach out to us with any questions. Be sure to engage with our programs and help be a part of these important discussions. We look forward to getting to know you throughout the academic year!

In truth and service,

John W. Blue, M.S.

Executive Director of the Office
of Diversity, Equity, and Inclusion



A BRIEF HISTORY OF UAFS

UAFS was established in 1928 as an extension of the public school system in Fort Smith, Arkansas, and has since gone through distinct phases to become a regional university. Fort Smith Junior College was first housed at what is now Darby Junior High, followed by a move to the new high school, now Northside High School. The college operated within the Fort Smith Public School System until 1950 when it was incorporated as a private, nonprofit institution with its own governing board. In September 1952 the campus moved to 15 acres on Grand Avenue, a portion of its current site. Two brick buildings and one wooden structure that previously housed the county hospital for the indigent and the local “poor farm” were converted to classrooms and offices. The fall semester began with 108 students and 10 instructors.

During the 1950s and 1960s, the college forged ahead in its role as a comprehensive community college – a new concept in Arkansas and across the nation. In the fall of 1965, the Sebastian County electorate approved the creation of the Sebastian County Community Junior College District, the governor appointed a Board of Trustees, and the school again became a public institution. Fort Smith Junior College became Westark Junior College in 1966, indicating the larger area to be served, followed by Westark Community College in 1972. Throughout the 1980s and early 1990s, the college developed and grew. The year 1989 brought another significant development: the establishment of a University Center on the Westark campus, allowing four-year

institutions to offer junior-, senior-, and graduate-level courses at Westark.

In 1997 the state legislature passed an act praising Westark and its ability to manage change, officially designated Westark as a “Unique Community College,” and granted it authority to offer in its own right up to nine applied bachelor’s degrees developed in response to identified needs in the area and industries served.

The name of the college was changed yet again in February 1998 to Westark College. The next major step came on Dec. 15, 2000, as an agreement with the Board of Trustees of the University of Arkansas to merge Westark with the University of Arkansas System as a four-year institution, the University of Arkansas at Fort Smith.

The merger, which became official on Jan. 1, 2002, endorsed the concept of UAFS as a unique university – one that offers applied and traditional baccalaureate degree programs, one- and two-year associate and technical programs, and non-credit business and industry training programs. UAFS absorbed five bachelor’s degree programs offered through the University Center and has since developed, and continues to develop, its own bachelor’s and master’s degrees.

The core mission that marks the institution of today – to prepare students to succeed in an ever-changing global world while advancing economic development and quality of place.



YOU AND THE UNIVERSITY COMMUNITY

A Message from Chief Ottman



On behalf of the members of your UAFS Police Department, I extend a Lion welcome to our campus to you and your family. Our members are here to assure your time on campus is safe and enjoyable. Whether you need to gather information before your arrival or check out current activities once you're here, we want this informational booklet to be of value to you.

Safety in our surroundings where we work, live and play continue to be a focus of law enforcement. This safety is a focus and primary concern of the University Police Department. The University Police Department is comprised of uniformed officers who are state certified by the Arkansas Commission on Law Enforcement Standards and Training and full-time dispatchers. Student members of the department add eyes and ears on campus and help provide efficient and timely services to all stakeholders. Our officers continue to receive professional training to increase our ability to provide the most professional and effective police services.

Our department is committed to the philosophy of community policing and strives to maintain campus partnerships to enhance the experiences of students, faculty, staff, and visitors. The annual crime statistics for UAFS are also published on the university website. If you have any questions about the statistics, please call my office at 479-788-7140 or feel free to email me at ray.ottman@uafs.edu.

The UAFS Police Department is committed to serving the needs of the university community. When you need assistance, I will ensure you receive the same level of service you would expect from any other professional law enforcement agency.

In order to make our campus as safe as possible, I would like to invite every member of our community to do their part by protecting themselves and their property. Let's work together to make UAFS a safe place to live, learn, and work!

Ray Ottman
Director/Chief of Police



Personal Safety

Each student is issued a Lions ID card, which must be retained while they are registered at the university. In order to protect the safety and welfare of students and employees of the university, and to protect the property of the university, all people at events or on property under the jurisdiction of the university shall identify themselves to an appropriate institutional representative who has identified themselves. A person identifies themselves by giving their name and complete address and stating truthfully their relationship to the university. A person may be asked to present some form of identification. If any person refuses or fails upon request to present evidence of their identification, and it appears reasonable that the person has no legitimate reason to be on the campus or in the facility, the person may be removed from the campus or facility.

Your safety on campus is vitally important. The need for campus security is broader than personal safety. It is central to our educational mission. There are many steps we can take to protect ourselves from crime. Many crimes occur because there was an opportunity for them to happen. For example, most crimes of theft and burglary are random, not calculated. They occur because community members leave a residence apartment door, room door or window, or car door unlocked. On a campus like UAFS, it is easy to think that nothing will happen. But crime can happen anywhere. Follow these simple steps to reduce your chances of victimization:

- Keep emergency numbers on or near the phone. Report suspicious activity, thefts, and other criminal activity immediately.
- At night walk in well-lit areas with a friend or in a group. Utilize the University Police escort program if you cannot find anyone to walk with you. Be aware of your surroundings. Do not ignore your intuition; if you suspect you are being followed, change direction or head for a campus building, group of people, or emergency phones.
- Never prop open or alter a door in any manner so that it will not close properly.
- Do not admit unauthorized or uninvited people into your residence. Report suspicious people immediately.
- Keep your doors locked at all times when you are in your room and when you leave.
- Never give out information about yourself or others to strangers on the phone.
- Do not carry or flash large sums of money.
- Do not leave backpacks or books unattended at any campus facility. Print your name inside every textbook you own.
- Engrave all personal items such as stereos, calculators, and computer equipment.

CONCEALED CARRY

In 2017 the Arkansas Legislature passed AR Act 562, which allows concealed carry on public college campuses with certain restrictions.

Policy Statement: AR Act 562 allows lawful concealed carry in buildings of and on the grounds of public university campuses in Arkansas with certain exceptions. Those who carry on the property of UAFS are responsible to know Act 562 and other applicable laws. Related university regulations, which include a mandate to follow the provisions of Act 562, will be enforced thoroughly and fairly.

If you are a victim of a crime or have been involved in a personal safety issue on this campus, you are encouraged to report this to the University Police Department. If you simply wish to talk confidentially about what happened, contact the Counseling Center or Crisis Intervention Center (off campus). The following are resources available to you:

University Police Department	479-788-7141
Vice Chancellor for Student Affairs	479-788-7310
Counseling Center	479-788-7398
Crisis Intervention Center	479-782-1821 800-359-0056



MISSION AND VISION

Vision

UAFS will be a national model for preparing students for workforce mobility through education and professional development while serving as the thought leader in the region for workforce training.

Mission

UAFS prepares students to succeed in an ever-changing global world while advancing economic development and quality of place.

Role and Scope

Founded in 1928, UAFS has grown in stature, role and scope over the years into a singularly distinctive institution. Organized and focused on teaching and learning, UAFS offers multifaceted academic and technical educational opportunities. The university provides these learning opportunities at times and places convenient to students and clients. Programs include single courses of instruction, certificates of proficiency, technical certificates, and associate, bachelor's, and master's degrees designed to meet a demonstrated demand of the region. In addition to certificate and degree programs, UAFS provides a wide range of customized, on-site education and training services – both pre- and post-employment – designed to meet the workforce education and retraining needs of business and service organizations.

UAFS provides a variety of public service activities for the people and organizations within its service area. Included are noncredit courses, seminars, workshops, lectures, travel, telecourses, and teleconferences organized by the Center for Business and Professional Development. UAFS makes campus facilities and resources available to community organizations and seeks to enrich quality of place in the community through sponsored cultural activities and events.

Values

UAFS is:

- **Inclusive:** UAFS fosters a welcoming, diverse campus that embraces and promotes inclusion as an integral component to institutional excellence.
- **Student-Focused:** UAFS students have countless opportunities to become leaders on campus and in the community with the help of an engaged campus and intimate learning environments led by attentive professors.
- **Committed to Academic Excellence:** UAFS students receive a top-notch education that prepares them for post-graduate success through practical, hands-on learning opportunities spanning the university's spectrum of diverse course offerings.
- **An Economic and Workforce Developer:** UAFS drives economic growth and development in the greater Fort Smith region by educating a workforce, collaborating with organizations and industries, and promoting the arts.
- **A Driver of Creative Economy:** UAFS works with regional businesses and industries to identify the technical, social, and intellectual skillsets that will promote entrepreneurship and the thinking skills of change.
- **Innovative:** UAFS is an educational pioneer that is constantly examining and pursuing new methods of educating students, whether it be the microcosm of a creative classroom with an inspiring professor or a cutting-edge academic program inspired by local and state needs.

Assessment of Student Learning

UAFS has clear expectations for student learning and is committed to continual assessment as the means to improving learning outcomes. Every academic program specifies educational objectives and outcomes that are measured to determine ways in which learning will be improved. Findings based on assessment objectives are used in curriculum improvement, planning and resource allocation. A faculty-led student learning committee coordinates assessment activities for the purpose of continuous improvement in learning.

GENERAL EDUCATION

UAFS's goal for students is independent lifelong learning. The development and demonstration of the specific abilities in disciplinary and interdisciplinary contexts are means to that end. A strong and viable general education program is central to the university's mission. Each degree requires demonstrated proficiency by students, and the level of proficiency gained is continually assessed in order to improve student learning.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

UAFS provides equal employment, admission, and educational opportunities without regard to race, color, age, national origin, religion, disability, veteran's status, sexual orientation, or gender identity. UAFS does not discriminate on the basis of disability in admission, access to, treatment, or employment in its programs and activities.

The university is committed to a policy of equal employment opportunity (EEO) and to a program of affirmative action. Any person who believes they have been discriminated against, or is aware of discrimination against another person, is encouraged to contact the director of Human Resources/EEO officer at 479-788-7839.

The director of Human Resources is responsible for the university's compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Title VII of the Civil Rights Act of 1964. The vice chancellor for student affairs is responsible for compliance with Title IX of the Education Amendments of 1972.



ACADEMIC INFORMATION

Academic Course Work

Each instructor is in charge of class activity, course requirements, grading procedures, and student discipline within the context of the classes they are assigned to teach. If assistance is needed, contact the instructor, or if necessary, the department head of the appropriate program. Full-time instructors are available by appointment or for walk-in or online assistance during their posted office hours. Part-time instructors will announce their office hours during the first or second class meeting.

Academic Grievance Process

A student with a grievance concerning a faculty member, a method of instruction, or dismissal from a program should follow the informal and formal grievance procedures described in the respective program documents, if applicable.

For those programs without specific written grievance procedures, the student should attempt to resolve the matter informally first with the faculty member, then with the department head or program director, and then with the appropriate dean. The formal grievance process is used when the informal procedures have been exhausted with no satisfactory resolution. For a formal hearing, the student must submit a request, in writing, to the appropriate dean within 14 business days of the incident.

The request must contain:

1. the specific injury to the student
2. the date(s) on which the injury(ies) occurred
3. name(s) of person(s) involved
4. measures taken by the student to rectify the particular incident

5. any other pertinent information

The dean will review the formal request to determine its merit and to ensure all avenues for resolution have been exhausted by the student. An answer/decision will be issued to the student in writing within seven business days of receiving the formal grievance. If the student wishes to pursue the matter further, they must submit a written request to the provost within three (3) business days for the matter to be reviewed. The provost will issue a decision in writing within seven (7) business days. The decision of the provost is final.

Matters other than instruction should be taken to the vice chancellor for student affairs.

See Academic Grievance Addendum at the end of this book for more information.

State Authorization Reciprocity Agreement (NC-SARA)

The University of Arkansas - Fort Smith (UAFS) is approved by the Arkansas Department of Higher Education (ADHE) to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA) to offer online programs and courses to out-of-state students. NC-SARA provides states a mechanism for monitoring the quality of online programs delivered by out-of-state colleges and universities to its citizens. Institutions that are members of SARA are authorized to provide online education to students from all SARA member states.

SARA applies solely to distance education activity conducted across state lines. It does not apply to distance education activity of an institution within its home state or to on-ground campuses in any state.

The University of Arkansas - Fort Smith is accredited by the Higher Learning Commission. Distance education courses

and programs are approved by the Arkansas Department of Higher Education.

UAFS is committed to ensuring that its distance learning programs and courses are intellectually stimulating and professionally rewarding. Online classes are taught by qualified faculty who are highly trained in using the Blackboard LMS for course development and delivery.

COMPLAINT/GRIEVANCE PROCEDURES

Complaints regarding student grades or student conduct violations are governed entirely by UAFS policy and the laws of the state of Arkansas. The UAFS Academic Grievance Process is outlined in the UAFS Undergraduate Academic Catalog and the UAFS Student Handbook.

Please note that students who wish to file a complaint relating to an online course or program offered by UAFS must first go through the UAFS procedures for resolution of grievances. If after exhausting the institutional process a student feels a complaint has not been adequately addressed, the student may file a complaint with the Arkansas Department of Higher Education (ADHE) by completing the student complaint form. Resolutions by ADHE are final.

To file a complaint regarding an online course or program, please complete the following form: adhe.edu/students-parents/colleges-universities/student-grievance-form or email provost@uafs.edu. You will be contacted within five (5) business days after the complaint is received.

Academic Honesty

UAFS is committed to helping students attain their highest level of academic achievement. That achievement is predicated on a foundation of scholastic integrity in all aspects of students' academic work.

This absolute standard of academic honesty lies at the heart of any pursuit of learning and the award of any degree or certificate. All students, faculty and staff of UAFS are responsible for understanding and abiding by the academic honesty policy. The university supports faculty and staff in the good faith application of these policies as they conduct their official duties.

This policy is only one element of the university's commitment to academic honesty; students will find this institutional value, and the practice of scholastic integrity, reflected in many ways in all university programs and services. Academic dishonesty in any form, including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; forgery; falsification of records; unauthorized possession of examinations; any other actions that may improperly affect the evaluation of a student's academic performance or achievement; and the assistance of others in any such act, is forbidden.

A faculty member who has proof that a student is guilty of academic dishonesty may take appropriate action, up to and including, assigning the 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 a W. 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.

The student may appeal either the finding of academic dishonesty or the penalty, or both, to the Academic Integrity Committee within three (3) business days of notification. Appeal forms may be obtained from their advisor. Upon appeal a student will be allowed to continue in class until the appeal is adjudicated. The Academic Integrity Committee acts as arbitrator in such situations, presenting its findings and recommendation to the provost for review.

In cases of repeated offenses, the provost may take appropriate action, up to and including permanent suspension from the university, or solicit the recommendations of the Academic Integrity Committee. A copy of such action will be placed in the student's file in the Registrar's Office. Repeat incidents of academic dishonesty could result in the assignment of a grade of FX on the transcript, clearly indicating the failing grade was the result of academic dishonesty.

Attendance

Students are expected to attend all classes. After an unavoidable absence because of illness or an emergency, students must take the responsibility for contacting faculty members to make up missed work. Each faculty member's specific attendance policy will be distributed with other course information at the beginning of each semester. It is the student's responsibility to know the policy and comply. When absences exceed the number allowed by the faculty of the class, they have the authority to give the student a grade of F at the end of the semester or to drop the student from the class within the withdrawal period by the following procedure:

1. The faculty member notifies the student of their attendance status.
2. The student is given the opportunity to discuss their status with the faculty member.
3. If attendance is subsequently unsatisfactory, the faculty may drop the student from the class by completing the withdrawal notice and filing the form with the Registrar's Office.

This procedure does not remove the primary responsibility of the student for taking official withdrawal action. Students dropped by a faculty member receive a W through the 12th week of a regular semester and the fourth week of a summer five week term. Courses dropped by a faculty member may be subject to return of Title IV funds. Refer to Financial Aid and Scholarships section for additional information.

Withdrawals will end on Friday of the 12th week of the regular semesters and the fourth week of the five-week summer terms and other five-week courses. Courses which do not correspond to these time frames will be handled on a prorated basis.

ABSENCE DUE TO PARTICIPATION IN UNIVERSITY SPONSORED EVENTS

Students engaged in sanctioned extracurricular activities in which they are representing the university should be excused from class and be allowed to make up work without penalty. Students are responsible for all material covered and for any class activities missed during the absence. Students are required to contact each of their instructors at least one week prior to the absence to discuss requirements for completing missed assignments. Exceptions to this policy will be handled by

the appropriate academic dean, with the provost being the final arbiter.

AUDITING COURSES

Students who audit courses must be officially admitted to the university and pay the regular tuition and fees for the course. Those who audit courses will receive a grade of AU. An auditing student may drop a course or be dropped by a faculty member following normal withdrawal procedures any time during the withdrawal period and receive a grade of W. Audited courses are not eligible for financial aid.

Ideally, students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit status or credit to audit status through the fifth day of the fall or spring semester. Summer terms and off-schedule courses will follow a prorated time period. No change will be allowed after the fifth day of the term.

Individual faculty members will determine the degree of participation of students auditing a course.

COLLEGE HOURS/COURSE LOAD

A semester hour is earned when students satisfactorily complete class work to which they devote the equivalent of one hour per week for 16 weeks. In laboratory courses, it is necessary to spend more time for each semester hour of credit. Students may carry up to 18 hours in the fall or spring semester without special permission; however, the average is 15. No more than seven hours in a single summer term and no more than a total of 14 hours in one summer will be allowed without special permission. Special permission for additional hours must be obtained from the appropriate dean. Students should expect to spend two to three hours in out-of-class study for each class hour.

GRADE PETITIONING

A student who believes an error has been made in the assignment of a final grade must contact the faculty member to resolve the issue(s). Should the student remain dissatisfied, they may appeal to the department head or program director (if applicable) and then to the dean of the college in which the course originates. If the dean disagrees with the faculty member's response, the dean will refer the matter to the Academic Integrity Committee. The dean will respond to the student in writing within seven business days of receipt of the written appeal from the student, either denying the appeal or indicating that the appeal has been referred to the Academic Integrity Committee. If the dean has upheld the faculty member's response, the student may petition the Academic Integrity Committee and should do so no later than the last day of the next regular (fall or spring) semester. Failure to act within that time period disqualifies the student from further pursuit of the matter. The Academic Integrity Committee shall be convened within 14 business days of receipt of the petition. The committee shall submit its recommendation to the provost no later than 21 business days from receipt of the petition. The provost will notify the student of the decision. The decision of the provost is final.

Grade petition forms are available from an advisor.

GRADE REPORTS

Mid-term and final grades for each semester are accessible through My.UAFS. Students can review and print unofficial copies of their current grades and transcripts through My.UAFS.

Only the final grade is posted on the official transcript. Refer to the Transcript section for information on obtaining an official transcript.

Grades and Grade Points

UAFS uses the following system of grading:

A	Excellent	4 quality points
B	Good	3 quality points
C	Average	2 quality points
D	Passing	1 quality point
AU	Audited	0 quality point
W	Withdrew	0 quality point
IP	In-progress	0 quality point
F	Failing	0 quality point
FX	Failing-Dishonesty	0 quality point
CR	Credit	0 quality point

AU, IP, CR, and W are disregarded in calculating grade point averages; detailed instructions for computing both semester and cumulative grade point averages follow.

GPA DEFINITIONS

Cumulative GPA: GPA for all coursework completed at UAFS

Term GPA: GPA for all coursework for any specified term

To calculate your GPA:

1. Find the total grade points earned by multiplying the value of each grade times the number of credit hours for each course, using the table above for quality points. For example, 4 credit hours of A is $4 \times 4 = 16$ and 3 credit hours of B is $3 \times 3 = 9$; the total grade points earned is 25.
2. Add all credit hours attempted, including those for which you earned an F. For example, one 4-credit-hour course and one 3-credit-hour course = 7 credit hours attempted.
3. Now divide the grade points earned by the total credit hours. For example, $25 \div 7 = 3.57$ GPA.

IN-PROGRESS GRADE

At the end of any semester, a faculty member may assign a grade of IP if extenuating circumstances have prevented the student from completing all course requirements. An IP grade is appropriate ONLY in situations where the student has completed at least 75 percent of the course requirements, based on the professional judgment of the faculty member. The faculty member shall make a professional judgment, on a case-by-case basis, concerning the efficacy of assigning an IP grade.

If a grade of IP is assigned, the faculty member will make a written contract with the student, list work to be completed, and provide a specific date for completion of the course work. The faculty member will file the contract with the Registrar's Office. All IP contracts must be approved and signed by the faculty member's dean prior to filing with the Registrar's Office.

If a final grade has not been assigned by the faculty member by the end of the next spring or fall semester, the Registrar's Office will automatically change the IP grade to an F. However, if the contract on file in the Registrar's Office has a later completion

date, that contract date is the final deadline for changing an IP to an F. The in-progress grade contract cannot be extended beyond the original date without permission of the college dean.

Graduation Requirements

It is the primary responsibility of students to know the graduation requirements of their academic programs, including all university requirements. Students must satisfy all graduation requirements and required college-level work. Any student completing degree requirements at conclusion of the spring semester or either summer term must apply by April 15 of the previous year; any student completing degree requirements at the end of the fall semester must apply by November 15 of the previous year.

A commencement ceremony takes place twice a year to recognize degrees and awards.

A student cannot receive the same degree in the same discipline of study twice. The highest degree will be announced, and all certificates and degrees will be listed in the commencement program.

See the Academic Catalog and your advisor for a detailed description.

DEGREE PROGRAM REQUIREMENTS

A student's degree program requirements are those specified in the catalog in effect at the time of declaration of the major and/or minor. If original courses are deleted, the student may be required to complete specific classes to replace the deleted courses in the degree program. If a student is not enrolled for at least two consecutive semesters (excluding summer terms), the student will be required to re-enter under the program requirements of the catalog in effect at the time the student returns to the university. The student is responsible for staying informed of program requirements and changes.

A student's degree requirements are those specified in the catalog in effect at the time of declaration of major and/or minor. A student must complete graduation requirements under provisions of a catalog no more than seven years old at the time of graduation. If a student does not complete graduation requirements within the seven year period, they will be required to meet the graduation requirements of the current catalog. Please note that many types of financial aid, including Pell Grants and scholarships, may be exhausted prior to seven years. Contact Financial Aid for additional information.

A student must apply for graduation and have the degree posted within a year of the completion of all degree requirements.

REPEATING COURSES/GRADE REPLACEMENT

Grade replacement will only be allowed as noted below. Students wishing to replace a grade must bring the completed Grade Replacement Request form to the Registrar's Office. Students may elect to repeat courses for credit as they deem necessary; however, course hours will be applied only one time toward graduation requirements. Beginning in fall of 2018, grade replacement (the exclusion of individual course grades) will not be applied to all repeated courses. Grade replacement will only be allowed as noted below.

- May be used for a maximum of 12 hours. The first attempt with an "E" beside the grade to denote that it has been excluded from the GPA. The grade replacement will not be automatic. In consultation with their advisor, the student should select the courses to be excluded from GPA calculations and submit the appropriate form to the Registrar's Office.
- Will only be allowed on courses in which the grades of C, D, or F were earned initially (no grade replacement permitted on courses with A or B grades earned).
- Can only be applied one time to any given course (in which case the second and subsequent grades will all count in the GPA).
- In all other cases, all grades earned will be included in the calculation of the cumulative GPA. All courses are included as attempted hours for financial aid purposes.
- Grade replacement is eligible only for courses taken before the first baccalaureate degree is awarded.
- Courses repeated for purposes of grade replacement must be the exact course. Students may not use substitutions for repeated courses. The department chair, the appropriate college dean, and the registrar will determine the application of the grade replacement policy in those instances where UAFS course numbers and/or titles have been changed.

This policy will go into effect for classes taken during the fall 2018 semester and beyond. Prior grade replacements will not be affected, nor will they count against the four allowed courses for replacement. The change in GPA calculation will be handled prospectively from fall 2018 forward. Students considering grade replacement should be aware that many graduate schools, professional schools, employers or other institutions, in considering admission or employment, recompute the GPA and include all courses attempted even though grade replacement has been granted. This means that if the cumulative GPA has been raised because of grade replacement, the recomputed GPA will be lower.

Please refer to the Acceptance of Transfer Credit section of this catalog for information about repeating transfer courses. Student may not attempt any course more than twice and be eligible for admission to some programs in the College of Health, Education, and Human Services. Student should discuss retaking courses with their advisor.

TRANSCRIPTS

Official transcripts of a student's work at UAFS may be obtained from the Registrar's Office in accordance with federal guidelines. Official transcripts cannot be released if there are any outstanding financial obligations to the university.

Transcripts are sent electronically or via U.S. mail and are issued only at the written request of the student or appropriate institutions and officials. Requests for transcripts are made through the Registrar's Office webpage or in person at the Registrar's Office. Telephone requests are not accepted.

Transcripts which have been presented for admission or evaluation of credit become the property of UAFS as a part of the student's permanent record and are not reissued. Transcripts from other institutions must be obtained directly from the original issuing institution.

For more information please visit <https://academics.uafs.edu/records/transcripts>.

WITHDRAWAL FROM COURSES

Students may withdraw from courses prior to the start of the fall, spring and summer terms online through My.UAFS or through an advisor with a Change of Schedule form. This form must be received by the Registrar's Office. Once the term has begun, students who wish to withdraw from a class or change classes are governed by the following policy:

1. Withdrawals through the 11th day of the fall/spring semesters and fifth day of the summer terms are not recorded on the student's permanent record.
 2. During first week of the fall and spring semesters, students will receive a 100 percent tuition refund for a dropped course only.
 3. After the 11th day of the fall/spring semesters and fifth day of the summer terms:
- Students are required to have a Change of Schedule Form signed by their advisor and the faculty member teaching the course on the Change of Schedule Form in order to withdraw. Students who are on financial aid and/or are receiving a

scholarship must meet with a financial aid representative and obtain their signature on the form.

- Students withdrawing from a credit course prior to 5 p.m. on Friday of the 12th week (or the equivalent) of the fall or spring semester will receive a W on their permanent record.
- Summer term students withdrawing from a credit class prior to 5 p.m. on Friday of the fourth week of the five-week term during which they are enrolled will receive a W on their permanent record.

Failure to attend and/or pay tuition does not constitute official withdrawal.

An appeal of the tuition and fee policy, drop dates, and late payment fee must be made in writing to the registrar no later than the last day of classes of the term in question. Appeals must demonstrate extenuating circumstances that prevented the student from adhering to the specific withdrawal dates and deadlines in the registration/academic calendar, and must include documentation in support of the appeal. Only the student may file an appeal on their own behalf.



STUDENT RIGHTS AND RESPONSIBILITIES

Student Substantive Rights

A. Freedom of Association at UAFS

Students at the University of Arkansas - Fort Smith are free to organize and to participate in associations of their own choosing, subject only to reasonable university regulations ensuring that such associations are neither illegally discriminatory in their treatment of other members of the university nor operating in a manner which substantially interferes with the rights of others. Freedom of association may not be forbidden because of the general political or philosophical orientation of any particular group. However, campus organizations have a strong obligation to avoid representation or giving the impression that their actions reflect the views of the university. Accordingly, it is the policy of UAFS that:

- a. Membership and participation in the organization must be open to all students without regard to race, color, sex, gender, age, national origin, religion, learning or physical disability, veteran's status or gender identity sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
- b. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of their race, color, sex, age, national origin, religion, learning or physical disability, veteran's status, or sexual orientation, with the Title IX exception mentioned above.
- c. The membership, policies and actions of a student organization usually will be determined by vote of

only those people who are students in the university. Such organizations, to receive recognition within the academic community, must adhere to the organizational criteria.

- d. Affiliation with an extramural organization shall not in itself disqualify a student organization from institutional recognition or from the use of university facilities, although reasonable provisions may be made to safeguard the autonomy of a campus organization from domination by outside groups.
 - e. All student organizations wishing to be officially recognized by UAFS must have an advisor who is a full-time employee of the university. The advisor's role is to assist the organization, but not to control the activities of the organization. Student members typically ask a faculty or staff member to serve as advisor. In any case, the student leaders and the Director of Student Activities must agree on the assignment of an advisor.
 - f. As a condition of recognition, student organizations are required to submit a statement of purpose, criteria for membership, rules of procedure and a current list of officers to the Student Activities Office.
 - g. A student organization that is found by the Student Activities Office to be operating in a manner that is illegally discriminatory in its treatment of other members of the university community, may have its privileges to use university facilities or compete for activity fees withdrawn.
- ### B. Freedom of Speech and Assembly
- UAFS values the democratic principles of free speech and assembly. As a public university, UAFS serves as a marketplace of ideas and fosters free speech, open discussion and debate of those ideas. No rule will restrict students' expression solely on the basis of disapproval of or fear regarding their ideas or motives. Students and

student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Modes of expression will neither be controlled nor forbidden when they are neither disruptive nor in violation of applicable rules of conduct. Modes of expression or assembly that are noticeably unreasonable in terms of time, place or manner may be forbidden.

Students and student associations will always be free to support causes by orderly and peaceful assembly that do not infringe upon the rights of others. The involved students have the responsibility to clarify to the academic and larger community that they represent views of the students or student association and not the university.

Student groups are allowed to invite and to hear any person of their own choosing. Routine procedures required by the university before a guest speaker is invited to appear on campus shall be designed only to ensure orderly scheduling of facilities and adequate preparation for the event. Institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers or events does not necessarily imply approval or endorsement of the views expressed.

Accordingly, defamation, public obscenity, certain incitements to crime, as well as other civil or criminal misconduct under laws applicable to a manner of speech or assembly directly damaging to the rights of others may be subject to institutional action as specified in the Student Code of Conduct, Rights, Responsibilities, and Conduct Code Governance.

C. Freedom of the Press

There will be no ideological censorship in the determination of printed or electronic expression on campus; access to publications is not to be denied because of disapproval of content. Regulation of student publications that operate on the same basis as other private enterprises are subject only to the same control as those respecting reasonableness of time, place and manner of distribution and those rules and regulations promulgated by UAFS.

D. Privacy and Educational Records

To safeguard student privacy, student records are not to be available to unauthorized on-campus and off-campus personnel without the express consent of the student. Students have the right to inspect the official transcripts of their own academic records. They also have the right to inspect reports and evaluations of their conduct, except letters of recommendation and similar evaluations that are prepared on a confidential basis. (See the Family Educational Rights and Privacy Act, i.e., Buckley Amendment, for further details.) However, there are limited exceptions.

The University of Arkansas - Fort Smith may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of

attendance. A student (or in certain instances, the student's parent) is entitled to request that the university not disclose the student's directory information. However, as the university currently opts not to share directory information, such requests are generally not needed.

E. Disclosure of the Outcome of Student Conduct Hearings to Victims or Others

When an alleged Student Code of Conduct violation would constitute a crime of violence (for example, battery, sexual assault), and the alleged violator is found responsible by the student conduct administrator or Student Conduct Board, the university shall disclose the outcome of the student conduct hearing and the sanction to the victim. When an alleged code violation would constitute a crime of violence, and the violator is found responsible, the university, again under applicable federal law, retains the right to disclose the name of the violator, the portion of the conduct code that was violated, and the sanctions, to anyone, which information may be re-disclosed. For a legal reference, see the Family Educational Rights and Privacy Act, §99.33, §99.31(a)(13), and 20 U.S.C. 1232g.

F. Right of Privacy

Except in emergency circumstances, campus authorities will not enter premises occupied by students unless appropriate authorization has been obtained. Residence hall rooms may, however, be subjected to reasonable inspections by staff and resident advisors for order, life safety or cleanliness. Searches may also be conducted when there is reason to believe university regulations or state and federal laws are being violated. If a search is conducted in the residence halls by campus authorities (outside of searches conducted directly pursuant to law enforcement purposes), application for such search must be made to the vice chancellor for student affairs or their designee, who may issue authorization upon reasonable belief that the act being complained of has occurred or is occurring on the premises.

The application must specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. If a search is conducted anywhere else on campus (for example, lockers, desks) authorization must be obtained from the vice chancellor for student affairs, their designee, or the chief of police.

G. Equal Protection

The university has an obligation and shall apply its rules equally to all students who are similarly situated. This does not mean, however, that the university is required to refrain from taking action against some offenders because there are other offenders who cannot be identified or who are not presently being charged for some other valid reason. In the absence of evidence of illegal discriminatory enforcement, the university may properly take action against some offenders although it is clear that there are other offenders who are not before the student conduct system.

Emergency Powers

Nothing in this code shall be in derogation of the power of the chancellor, or of their duly authorized subordinates, to declare a state of emergency on university property, to suspend the procedural and substantive rights specified herein for the duration of the declared emergency. Any sanctions imposed on students violating the standards of conduct specified for the duration of the state of emergency, may be of summary process, if so provided by the chancellor of the university or of their duly authorized subordinates. Such sanctions imposed for violations of standards of conduct specified for a state of emergency, whether by normal process or by summary process, shall be for the duration of the emergency only. Any sanctions other than those imposed for the duration of emergency must be brought under the Student Code of Conduct, Rights, Responsibilities, and Conduct Code System. Students are guaranteed all substantive and procedural rights specified herein in such proceedings. Emergency situations also may include cases in which students are asked to withdraw from the university for medical reasons.

Student Responsibilities for Copyrighted Materials

It is the policy of the University of Arkansas System and its institutions to follow the United States Copyright Law and other statutes that protect the rights of copyright owners. All UAFS faculty, staff, and students should use copyrighted materials within the confines of the statutes and seek guidance from the Office of the vice chancellor for finance in determining fair use. Copyrighted materials include, but are not limited to, computer software, audio and video recordings, photographs, and written

material. Violators are subject to university discipline, including suspension as well as legal liability, even if the work did not contain a written copyright notice. It is also a violation to use a campus computer to illegally copy, display or distribute copyrighted materials such as software, MP3 files, or MPEG files.

Use of commercial (for-profit) copy shops may not relieve an individual of liability for infringement. It would depend on:

- Whether the copying was fair use
- Whether the copy shop pays royalties.

Online courses often contain copyrighted materials that the instructor is using under the TEACH Act of 2002. Students may use these materials within the online course, but may not save, alter, or redistribute them to those not enrolled in the course.

Student Responsibilities for Electronic Communications and Information Security

Appropriate use of the university's electronic information system is the responsibility of all members of the university community, including students. It is the responsibility of each member of the university community to read and understand their responsibilities for proper use of electronic communications and information security. By accepting and using UAFS computer login codes and passwords, students are agreeing that they understand and will abide by the Acceptable Use of Technology Resources Policy and Information Security Procedures.



STUDENT CODE OF CONDUCT

Introduction

The Student Code of Conduct is an expression of behavioral standards that are intended to allow students and others at the University of Arkansas - Fort Smith (UAFS) to live, work, study, recreate, and pursue their educational goals in a safe and secure environment.

LION BEHAVIORAL EXPECTATIONS

The Code is crafted to reflect expectations based on values essential to a learning environment and to a flourishing academic community, such as:

- Honesty
- Integrity
- Respect
- Fairness

The standards are higher than the general law, as our expectation for UAFS students, as future alumni and citizen leaders, are considerable. That said, we strive to recognize and honor core tenets of our society and our academic legacy, such as free speech and expression.

Students are not only members of the academic community, they are also citizens of the larger society. As citizens, they retain those rights, protections and guarantees of fair treatment that are held by all citizens. In addition, students are subject to the reasonable and basic standards of the university regarding discipline and maintenance of an educational atmosphere. The enforcement of the student's duties to the larger society is, duly established for that purpose.

CAMPUS SAFETY

In compliance with the Student Right to Know and Campus Security Act of 1990, also known as the Clery Act, campus safety information including prevention, statistics, and resources are updated and provided on an annual basis at uafs.edu/upd/clery-act.

Student Conduct Authority

While enrolled at UAFS, students are subject to delegated authority. The vice chancellor for student affairs shall designate the chief student conduct officer, who shall identify and train other student conduct officers. The chief student conduct officer and the Student Conduct Board are responsible for the discipline of students and may, through the disciplinary procedures specified herein, impose sanctions for violations of the Student Code of Conduct. University disciplinary action may be taken in those instances where a case or cases may be pending, in process or determined in the civil criminal courts.

1. The chief student conduct officer shall ensure that the composition of the Student Conduct Board and Appellate Boards represents the university community and that appointments follow the criteria set forth in this document or other official university documents. The chief student conduct officer shall also determine the parameters of the code, which student conduct officer(s) shall be authorized to hear each matter.
2. The chief student conduct officers in conjunction with the Student Conduct Board and the vice chancellor for student affairs, shall develop policies for the administration of the student conduct system and procedural rules for the conduct of the Student Conduct Board, including hearings that are consistent with the provisions of the Student Code of Conduct.
3. Decisions made by the Student Conduct Board and/or Chief student conduct officer shall be final, pending the normal appeal process.

INTERPRETATION

Any question of interpretation regarding the Student Code of Conduct will be determined at the sole discretion of the vice chancellor for student affairs or their designee.

INTERIM MEASURES

The vice chancellor for student affairs, the associate vice chancellor for student affairs and dean of students, director of housing, or an authorized designee may impose an interim measure on a student when they determine that a respondent poses a direct threat (a significant risk to physical health or safety of the complainant or the campus community). That senior administrator may impose interim measures while the case is being resolved.

- Relocating the respondent to another residence hall facility
- Restricting the respondent's access to college common areas, such as dining hall, gym, or library
- Adjusting the respondent's course schedule to avoid contact with the other party or others
- Adjusting or prohibiting the respondent's participation in non-academic college activities
- Mutual no contact orders requiring the respondent and the complainant to avoid all forms of communication and contact with one another
- Interim housing suspension and interim suspension from the university (discussed further below)

University Interim Suspension

Interim suspension is an immediate suspension from the university upon written notice from the vice chancellor for student affairs or the chief conduct officer. Interim suspension is imposed without a hearing, pending further conduct proceedings. The vice chancellor for student affairs and the chief conduct officer will base the decision on whether the allegations of misconduct is reliable and severe enough that the continued presence of the student on the university campus could reasonably pose a threat to the physical well-being of any member of the campus community or for reasons relating to the safety of any university property or any university function. Interim suspension usually includes physical ban from the campus.

A suspended student on an interim basis will be given a prompt hearing, set for no more than seven working days from the date of the interim suspension notification letter. In cases involving incarceration, the student may appear when available. A student may request, in writing, that the hearing be scheduled sooner than seven days.

The interim suspension will remain in effect until a final decision has been made on the pending complaint through a hearing or until the vice chancellor for student affairs or the chief conduct officer determines that the reason for imposing the interim suspension no longer exists.

Housing Interim Suspension

If the conduct or behavior of a student residing in an UAFS residence facility is determined by the vice chancellor for student affairs, the director of housing, or the chief conduct officers to be a threat to self or others, the ability to live in the residence facility may be immediately suspended pending the outcome of a hearing. During an interim housing suspension, the student is immediately removed from the residence facility and is not to re-enter any campus residence facility until a hearing is held and a decision regarding the pending complaint has been made.

Definitions

1. The term "university" means UAFS.
2. The term "student" means each individual who is currently enrolled – either full-or part-time – in any credit bearing academic course at any UAFS location pursuing any undergraduate, graduate or professional study. For disciplinary purposes under the Student Code of Conduct, a student is any individual who:
 - A. withdraws after being alleged to violate the code;
 - B. has begun previously a degree program at the university and was enrolled within the last twelve months, but is not enrolled during the current term;
 - C. even if not yet initially enrolled for study at the university, has been notified of acceptance for admission and currently:
 - a. undertakes any official university-sponsored activity, or
 - b. establishes formally, a university approved residence at any university-owned housing facility;
 - c. or is a non-temporary guest having continuous residence at any university housing property, even if not enrolled at the university.
3. The term "UAFS official" includes any person employed by UAFS, performing assigned administrative duties or professional responsibilities.
4. The term "member of the UAFS community" includes any person who is a student, faculty member, UAFS official, or any person employed by UAFS. An individual's status in any given situation will be determined by the chief conduct officer in conjunction with the vice chancellor for student affairs and the executive director of human resources.
5. The term "UAFS premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by UAFS (including adjacent streets and sidewalks).
6. The term "Registered Student Organization" means any number of persons who have complied with the formal requirements for UAFS student organization registration.
7. The term "student conduct officer" means any person authorized by the chief conduct officer to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when rule violations have been committed.
8. The term "chief conduct officer" is designated by the UAFS chancellor, through the vice chancellor for student affairs, to be responsible for the administration of the Student Code of Conduct.
9. The term "advisor" means any person who has agreed to assist a complaining or responding student during the university conduct process. The advisor may be an UAFS faculty or staff member, another UAFS student, a parent, a friend, an attorney or another other person of the student's choosing. The advisor is limited to advising the student and may not speak for or on the behalf of a student, except during appeals hearings where the respondent faces suspension of 10 or more

days, or expulsion. In these cases the attorney may represent the student. Students are responsible for finding an advisor and any costs related to their services. The advisor cannot additionally serve as a witness. If any advisor fails to act in accordance with hearing procedure they will be barred from the hearing.

10. The term “complainant” means any individual who alleges a disciplinary complaint or referral. The university can allege a complaint.
11. The term “respondent” means any student or organization that is alleged to have violated the Student Code of Conduct.
12. Unless otherwise specified the term “day” means normal university working days, not including Saturday, Sunday, or university holidays. Time deadlines may be extended during breaks and university holidays.
13. The term “sanction” is imposed on students who are found responsible for violating the Student Code of Conduct. Sanctions are not designed to be punitive but rather educational measures that hold students accountable for their behavior. Sanctions are meant to provide opportunity for behavior change in an individual(s). Sanctions can range from a verbal warning to suspension or expulsion.
14. The term “university-sponsored activity” means any activity on university premises or at an off-campus location that is directly initiated or supervised by the university. This can include fraternity and sorority organizations, study abroad experiences, sporting events and riding in university-operated or contracted vehicles, even if such things occur somewhere other than on university premises.
15. The Family Educational Rights and Privacy Act (FERPA) is a federal law originally passed in 1974 that defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records.
16. Parental Notification – FERPA permits educational institutions to notify parents of student under the age of 21 when a student has been found responsible for any alcohol or drug related violations. Students are generally notified when parents or guardians will be contacted and are given the opportunity to contact the parents first.

Classroom Provisions

While the Student Conduct Office is generally responsible for addressing student conduct, classroom management and behaviors not otherwise in violation of published behavioral norms are under the jurisdiction of the responsible faculty member. This section describes UAFS expectations and references to procedures related to student conduct in the classroom.

1. **Behavior:** Violations of university policies on academic honesty and classroom behavior are addressed by the Provost’s Office, often in conjunction with the academic college in which the specific class resides. Further information on such policies and procedures may be reviewed by contacting the Provost’s Office located in the Fullerton Administration Building.
2. **Academic Dishonesty - Academic Honesty Policy and Procedure:** UAFS is committed to helping students attain the

highest level of academic achievement. That achievement is predicated on a foundation of scholastic integrity in all aspects of students’ academic work. This absolute standard of academic honesty lies at the heart of any pursuit of learning and the award of any degree or certificate. All students, faculty, and staff of UAFS are responsible for understanding and abiding by the academic honesty policy. The university supports faculty and staff in the good faith application of these policies as they conduct their official duties. This policy is only one element of the University’s commitment to academic honesty; students will find this institutional value, and the practice of scholastic integrity, reflected in many ways in all university programs and services. Academic dishonesty in any form, including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; forgery; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; and the assistance of others in any such act, is forbidden. An instructor who has proof that a student is guilty of academic dishonesty may take appropriate action, up to and including, assigning the 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 a “W.” 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. The student may appeal either the finding of academic dishonesty or the penalty, or both, to the Academic Integrity Committee within three (3) business days of notification. Appeal forms may be obtained from Student Advisement. Upon appeal a student will be allowed to continue in class until the appeal is adjudicated. The Academic Integrity Committee acts as arbitrator in such situations, presenting its findings and recommendation to the provost for review.

Applicability of the Student Code of Conduct

The UAFS Student Code of Conduct applies to conduct that occurs on the UAFS premises, at UAFS-sponsored activities, and to off-campus conduct that adversely affects the UAFS community or the pursuit of its objectives. Each student is responsible for their conduct from the time of application for admission through the actual awarding of the degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if there is conduct not discovered until after a degree is awarded). The Student Code of Conduct will apply even if the student withdraws from school while the conduct matter is pending.

UAFS will take necessary and appropriate action to protect the safety and well-being of the campus community. Off-campus behaviors that allegedly violates ordinances, local, state or federal law and adversely affects the university community or the pursuit of the university’s lawful educational mission, process or function may be subject to university conduct action. Examples of off-campus behavior that may be subject to university conduct action includes but is not limited to: selling or otherwise providing alcohol to underage students, selling or distributing illicit drugs, sexual violence, hazing, actions that result in serious

injury or death of another person(s), repeated alcohol or drug offences, or any alleged violation that jeopardizes an individual's or community's educational opportunities. The chief student conduct officer will decide whether conduct that occurred off-campus adversely affects the university community or the pursuit of the university's lawful educational mission, process or function on a case-by-case basis.

APPLICATION OF THE CODE TO UNIVERSITY GROUPS

While designed primarily for individual actions, this code and processes may be applied to a student organization if and when the collective action of such a body violates the code and displays a lack of internal control that may be detrimental to the purposes of the university and/or maintenance of a secure and productive learning environment. An individual may be subject to both individual and group sanctions stemming from the same set of facts.

Amnesty

The University offers amnesty to victims 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 actions or record will result.

Prohibited Conduct

Any student or student organization found to have committed or have attempted to commit the following misconduct is subject to disciplinary sanctions. Because of recent changes in federal requirements, any student discipline case involving allegations of sexual harassment, sexual assault, sexual violence, sexual exploitation, stalking, domestic abuse, or relationship violence will be handled in accordance with the procedures outlined in the University of Arkansas - Fort Smith Campus Policy and Procedure for Sexual Misconduct, Discrimination, Harassment, and Retaliation (Title IX) Complaints.

- Acts of Dishonesty:** Including but not limited to the following:
 - Possible violations of the UAFS Academic Dishonesty Policy are administered separately through academic channels. Certain behaviors may violate both the Academic Dishonesty Policy and this section of the Student Code of Conduct. In that case, the chief conduct officer will consult with the department(s) in question and determine whether one process, or both, will be utilized.
 - Furnishing false information to any university official, faculty member, or office. This includes filing false or intentionally exaggerated reports with University Police Department, the vice chancellor for student affairs, or other university reporting sites.
- Forgery or Unauthorized Use:** Forgery, alteration, or misuse of any University document, records, financial aid documents, computers, electronic mail, telephones, identification or property or the use of University equipment to perpetrate a violation of the Student Code of Conduct or to violate local, state, or federal law.
- Disruption or Obstruction:** Of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. This includes speech that is manifestly unreasonable in time, place or manner such as extended and loud tirades directed at university employees engaged in official duties and that disrupt a normal activity. (No violation occurs if the speech is merely upsetting, offensive or critical of a process or person.)
- Harassment:** Harassment or threats by means other than the use or threatened use of physical force. Harassment is defined as any unwelcome conduct physical, verbal, graphic, written, or electronic or otherwise with the purpose to harass, annoy, or alarm another person, without good cause; and/or engages in conduct or repeatedly commits an act that alarms or seriously annoys another person and that serves no legitimate purpose; or places a person under surveillance for no purpose other than to harass, alarm, or annoy; and/or communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication, in a manner likely to harass, annoy, or cause alarm.
- Discriminatory Harassment:** A pattern of targeted, unwelcome conduct directed at an individual that is discriminating on the basis of race, color, national origin, disability, religion, age, sex, sexual orientation, gender, gender identity, or other immutable status, and that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities.
- Theft:** Theft, attempted theft or unauthorized possession of property belonging to the university or property of a member of the university or other personal or public property.
- Threats:** the making of statements-verbal or written-that communicate clear and serious expression of intent to commit an act of unlawful violence to a particular person or group of persons. Also, terroristic threatening is when someone purposely terrorizes another person by threatening them with death or serious physical injury or substantial property damage.
- Intimidation/Bullying:** The spoken or unspoken threat that has the intent of placing a person or group in fear of bodily harm or death and would be so construed by a reasonable person. This violation also occurs if one implies or states that physical harm is imminent or highly likely if an individual does not comply with one's demand.
- Physical Violence:** Physical violence of any nature against any person, on or off campus. This includes fighting; assault; battery; the use of a knife, gun, or other weapon; physical abuse; restraining or transporting someone against their will; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. The university will strongly consider suspension or expulsion for students found responsible for this charge when harm or injury occurs.
- Hazing:** Students and student organizations shall not haze, intentionally or unintentionally, or permit hazing to occur for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any

organization/team whose members are or include students at the university. As used in this section, “haze” means to subject a person to an unreasonable risk of physical, mental, emotional or academic harm. These events can occur on or off campus and can be carried out alone or with others. The acts include, but are not limited to:

- A. requiring persons to participate in total or substantial nudity.
- B. encouraging the rapid consumption/ingestion of substances, drinking games, intoxication or impairment.
- C. requiring persons to wear obscene clothing.
- D. physical assaults upon or offensive physical contact with the person.
- E. participation by the person in boxing matches, excessive number of calisthenics, or other physical contests.
- F. transportation and abandonment of the person.
- G. confinement of the person to unreasonably small, unventilated, unsanitary, or unlighted areas.
- H. sleep deprivation.
- I. assignment of pranks to be performed by the person.
- J. deception designed to convince a student they will not gain membership or be removed from membership if they do not participate in an activity.
- K. acts of personal servitude and/or purchasing items for others.
- L. work assignments, tasks, or exercises limited to primarily new members.
- M. encouraging or expecting the carrying of physically burdensome items or items of no immediate personal utility.

Hazing is defined in Arkansas Law, § 6-5-201 and § and 6-5-204; as:

- A. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening them with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among their fellow students, and acts calculated to produce such results; or
- B. 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 student alone or acting with others, upon another student to frighten or scare them; or
- C. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with other 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 them from remaining in that school, college, university, or other educational institution, or reasonably to cause them to leave the institution rather than submit to such acts; or

- D. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with others in striking, beating, bruising, or miming; 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 students as defined in this section.
- E. The term “hazing” as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken in situations created in connection with initiation into or affiliation with any organization.

- 11. **Failure to comply** with the reasonable directions of UAFA officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 12. **Serious or repeated violations** of any UAFA policy, rule, or regulation published in hard copy or available electronically on the UAFA website, including housing regulations, may be considered a violation of this code.
- 13. **Illegal Drugs:** The act to or intent to illegally use, possess, sell distribute, cultivate, or manufacture any state or federally controlled substance, or paraphernalia. Inhaling or ingesting any substance (e.g. nitrous oxide, glue, paint, etc.) that will alter a student’s mental state is also prohibited. Additionally, in accordance with Arkansas Act 740, the possession and/ or use of marijuana even for medicinal purposes on campus is prohibited.
- 14. **Tobacco:** The use of any tobacco product is prohibited on the grounds of UAFA in accordance with Arkansas State Law (A.C.A. 6-60-701 to 6-60-705). The tobacco free environment includes all university property, which according to State Statute 25-17-301, “shall include all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution”. Electronic cigarettes are also prohibited on campus. (See “Tobacco Policy for Faculty, Staff, Students, and Visitors”).

TOBACCO POLICY FOR FACULTY, STAFF, STUDENTS, AND VISITORS

Everyone on campus (faculty, staff, students, and visitors) has a responsibility to encourage their peers and others to adhere to the tobacco-free campus policy. As such an environment of positive peer support can move the campus community significantly toward the goal. When peer or supervisor encouragement is not effective, the primary responsibility for enforcement rests with the appropriate supervisor encouragement is not effective, the primary responsibility for enforcement rests with the appropriate supervisors in each area with the assistance of the UAFA Police Department. Failure to adhere to policy will be handled as would any other disciplinary issue. Employees should refer to the Employee Handbook. Visitors will be informed of the policy and asked to comply. Student compliance will be addressed using the three-level process listed in the Tobacco Free Campus Policy. The intent of the progressive corrective action models are to create a better learning environment for everyone on campus.

15. **Defacing, Damaging, Destroying, or Misuse of University or Private Property:** This includes but is not limited to all university property, whether that property be buildings, library materials, computer hardware, software and network, trees and shrubbery or university files and records; violation of university or student government rules for use of campus facilities.
16. **Fire Safety:** Misuse or unauthorized use of fire extinguishers, tampering with safety equipment or warning devices, including but not limited to fire alarms, fire equipment, fire chairs, or escape mechanisms and elevators. (The latter is a particularly serious violation of this code; see AR Code Annotated 5-38-301 and 5-38-302).
17. **Weapons:** Possessing, using, or storing firearms, explosives (including firecrackers), weapons or dangerous chemicals on University property or in the course of any university-sponsored activity, is prohibited. See AR Code Annotated 5-73-306 on firearms. Stun guns, tasers, and brass knuckles are not allowed on campus.
- Exceptions include:
- Weapons possessed by a licensed law enforcement officer and directly related to their current professional position.
 - Weapons, replicas, or related items authorized for educational or ceremonial purposes, in advance, by the chief of University Police, provost, or vice chancellor for student affairs.
 - Weapons possessed or used for purposes of authorized firearms competitions sponsored or hosted by UAFS.
 - Firearms locked inside the personal vehicle of any individual legally licensed for concealed carry in accordance with AR Act 1078.
 - Conceal Carry Exception: Weapons possessed lawfully under Arkansas Act 562.
18. **Gambling:** Gambling for money or other things of value on campus or at university-sponsored activities except as permitted by law.
19. **Disruptive Activities:** Participating in riots or activities that disrupt the normal operations of the university and/or infringe on the rights of other members of the university community; leading or inciting others to disrupt the scheduled and/or normal activities within any campus building or area.
20. **Obstruction** of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
21. **Disorderly Conduct:** Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by the university or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom. Also, any conduct in violation of AR Code Annotated 5-71-207.
22. **Parties, Large Gatherings, and Excessive Noise:** Parties, large gatherings or excessive noise that disturb the peace of campus residences or off-campus neighborhoods.
23. **Misuse of Technology:** Theft or other abuse of computer facilities and resources, including but not limited to:
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Use of another individual's identification and/or password.
 - Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.
 - Use of computing facilities and resources to send obscene or abusive messages.
 - Use of computing facilities and resources to interfere with normal operation of the university computing system.
 - Use of computing facilities and resources in violation of copyright law, including illegal file-sharing. (See "Acceptable Use of Technology Resources")
 - Any violation of the UAFS Acceptable Use of Technology Resources Policy.
 - See also "Acceptable Use of Technology Resources."
24. **Abuse of the Student Conduct System,** including but not limited to:
- Failure to obey the notice from a Student Conduct Board or university official to set an appointment or appear for a meeting or hearing as part of the Student Conduct System.
 - Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - Institution of a student conduct code proceeding in bad faith.
 - Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - Failure to comply with the sanction(s) imposed under the Student Code.
 - Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
25. **Violation of Law and UAFS Discipline:** UAFS disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations

result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus at the discretion of the chief student conduct officer. Determinations made or sanctions imposed under the Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor or against the criminal law defendant.

26. **Misconduct Abroad:** Any student, who in any foreign country undertakes study or represent the University otherwise, remains subject to the Student Conduct Code. The University retains discretion as it considers appropriate to apply disciplinary actions under the Code if the students violates any law, rule or regulation in that country or any institution where that student undertakes study.
27. **Alcohol Use:** Consumption, possession, distribution, manufacture, sale and serving of alcoholic beverages on university premises or at university-sponsored activities regardless of age, except as expressly permitted by UAFA regulation is prohibited. Irresponsible behavior while under the influence of intoxicants is not to be condoned and may be subject to review and/or action by the appropriate judicial body. Except in the Sebastian Commons where residents of legal drinking age may possess and responsibly consume alcohol in the privacy of their campus apartment. For more detail related to this policy, please refer to the Housing and Residential Life Handbook. For more information related to the UAFA Alcohol and Drug Policy, please refer to page 48.
28. **Unauthorized Entry:** Unauthorized entry into or use of any university building, facility, vehicle, equipment room, area or university approved housing. This includes unauthorized possession or use of university keys, computers, lock combinations or other special access codes or passwords.
29. **Endangerment:** Any action that unnecessarily places oneself or others in danger of physical harm is proscribed.
30. **Retaliation:** The university will not tolerate retaliation against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process, is prohibited.

ALCOHOL/DRUG ABUSE INFORMATION

UAFA recognizes its responsibility to provide a healthy environment in which students may learn and prepare themselves to be fully functioning and productive individuals. Alcohol and other substance abuse is a university concern. Abuse of alcohol and other drugs affects academic performance, health, personal relationships, and safety suffers. Abusive levels of alcohol use and other drugs often results in problems such as automobile and other accidents, student fights, property damage, aggravated physical illness, and sometimes death. Students need to know what their responsibilities are as members of the university community and understand the university's expectation and regulations. The abuse of alcohol and other drugs is considered to be detrimental to the attainment of the educational mission of this institution.

Student Code Rights and Procedures

PROCEDURAL RIGHTS

The university affords students the following rights in the adjudication of alleged student violations of the Student Code of Conduct, Rights, Responsibilities, and Conduct Code System.

Respondents retain the following rights:

1. Fair and impartial hearings
2. An expeditious hearing
3. Written notification of date, time, and place of the hearing
4. Written statement of the charges prior to the initial hearings, in sufficient clarity to enable the student to prepare a defense
5. Appear in person to present a defense
6. Be accompanied by an advisor of their choice at their own expense. The student must provide the name of their advisor to the chief conduct officer at least 48 hours prior to the hearing. In accordance with state law, any student who has received a sanction of suspension for 10 days or more, or expulsion may have their advisor, including an attorney, represent them only in an appellate panel hearing.
7. Verbal notification of the decision immediately after the decision has been reached and to receive a written notification of the decision with five working days after the hearing. This notification will include written findings, decisions is at the discretion of the chief student conduct officer.
8. Respondent may ask questions of any witnesses. All questions should be directed to the chair of the Student Conduct Board.
9. Be present during the entire proceeding, except during deliberation
10. Not to appear on their own behalf for an appeal hearing, and to refuse to answer questions. This action will not be taken as an admissions of responsibility.
11. Appeal – respondent has the right to appeal if the respondent is found responsible. In Title IX related cases either party may appeal.

PROCEDURES

The following information is provided to inform students of the procedures in place at UAFA for resolving alleged violations of university policies and regulations. These procedures are designed to allow for fact-finding and decision-making in the context of the UAFA educational community. The objective is to provide procedures that balance the rights of the individual with the legitimate interests of the university and community.

1. Complaints
 - A. Any member of the university community (faculty, staff or student) who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a violation of the Student Code of Conduct has occurred. Most often, the initial report is made to University Police Department, whose officers create a standard report and forward it – as appropriate – to the Office of Student Affairs and the chief conduct officer for consideration of possible Student

Code Violations. Any charges should be submitted as soon as possible after the event takes place, preferably within five working days.

- B. Such complaint should be filed with the chief conduct officer as soon as possible but within 180 calendar days (not university business days) of the alleged violation. A late complaint may be accepted with the approval of the vice chancellor for student affairs, the chief conduct officer, or via a report from the University Police Department.
 - C. The complaint must be submitted in writing and signed by the complainant(s) and must include the date, time, place, name(s) of person(s) involved (e.g. the accused, witnesses), and sufficient detail to make a determination whether disciplinary action may be warranted.
 - D. Complaints may be initiated for incidents where concurrent criminal charges are pending. The university may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. University conduct proceedings may proceed before, during or after court proceedings.
2. Evidentiary Standards: In order for a student to be found responsible, the evidence must support a determination that is "more likely than not" that a violation of the Student Code of Conduct occurred.

DISPOSITION OF CHARGES

Alleged violations of university regulations where neither suspension nor expulsion are a possibility can be resolved through an administrative hearing with the chief conduct officer or with their designee. For allegations which could result in a suspension or expulsion, that are complex, sensitive, require a number of witnesses or involve an alleged victim are referred to a Conduct Board Hearing. Additionally, a respondent or complainant in a case assigned to a Student Conduct Meeting may request that their case be resolved at a Conduct Board Hearing. In instances when a complainant is involved both parties must agree on any changes to the hearing type.

ADMINISTRATIVE HEARING

1. Upon determining that sufficient evidence exists to believe that a violation of Student Code of Conduct may have occurred, the chief student conduct officer or another conduct officer will notify the student in writing of the alleged violations against them. The written notice will be hand delivered directly to the student, sent electronically to the institutional e-mail address or mailed to the student's last known address as filed with the Registrar's Office.

Students are responsible for providing and maintaining a current local address with the Registrar's Office.

2. At the meeting, the student will be provided with the following:
 - A. An explanation of the alleged violation(s) of university policy.
 - B. A summary of the facts and information that substantiate the allegations.

- C. The opportunity to reflect upon and give their account of the incident or circumstances pertaining to the allegation(s).
- D. An explanation of the decision of the conduct officer that may result in the following:
 - a. The allegation(s) may be dismissed and unfounded.
 - b. The student may admit responsibility for the violation(s) and have a sanction(s) imposed.
 - c. The student may be found responsible for violating the Student Code of Conduct and have a sanction(s) imposed.
 - d. Failure to respond to a written allegation(s) or failure to complete the assigned sanction(s) will result in either a hold being placed on the student's enrollment privileges or graduation, additional alleged violations or a decision being made based on the information available at the time.

Student Conduct Administrative Hearing

Hearing procedures are provided for all allegations against an individual where suspension from the University is not a possible outcome, if found responsible.

PRE-HEARING PROCEDURES

1. The chief student conduct officer and/or their designee will prepare and send a written notice to the respondent and complainant at least five university working days before the hearing. The notice will be delivered in person, sent electronically to the institutional e-mail address or mailed to the student's last known address of record as filed in the Registrar's Office and will include:
 - a. The date, time, place and nature of hearing.
 - b. Reference to the section(s) of the Student Code of Conduct involved.
 - c. A brief explanation of the alleged violation(s), including the approximate date and place where the alleged violation(s) occurred.
 - d. The right to be accompanied by an advisor, who may advise and support the student. The advisor may not present information, question relevant parties or make statements during the proceedings. The student must notify the student conduct officer two university working days in advance of the hearing with the name of your advisor.
 - e. Names of the conduct officers for the case.
3. The chief student conduct officer for their designee will be available to meet with the complainant and the respondent, separately, to discuss and explain the hearing procedure and answer questions.

THREE UNIVERSITY WORKING DAYS IN ADVANCE OF THE HEARING

1. The respondent and the complainant will provide the chief conduct officer copies of documents to be presented at the hearing and the names of witnesses who will be called. Each

student must notify their witness of the date, time and location of the hearing.

2. The respondent and the complainant will have the access to copies of the documents to be presented at the hearing, by prior appointment.

HEARING PROCEDURES

1. The hearing provides a forum where all the information and documents can be presented, where questions can be asked of all parties and where the conduct officer(s) can deliberate and make a decision using a “more likely than not” standard that a violation of the Student Code of Conduct did, or did not, occur. Formal rules of process, procedure and technical rules of evidence, such as those applied in criminal or civil court, are not used in the student conduct proceedings. Deviations from prescribed procedure will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the university may result.
 - B. If the student admits that a violation did occur, the conduct officer(s) decides what conduct action is appropriate.
 - C. To protect the privacy of all parties and in accordance with FERPA (Family Educational Rights and Privacy Act), hearings will be closed.
 - D. The respondent and complainant can present witnesses who may be questioned by conduct officers. Questioning by the complainant or respondent is permitted through the chair of the conduct hearing.
 - E. The hearing (excluding the deliberations) will be audio recorded. The recordings are the property of the university. Others will not be allowed to make a recording of any type. The university is not responsible equipment malfunctions. Requests to review audio recordings may be made to the chief student conduct administrator.
 - F. If the charged student elects not to appear for the hearing, the hearing will be held in their absence. Failure to appear will not be noted without prejudice. Findings will be based on information presented at the hearing.
 - G. At the conclusion of the hearing, all parties will be dismissed except for the conduct officer(s), who will deliberate and reach a decision.
 - H. A student’s past conduct record may be subject to an educational discussion at the hearing. Past conduct history does not impact the finding of responsibility but could be used as information in determining appropriate sanctions.
 - I. The conduct officers may accommodate concerns for personal safety, well-being or fears of confronting the complainant, respondent, or other witnesses. Procedures or hearing environment may be modified as determined in the sole judgment of the chief conduct officer to be appropriate.

HEARING DELIBERATIONS AND DECISIONS

The conduct officer(s) will deliberate whether it is “more likely than not” that a violation(s) of the Student Code of Conduct did or did not occur as alleged.

- A. The conduct officer(s) may find that the information presented was not sufficient to establish that a violation of the Student Code was committed and dismiss the case.
- B. The conduct officer(s) may find that the information presented was sufficient to affirm the alleged violation(s) and impose a sanction appropriate for the violation(s).
- C. The decision of the conduct officer(s) will be communicated in writing to the respondent and, if appropriate, the complainant within three working days. The notification letter will include the hearing outcome, sanctions imposed (if any) and the deadline for completion of those sanctions. The notification letter will be delivered in person, sent electronically to the institutional email address or sent by certified mail to the student’s last known address of record as filed with the Registrar’s Office. The notification letter may also be picked up at the Student Activities Office within three working days of the hearing.

Conduct Board Panel Hearing

Hearing procedures are provided for allegations against a respondent where suspension or expulsion from the university are possible if they are found responsible.

1. The Student Conduct Board is comprised of a diverse group of faculty, staff, and students. Conduct Board members receive annual training and are required to maintain confidentiality in accordance with university regulation and the Family Educational Rights and Privacy Act (FERPA).
2. A Hearing panel of three members are selected from the Student Conduct Board. When appropriate a student member will sit on the Hearing panel. The chair of the Conduct Panel will be determined by the chief student conduct officer.

PRE-HEARING PROCEDURES

1. Hearing panel members will be selected by the chief student conduct officer based on their availability.
2. The chief student conduct officer or their designee will prepare and send a written notice to the respondent and the complainant at least five (5) university working days before the hearing. The notice will be delivered in person, sent electronically to the institutional email address, or sent via certified mail to the students last known address of record as filed with the Registrar’s Office and will include:
 - A. The date, time, place, and nature of the hearing.
 - B. Reference to the sections of the Student Code of Conduct involved.
 - C. A brief explanation of the alleged violation(s) including the approximate date, time and place where the alleged violation(s) occurred.
 - D. Names of witnesses, if known.
 - E. Acts or actions alleged to constitute a violation(s).
 - F. The right to be accompanied by an advisor. The advisor’s role is to advise and support the student. The advisor may not present information, question relevant parties,

or make statements during the proceedings. The students must notify the chief student conduct officer two working days in advance.

3. The chief student conduct officer or their designee will be available to meet with the complainant and the respondent, separately, to discuss and explain the hearing procedures and answer questions.

THREE UNIVERSITY WORKING DAYS IN ADVANCE OF THE HEARING

1. The respondent and the complainant will provide the Student Activities Office and the chief conduct officer with copies of any documents to be presented at the hearing and the names of any witnesses to be called. It is the responsibility of each student to notify witnesses of the date, time and location of the hearing.
2. The charged student and the complainant will have the right to have access to documentary evidence to present at the hearing, by prior appointment.

HEARING PROCEDURE

1. The hearing provides a forum where all the information and documents can be presented, where questions can be asked of all parties, and where the hearing panel can deliberate and decide to the standard of “more likely than not” that a violation of the Student Code of Conduct, did or did not, occur. Formal rules of process, procedure and technical rules of evidence, such as are applied in criminal and civil court, are not used in student conduct proceedings. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the University may result.
2. If the hearing panel concludes that a violation did occur, the hearing panel decides what conduct action is appropriate.
3. To protect the privacy of all parties and in accordance with FERPA (Family Educational Rights and Privacy Act), hearing will be closed.
4. The respondent and complainant can present witnesses, who may be questioned by the hearing panel. Questioning by the complainant or the respondent is permitted so long as the question are directed through the chair of the Conduct Hearing panel.
5. The hearing (excluding the deliberations) will be audio recorded. The recordings are the property of the university. Others will not be allowed to make a recording of any type. The university is not responsible for equipment malfunctions. Requests to review audio recordings may be made to the chief student conduct officer.
6. If the respondent or complainant elects not to appear for the hearing, the hearing will be held in their absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the hearing.
7. Material witnesses will be present during the introductory comments of the hearing, and they will be excused until time to give their testimony. Witnesses will be excused upon the completion of testimony and questioning, but may be asked to remain available for recall. The complainant and respondent remain throughout the hearing.

8. At the conclusion of the hearing, all parties will be dismissed except for the hearing panel so they may deliberate and reach a decision.

9. A student’s past conduct record may be subject of education discussion at the hearing. Past conduct history does not impact the finding of responsibility but could be used as information in determining an appropriate sanction. A student’s past conduct record will be formally available to the hearing panel if the respondent is found responsible.

10. The order of presentation at the hearing will be as follows:

- A. Introductions
- B. Any questions students have about the process will be answered;
- C. The Student Conduct Officer (SCO) or chairperson of the panel will ask if you wish to accept responsibility for each identified code violation (or not)
- D. If the answer is yes to all violations, some points may be clarified and the process will move to determining sanctions
- E. If the answer is no, the SCO will present the information related to the alleged violation, and any witnesses who have been identified two (two) university working days in advance prior to the hearing
- F. The charged student may then respond to any of the evidence or witnesses (through the SCO, not directly), and may also present their own evidence and witnesses (those identified two (2) university working days prior to the hearing)
- G. Closing statements may be offered as is appropriate (e.g., if it is a one-on-one hearing, this may not be necessary)
- H. SCO or panel deliberates and announces decision (responsible or not responsible) to the student, including your right to appeal if responsibility is found
- I. The charged student should also get a letter that summarizes the decision and sanctions (if they waive the right to appeal)

11. The hearing panel may accommodate concerns for person safety, well-being or fears of confronting the complainant, respondent, or other witnesses. Procedures or the hearing environment may be modified as determined by the chief conduct officer or their designee.

12. In accordance with HB1249, Arkansas Act 562, individuals will not be permitted to carry a concealed weapon into any grievance hearing provided that the student has been notified at least 24 hours prior to the meeting, the meeting will last no longer than nine hours and the entrance to the meeting space has been marked with the appropriate signage.

PANEL DELIBERATIONS AND DECISION

1. The hearing panel will deliberate and, by majority vote whether it is “more likely than not” that a violation(s) of the Student Code of Conduct did or did not occur as alleged.
 - A. The panel may find that the information presented was not sufficient to establish that a finding of responsibility for violation(s) of the Student Code of Conduct and dismiss the case.

- B. The panel may find that the information presented was sufficient to affirm the allegations and impose sanctions appropriate with the violation(s).
2. The hearing panel decision will be communicated in writing to the chief student conduct officer, which will notify the respondent, and if appropriate, the complainant in writing within three university working days. The notification letter will include the outcome of the hearing, sanctions(s) imposed, if any. The notification letter will be delivered in person, sent electronically to the institutional email address or sent by certified mail to the student's last known address of record as filed with the Registrar's Office. The notification letter may be picked up in the Student Activities Office, Campus Center 115, within three (3) university working days of the hearing.

Appeal Process

An appeal is a review of the record of the original hearing, not a new hearing. It is the responsibility of the person who initiated the appeal to show that one or more of the listed grounds for appeal has merit.

GROUNDINGS FOR APPEAL

1. An initial hearing decision reached or sanction assigned by a Student Conduct administrator or Conduct Board Hearing may be appealed in writing by the Respondent(s) to the chief student conduct officer or their designee within five (5) university working days of the decision. Appeals will be heard by a Student Conduct Board whenever possible. The board will normally consist of three persons, including at least one student, whenever possible and appropriate. The appeal may be heard by a single administrator or a three person panel. (Note: In Title IX related cases, each party has the opportunity to appeal.)
2. An appeal shall consist, at minimum, of a conversation with the appellant and a review of the record of the Student Conduct Board/Administrative hearing and supporting documents for one or more of the following purposes:
 - A. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the respondent a reasonable opportunity to prepare and present a response to those allegations. Deviations from the designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - B. To determine whether the decision reached regarding the respondent was based on substantial information; that is, whether there was facts in the case that, if believed by the fact find, were sufficient to establish that a violation of the Student Code occurred.
 - C. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - D. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original

hearing, because such information and/or facts were not known to the person appealing at the time of the original student Conduct Board Hearing.

3. If the appellant has been expelled or suspended from the university for a period of 10 days or more, Arkansas law provides that at the appeal hearing appellants are entitled to be represented by an attorney if appellant so chooses, at their own expense. If the appellant does not so choose, the appellant is still entitled to have an attorney or other advisor present with you at the hearing, but only to advise, not to represent you.
4. If an appeal is upheld, the Student Conduct administrator or Board shall determine what remaining responsibility, if any, exists for violation of the Student Code of Conduct and what appropriate sanctions are. Alternately, the chief conduct office may remand the case to a Student Conduct Board panel for a new hearing.
5. Sanctions issued following board hearings shall not be implemented until all appeals have been either exhausted or voluntarily waived.

INTERPRETATION AND REVISION

1. Any question of interpretation or application of the Student Code of Conduct shall be referred to the chief student conduct officer or their designee for final determination.
2. The Student Code shall be reviewed at least every five years under the direction of the vice chancellor for student affairs and the chief conduct officer.

EMERGENCY POWERS

Nothing in this code shall be in derogation of the power of the chancellor, or of their duly authorized subordinates, to declare a state of emergency on university property, to suspend the procedural and substantive rights specified herein for the duration of the declared emergency. Any sanctions imposed on student violating the standards of conduct specified for the duration of the state of emergency, may be of summary processes, shall be for the duration of the emergency only. Any sanctions, other than those imposed for the duration of the emergency, must be brought under the Student Code of Conduct, Rights, Responsibilities and Structure. Students are guaranteed all substantive and procedural rights specified herein in such proceedings.

In accordance with HB1249, Arkansas Act 562, individuals will not be permitted to carry a concealed weapon into any grievance hearing provided that the student has been notified at least 24 hours prior to the meeting, the meeting will last no longer than nine hours and the entrance to the meeting space has been marked with the appropriate signage.

Sanctions

The following are a list of possible sanctions that may be imposed, either singularly or in combination for a student or an organization if a violation of the Student Code is found.

1. Verbal Warning – A verbally-delivered notice that the behavior in question failed to meet the core standards of the Student Code.

2. Written Reprimand – A written notice to the student that the student is violating or has violated institutional regulations. A record of the warning is kept in the student’s file.
 3. Conduct Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 4. Disciplinary Probation – This sanction is close to suspension and may carry with it a loss of privileges.
 5. Loss of Privileges – Denial of specified privileges for a designated period of time, including the privilege of representing the university in official capacities. However, decision about eligibility to participate in NCAA intercollegiate competitions are reserved to the Department of Athletics.
 6. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 7. Discretionary Sanctions – Research and work assignments, training programs, community service, alcohol or other drug assessments, or other related discretionary assignments.
 8. University Housing Suspension – Separation of the student from UAFS university housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 9. UAFS University Housing Expulsion – Permanent separation of the student from UAFS university housing.
 10. University Suspension – Separation of the student from UAFS for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 11. University Expulsion – Permanent separation of the student from UAFS. Since this is the most severe penalty the university may impose upon a student, it requires a unanimous vote from the Conduct Board.
- C. if the student poses an on-going threat of disruption of, or interference with, the normal operations of UAFS.
 3. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other UAFS activities or privileges for which the student might otherwise be eligible, as the chief student conduct officer or designee may determine to be appropriate.
 4. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board panel hearing, if required. However, the student should be notified in writing of this action and the reasons for the suspension or ban. The notice should indicate the time, date, and place where subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat (and at which they may contest whether a campus rule was violated).
 - A. Revocation of admission and/or degree – Admission to or a degree awarded from the UAFS may be revoked for fraud, misrepresentation, or other violation of UAFS standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - B. Withholding a degree – The UAFS may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
 5. A disciplinary sanction becomes part of the student’s permanent academic record only as set forth in this paragraph. A student’s permanent academic record includes any disciplinary sanction that comprises:
 - A. expulsion, which the university automatically records on the student’s academic transcript, or
 - B. any revocation or withholding of the student’s degree.
 6. Each university-related group or organization has a privilege to conduct its activities at the university, subject to its compliance with the Code. Accordingly, the university has discretion to impose upon any university-related student group or organization any one or more of the following sanctions:
 - A. each sanction described in section K
 - B. loss of any applicable university-related privilege during any time period that the university specifies
 - C. permanent loss of either university recognition or any other applicable university-related privilege

ADMINISTRATIVE OPTIONS

1. In certain circumstances, the University Student Conduct administrator or a designee may impose a UAFS or residence hall suspension prior to the Board Hearing.
2. Interim suspension may be imposed only:
 - A. to ensure the safety and well-being of members of the UAFS community or preservation of UAFS property;
 - B. to ensure the student’s own physical or emotional safety and well-being; or



POLICIES

Title IX Policy for Complaints of Sexual Assault and Other Forms of Sexual Harassment

NOTICE OF NONDISCRIMINATION UNDER TITLE IX

The University of Arkansas - Fort Smith 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 a postsecondary institution.

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 addressed 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 or a deputy coordinator:

TITLE IX COORDINATOR

Lee Krehbiel
Campus Center, Room 201-A
479-788-7310
lee.krehbiel@uafs.edu

TITLE IX DEPUTY COORDINATOR FOR STUDENTS

Kathryn Janz
Campus Center, Room 231-A
479-788-7413
kathryn.janz@uafs.edu

TITLE IX DEPUTY COORDINATOR FOR EMPLOYEES, VISITORS, AND ASSOCIATES

Brittany Slamons
Fullerton Administration, Room 235
479-788-7084
brittany.slamons@uafs.edu

TITLE IX DEPUTY COORDINATOR FOR ATHLETICS

Katie Beineke
Stubblefield Center, Room 147

479-788-7687
katie.beineke@uafs.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:

UAFS POLICE DEPARTMENT

51st Annex - Room 100
Fort Smith, AR 72913
479-788-7140

FORT SMITH POLICE DEPARTMENT

100 S. 10th St.
Fort Smith, AR 72901
479-782-9131

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 healthcare 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 perpetrator 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 may use the Student Counseling Center (Room 312, Health Sciences Building, 479-788-7398). Employees of the university may be able to seek help through the Employee Assistance Program (contact Human Resources). Community mental health agencies, such as the Guidance Center (479-478-6664), may also assist, in addition to counselors and psychotherapists in private practice in the area who can provide individual and group therapy. The Crisis Intervention Center in Fort Smith may assist with referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help. The Crisis Center may also have victim advocates upon request. The CIC can be reached at 479-782-1821; their hotline is 1-800-359-0056.

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, both general education sessions and customized training. Customized sessions often focus on the needs and obligations of specific populations, such as residential students, sorority and fraternity members, ROTC, student-athletes, student organizations, and academic classes. Employee training and professional development is another domain. Campus-wide education and awareness activities are also conducted during Sexual Assault Awareness Month and Welcome Back 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 they agree 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.

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 Behavioral Intervention Team 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 five (5) days of receiving the notice, the respondent may challenge the decision by requesting a meeting with the vice chancellor for student affairs (or designee).

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.
- 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.
- 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 participating in the informal resolution process, including the records that will be maintained or could be 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 five (5) 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 five (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 Officer or Hearing Panel - Within three (3) days of the release of the investigative report to the parties, the chancellor or their designee, typically the Title IX coordinator, will appoint (1) a single hearing officer, who may be (but is not required to be) an outside person not permanently employed by the university, or (2) a three-member hearing panel, which shall be composed of at least two (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 their 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 the hearing officer or 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 the hearing officer or member 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 their designee within three (3) calendar days of receipt of the notice. Any objection must state the specific reason(s) for the objection. The chancellor or their designee will evaluate the objection and determine whether to select a new hearing officer or alter the composition of the hearing panel. Failure to submit

a timely and proper objection will constitute a waiver of the objection. Any changes in the hearing officer or hearing panel will be provided in writing to both parties prior to the date of the hearing.

Submission of Witnesses Lists - Within five (5) calendar days of receipt of the notice of the hearing officer or hearing panel, both parties may provide to the hearing officer or 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 officer or 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 five (5) days but not more than 10 days after delivery of the notice of the hearing officer's identity or initial composition of the hearing panel, the hearing officer or chair of the hearing panel will provide a separate notice to the complainant, respondent, and any other witnesses whose testimony the hearing officer or 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 officer or hearing panel shall provide, in its notice to the parties, the names of the witnesses that the hearing officer or 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 officer or hearing panel will proceed to determine the resolution of the complaint. As explained below, if a party fails to appear, it is unlikely that the hearing officer or hearing panel will consider 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 officer or 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 five (5) days prior to the hearing. The advisor's role at the hearing shall consist of (1) providing private advice to the party they are 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 officer or hearing panel will conduct the initial questioning of witnesses prior to the questioning by an advisor. The hearing officer or 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 officer or 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 officer or 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 hearing officer or chair of the hearing panel and ask that the questions be posed to the opposing party or witness.

The hearing officer or 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 hearing officer or panel chair will provide an explanation of why the question was deemed irrelevant and excluded.

The hearing officer or panel chair may disallow the attendance of any advisor if, in the discretion of the hearing officer or 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.

Refusal to Submit to Cross Examination - If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination of responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

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 Officer or Panel and Standard of Evidence - Following the conclusion of the hearing, the hearing officer or 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 officer or 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. If a hearing panel is utilized, 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 hearing officer or panel chair shall complete a report of the decision-maker's findings. The hearing officer or panel chair 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.
- 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.
- 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 officer or hearing panel determines that more likely than not the respondent committed a violation of this policy, then the hearing officer or 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 officer or 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 officer or 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 them. 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 officer or hearing panel's determination. The appeal should be submitted in writing to the Title IX coordinator within five (5) days of receipt of the hearing officer or 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 officer or hearing panel.

If the respondent is an employee, the chancellor or their designee will decide the appeal. If the respondent is a student, the appeal will be decided by the chancellor or their designee or, in the alternative, the chancellor 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 (in cases where the respondent is a student and a panel is utilized) or the chancellor or designee (in other cases) 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 their 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 officer or 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), hearing officer, 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 five (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: 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 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 from campus housing, 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 their youth or because of their 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 their youth or because of their 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 their youth or because of their 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.

Complaints of Discrimination and Harassment Not Covered Under Title IX

POLICY STATEMENT

The University of Arkansas - Fort Smith 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.

POLICY SCOPE AND RELATIONSHIP TO TITLE IX

"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, sex, 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.

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.

OFFICES HEARING COMPLAINTS

The Office 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 complaint 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.

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 five (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 complainant 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.

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 five (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 their designee. A respondent who chooses to appeal must, within five (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 their 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.

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.

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.

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.

TRAINING

All new employees should receive training on preventing, reporting, and addressing discrimination (including discriminatory harassment) within 30 days of beginning employment or enrollment. Employees must receive refresher training at least every two (2) years.

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: 800-669-4000
Telephone: 501-324-5060
TTY: 800-669-6820
Fax: 501-324-5991

NATIONAL SCIENCES FOUNDATION

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

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's college education records as soon as possible but not later than 45 days from the day the university receives a request for access. Students should submit to the registrar a written request that identifies the records they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the UAfS to amend a record that they believe is inaccurate or misleading. They 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 UAfS decides not to amend the record as requested by the student, the student will be notified of the decision and advised 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. UAFS discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by UAFS 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 UAFS has contracted as its agent to provide a service instead of using UAFS 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, or assisting another school official in performing their tasks. Upon request, UAFS also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

OFFICE OF CIVIL RIGHTS (OCR)

U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, TX 75201-6810

4. Directory information as defined by the U.S. Department of Education means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Students may request UAFS not release directory information by completing the proper form and submitting it to the Registrar's Office on the second floor of the Smith-Pendergraft Campus Center. Directory information at UAFS includes name, address, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, telephone listing, email address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (i.e., undergraduate or graduate; full- or part-time), honors received, and most recent educational agency or institution attended. It is important to note that the institution, at its sole discretion, designates what is considered "directory information," as well as what is released in each circumstance.

Additionally, educational records and personal information may be released in the following circumstances:

- Judicial subpoena of records, upon condition that UAFS makes a reasonable effort to notify the student in advance of the release of records.
- Health or safety emergency situations, if knowledge of personal information is necessary to protect the health and safety of a student or other person(s).
- In connection with financial aid for which the student student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

UAFS is required to comply with military requests for student information, under the Solomon Amendment to the National Defense Authorization Act for 1995 and 1996 and the Omnibus Consolidated Appropriations Act, 1997.

Alcohol and Drug Policy at UAFS

UAFS recognizes its responsibility to provide a healthy environment in which students may learn and prepare themselves to be fully functioning and productive individuals. Alcohol and other substance abuse is a university concern. Abuse of alcohol and other drugs affects academic performance, health, personal relationships, and safety. Abusive levels of alcohol use and other drugs often result in problems such as automobile and other accidents, student fights, property damage, aggravated physical illness, and sometimes death. Students need to know their responsibilities as members of the university community and understand the university's expectation and regulations. The abuse of alcohol and other drugs is considered detrimental to the attainment of the educational mission of this institution.

UAFS ALCOHOL POLICY

Student possession and use of alcohol on university properties, and at official university functions held on campus is prohibited. Except in the Sebastian Commons where residents of legal drinking age may possess and responsibly consume alcohol in the privacy of their campus apartment. It is the policy of the university that the illegal or abusive use of drugs or alcohol by employees and students is prohibited on university properties or as a part of any university activity whether on or off campus. Irresponsible behavior while under the influence of intoxicants is not to be condoned and may be subject to review and/or action by the appropriate judicial body.

UAFS DRUG POLICY

Possession, use or manufacture of illicit drugs is strictly prohibited at UAFS. Students are subject to disciplinary action for violation of federal or state laws regarding the possession, purchase, manufacture, use, sale or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance, except for the use of over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited.

MEDICAL MARIJUANA

Students are not permitted to possess, smoke, or otherwise engage in the medical use of marijuana on campus in accordance with Arkansas Act 740. Act 740 further prohibits the smoking of marijuana for medical purposes in places where the smoking of tobacco is prohibited by state law, and all state property is to be considered tobacco free.

Substance Abuse Policy

Any student found in violation of these policies will immediately be placed on probation and shall be subject to additional disciplinary actions, which may include dismissal from UAFS.

The vice chancellor for student affairs and director of university housing and residential life will make information available to students about the dangers of drug abuse, the availability of counseling and the penalties for violations. Such information will be promulgated in the student handbook and through visual displays, drug-awareness sessions, etc.

Students who have no record of conviction for drug abuse and who voluntarily seek counseling for drug-abuse problems may not be dismissed from the university. However, if a drug-abuse conviction occurs after counseling or rehabilitation has begun, the student is liable for the full range of university disciplinary measures.

The vice chancellor for student affairs will be responsible for the implementation of these procedures.

Specific degree programs may have additional policies related to prevention and management of substance abuse. Students enrolled in these degree programs are responsible for adhering to college-specific policies as well as university policies.

REGULATIONS

1. Consumption and possession of alcohol by students is prohibited on campus and at UAFS sponsored events.
2. Distribution of alcohol to a minor is prohibited.
3. Possession of alcohol by a minor is prohibited.
4. If a student violates the Student Conduct Code while under the influence of alcohol, this policy will also apply.
5. Public intoxication as defined in A.C.A. 5-71-212 and 5-2-207 is prohibited.

ENFORCEMENT

1. All reports of incidents involving alcohol will be forwarded to the student conduct administrator.
2. The student conduct administrator or designee will be responsible for the following:
 - E. Determining if an incident reported constitutes a violation of the university alcohol policy.
 - F. Recording and tracking all students involved with alcohol violations.
 - G. Notifying the University Police Department, when warranted, of the behavior of an individual involved in an incident.
 - H. Enforcing sanctions described.

SANCTIONS

1. Typical Sanctions: The sanctions described below are those used in most cases and do not limit the disciplinary power of the university in any matter involving Student Conduct Code violations.
2. Infractions and Mandatory Sanctions:
 - I. **First infraction of the academic year** - Student must attend an alcohol education class and will be placed on university conduct probation.
 - J. **Second infraction in the academic year** - Student is placed on disciplinary probation and, at the student's expense, must submit to a substance abuse evaluation administered by a qualified authority. The student will

provide the evaluation results or authorize the release of the evaluation results to the student affairs office.

- K. **Third infraction in the academic year** - Student is likely to be suspended from the university for a semester or longer, depending on the risk to self, others, and property caused by the behaviors.
- L. **Recording cycle for violations is one academic year** - The academic year begins the first day the residence halls open for the fall semester and will continue through the day prior to the residence halls opening for the next academic year.
- M. **Right of appeal** - The student may appeal as described in Article V, Section D. A student conduct board will hear the appeal. For infractions committed in university housing, students who violate the Student Code of Conduct are subject to disciplinary action through the residence hall and the university student conduct system. UAFS will strive to handle alleged violations in university housing in a single hearing that encompasses both housing policies and the Student Code of Conduct.

Students may also be subject to arrest and prosecution in cases where state laws have been violated. Sanctions up to and including expulsion may be imposed for drug or alcohol violations. A conviction for violation of state or federal drug laws may jeopardize federal financial aid.

The university will attempt to help students who have a substance abuse problem and wish to receive assistance in dealing with that problem. The university will not, however, condone illegal activity, and continued violation of drug or alcohol policies may result in expulsion.

Concealed Carry

In 2017 the Arkansas Legislature passed AR Act 562, which allows concealed carry on public college campuses with certain restrictions.

Policy Statement: AR Act 562 allows lawful concealed carry in buildings of and on the grounds of public university campuses in Arkansas with certain exceptions. Those who carry on the property of UAFS are responsible to know Act 562 and other applicable laws. Related university regulations, which include a mandate to follow the provisions of Act 562, will be enforced thoroughly and fairly.

REGULATIONS

Those who carry a concealed weapon (apart from those with an active law enforcement clearance) on UAFS property must have an AR Enhanced CCW Endorsement and meet all qualifications set forth in AR Act 562-2017. Certain activities are exempted, with proper notification and signage, from otherwise legal carry under this act; these include intercollegiate athletic events and practices, any grievance or disciplinary hearing lasting less than nine hours, and storage in a residential facility. Person on UAFS property are required to show their enhanced endorsement card if so requested by University Police.

A person with a license to carry a concealed handgun must conceal the weapon. Concealed, under AR Code §5-73-301, means to cover from observation so as to prevent public view. The handgun may be carried on the person or in a container directly handled by the carrier, such as a purse or backpack. Appropriate holstering is strongly recommended. A violation would occur when a person knowingly and intentionally displays the handgun in plain view of another person. If a person's coat opens in the act of raising their arms, and an otherwise concealed handgun can be seen, it is not a violation. However, repeated acts of 'accidental display' may constitute a violation of this or other UAFS regulation(s).

"Storage" is a key concept under this law. Storage in a locked and unattended vehicle is allowed in any publicly maintained lot on campus, if the weapon is otherwise possessed legally. Storage in a residential facility is not allowed, and will be construed in accordance with this definition from the AR State Police: to leave a handgun unattended in any location, not including a locked and unattended motor vehicle in a publicly owned and maintained parking lot as permitted by law, for any period of time, where the licensee is not in the same room and immediate vicinity (within arm's reach) of the handgun' The same language will also govern in part how UAFS determines related policy violations in other parts of campus.

SANCTIONS

When a violation is found to have occurred, the sanctions for a student will be expulsion from the institution, eviction from housing if applicable, and a ban from the campus. Reimbursement of tuition, fees, housing contract penalties, and associated costs will not be considered.

ENFORCEMENT PROCESS FOR COMPLAINTS MADE AGAINST A UAFS STUDENT

When the report of a possible or alleged violation of the UAFS Policy on Concealed Carry Weapons (CCW) is received by a university official, a referral will be made immediately to the University Police Department (UPD). UPD will notify the respondent (the individual alleged to have violated the policy) of the start of an investigation, including what portion of the policy/regulations/law is alleged to have been violated, and the time and location of the alleged violation(s). An investigation will ensue in which UPD will compile evidence, interview witnesses, collect relevant documents, and make an initial determination (recommendation) as to whether a policy violation has occurred. UPD may also refer a case to Student Conduct, for example, if a weapon turns out to be some form of prohibited object but not a firearm capable of shooting a potentially deadly object.

If no violation of the CCW Policy and Regulations is found, the case will be closed. UPD will forward its investigative report (IR) to the UAFS CCW Hearing Board for record-keeping. The board will notify the student of the closing of the case without penalty.

If a violation is determined to have occurred, UPD will forward its determination (recommendation), as contained in the IR, to the UAFS CCW Hearing Board. The board will notify the student of the UPD determination (recommendation), the rationale, and the associated sanction(s).

APPEAL FOR STUDENTS FOUND RESPONSIBLE BY UPD

At this point, a student respondent (see AR HB 1892, 2015) may either accept the recommended decision and sanction(s) or ask for an appeal hearing. Further, the student may choose to be accompanied and/or represented at such appeal hearing (at the student's expense) by a licensed attorney or non-attorney advocate.

An appeal request must be filed in writing with the dean of students (dave.stevens@uafs.edu) within five (5) business days of when the student received notice of the finding of a violation. Notice of the right to appeal will be contained in the letter announcing the initial determination (recommendation), rationale, and sanction(s). Sanctions will not be implemented until the appeal process is complete unless safety considerations warrant an interim suspension or ban from campus, based on a threat assessment conducted by the UAFS Threat Assessment Team.

APPEAL FOR STUDENTS FOUND RESPONSIBLE BY UPD

At this point a student respondent (see AR HB 1892, 2015) may either accept the recommended decision and sanction(s) or ask for an appeal hearing. Further, the student may choose to be accompanied and/or represented at such appeal hearing (at the student's expense) by a licensed attorney or non-attorney advocate.

STUDENT APPEAL HEARING

The appeal hearing will be scheduled, whenever possible, within two weeks of the appeal request. The student appealing may challenge the members of the appellate body for a conflict of interest or bias, in writing, to be submitted to the UAFS provost. Such a challenge must be submitted a full week before the scheduled time of the appeal hearing. If successful, the provost will appoint an alternative member of the appellate panel.

The respondent may review any additional evidence, and the IR, that will be used by the appeals board and have at least three days to so view prior to the scheduled appeals hearing. The appeals board, for the hearing, will review the IR and invite testimony from at minimum the respondent, and involved UPD officers and other witnesses as deemed necessary. The respondent may also call witnesses. Witnesses whose statements are already in the IR will be limited to adding new information or clarifying the statements already made. Any cross-examination will take place through questions directed to the chairman of the board, who will also determine the relevance of the questions and timing of their inclusion. Character witnesses without knowledge pertaining to the specific allegations involved will not be allowed.

The board will, after testimony is complete, dismiss other participants and within 48 hours deliberate on the case and make a formal determination of whether to uphold the original decision or overturn it. The board will issue a formal written, with rationale. The decision and rationale will be sent to the respondent and to the chancellor, within three business days following the appeal hearing's conclusion.

The threshold of evidence will be, consistent with Title IX and student conduct hearings, preponderance of the evidence. A recording of the appeal hearing will be made and kept for a minimum of five (5) years.

The appeals board decision is final.

The appeals board will consist of (designees may be asked to serve in order to expedite an appeal hearing): vice chancellor for student affairs, vice chancellor for business and finance, and vice chancellor for strategic initiatives.

Resident Student or Commuter Student Missing Person Policy

1. All resident students receive information about this policy prior to the beginning of classes in the fall (or spring for mid-year enrollees) and have the option of registering a name and number of someone who will be contacted within 24 hours after the resident is determined to be missing. Students' contact information will be registered confidentially, and will be accessible only to authorized campus officials. Contact information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. This is done in part through its inclusion in the application process.
2. Resident assistants or resident directors who determine that a resident has been missing for longer than 24 hours shall immediately report the same to their resident director or director of housing, respectively.
3. If a member of the university community has reason to believe that a resident has been missing for 24 hours, they should immediately notify the University Police Department (479-788-7140), dean of students, or vice chancellor for student affairs (479-788-7310). UPD, upon notice, will generate a missing person report and initiate an investigation with the assistance of Housing and Residential Life.
4. Should the University Police Department or Student Affairs determine that the student is missing and has been missing for more than 24 hours, the resident's emergency contact, or the resident's parents if the resident is under the age of 18 and not legally emancipated, will be contacted, no later than 24 hours after the student is determined to be missing. The institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

TOBACCO-FREE CAMPUS POLICY

The use of any tobacco product, including electronic cigarettes is prohibited on the grounds of UAFS in order to establish a healthier and more beautiful learning environment. The tobacco-free environment includes all university property, which according to Arkansas Code Annotated 25-17-301, "shall include all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution."

POLICY FOR FACULTY, STAFF, STUDENTS, AND VISITORS

Everyone on campus (faculty, staff, students, and visitors) has a responsibility to encourage their peers and others to adhere to the tobacco-free campus policy. As such, an environment of positive peer support can move the campus community significantly

toward the goal. When peer or supervisor encouragement is not effective, the primary responsibility for enforcement rests with the appropriate supervisors in each area with the assistance of the University Police Department. Failure to adhere to policy will be handled as would any other disciplinary issue. Employees should refer to the Employee Handbook. Visitors will be informed of the policy and asked to comply. Student compliance will be addressed using the three-level process listed below. The intent of the progressive corrective action models in the Employee Handbook and listed below are to create a better learning environment for everyone on campus.

Corrective Actions (Students)

FIRST LEVEL: WARNING

A verbal warning will be given to the offending tobacco user by anyone observing the behavior. The first-level warning is done to ensure that the person is aware that tobacco use on campus is not allowed and to help the person change the behavior. An attempt to identify the offender will be made by ascertaining the person's name or vehicle license plate number. Verbal warnings will be documented by reporting them to the University Police Department or the dean of students.

SECOND LEVEL: WRITTEN WARNING

A written warning will be issued when the offending behavior continues following a verbal warning. The offending person's name and the circumstances should be reported to the University Police Department, vice chancellor for student affairs, or dean's office in that area/building. A report will be prepared by the University Police Department, and the person(s) involved will be counseled by the vice chancellor for student affairs with a written warning to the student/file to document the behavior and assist the person in ceasing the use of tobacco on campus.

THIRD LEVEL: ADMINISTRATIVE SANCTIONS INCLUDING SUSPENSION FROM THE UNIVERSITY

Should the second-level written warning be ineffective, additional administrative sanctions will be levied to include required attendance at a tobacco-use information session or suspension from the university for a semester or longer. The sanctions imposed must be delivered in writing.

DUE PROCESS: APPEAL OF ACTION

The normal disciplinary action due process procedures in the Student Handbook and Course Catalog will be used should an appeal be filed.

Acceptable Use of Technology Resources

PRINCIPLES

Access to computer systems and networks owned or operated by the University of Arkansas - Fort Smith imposes certain responsibilities and obligations and is granted subject to university policies and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows

restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation and harassment.

STANDARD OF CONDUCT

In making acceptable use of technology resources you must:

- use technology resources only for authorized purposes. Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- protect your login credentials (e.g. username and password) and personal devices from unauthorized use. Never share your login password with anyone else, including UAFS Technology Services staff. You are responsible for all activities on your username or that originate from your personal devices.
- use only legal versions of copyrighted software, music files, videos, and other protected information in compliance with vendor license requirements and copyright law.
- be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, disk space, printer paper or other shared resources.

In making acceptable use of technology resources you must NOT:

- use or access another person's system, files, or data without explicit permission, use computer programs to decode passwords or access control information, or attempt to circumvent or subvert system or network security measures.
- engage in any activity that might be purposefully harmful to information systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to university data.
- use university systems for commercial or partisan political purposes, make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks.
- use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by assuming someone else's identity.
- Waste computing or network resources, for example, by printing excessively or copying personal photos and videos files to network shares, etc.
- Use the university's systems or networks for personal gain; for example, by selling access to your credentials or to university systems or networks, or by performing work for profit with university resources in a manner not explicitly authorized by the university, or engage in any other activity that does not comply with the general principles described above.

ENFORCEMENT

The university considers any violation of acceptable use principles, policies or guidelines to be a serious offense. We reserve the right to copy and examine any files or information resident on university systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Student Handbook and Code of Conduct, the UAFS Faculty Handbook, and the UAFS Employee Handbook. Offenders also may be prosecuted under laws including (but not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, the Electronic Communications Privacy Act, and the Arkansas Computer Related Crimes Act. Access to the text of these laws is available through the Boreham Library.

INFORMATION OWNERSHIP AND PRIVACY

Individuals using computer systems owned by the University of Arkansas - Fort Smith do so subject to applicable laws and university policies. Students and employees do not own their university computer accounts, but are granted use of them. The university will access an individual's electronic information if:

- the individual consents in writing to such access, OR
- there is an emergency which may affect someone's physical health or wellbeing, or may result in the damage or destruction of university property, OR
- there is reason to believe that a violation of law or university policy is occurring or has occurred, OR
- access is necessary for the maintenance of computers, networks, data, and storage systems, or to protect the rights or property of the university or other users.

Electronic information - including e-mail records - of university employees are potentially subject to public inspection and copying under the Arkansas Freedom of Information Act, which states, "All records maintained in public offices or by public employees within the scope of their employment are presumed to be public records."

Free Speech: Non-Commercial Public Speech on Campus

University facilities and outdoor space are governed by the policies of the Board of Trustees of the University of Arkansas and exist for the primary purpose of serving a planned and scheduled program of educational activity. Consistent with Board of Trustees Policy 705.1 and university-wide Administrative Memorandum 715.1, when not required for regularly planned educational or research programs, and subject to other university policies, university facilities or outdoor space may be made available for use by university entities, and non-university entities. University entities shall only include colleges, departments and other university organizational units; faculty; staff; students; university-related foundations and university alumni association; and registered student organizations. Non-university entities shall

only include individuals and organizations that are not acting as university entities and are not sponsored by a university entity.

Any non-university entity is welcome to share an opinion or viewpoint with the university community, provided the non-university entity is registered with the Office of the Dean of Students, Smith-Pendergraft Campus Center, Room 201, 479-788-7310.

Access to public forum locations is provided on the city sidewalks that run parallel to the city streets that surround and cross the campus, subject to relevant city ordinances, state and federal law. Maps indicating city streets and sidewalks are available through the University Police Department. Access is also provided at public forum locations, all external to campus buildings.

The public forum locations are available for use or reservation by university and non-university entities. Access to the public forum locations is provided on a content neutral basis. Any denial of access will specify the reasons for which registration is denied and offer an appeal procedure. The following time, place, and manner parameters apply to public forum locations as well as to expressive activities of members of the university community in other locations.

TIME, PLACE, AND MANNER PARAMETERS

The following are parameters for the time, place, and manner of activities:

- The activity must not violate local ordinances, state or federal laws, or university policy.
 - The duration of the event may be limited to a reasonable period of time, based on the type of event and the resources required to manage it.
 - There shall be no obstruction of entrances or exits to buildings or driveways or impeding entry to or exit from buildings or parking lots. To ensure there will be no obstruction of entrances or exits from buildings or parking lots, speaker(s) will not be permitted within 25 feet of any entries or exits.
 - The activity must not unduly disrupt traffic, either vehicular or pedestrian, or a duly planned and scheduled university activity.
 - The activity must not create unreasonable safety risks.
 - There shall be no alteration, modification, defacement, or destruction to/of university owned or leased property or observer's personal property.
 - To prevent damage to university infrastructure, the erection of tents or any temporary structures must be first approved by Plant Operations.
 - Organizers must have decorations approved and facilities inspected for safety in advance by Plant Operations or facility official. This includes the use of wooden, plastic, or metal sticks, pipes, poles, or the like to aid in signage.
 - The location will be left in its original condition at the conclusion of the event, and any entity that causes damage to university owned or leased property will be responsible for paying any charges necessary to return the property to its original state. Reasonable charges or deposits may be imposed to enforce this requirement.
 - Amplification equipment shall not be allowed except in designated areas where and when it is unlikely that disruption will occur.
- Expression that is obscene, defamatory, or consists of fighting words, threatens physical harm, is inciteful of imminent lawless action, or is commercial in nature or otherwise not entitled to protection as expression is not permitted.
 - All publicity, handouts, and printed materials are governed by university policies and procedures.
 - Material handed out may not be left out for people to take. If there is a significant issue with materials causing unsightliness or litter, that privilege may be revoked.
 - Those handing out material may not follow members of the campus community, and refusals to take material shall immediately be respected by expressive speakers.
 - The organizer must be present throughout the event with a copy of the approved reservation form for the duration of the function and present the form to UPD if requested. The event may be terminated by UPD for failure to have a copy of the approved reservation form on the premises.
 - The organizer shall be solely responsible for any and all costs arising from or relating to any event and by requesting to use university facilities, agrees to pay all such charges.
 - To help ensure a diverse array of activities and uses, non-university entities may schedule initially a total of three (3) events per semester. Requests for additional reservations will be limited to one (1) event per reservation, and that event must transpire before another reservation is considered.

PUBLIC FORUM LOCATIONS

Public forum locations for non-university entities include the following locations. These locations are made available on a content neutral basis subject to the defined time, place, and manner parameters.

- The bell tower area, assuming no university events are scheduled there; normally not the north side if significant noise is expected
- Main gates along Kinkead Avenue; may not block drive-through traffic
- Sidewalk and adjacent area between the Campus Center west entrance and the large parking lot between the Campus Center and Sebastian Commons
- Either side of the tunnel providing access underneath Grand Avenue
- Portions of the interior campus green, assuming the condition of the turf allows for the activity
- Other public areas not prone to disrupt classes or university business

OBJECTIONS TO EXPRESSIVE ACTIVITIES

The university recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, use of violence or violation of law or university policy is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest an event is subject to the same standards as the presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech.

RESPONSE TO VIOLATIONS

Violations of this policy by non-university entities may result in removal from campus, police arrest, and criminal charges.

Violations of this policy by members of the university community may result in review and sanctions under appropriate university policies. Specifically, students will be subject to procedures established in the code, and faculty and staff disciplinary procedures will be processed according to guidelines established in the Faculty and Employee handbook. Any police arrest and criminal charges of students, faculty or staff are separate from university student conduct review or disciplinary sanction.

PROCEDURES

1. Any non-invited, non-university entity wishing to engage in expressive speech on the UAFS campus must register their intent and identifying information at the office of the vice chancellor for student affairs a minimum of two days (48 hours) prior to the planned event, and scheduling will be dependent on the actual calendar of events for the days requested.
2. Requests to use amplification will be closely scrutinized for likely disruption of regular university activities and processes.
3. Applicants must agree to any neutrally applied time, place, and manner requirements, as articulated above, that the university believes are necessary to conduct its core activities.
4. Violation of these provisions may result in removal from campus and the loss of privileges to utilize the campus property.

PETITIONS ON THE UAFS CAMPUS

Circulating petitions to garner support for various causes is a time-honored tradition in the United States, a tradition deeply related to the exercise of free speech. The public university campus is a venue that is amendable to these efforts, subject to reasonable restrictions on time, place and manner. With that in mind, the protocol for circulating petitions on the campus of UAFS is as follows:

Any non-student individual or group that desires to circulate a petition on the UAFS campus may do so with the following stipulations in place:

1. A 24-hour notice must be given to the Student Activities Office (during a time when the office is open or electronically such that the office has 24 hours to process the notice). This allows the university to alert responsible parties and determine if a security presence is needed, and look at scheduled events to determine if there are locations that may be disallowed because of previously scheduled university activities. With only very narrow exceptions, as provided by law, the content of the petition will not be considered in responding to the notice.
2. Petitioning may not take place inside any university building.
3. Petitioning may not take place within 15 feet of any entrance to a university facility.
4. Petitioning may not disrupt or obstruct any regular university function or event.
5. People who decline to sign a petition may not be repeatedly asked or followed.
6. The form "Notice of Intent to Circulate a Petition" may be requested through the Office of the Vice Chancellor for Student Affairs at 479-788-7310.

7. Students wishing to petition are subject to the provisions of the Student Code of Conduct.

Commercial Speech and Solicitation

SOLICITATION AND FUNDRAISING ACTIVITIES

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

STUDENT SOLICITATION AND USE OF FUNDS

University student organizations or independent student organizations that receive university moneys must account for their expenditures in the manner of the regular university departments.

These organizations are permitted to use university facilities for fundraising purposes, which may be directed toward philanthropic pursuits, defined here as determined by the Internal Revenue Service to be nonprofit and tax-exempt, and that funds raised in this manner shall not be made directly available to an individual or individuals.

SPONSORSHIPS

Private businesses may sponsor student events, but not in conjunction with any solicitation of students, directly or indirectly, whether for memberships or other business relationships.

CANVASSING AND SOLICITATION

Merchants or students may only sell goods or services to residence halls, sororities, fraternities, and other campus groups on specific occasions when the campus organization has requested a particular service or when such service is directly relevant to the purpose of that organization. Under no circumstances is door-to-door or public selling, soliciting or canvassing permissible. Upon such request, the Office of the Vice Chancellor for Student Affairs or, in the case of residence halls, the University Housing Office will issue the merchant an official pass identifying them as a legitimate campus solicitor in keeping with this policy. Failure of a solicitor to obtain the appropriate identification to sell on the university campus may lead to a request of action by civil authorities. Specific procedural guidelines should be sought from the vice chancellor for student affairs. No handbills or other items may be placed on vehicles on any UAFS property.

HANDBILLS

It is against the city ordinance codes to deposit any commercial or noncommercial handbill or advertisement in or on public streets, sidewalks, areas, or buildings within the city.

It is against the city ordinance codes to deposit any commercial or noncommercial handbill or advertisement in or on private property with the city without the permission of the owner or occupant of the premises. (Fort Smith City Ordinance Section 14-51.)

SLEEPING OVERNIGHT ON CAMPUS

No student, employee, or visitor to UAFS may camp, construct any form of shelter or sleep overnight on the university's property unless said activity is formally approved in advance by university administration. This includes sleeping overnight in any non-residential campus facility or sleeping inside vehicles parked on university property.

Parking and Traffic Policies

STATEMENT OF POLICIES

For more information, please visit the UAFS parking website at uafs.edu/upd/parking.

A UAFS parking permit is required to park on campus. The purchase and display of a valid parking permit does not guarantee the holder a specific parking space. It is the sole responsibility of the vehicle driver to locate a valid parking space. These regulations are applicable to all members of the university community, which shall include but is not limited to, UAFS students, faculty, staff, visitors, and vendors. Parking enforcement is conducted 24 hours a day, seven days a week, 365 days a year.

A. GENERAL

1. A vehicle is defined as a motorized means of transportation that is licensed by the state (if applicable) and must adhere to all state and campus regulations. Vehicles may not drive on sidewalks unless approved by University Police.
2. Anyone who utilizes university parking facilities, including but not limited to, faculty, staff, and students, must have a current UAFS parking permit visible and properly displayed and shall be responsible for the registered vehicle and any citation(s) issued to that vehicle.
3. If a vehicle receives a citation while parked on the UAFS campus and it has not been properly registered, the owner of that vehicle shall be responsible for the citation.
4. The university shall assume no liability or responsibility for any vehicle parked on campus property.
5. Motorcycles and scooters are subject to the regulation governing motor vehicles.
6. The owner of a disabled vehicle located in a parking lot shall notify the Parking Program Office or the University Police Department within 30 minutes of the disability or the vehicle is subject to be towed and/or ticketed at the owner's expense. The owner of a disabled vehicle parked improperly shall be responsible for moving the vehicle within 24 hours. A disabled vehicle on the roadway must be moved as soon as a wrecker or other appropriate means can be employed.
7. Any repairs made to vehicles which will create a nuisance, safety hazard, or cause property damage shall not be performed on campus. Violators are subject to revocation of parking privileges and permit.
8. Anyone who needs temporary parking for a trailer should contact the Parking Program Office or University Police to make appropriate arrangements.

9. A red curb and/or sign designates a fire zone, and no parking is permitted. Loading and/or unloading is only allowed where indicated by the appropriate signage.
10. Warning violations will be issued the first week of classes of each semester to vehicles without permits and that have not been previously issued a parking citation. Exceptions are handicap spaces, loading zones, and unauthorized parking areas.
11. A UAFS parking permit is required in order to utilize university parking facilities.
12. A vehicle shall be registered to one person only.

B. VISITORS

1. Visitors parking on campus shall obtain and display a visitor permit on their vehicle. Visitor permits may be obtained prior to campus arrival by contacting the Parking Program Office at parking@uafs.edu or University Police at upd@uafs.edu. They can also be picked up in person at the Parking Program Office at the University Police Department in the 51st Annex.
2. Whenever possible the host, whether student, faculty, or administrator, should obtain visitor parking permits for guests.
3. University Police shall provide visitor permits to event coordinators when requested. An event coordinator should contact the parking program coordinator via email at parking@uafs.edu or University Police for specific instructions at least two weeks in advance of the event.
4. Visitor parking permits are valid for a maximum of three (3) days unless otherwise specified by University Police.

C. OPERATION OF VEHICLE

1. Observe all campus traffic and parking signs. Posted signs shall supersede this written policy.
2. The maximum speed limit on campus is 15 mph. Violators are subject to university citation.
3. State and city motor vehicle and traffic laws are included in the university's motor vehicle regulations governing the use of vehicles on the university's campus.
4. No one is permitted to drive around or over any barricade erected to control traffic or parking, or to alter, deface, remove, or destroy any traffic or parking control device.
5. A vehicle operator shall comply with instructions given by a University Police officer (voice, gesture, or whistle).
6. Vehicles shall not be parked against the flow of traffic.

D. PARKING AREAS

1. A resident parking permit (orange in color) is required in those areas (Sebastian Commons). Sebastian Commons residents are only permitted to park in areas designated for orange permits.
2. Sebastian Commons parking is restricted 24 hours a day and an orange permit shall be required.
3. Commuter student parking (blue or green in color) is permitted only in areas designated for commuter student parking. A displayed permit is required in these areas. A commuter student is defined as a student who resides off campus and commutes to the university for classes.
4. Faculty/Staff and Commuter Student parking is restricted 7 a.m. to 5 p.m., Monday through Friday unless otherwise posted.

5. Faculty/Staff parking is permitted in areas designated as faculty/staff or commuter student. A faculty/staff permit (blue in color) is required in these areas.
6. Only vehicles with a state-issued physically disabled license plate or hang tag shall park in designated physically disabled spaces. A UAFS parking permit is also required.
7. Visitor parking is designated for visitors only from 7 a.m. to 5 p.m. Monday through Friday unless otherwise posted. Any vehicle with a non-visitor permit displayed shall not park in visitor parking and shall be subject to citation for parking in an area designated for others.
8. If a UAFS student who resides in university housing is a member of the immediate family of a UAFS employee with a faculty/staff permit, they may not park that registered vehicle in resident student areas.
9. No vehicle shall display more than one current parking permit.
10. Only those designated people will use spaces that are specifically designated by a sign. These areas shall be reserved 24 hours a day, seven days a week.
11. Motorcycles and scooters are allowed to park in areas designated for motorcycles and scooters by signage and lot striping. All motorcycles and scooters must display a valid UAFS motorcycle/scooter parking permit.

E. RESTRICTED PARKING

1. See 4 above in D. Parking Areas. Also, parking in Lot R is reserved 24 hours a day, seven days a week.
2. Parking spaces with posted signs indicating specific restrictions (ex: college deans) will be reserved 24 hours a day, seven days a week.

F. PERMITS

1. All UAFS parking permits are available at the Parking Program Office, located in the University Police Department 51st Annex building. Temporary and visitor parking permits are also available at the Parking Program Office from 8 a.m. to 5 p.m. Monday through Friday and at the University Police Department 24 hours a day, seven days a week.
2. All parking permits expire on Aug. 31 of each year.
3. Temporary parking permits are available free of charge for any valid permit holder who brings a different vehicle to campus other than their original registered vehicle. Temporary permits are valid for a maximum of two (2) weeks. Please contact the Parking Program coordinator or University Police if an extension of two (2) weeks is necessary.
4. If your student status changes at any time throughout the academic year, you may exchange your current parking permit free of charge at the Parking Program Office in the Campus Center to reflect your change in status.
5. No refunds will be issued for parking permits reported lost or stolen. The permit owner shall be responsible for purchasing a replacement permit. Lost or stolen permits shall be reported immediately to the Parking Program Office or to University Police. Failure to properly report a lost or stolen permit could result in the owner of the permit being responsible for any or all citations issued to the permit.
6. No one shall register a vehicle on campus belonging to another individual without permission of the legally registered owner of the vehicle.

7. A parking permit shall only be displayed on the vehicle to which it is registered.
8. Parking permits not properly displayed in the vehicle shall be subject to citation for failure to properly display a permit.
9. Students who work part-time for the university as staff members are not entitled to a staff permit.

G. SPECIAL PERMITS

1. All vendors are required to register their vehicles and obtain a vendor parking pass at the Parking Program Office in the 51st Annex Building..
2. University parking facilities are restricted to use by those who participate in university functions, activities, or business on campus.

H. DISPLAY OF PERMIT IN VEHICLE

1. Sticker-style parking permits are to be completely affixed to the lower right portion of the front windshield (passenger side) in plain view, with the permit number visible, and by its own adhesive.
2. Hang tag style permits and visitor permits shall be hung on the rear view mirror of the vehicle being used that day with the information clearly visible through the windshield.
3. Motorcycle and scooter permits are to be affixed to the right front fork or fender of the vehicle, in plain view, and with the number visible.

I. REPLACEMENT OF PARKING PERMITS

1. A permit holder who becomes ineligible for parking privileges must remove the permit and return it to the Parking Program coordinator or University Police.
2. When transferring a vehicle, before a no-charge replacement permit will be issued, the old permit must be presented at the Parking Program Office in the Campus Center. If you are unable to recover the permit for any reason, any of the following will be accepted as proof the permit is not recoverable:
 - a. a copy of the bill of sale
 - b. transfer of title
 - c. accident report indicating the windshield was damaged or the vehicle was totaled
 - d. any other appropriate documentation

J. PAYMENT OF FINES

1. Fines shall be paid online or at the Cashier's Office on the second floor of the Campus Center.
2. All citations issued are subject to billing through the Cashier's Office.

Failure to pay fines may result in withholding of transcripts, class registration, and/or formal collection efforts (including liens through the state income tax system).

K. APPEALS

If a visitor, student, staff, or faculty member believes the citation was issued in error, he/she has the right to appeal to the Traffic and Parking Appeals Committee. This appeal must be received in Parking Program Office or the University Police office within five (5) days of receipt of the citation or billing notice from the University. Late appeals shall not be

considered, except for extenuating circumstances. Appeal forms are available online at the University Police website under the Parking Program or at the Parking Program Office. The appellant shall be notified of the committee's decision via email. The Committee shall consist of a faculty member, a student, and a staff member. A second appeal option is available for those whose first appeal was denied. This appeal must be done in person to the Appeal Committee. Fill out the parking violation appeal form online at <https://uafs.edu/upd/parking-appeal-form>.

L. REVOCATION

1. The director of University Police may suspend or revoke a driver's parking privileges when violations exceed 12 during the permit year (Sept. 1 through Aug. 31).
2. All revocations made by the director of University Police shall be effective for the remainder of the permit year in which the revocation order is issued, or as otherwise noted.
3. Student parking privileges may also be revoked by the vice chancellor of student affairs, the Student Conduct Board, and the chief conduct officer.
4. Payment or appeal of any traffic citation does not exempt one from the standard revocation procedure.

M. TOWING AND IMMOBILIZATION POLICY

Vehicles may be towed or immobilized for the following reasons:

- a. parking on campus after a permit has been revoked
- b. accumulating 6 or more violations per vehicle within the permit year
- c. blocking fire lanes or fire hydrants
- d. obstructing pedestrian or traffic lanes or creating a hazard
- e. abandoning a vehicle
- f. blocking loading zones
- g. blocking or impeding snow removal
- h. parking in a designated handicap area without a valid handicap permit
- i. parking in a reserved or blocked off area
- j. not displaying proper campus registration
- k. as University Police personnel deem necessary for safety, security, or any campus operation

N. TRAFFIC ENFORCEMENT

1. University Police officers will enforce violations of Arkansas' general motor vehicle laws or university policy that occur on its campus roads in accordance with the 2015 Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations. Such violations will have the same effect as though such had occurred on Fort Smith city streets. Citations will be issued and collected upon or through UAFS and/or the Fort Smith District Court.

Involuntary Withdrawal from the University for Non-Academic Reasons

When a student's behavior is deemed to constitute a likely danger to other parties, or is disruptive to the university community, the university may take the necessary action to protect the student in question and any other people.

Such action may include mandatory withdrawal from the university, disciplinary action or notification of the student's parents or guardians (even if the student is 18 years or older). Disciplinary action will generally follow the procedures and sanctions outlined in the code. In the case of behavior indicating danger to others or disruption to the university community, the university reserves the right to require the student to provide documentation of a psychological or medical evaluation assessing the student's state and validating the individual's readiness to continue in or return to the university environment. Such documentation will be submitted to the vice chancellor for student affairs and will be used to determine the terms of continuation or reinstatement of the student.

Danger to others may include multiple suicidal attempts, gestures, or repeated intentional self-injury, threats, or acts of assault, and behaviors that necessitate extraordinary or unusual measures to monitor, supervise, treat, protect or restrain a student to ensure their safety and safety of others.

Students who refuse or are unable to cooperate with required assessments or treatment, or those whose psychological or physical condition suggests a disorder (such as eating disorder or psychosis) that is observed to deteriorate to the point of permanent disability or inability to function in the university environment, may also be deemed a danger or disruption to the university community. Included in this description are students whose physical or psychological disorder requires specialized services beyond those available on campus or in the local community and whose condition will deteriorate without additional resources.

Decision makers, normally the vice chancellor for student affairs or provost, will confer if necessary with appropriate parties before reaching these decisions.

Federal Trafficking Penalties

Drug/ Schedule	Quantity	Penalties	Quantity	Penalties
COCAINE (SCHEDULE II)	500 - 4999 gms mixture	<p>First Offense: Not less than 5 years and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual</p> <p>Second Offense: Not less than 10 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kgs or more mixture	<p>First Offense: Not less than 10 years and not more than life. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual</p> <p>Second Offense: Not less than 20 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>Two or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
COCAINE BASE (SCHEDULE II)	28 - 279 gms mixture		Cocaine Base 280 gms or more mixture	
FENTANYL (SCHEDULE IV)	40 - 399 gms mixture		Fentanyl 400 gms or more mixture	
FENTANYL ANALOGUE (SCHEDULE I)	10 - 99 gms mixture		Fentanyl Analogue 100 gms or more mixture	
HEROIN (SCHEDULE I)	100 - 999 gms mixture		Herion 1 kg or more mixture	
LSD (SCHEDULE I)	1 - 9 gms mixture		LSD 10 gms or more mixture	
METHAMPHETAMINE (SCHEDULE II)	5 - 49 gms pure or 50 - 499 gms mixture		Methamphetamine 50 gms or more pure or 500 gms or more mixture	
PCP (SCHEDULE II)	10 - 99 gms pure or 100 - 999 gms mixture		PCP 100 gm or more pure or 1 kg or more mixture	

Penalties				
OTHER SCHEDULE I & II DRUGS (AND ANY DRUG PRODUCT CONTAINING GAMMA HYDROXYBUTYRIC ACID)	Any amount		<p>First Offense: Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine of \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 years. If death or serious injury, life imprisonment. Fine of \$2 million if an individual, \$10 million if not an individual.</p>	
ANY DRUG PRODUCT CONTAINING GAMMA HYDROXYBUTRIC ACID				
FLUNITRAZEPAM (SCHEDULE I)			1 gm	
OTHER SCHEDULE III DRUGS	Any amount		<p>First Offense: Not more than 10 years. If death or serious bodily injury, more than 15 years. Fine of not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 years. If death or serious injury, not more than 30 years. Fine of not more than \$1 million if an individual, \$5 million if not an individual.</p>	
ALL OTHER SCHEDULE IV DRUGS (OTHER THAN ONE GRAM OR MORE OF FLUNITRAZEPAM)	Any amount		<p>First Offense: Not more than 5 years. Fine of not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 years. Fine of not more than \$500,000 if an individual, \$2 million if not an individual.</p>	
ALL SCHEDULE V DRUGS	Any amount		<p>First Offense: Not more than 1 year. Fine of not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 years. Fine of not more than \$200,000 if an individual, \$500,000 if not an individual.</p>	

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	FIRST OFFENSE	SECOND OFFENSE
MARIJUANA	1,000 kgs or more mixture or 1,000 or more plants	Not less than 10 years or not more than life. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.	Not less than 20 years or not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
MARIJUANA	100 - 999 kg mixture or 100 - 999 plants	Not less than 5 years and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Not less than 20 years or not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.
MARIJUANA	50 - 99 kgs marijuana mixture or 50 - 99 plants	Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine of \$1 million if an individual, \$5 million if not an individual.	Not more than 30 years. If death or serious injury, life imprisonment. Fine of \$2 million if an individual, \$10 million if not an individual.
HASHISH	More than 10 kgs		
HASHISH OIL	More than 1 kg		
MARIJUANA	less than 50 kgs (but does not include 50 or more plants regardless of weight) 1 - 49 plants	Not more than 5 years. Fine of not more than \$250,000 if an individual, \$1 million if not an individual.	Not more than 10 years. Fine of \$500,000 if an individual, \$2 million if not an individual.
HASHISH	10 kgs or less		
HASHISH OIL	1 kg or less		



PROGRAMS AND SERVICES

Athletics

uafslions.com
479-788-7590

The University of Arkansas – Fort Smith has a rich athletic tradition. UAFS sponsors 10 varsity sports – baseball, basketball (men and women), cross-country (men and women), golf (men and women), tennis (men and women), and volleyball. UAFS also has co-ed dance and cheer, three-time NCA national champions. UAFS competed in the NJCAA for many years before moving to the NCAA Division II in 2009 and is a proud member of the prestigious Lone Star Conference.

As a member of the NJCAA, UAFS won national championships in men's basketball (1981 and 2006) and women's basketball (1995) and a runners-up finish in volleyball (2008) and women's basketball (1994). Since moving to the NCAA Division II, UAFS has continued to succeed in competition. Volleyball won Heartland Conference Championships in 2011, 2012, 2013, 2014, 2015, 2016, and 2017. They competed in the NCAA Division II South Central Regional in 2011, 2012, 2014, 2015, 2016, and 2018, the Elite Eight in 2014 and 2015, and the Final Four in 2015. Men's basketball won the Heartland Conference in 2013, 2014, 2017, and 2018 and participated in the NCAA Division II South Central Regional in 2013, 2014, 2017, and 2018.

Additionally, women's basketball won the Heartland Conference in 2015 and participated in the NCAA Division II South Central Regional in 2015 and 2018. Men's golf won the Heartland Conference in 2012 and played in the NCAA Division II Super Regional in 2012, 2018, and 2019. Baseball participated in the NCAA Division II South Central Region in 2017 and advanced to the regional finals.

Academic achievement of student-athletes has been a focal point at UAFS. Student-athletes in the 2017-18 and 2018-19 academic years earned a cumulative grade point average of above a 3.0 with up to 71 percent of the student-athletes being named to the Conference Honor Roll. Community engagement is a

pillar of NCAA Division II as well as UAFS. We are proud to say that we have hosted the Original Toy Toss basketball game for several years. Now many other institutions nationwide have followed our lead. This game occurs annually in December, and fans bring a soft toy to toss on the court after UAFS scores their first basket. In 2018 UAFS collected 6,850 toys to give to the Arkansas River Valley kids with the cooperation of local churches, Boy Scouts, and the Salvation Army. UAFS also participates in many other community engagement activities such as River Valley Ovarian Cancer Alliance Turn the Town Teal, raising money and awareness for Make-A-Wish, mentoring and engaging in the Fort Smith Public Schools, participating in the First Tee of Fort Smith, ushering at community events, and hosting many baseball, volleyball, and basketball clinics for the River Valley youth. UAFS student-athletes have also prepared and placed wreaths on the headstones at the Fort Smith National Cemetery during the holiday season.

University students, faculty, staff, and fans take great pride in their support of UAFS athletics. University students are admitted free to athletic events by presenting a current UAFS Lions Student ID Card.

UAFS Lions Bookstore

uafortsmith.bncollege.com
479-788-7320

Located in the Smith-Pendergraft Campus Center, the UAFS Lions Bookstore stocks the required textbooks for all classes offered on the UAFS campus, as well as a variety of school supplies, computers, UAFS souvenirs, clothing, snacks, and miscellaneous items. The bookstore also offers a textbook rental program and a large selection of e-textbooks.

Students are entitled to a full refund on textbooks and unused access codes through the first week of class for any reason, with a valid receipt. Students are also entitled to a full refund on textbooks and unused access codes through the first 30 days of class if the class is dropped and the student presents

a valid receipt and drop form. This 30-day return policy applies ONLY to the fall and spring semesters. See store for additional return information.

Book buyback is conducted year round in the bookstore. However, the best time to get the most money for books is at the end of every semester (finals week). When the bookstore is purchasing books for resale for the next semester, students can receive up to 50 percent cash back of purchase price. See store for additional details.

Textbook and store information can also be found on the UAFS Lions Bookstore website.

Boreham Library

library.uafs.edu
479-788-7200

Boreham Library serves as a gathering place for students who want to study or meet with others in groups about class projects or other college-related matters. Individual study spaces and group study rooms are located throughout the building. Desktop computers are available to students. Each has a full complement of general academic software applications.

The library seeks to provide students, faculty, and other members of the University community with their needs for information and cultural content. The library offers textbook checkout for general education courses as well as over 67,000 books, over 251,000 electronic books, and over 2,000 print periodicals. There are over 80 subscription electronic databases as well as access to over 55,000 electronic journals. In addition, there are more than 4,000 CDs and DVDs available for users, including DVDs of popular movies and television shows. Special collections include the Pebley Center for Arkansas Historical and Cultural Materials and the Foundation Center Grants Collection.

One of the main goals of the library staff is to educate users by helping them acquire the information literacy skills which will enable them to find, use, and evaluate information in all formats. They offer both face-to-face and electronic research assistance in locating, using and properly citing information resources.

For materials not in the library's collection, efficient interlibrary loan service is available to students, faculty, and staff with little or no charge. Journal articles borrowed from other libraries can often be sent electronically to the borrowers. Students, faculty, and staff may check out books from the Fort Smith Public Library, the Scott County Regional Library, and, after obtaining a free ARKLink Statewide Library Card, from most academic libraries in the state.

More information can be found on the Boreham Library website. Hours of operation are subject to change. Please contact the library or check online for current hours.

LIBRARY HOURS	FALL/SPRING
Monday - Thursday	7 a.m.-midnight
Friday	7 a.m.-5 p.m.
Saturday	11 a.m.-5 p.m.
Sunday	1 p.m.-midnight
SUMMER	
Monday - Friday	8 a.m.-5 p.m.
Saturday - Sunday	Closed

24-Hour Zone

The library's 24-hour study zone provides both computer access and a place for study during times when the main portion of the library is closed. Students and other members of the university community may access the 24-Hour Zone by using their Lions ID cards.

University Email

University email is accessed through My.UAFS and is the official means of communication between UAFS officials, including all faculty, staff, and students. All students are expected to check their My.UAFS account frequently to stay current with UAFS communications.

Counseling Center

health.uafs.edu/health/counseling-center
479-788-7398

The Counseling Center at UAFS supports the mission of the University by enabling students to maximize their educational experience through counseling and psychotherapy. Counseling sessions are funded through the student health fee. Students are allotted eight counseling sessions per academic year; however, if students need additional sessions and the counseling center has capacity, student may appeal to the Dean of Students for additional sessions. All sessions will be provided at no additional charge to the student. The clinic is located on the first floor of the Pendergraft Health Sciences Center, Room 312. Appointments may be made by dropping in or calling 479-788-7398. Walk-in appointments will be accommodated as soon as possible.

COUNSELING CENTER HOURS

Monday-Thursday	8:30 a.m.-5 p.m. without closing for lunch
Friday	9 a.m.-2 p.m.

Closed on weekends. Hours are subject to change. Please contact the Counseling Center for current hours or for more information.

Dental Hygiene Clinic

health.uafs.edu/health/dental-hygiene-clinic
479-788-7270

The UAFS dental hygiene program operates a clinic in which students treat patients under the supervision of dental and dental hygiene faculty. The clinic is on the first floor of the Pendergraft Health Sciences Center. A number of preventive services are offered to UAFS students, faculty, staff, and the general public.

More than one visit is usually required to complete treatment. To schedule an appointment and discover the types of preventive services offered, please call the College of Health, Education, and Human Services at 479-788-7270.

Emergency Information

CLOSING BECAUSE OF WEATHER CONDITIONS

Bad weather occasionally makes it necessary to cancel classes or close campus. To find out:

1. You are already signed up for email messages on LionsAlert, but you can also sign up for text and voicemail messages as well by editing your LionsAlert profile on My.UAFS. LionsAlert is the best way to know about cancellations.
2. Check the UAFS website at uafs.edu and look under “News.” Click on the weather story for details.
3. Call the main UAFS telephone number, 479-788-7000, to hear a recording.
4. Announcements are provided to local radio and television stations that have requested to list our information, but you should use more than one means of obtaining information since procedures at some stations do not allow for different announcements for day and night classes or for a sudden cancellation.
5. Sebastian County will issue a tornado warning through the National Weather Service (NWS) in Tulsa, Oklahoma. University personnel and students will be alerted through several methods including the Civil Defense sirens that will sound to alert people outside to seek shelter as well as Lion’s Alert. When a tornado warning is issued, all university personnel and students are to seek shelter immediately. Do not return to offices or classrooms until an “all clear” is announced. For more information, reference the Emergency Action Plan Quick Reference Guide.

IF NO ANNOUNCEMENT IS MADE, CLASSES WILL BE HELD.

Separate announcements will be made for day and evening classes. Classes starting between 7 a.m. and 3:30 p.m. are considered day classes. The decision to cancel day classes will typically be announced by 11 p.m. the evening prior. Night classes are those starting at 3:45 p.m. or after. The decision to cancel night classes will be announced by 2 p.m. If no announcement is made, classes will take place.

Off-campus sites will follow closing announcements for the facility where the classes are being held. If the facility is closed by the organization that maintains it, university classes at that site will not take place. Off-campus sites owned and operated by the university will follow closing announcements for the main campus. University officials will make announcements through the university’s official media outlets concerning weekend activities hosted by the university. The decision to close campus facilities on weekends will follow the times for weekday class cancellations with consideration given to earlier cancellation times if sufficient information is known.

A WORD FOR STUDENTS

Students should use their own best judgment in severe weather situations. If students feel it is unsafe to travel to campus when classes are in session, students should then contact individual instructors for a possible solution to make up coursework.

LIONS ALERT

The safety of the students, faculty, and staff of UAFS is of utmost importance. To that end, UAFS has implemented a notification system to provide timely and accurate information to our campus community during emergencies. Lions Alert provides a secure, web-based emergency alert system that sends text and voice messages via cell phone, land line telephone and email. Lions Alert gives UAFS a comprehensive, real-time, mass-notification system to keep the campus community informed of emergencies, and to give instructions on how to respond to those emergencies. To help make Lions Alert live and online, UAFS automatically adds the contact information of students, faculty, and staff to the system. To update or remove contact information from Lions Alert, access Lions Link at uafs.edu. Informational emails concerning Lions Alert will also be sent each semester.

Questions regarding Lions Alert should be directed to the Service Desk at uafs@service-now.com or 479-788-7460.

Financial Aid

admissions.uafs.edu/financial-aid/financial-aid
479-788-7090

The financial aid program at UAFS is designed for qualified students who might not be able to continue their education without financial assistance. Many opportunities for financial aid are available. Eligible students may receive loans, federal grants, scholarships, employment, or a combination of these aids. The university participates in most federal and state financial aid programs. Students should refer to the Scholarships and Other Financial Aid booklet, available at admissions.uafs.edu/financial-aid, for specific listings and selection criteria. To apply for federal financial aid, a student must complete the Free Application for Federal Student Aid at fafsa.ed.gov. Applications and further details on the types of assistance available may be obtained from the Office of Financial Aid on the second floor of the Smith-Pendergraft Campus Center from 8 a.m. to 6 p.m. Monday through Thursday and 9 a.m. to 5 p.m. on Fridays. See the academic catalog for a detailed description.

REFUND OF UNDERGRADUATE TUITION

When a student officially withdraws from credit course(s), tuition may be refunded according to the following schedule:

DATE OF OFFICIAL WITHDRAWAL FALL/SPRING SEMESTER

Prior to the start of classes	100%
First week of the semester	100%
Second week of the semester through 11th day of classes (census date)	50%
After 11th day of classes	None

DATE OF OFFICIAL WITHDRAWAL SUMMER I & SUMMER II

Prior to the start of classes	100%
First two days of the term	100%
Third through fifth day of classes (census date)	50%
After fifth day	None

Refunds for short-term courses or courses starting at times other than the beginning of the semester will be calculated on the prorated basis of a regular semester course. Fees for noncredit courses are not refundable after the first class meeting.

Students receiving Title IV (Federal Pell Grant, Federal SEOG Grant, William D. Ford Direct Stafford Loans) who completely withdraw from classes will be subject to the “Return of Title IV” refund calculation, as outlined by federal regulations.

During the first 60 percent of an academic term, a student “earns” Title IV funds in direct proportion to the length of time they remain enrolled. If a student withdraws before the 60 percent point, any unearned aid must be repaid to the respective Title IV program. Once the federal student aid funds are returned, the student will be responsible for any unpaid charges on the account.

The Office of Financial Aid calculates the amount of financial assistance the student earned while enrolled according to the following formula: number of days enrolled divided by total number of days in the semester. If the amount of federal aid disbursed exceeds the amount of aid earned as of the date of withdrawal, the student will be required to return some portion of the aid received.

UNDERGRADUATE RESIDENCY DETERMINATION

Students are classified as (1) in state (have lived in Arkansas) for at least six consecutive months prior to the beginning of the term for reasons other than attendance at UAfS, (2) border state (have lived in Oklahoma, Missouri, Tennessee, Mississippi, Louisiana, or Texas) for at least six (6) consecutive months prior to the beginning of the term for reasons other than attendance at UAfS, or (3) out of state and international for the purpose of determining tuition by legal residence. The residency classification of a minor is the same as that of their parents or guardian unless the student is married or has otherwise established a separate legal residence.

Military personnel assigned to active duty in Arkansas shall be accorded in-state status. Military personnel assigned to active duty in Oklahoma, Missouri, Tennessee, Mississippi, Louisiana, or Texas shall be accorded border-state status. Spouses and dependants of active duty personnel shall be accorded in-state or border-state status as well, provided they reside in the states noted above. Contact the Registrar’s Office for more information on residency reclassification.

Students who knowingly give erroneous information in an attempt to evade payment of out-of-state fees are subject to dismissal from the university.

Campus Recreation and Wellness

RECREATION AND WELLNESS CENTER (RAWC)

campuslife.uafs.edu/rec-wellness/recreation-wellness-home
479-788-7600

Campus Recreation and Wellness provides a diverse selection of recreational opportunities. Programs are designed to enhance the social, mental, and physical well-being of the UAfS community. The 47,000 square-foot Recreation and Wellness Center (RAWC) houses department offices and features

basketball courts, volleyball courts, a rock climbing wall, state-of-the-art fitness equipment, and studio rooms for group exercise classes. Students are able to participate in fitness, intramural sports, sport clubs, and outdoor adventure programs. The RAWC provides facility and equipment orientations, personal body assessments, personal exercise prescriptions, and non-credit group exercise classes. All students currently enrolled in UAfS classes are admitted to the RAWC by presenting a valid Lions ID card.

INTRAMURAL SPORTS

campuslife.uafs.edu/rec-wellness/intramurals

Intramural sports complement the program of intercollegiate athletics. Students with a 2.00 semester GPA who are enrolled in at least six credit hours are welcome to participate. Sports are offered each semester and include flag football, basketball, Ultimate Frisbee, soccer, softball, dodgeball, ping-pong, and volleyball. Various tournaments are also held.

OUTDOOR ADVENTURE

campuslife.uafs.edu/rec-wellness/outdoor-programs

The Outdoor Adventure Program provides opportunities for students to have a fun, exciting, adventure-based education. The philosophy of the Outdoor Adventure Program is to provide for the cultural and physical development of students in a wide range of outdoor pursuits and environmental settings.

SPORT CLUBS

campuslife.uafs.edu/rec-wellness/sport-clubs

Sport clubs are registered student organizations formed by students for the purpose of competing in particular sports. All sport clubs are initiated, led, and managed by students. Sport clubs also provide opportunities for competition against teams from other universities.

Food Court/Dining Services

The Food Court is located on the first floor of the Smith-Pendergraft Campus Center and includes Chick-fil-A, Starbucks, Jack & Olive, and Two12.

HOURS:

CHICK-FIL-A	
Monday-Thursday	7:30 a.m.-6:30 p.m.
Friday	7:30 a.m.-2 p.m.
STARBUCKS	
Monday - Thursday	7 a.m.-9 p.m.
Friday	7 a.m.-3 p.m.
JACK & OLIVE	
Monday-Thursday	7:30 a.m.-6:30 p.m.
Friday	7:30 a.m.-2 p.m.
TWO12	
Monday-Thursday	10:00 a.m.-6:30 p.m.
Friday	10:00 a.m.-2 p.m.

The dining hall at the Lion's Den is located on the corner of Waldron Road and Kinkead Avenue and features a variety of different meal plans and a pay-at-the-door price. The dining hall is also open to non-residential patrons.

DINING HALL MONDAY-FRIDAY	
Breakfast	7:15 - 10 a.m.
Lunch	11 a.m. - 2 p.m.
Dinner	4:30 - 7:15 p.m.

SATURDAY & SUNDAY	
Brunch	10:30 a.m. - 1 p.m.
Dinner	5 p.m.-6 p.m.

To-go meals and to-go pizza are available.

Gordon Kelley Academic Success Center

academics.uafs.edu/academic-success/academic-success-center
479-788-7675

The concern of UAFS for the individual student is reflected in the Gordon Kelley Academic Success Center (ASC), which provides programs designed to meet individual student needs not met through the general curriculum. Faculty supplemental materials, free tutoring for many UAFS courses through drop-in tutoring, writing center, or Tutor.com for online tutoring, motivational programs, and learning programs are all provided to encourage student success. Time management, self-discipline, and motivational programs are provided for the student who wants to improve study skills and grades. Learning programs focus on specific strategies to understand, retain, and apply new information, as well as traditional study skills techniques. Learning programs are individually designed to meet student needs and are free to any university student.

An academic coach is available to meet and assist students to set academic goals and enhance academic success. Academic coaching sessions can be held face-to-face on campus or virtually through Blackboard online video chat. The academic coach works individually with students to help examine academic concerns and perceived barriers to success. This provides students with academic support in areas such as time management, self-discipline, procrastination, test preparation, note taking, balancing school/work/family, and other effective study strategies.

The ASC also provides reliable test administrative services while ensuring the highest ethical and professional testing standards in a secure and comfortable environment. Testing services include Accuplacer, CLEP, and Challenge exams, online and make-up tests for UAFS courses, and some correspondence exams. Tests are scheduled by appointment. The Miller Analogies Test and PSB Health Occupations Aptitude exam are scheduled at various times during the school year. Please refer to the Tuition and Fees section for costs associated with all tests.

HOURS

Monday - Thursday	7:30 a.m. - 8 p.m.
Friday	7:30 a.m. - 5 p.m.
Sunday	1-6 p.m.

Tuition and Fees

The following tuition and fees are effective as of the 2021 fall semester. Any and all fees may be increased or decreased and new ones established when deemed necessary.

TUITION FOR CREDIT COURSES	CHARGE PER CREDIT HOUR	FULL TIME
Undergraduate In-State and *Border States	\$171	\$2,565
Undergraduate Out-of-State	\$474	\$7,110
Undergraduate International	\$497	\$7,455
Graduate In-State	\$394	\$4,728
Graduate Out-of-State	\$633	\$7,596
Graduate International	\$648	\$7,776

Border-state tuition is \$474 per credit hour with a discount of \$303 per credit hour for a net charge per credit hour of \$171, the same rate as in-state residents.

MANDATORY FEES	CHARGE PER CREDIT HOUR	FULL TIME (15 HOURS)
Activity	\$15	\$225
Athletic	\$18	\$270
Campus Center	\$2	\$30
Facilities	\$4.25	\$63.75
Infrastructure	\$5.50	\$82.50
Library	\$3.50	\$52.50
Recreation and Wellness Center	\$5	\$75
Technology	\$15.50	\$232.50

MANDATORY FEES	CHARGES PER SEMESTER/TERM
Fitness Center Access	\$12
Registration	\$31
Student Health	\$30

PROGRAM- & SERVICE-SPECIFIC FEES	CHARGES
Adult Degree Completion Program Transcription (per credit hour)	\$40
Applied Science & Technology Laboratory	\$25
Art Department Supply Fee (per credit hour)	\$30
Child Development Associate Program	
Two-Hour Course	\$50
Four-Hour Course	\$100
College Facility (per credit hour)	\$3
College Technology (per credit hour)	\$5
Cub Camp	\$80
Distance Education Course (per credit hour)	\$50
Early Childhood Professional Development (per course)	\$20
Fitness Center Course (per course)	\$25
Foreign Language (per beginning language course)	\$10
Health Sciences Assessment - LPN & BSN	\$150
Health Science ExamSoft Assessment	\$36.50
Health Sciences Laboratory (per lab course)	\$25
Health Sciences Program - LPN & BSN (per credit hour)	\$35
IBM Blockchain Badge (one-time fee)	\$150
IBM Cybersecurity Badge (one-time fee)	\$150
International Student Orientation	\$75
New Student Orientation	\$35
New Student Orientation Housing (one night)	\$70
New Student Orientation Parent/Guest	\$25
Private Music Instruction (per credit hour)	\$40
School of Education Laboratory (per lab course)	\$20
Sciences Laboratory (per lab course)	\$35
STEM Mobile Computing	\$54

PROGRAM- & SERVICE-SPECIFIC FEES		CHARGES
STEM Mobile Computing Support		\$22.50
Student Teacher Internship		\$225
Student Teacher Out-of-Area Internship Placement (minimum per course)		\$450
Surgical Technology AST Gold (one-time fee)		\$240
Surgical Technology Trajecsys (one-time fee)		\$100
INSTALLMENT PLAN FEES		
Installment Plan Service Charge		\$30 per two-payment plan \$40 per three-payment plan \$50 per four- & five-payment plan
Installment Plan Late Payment		\$50 per late payment
TESTING FEES (PER TEST)		
Accuplacer Classic Test (first test)		\$25
Accuplacer Concurrent Test		\$25
Accuplacer Retest		\$5
Accuplacer Voucher Test (first test)		\$35
Business Major Fields Achievement Test		\$25
Challenge Exam (per credit hour)		\$20
CLEP Test (plus administrative fees)		\$114
CLEP Test - Non-student (plus administrative fees)		\$129
CLEP Written Essay		\$10
Computerized Oral Proficiency Interview (paid to administrator)		\$75
Correspondence Test		\$30
Overnight Delivery Option		\$15
DSST (Dantes) Proctor - Student		\$25
DSST (Dantes) Proctor - Non-student		\$40
Miller's Analogy Test		\$65
NLN PAX PN		\$35
NOCTI (test and administrative)		\$52
PSB Test		\$25
Score Report (placement test)		\$5
Surgical Technology Assessment Exam - Member		\$190
Non-member		\$290
Test of English as a Foreign Language (TOEFL)		\$50
Writing Proficiency Test (paid to administrator)		\$75
MISCELLANEOUS FEES		
Diploma Replacement		\$20
Graduate Admissions Application		\$50
Graduate Graduation Application		\$50
ID Replacement Fee		\$20
International Application Fee		\$50
Placement File Processing Fee		
Pick Up		\$2
Mailed		\$3

MISCELLANEOUS FEES	
Returned Check	\$30
Study Abroad/Exchange Student Application	\$50
Underrgraduate Application	\$25
Undergraduate Graduation Application	\$40
INSTALLMENT PLAN SERVICE CHARGES	
Two-Payment Plan (per semester)	\$25
Three-Payment Plan (per semester)	\$25
Four- and Five-Payment Plan (per semester)	\$25
Installment Plan Late Payment Fee (per semester)	\$50
Late Payment Fee (per payment)	\$50
LIBRARY FINES	
Lost Item Processing (plus replacement cost)	\$10
Inter-Library Loan (per day) (plus charge from loaning library)	\$1
VEHICLE/TRAFFIC FINES & FEES	
Failure to Register Vehicle Violation	\$25
Handicapped Parking Violation (per occurrence)	\$200
Motorcycle Fee (per year)	\$25
Moving Violation (per occurrence)	\$50
Parking Permit (per year, hangtag)	\$100
Parking Permit (per year, sticker)	\$80
Parking Violation (per occurrence)	\$25
Reserved Parking (per year)	\$120
Sebastian Commons Parking (50 percent charged each fall/spring)	
12-month lease	\$300
9-month lease	\$240
Summer (per term)	\$60
Each additional permit for faculty and staff	\$15
HOUSING FEES & FINES	
Student Housing Application	\$75
Contract Breach (per contract)	\$800
Non-Compliance Fine (per occurrence)	\$100
June Cancellation	\$200
July Cancellation	\$400
Lock-Out After Office Hours (per occurrence)	\$15
Lost Keys - Front Door/Bedroom Door (per core)	\$45
Lost Keys - Mailbox (per occurrence)	\$15
Trash Fine (per occurrence)	\$25
University Housing Security Deposit	\$200
Winter Break (full break in residence hall)	\$340

Tools, uniforms, and equipment may be required for certain programs on campus.

Student Support Services

academics.uafs.edu/academic-success/student-support-services
479-788-7355

Student Support Services (SSS) is a federally funded program designed to assist students in achieving their goal of a baccalaureate degree at UAFS. Funded to serve 140 students, SSS offers services such as individualized academic and career advising, tutoring and group study sessions, improvement of time management and study skills, financial and economic literacy training, and assistance in applying for graduate school. Students also have the opportunity to participate in learning communities in which students take classes and form study groups together. Participants commit to the program until they graduate from UAFS with a baccalaureate degree. The SSS office is located in Boreham Library, Rooms 233-237.

Military & Veteran Student Services

At the University of Arkansas Fort Smith, we are proud of military and veteran students and we encourage them to take advantage of the many educational opportunities and resources that are available to them. We are so thankful that you've chosen to attend UAFS. Please know that we are here to help and want to see you succeed.

If you have questions about VA benefits or other programs through the U.S. Department of Veteran Affairs, please contact our Financial Aid Advisor and VA School Certifying Official, Ms. Heather Chance.

VA School Certifying Official: Ms. Heather Chance

E-mail: heather.chance@uafs.edu

Phone: 479-788-7091

VETERAN STUDENT PROGRAMS

- MANE Event New Student Orientation – The veterans breakout session is designed to connect incoming veteran students with one another and our campus resources for veteran students.
- The Veteran's Resource Lounge was established to give our students a place to study, connect with one another, and relax. The Veteran's Resource Lounge is located on the first floor of the Campus Center, room 120.
- Student Veteran Organization (SVO) is an organization intended to support veteran students and their dependents.
- Salute Honor Society is a student organization created to highlight the outstanding academic achievement of our veteran students.

STUDENT VETERANS GRIEVANCE

Student Veterans or a family member who receives tuition assistance or participate in the Military Spouse Career Advancement Accounts (MyCAA) Scholarship are encouraged to submit feedback. A veteran student may submit a complaint if the university fails to follow the Principles of Excellence. The types of complaints the Department of Defense will review includes the following:

- Recruiting and marketing practices
- Quality of education
- Accreditation
- Grade Policy
- Financial Issues
- Release of transcripts
- Student loans
- Transfer of credits
- Post-graduation job opportunities
- Refund or collection issues
- Change in degree plan and requirements

To file a post-secondary educational complaint with the Department of Defense follow this link: <https://pecs.militaryonesource.mil/pecs/dodpecs.aspx>.

After submitting a complaint:

1. Complaint Submitted
2. The DoD and the military service review the school complaints.
3. DoD, military service and school respond to complaint
4. Student receives complaint response
5. DoD will follow up on the complaint

Students using the Montgomery or Post-9/11 G.I. Bill can lodge complaints through the Veterans Affairs Department at <https://www.benefits.va.gov/gibill/feedback.asp>.

Housing and Residential Life

campuslife.uafs.edu/housing
479-788-7340

The Office of Housing and Residential Life at UAFS is committed to providing safe, well-maintained, quality on-campus residential opportunities. The department promotes a spirit of community, develops programs which support student retention and success, and extends student learning beyond the classroom. Residents will have the opportunity to participate in a wide variety of programs on social, educational, recreational, cultural, and health and wellness related topics. Contact the Housing Office at 479-788-7340 for additional information.

Research shows that UAFS students who live on campus have a higher average GPA than their peers and are also more likely to return for the next year. The university offers Sebastian Commons Apartments for upper-level students and the Lion's Den Residence Hall for freshmen and other interested students. All rooms are equipped with high-speed internet service. Laundry facilities are located on site in both Sebastian Commons and the Lion's Den.

SEBASTIAN COMMONS APARTMENTS

Sebastian Commons offers a unique student housing experience for upper level students and married students who wish to reside on campus. The exclusive apartment community for UAFS students features one-, two-, and four-bedroom floor plans. Amenities include all basic utilities, full kitchen, individual rooms, full-sized beds, volleyball and basketball courts on site.

THE LION'S DEN RESIDENCE HALL

The Lion's Den is home to primarily first-year students. The residence hall is a sustainable design and features several spaces enhanced for community building. Residents enjoy a variety of suite-style room options including one-, two-, and three-bed floor plans with four or five people in each spacious suite. Amenities consist of fully furnished rooms, loftable extra-long twin beds, community lounges, safety and security features, residential programming, and all utilities, cable TV, and internet included. The on-site dining facility accommodates students with flexible meal plans in a setting that is both convenient and comfortable. The dining hall is an "all you care to eat" facility with several healthy options.

Lions ID Cards

academics.uafs.edu/records/lions-id-cards

479-788-7230

The Lions ID card is the official identification card of UAFS. It is issued to staff, faculty, currently enrolled UAFS students, and affiliates of the university. There is no charge for the first Lions ID card, but a fee will be charged for any subsequent replacement cards.

The Lions ID card provides admission to university-sponsored social, cultural, athletic, and recreational events. The card also serves as the Boreham Library card, RAWC pass, security clearance for email logon, and is necessary to print at all university computer labs. It is also required for any student who uses the counseling center, the dental hygiene clinic, or the Powell Student Health Clinic. At the cardholder's option, the Lions ID card may also be used as a declining balance card to pay for various goods and services on campus and at participating off-campus vendors through the Lions Cash program. Contact the Registrar's Office for terms and conditions. This card also enables students to attend Season of Entertainment events free of charge. The Season is composed of on-campus events – such as concerts by the Jazz Band, Symphonic Band, chorale, and vocal jazz ensembles – and national touring productions. Students may pick up tickets two weeks before the event. The Box Office is located on the first floor of the Smith-Pendergraft Campus Center.

HOW TO GET A LIONS ID CARD

Lions ID cards are issued from the Registrar's Office in the Smith-Pendergraft Campus Center, Room 222.

HOURS:

Monday - Thursday	8 a.m. - 6 p.m.
Friday	9 a.m. - 5 p.m.

All university holidays are observed.

A driver's license, military ID card, or passport must be presented. There is no cost for the first Lions ID card. Replacement Lions ID cards will cost \$20.

The card is valid for the entire period that the student attends the UAFS.

LIONS CASH AND GO GREEN PRINTING PROGRAM

Lions Cash is the safe, efficient, and practical way to pay for things you need on campus and off. It is different than meal plan dollars.

As a member of the UAFS community, you may use your Lions ID card to access your Lions Cash account. Lions Cash is a Dining Dollars account tied to your Lions ID card.

With prepaid deposits of money in this voluntary* account, you will enjoy the convenience of being able to make purchases at participating locations without having cash in your pocket. As a member of the UAFS community, adding money to your Lions Cash account is simple. Lions Cash gives you the freedom and flexibility of buying power at locations on and off campus. For a full list of merchants that accept Lions Cash, go to academics.uafs.edu/lions-card-cash/about-lions-cash. Visit the LionsCash website to make an online deposit to your Lions Cash account.

Money can be added to your account via cash, debit card, credit card, check, or money order by visiting the UAFS Cashier's Office on the second floor of the Smith-Pendergraft Campus Center. Parents and family members can also add money to your Lions Cash account. All they need to know is your University ID number as it appears on your Lions ID card and your university e-mail address.

*Voluntary accounts are optional.

MANDATORY FUNDS FOR RESIDENT STUDENTS

Resident students must select and carry a residential meal plan. All meal plans include Dining Dollars, which may be used in the Food Court and Dining Hall. A limited portion of Dining Dollars may be used at select off-campus vendors or food merchants. Mandatory funds are non-refundable.

PRINTING FUNDS FOR USE IN DESIGNATED UAFS COMPUTER LABS

Printing at on-campus designated computer labs requires the use of funds from a Lions ID card. UAFS provides a credit to each student of \$10 per semester for printing at on-campus designated computer labs. If at any time during the semester a student exceeds the amount provided by UAFS for printing, a deposit of voluntary funds must be made to the Lions ID card in order to print at on-campus designated computer labs.

PRINTING FEES:

\$0.10 per black-and-white copy

\$0.50 per color copy

Color printers are available in Baldor 110 and Boreham Library ONLY.

PRINTING LOCATIONS:

- Baldor Technology Center - 100, 110, 200, 201
- Breedlove Building - 208
- Smith-Pendergraft Campus Center - 122 and 200
- Echols Building - 112
- Flanders Building - 102, 108, 112
- Math-Science Building - 212, 236, 308
- Pendergraft Health Sciences Building - 116 and 302

- Boreham Library - 111, 118, 219
- Vines Building - 202
- Windgate - 110 and 306

Poor-quality prints should be reported to each location's designated print station where instructions on how to proceed will be provided.

Lost and Found

479-788-7300

University-wide Lost and Found resides with the University Police Department, which is in the 51st Annex. The University does not assume liability for any lost items.

Office of International Relations

international.uafs.edu
479-788-7267

The Office of International Relations (OIR) provides support and assistance to international students from application to arrival and beyond. Our team acts as the first point of contact for international students who need guidance, but perhaps do not know who or where to go for help. We work closely with our Admissions Office, academic departments, and support services across campus to ensure that our students are provided an outstanding educational experience.

An international student is one whose citizenship is in another country and is applying for an I-20 from UAFS to obtain a student (F-1) visa. International student applications, requests for information, and questions should be referred to the Office of International Relations. All international students must see the designated school officer (DSO) before accepting ANY employment, changing name or address, traveling, changing class schedule, etc. The DSO is located in the Office of International Relations, Vines 106. UAFS has designated a special advisor to assist in the admission and academic advisement process of international students. UAFS Office of International Relations (OIR) provides cultural immersion activities for international students on campus.

There are many opportunities for students, faculty, staff, and community members to become involved in international education and activities at UAFS. For more information, please contact International Relations at 479-788-7267 or e-mail international@uafs.edu.

Study Abroad

international.uafs.edu/study-abroad
479-788-7267

The Office of International Relations (OIR) is a centralized division for international education, developing and managing quality international initiatives, programs, support services, and international partnerships for UAFS. The program integrates international education, global perspectives, and cross-cultural knowledge into the university's academic programs and the community at large. In addition, it facilitates the comprehensive internationalization of the university and connects the campus

to the world, enabling UAFS students to graduate as globally competent citizens. Anyone who is interested in studying abroad is asked to contact the director of OIR visit our website.

New Student and Family Programs

campuslife.uafs.edu/student-activities/non-traditional-adult-student-requirements
479-788-7319

Non-Traditional Student Support is located in the Smith-Pendergraft Campus Center, Room 111-A. Its mission is to connect students with campus resources, recognize academic achievement, advocate for non-traditional student concerns, and provide leadership opportunities through student organizations.

The office provides many fun and informative events throughout the year, including Lion Launch, an orientation program just for non-traditional students. Typically a non-traditional student is one who fits in one or more of the following categories:

- returning to college after an interruption in higher education
- attending college for the first time after graduating from high school
- 25 or more years of age
- attending classes while working 30 or more hours per week
- married
- a parent
- a veteran

Office of the Vice Chancellor for Student Affairs

The Office of the Vice Chancellor for Student Affairs is committed to integrating the academic mission of the university with co-curricular experiences, with a focus on the development of community, leadership, and character. The values of openness, intellectual rigor, social responsibility, and mutual respect guide us as we strive to help others achieve their goals and aspirations. We devote ourselves to providing effective and efficient program and service delivery to students, faculty, staff, families, and guests.

We seek specifically to:

- Facilitate student academic, personal, civic, and professional growth and development
- Prepare students for leadership in a global, culturally diverse, and changing society
- Cultivate a campus community characterized by meaningful challenges and supportive services and programs through:
 - Leadership Development
 - Student Activities and Organizations
 - Student Affairs Support for First Year Programs
 - Student Concerns
 - Conduct Process

Students wanting more information or assistance should call 479-788-7319 or visit the Student Activities Office in the Smith-Pendergraft Campus Center, Room 111.

The Office of the Vice Chancellor for Student Affairs is also responsible for the publication and distribution of the Student Code of Conduct. The vice chancellor for student affairs, through the dean of students, administers the process that responds to allegations of violations to those rules and regulations by students or student organizations and assists and advises anyone in the university community who seeks to file a complaint of an alleged violation of the code. The conduct process includes different hearing formats depending on the severity of a violation and/or a student's prior conduct record and can include a one-on-one meeting with a professional staff member or a formal hearing that may be administrative or with a student conduct board. The vice chancellor's office works closely with a variety of campus offices including University Police, Housing and Residential Life, Student Health, the Counseling Center, and many other departments and academic areas to proactively educate students about student responsibility and university expectations.

The Student Code of Conduct may be found on the UAFS website, uafs.edu/university/student-handbook. If you have questions regarding the Student Code of Conduct or student conduct process, please contact the vice chancellor's office in Smith-Pendergraft Campus Center, Room 201, or call 479-788-7310.

Powell Student Health Clinic

health.uafs.edu/health/health-center
studenthealth@uafs.edu
 479-788-7444

The Powell Student Health Clinic provides high-quality, non-emergency health care service to UAFS students to assist with improving their health and safety so they may benefit from the educational process and achieve their full potential. The Powell Student Health Clinic is located on the second floor of the Pendergraft Health Sciences Center. Types of services provided include treatment for common illnesses and minor injuries, limited laboratory work when indicated, acute care management, and prescriptions.

Clinic hours are subject to change at any time and may vary during the summer. The last patient is seen 30 minutes prior to the posted closing time. A Lions ID card is required to be seen. Walk-ins are typical but appointments can be made by calling 479-788-7444.

CLINIC HOURS:

Monday	8 a.m. - 5 p.m.	Closed Noon - 1 p.m.
Tuesday	8 a.m. - 5 p.m.	Closed Noon - 1 p.m.
Wednesday	8 a.m. - Noon	
Thursday	8 a.m. - 5 p.m.	Closed Noon - 1 p.m.
Friday	8 a.m. - Noon	

Registrar's Office

academics.uafs.edu/records
 479-788-7230

The Registrar's Office provides official student records and transcripts; processes graduation and registration forms; and provides Lions ID cards. The Registrar's Office is located on the

second floor of the Smith-Pendergraft Campus Center. Students can visit the Registrar's Office or request services via the website.

ENROLLMENT VERIFICATION

Students can print enrollment verifications 24/7 by using My.UAFS. Verifications can be used for scholarships, student loans, or insurance purposes. The Registrar's Office has authorized the National Student Clearinghouse to provide this service.

CHANGES IN STUDENT INFORMATION

It is the responsibility of all students to maintain their correct address, telephone number(s), and legal name and to report any changes in information promptly to the Registrar's Office. Failure to do so may result in undelivered registration notices, financial aid, invoices, invitations, and official correspondence.

The university considers information on file with the Registrar's Office to be official. Forms for correcting student information are available from the Registrar's Office and website. Legal documentation of a name change is required.

Smith-Pendergraft Campus Center

Groups and recognized organizations on campus may schedule activities in the Smith-Pendergraft Campus Center if the activities do not interfere with general student use. All scheduling must be made through the campus booking coordinator at scheduling@uafs.edu or 479-788-7315.

Students are asked to treat the Smith-Pendergraft Campus Center with care. Any action which may damage the building or the furnishings, or interfere with the rights of others, is prohibited.

HOURS

Monday - Thursday	7 a.m. - 9 p.m.
Friday	7 a.m. - 5 p.m.

24-Hour Zone

The 24-hour zone in the Campus Center may be accessed from the south side of the building. Students must use their Lions ID to gain access after hours. This area includes a computer lab, group study rooms, copy machine, and vending machines.

Another 24-hour zone is available in the Boreham Library.

Student Activities

campuslife.uafs.edu
 479-788-7663

The University of Arkansas – Fort Smith Student Activities Office (SAO) fosters student engagement, leadership development, and diverse co-curricular programming through facilitated opportunities, preparing students to become responsible global citizens and informed leaders. The SAO is a great way to get involved, make lifelong friends, and have a positive impact on the UAFS campus.

With more than 100 registered student organizations (RSOs) on campus ranging from academic to religious, special interest to political, there is something for everyone at UAFS. In addition to RSOs, the SAO hosts more than 50 events annually to include special events as well as campus traditions such as:

- Welcome Week
- Campus Picnic and Block Party
- Homecoming
- Lion Community Outreach Day

For more information, please visit us in the Campus Center, Room 115, email studentactivities@uafs.edu, or call us at 479-788-7663.

BULLETIN BOARDS, BLUE ZONES, ROTO CUBES, DIGITAL FLYERS, BANNERS, AND CHALKING

Bulletin boards are placed at various locations throughout the campus. Posters or flyers may be posted only on bulletin boards marked for student use. All materials for posting, including any commercial advertising, must be approved and stamped by the Student Life Office in the Campus Center, Room 115.

Blue Zones are located in the Smith-Pendergraft Campus Center. Student groups may use blue painters tape to post their approved flyers/posters anywhere within their bounds.

RotoCubes are the large mobile rotating bulletin boards. They are located in the main hallway of the Campus Center outside the Reynolds Room and in the breezeway.

Digital flyers can be electronically posted to the four digital display monitors located in the Campus Center. Create your flyer on a PowerPoint slide and email it to studentactivities@uafs.edu.

Banners can be hung from the second floor balcony of the Campus Center. These banners must be pre-approved by the SLO. The banners should be no larger than 8 feet by 8 feet and may only hang for two (2) weeks at a time.

Sidewalk chalk is available for RSO use from the SAO. Sidewalk chalk may be used for marketing on sidewalks that are not covered. Chalking is prohibited in covered areas and on brick surfaces.

Fraternity and Sorority Life

campuslife.uafs.edu/greek-life/fraternities-and-sororities
479-788-7694

The mission of UAFS Fraternity and Sorority Life is to enhance student development through membership in social Greek lettered organizations. The Greek community promotes an inclusive value-based atmosphere in which organizations and individual members achieve academic success, exemplify leadership, appreciate civic engagement, create bonds of brotherhood and sisterhood, and support a healthy and culturally diverse environment. By developing these skills, sorority and fraternity members learn to conduct themselves in a manner reflective of the values and standards associated with membership in a fraternal organization, while complementing and enhancing the educational mission and vision of UAFS. Fraternity and Sorority Life is an opportunity for students to enhance their collegiate experience outside of the classroom.

Seven Greek-letter organizations are recognized student organizations by UAFS:

GREEK LETTER ORGANIZATIONS

MEN

Kappa Alpha Order
Kappa Sigma
Pi Kappa Phi
Sigma Nu

WOMEN

Alpha Omicron Pi
Delta Gamma
Gamma Phi Beta

GREEK GOVERNING BODIES

UAFS Panhellenic Council (PC): The governing body over the National Panhellenic Council organizations for women

UAFS Interfraternal Council (IFC): The governing body over the Greek organizations for men

GREEK LETTER HONOR SOCIETIES

Gamma Sigma Alpha
Order of Omega

Registered Student Organizations

uafs.campuslabs.com/engage

Student organizations are a vital piece of the collegiate experience at UAFS. Organizations provide students with a way to get involved on campus, develop and enhance leadership skills, become active in the community, and learn more about others and their cultures. UAFS offers more than 100 registered student organizations (RSOs) to its students. There are 10 categories of organizations: academic, arts, culture, Fraternity and Sorority Life, honor society, political, religious, special interest, sports clubs, and university organizations.

New organizations are created by students each semester. Please visit NUMALink for a complete listing of registered student organizations or contact Stephanie London at stephanie.london@uafs.edu.

Student Life Welcome Center

479-788-7663

The Student Life Welcome Center, located in the Smith-Pendergraft Campus Center, Room 115, provides a central location for daily announcements and information to students and guests of the university. It is open to all students. You can always find students hanging out, studying, or playing games in this area.

Student ADA Services

academics.uafs.edu/academic-success/ada-services
ada@uafs.edu
479-788-7577

UAFS seeks to make every effort to offer equal educational opportunities for all students. To ensure a total university experience for students with disabilities, UAFS provides reasonable accommodations and services to students who have physical, emotional, and/or learning disability. The underlying

philosophy of the program is to provide support, where possible, that will maximize each student's opportunities for academic success.

Working in partnership with the student, the Student ADA Services coordinator will develop an individualized plan for services which may include academic advisement and accommodations in testing and instruction. A student with disabilities may present validation of the disability and request services by contacting the Student ADA Services coordinator at 479-788-7577.

Registration with Student ADA Services is a separate process from the application for admission to the university. In order to be considered for accommodations, a student must first submit verification of the condition based on Student ADA Services guidelines and meet with the Student ADA Services coordinator to discuss accommodation requests.

UAFS is committed to a policy of 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 their 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 the ADA Amendments Act of 2008 and to providing equal educational opportunities to otherwise qualified students with disabilities. Any student who believes they have 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.

To obtain a copy of the Services for Students with Disabilities brochure, which includes application and grievance procedure information, contact the Student ADA Services Office at 479-788-7794 or 479-788-7577 or go to the website.

R.O.A.R. First-Year Advising Center

academics.uafs.edu/advising/welcome-advising-center
479-788-7400

The R.O.A.R. (Relationships, Outreach, Advising, and Resources) First-Year Advising Center advises all first-time entering students and also provides advising support to the Office of International Relations. Professional advisors are available to assist students with goal setting, career exploration, selection of a major, course requirements, and connecting with appropriate resources. They encourage career exploration by assisting students in the use of the career exploration computer program, Focus 2. Professional advisors are available to work with students by in-person appointments, virtual appointments, and email. Except for designated holidays, hours are as follows:

Monday/Wednesday/Thursday	8 a.m. - 5 p.m.
Tuesday	8 a.m. - 6 p.m.
Friday	9 a.m. - 5 p.m.

The R.O.A.R. is located on the second floor of the Smith-Pendergraft Campus Center. Call 479-788-7400 or email ROAR@uafs.edu for more information.

Students who have successfully completed 24 hours of coursework after high school graduation and completed developmental coursework are advised within the college of their major. Contact information for each college are noted below.

COLLEGE OF BUSINESS AND INDUSTRY

479-788-7800

COLLEGE OF ARTS AND SCIENCES

479-788-7574 (for programs in communication, languages, and general studies)

479-788-7433 (for programs in arts and social sciences)

COLLEGE OF HEALTH, EDUCATION, AND HUMAN SERVICES

479-788-7841 or 479-788-7283

GRADUATE STUDIES

Graduate students will be advised by their graduate faculty advisor within their program of study.

Career Services/Babb Center for Student Professional Development

academics.uafs.edu/career-services
479-788-7017

Career Services is dedicated to providing guidance and services to currently enrolled students and alumni. Services are free to currently enrolled students and alumni, and include help in creating resumes and cover letters, practice job interviews, guidance in finding internships, and various events and workshops designed to prepare students to enter the workplace.

A detailed list of services and career development information can be found on the Career Services website. Career Services is located on the second floor of Boreham Library, Room 212.

Service Desk

uafs.service-now.com
479-788-7460

The mission of the UAFS Service Desk is to provide the user community an effective, primary point of contact for a timely and consistent response to computing and information technology related inquiries. The Service Desk acts as a central point of contact for students, faculty, and staff members.

The Service Desk is located in the Gardner Building, Room 102. Hours are 7 a.m. to 9 p.m. Monday through Friday. You can email the service desk at uafs@service-now.com and an incident will be opened on your behalf.

Veterans

admissions.uafs.edu/veterans/veteran-services
479-788-7091

Military service veterans and sons, daughters, and spouses of deceased or 100 percent veterans with disabilities should contact the veterans certifying official in the Financial Aid Office.

Eligible university students may qualify for GI Bill, Veterans Readiness and Employment, War Orphans, and other types of VA assistance.

Students using veterans' benefits should be aware of VA regulations governing academic standards. No payment of educational benefits will be made for auditing a course or for a course that is not used in computing graduation requirements.

All inquiries should be addressed to the veterans certifying official in the Financial Aid Office, Smith-Pendergraft Campus Center, Room 214. Complete information about VA requirements and procedures will be provided upon request.

Each student receiving VA benefits posting less than a term 2.00 GPA will be placed on probation. Those students will be allowed to receive benefits but will be monitored closely by the VA certifying official. While on probation the student(s) whose GPA falls below a 2.00 for consecutive semesters will have their benefits suspended.

Dave Stevens Lion Pride Needs Pantry

The Dave Stevens Lion Pride Needs Pantry is located in the Recreation and Wellness Center (RAWC). The campus community may access the pantry through a set of double doors on the west side of the RAWC during pantry hours. Students needing access to supplies from the pantry after pantry hours may request assistance from University Police Department by calling 479-788-7140.

Tuesday	Noon - 2 p.m.
Wednesday	4-6 p.m.
Friday	11 a.m. - 1 p.m.

If you have questions or would like to volunteer to work in the pantry, please contact Dr. Dave Stevens, dean of students, at 479-788-7310 or Meighan Pendergrass at 479-788-7596.



UNIVERSITY POLICE

uafs.edu/upd

The Student Right to Know and Campus Security Act of 1990 applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the Campus Crime Awareness and Campus Security Act of 1990. It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) descriptions of policies related to campus security and (2) statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The amendments require the disclosure of crimes that are reported to police and campus officials, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property.

UAFS POLICE DEPARTMENT LAW ENFORCEMENT AUTHORITY

Arkansas State Statute 25-17-304 confers upon the chancellor of a state institution of higher education the right to create a university agency with the same powers as any municipal, county, or state police agency in Arkansas. The UAFS Police Department is made up of sworn, state-certified law enforcement officers. UAFS's police department cooperates with the Fort Smith police and Sebastian County sheriff's departments, as well as state and federal law enforcement agencies, and shares concurrent jurisdiction with these agencies over university properties and events. UAFS's police department is a service-oriented agency. Service to the campus community is the top priority.

UAFS strives to provide a safe and secure environment for its students, faculty, staff, and guests. Every member of the campus community has a role in campus safety. Students, faculty, staff members, and visitors are encouraged to be vigilant and report crimes, suspicious activity, and emergencies to the University Police Department at 479-788-7140. If the fire department or EMS are needed, first call 9-1-1, then notify UPD. Responding campus police officers will determine whether additional

agencies are needed or may be cancelled. The University Police Department consists of a force of certified police officers providing 24-hour coverage. Emergency blue light phones are located throughout campus to help contact UPD in emergency situations. An important component of on-campus safety and security is student behavior. Students are expected to comply with the standards of conduct published and distributed through the Student Activities Office (SAO) and online.

REPORTING CRIME AND OTHER EMERGENCIES ON CAMPUS

The UAFS Police Department will respond quickly to any request for assistance. Response time is based on current activity and the severity of the call. Crimes in progress, traffic accidents, and medical assists have a higher priority than other types of calls.

It is important to report criminal incidents and emergencies promptly and accurately. If a crime is not promptly and accurately reported, evidence can be lost, leads missed, and a suspect could get away. If you witness a crime or an emergency situation, contact the UAFS Police Department promptly, and answer questions as accurately as possible. The investigation and response to these incidents will only be as good as the information received.

UAFS's Police Department can be contacted by telephone, emergency/information phones, in person, and by e-mail. By telephone, the department may be reached at its emergency number 479-788-7140, or the office number 479-788-7141. Most elevators in campus buildings also contain emergency phones, which provide a direct connection to the department. UAFS Police Department officers in vehicles, on foot, or on bicycles, are eager to be of assistance and may be contacted directly. E-mails may be sent directly to University Police at upd@uafs.edu.

UAFS Police Department officers are in radio contact with the Fort Smith Police Department.

For emergencies involving the need of immediate ambulance, fire department, or armed law enforcement response, call 911

immediately and then notify the UAFS Police Department as described above.

CAMPUS AND COMMUNITY NOTIFICATION OF CRIMINAL ACTIVITY

If there are crimes occurring on the UAFS campus that will continue to endanger or affect the campus community, public safety bulletins will be published and posted on My.UAFS and Lions Alert. The bulletins will allow members of the campus community to know what is currently happening so they can better protect themselves.

Information about the department, services provided, and related resources concerning safety and security can be obtained by contacting a UAFS Police Department officer or e-mailing the UAFS Police Department with questions or information.

UPD maintains a daily crime log that is available for viewing upon request at the UAFS Police Office from 8 a.m. to 5 p.m. Monday through Friday.

BUILDING ACCESS

University buildings are opened by 6 a.m. and secured after 9 p.m. Monday through Friday. On weekends and holidays, UPD will open and secure buildings and facilities at times fixed by the department directors and scheduled by the events coordinator. University police will not be responsible for opening and closing buildings and facilities on an individual or random request for access without proper authorization from the person responsible for that building. Students, including student employees, wanting access to buildings and facilities after scheduled hours or on weekends must first obtain access authorization to a building/room from the department head or their designee. Students must also have a valid Lions ID Card. Any person who cannot properly identify themselves will be considered unauthorized and will be asked to vacate the premises.

Persons authorized to be in the building may be accompanied by family members. Children should not be permitted to roam unattended through the building. Pets will not be permitted in the buildings. If there is a specific need for a student to be in the building after midnight, they must be accompanied by a member of faculty, staff, or administration or have a note from the department head indicating the days and hours that they are authorized to use the facility. Policies may differ by departments concerning students studying/working after hours. Please check with the dean of the college.

During occasions when it is impossible to comply with this policy, University Police should be contacted and special arrangements can be made.

COMMUNITY POLICING PHILOSOPHY

The UAFS Police Department will play a vital role in the students learning and living at UAFS utilizing the community policing philosophy. The focus of community-oriented policing is not simply on responding to crime, but on preventing crime and resolving community problems. The philosophy grows from the belief that the police and the community must work together as partners to solve the contemporary challenges faced in today's society. Officers work closely with other organizations and community groups to educate community members about potential hazards they may encounter and how to reduce the likelihood of becoming a victim of crime; to identify the problems, concerns, and fears of community

members; to identify and eliminate hazards that may promote crime or disorder; and to improve the overall quality of life in the community.

CSUC - COLLABORATIVE EFFORTS FOR A SAFER UNIVERSITY COMMUNITY OBJECTIVES

- Developing programs that serve our university community to create a greater sense of safety while working, attending school, or visiting at UAFS. We hope to leave a positive experience of our police department and the university.
- Forming partnerships, collaborative efforts, playing a role in the educational process, and empowering students to make a difference in their individual and community safety.
- Getting to know the community that we serve as a whole, prioritizing efforts while developing partnerships within the university community.

PROGRAMS UNDER THE COMMUNITY POLICING INITIATIVE

- Common Thread (larceny prevention, alcohol consumption, sexual assault awareness, Facebook safety)
- Watch that Lion (pedestrian safety)
- Safety seminars
- Who Knew (collaborative effort between Judicial Affairs and UPD)
- 3-2-1 Contact (informative sessions with students)
- University Crime Watch
- All are One (public awareness)
- University Community Watch
- Safe Walk
- Lone Lion
- Lock Out Auto Crime

UPD-CONDUCTED SAFETY PRESENTATIONS (AS REQUESTED)

- Alcohol Awareness
- Active Shooter Training
- General Safety Training
- Bicycle Safety
- Carjacking Prevention
- Date Rape Prevention
- Sexual Assault Prevention
- Domestic/Relationship Violence Prevention
- Facebook Safety
- Fire Safety
- ID Theft Prevention
- Cybercrimes

ADDITIONAL SERVICES

- Emergency and courtesy phones located across campus
- Vehicle unlocks
- Vehicle jump-starts
- Crime prevention information for groups and individuals
- Security surveys

- Non-criminal fingerprinting (job applications, security clearances)

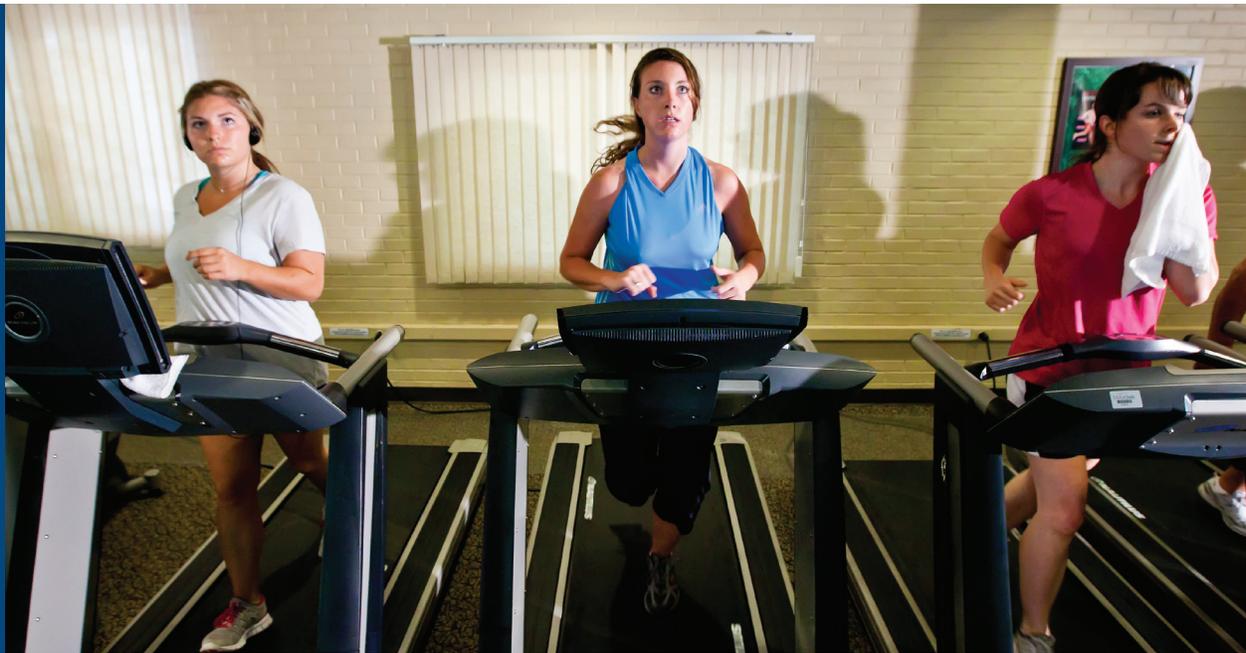
THE R.A.D. PROGRAM

- A unique self defense system designed for women ages 11 and up.
- The only women's self defense course endorsed by The International Association of Campus Law Enforcement Administrators
- No prior martial arts training required
- RAD manual provided to each participant
- The basic course consists of nine hours of awareness and physical training.
- At the conclusion of the physical training, students may participate in dynamic simulations. The simulations will allow students to utilize the learned techniques.

- With the permission of the class, the simulations will be videotaped.
- Debriefing occurs at the close of the final class with a review of the video.
- Participation in the simulation is voluntary.

DISCLOSURE OF CAMPUS CRIME STATISTICS

The university is located in the city of Fort Smith, Arkansas, and Fort Smith Police Department officers travel around and through the campus each day. In addition, Fort Smith Police Department officers may assist officers from the UAFS Police Department when their assistance is requested. During their travels on campus and during those times when their assistance is requested, Fort Smith Police Department officers have full authority to make arrests for violations of the law. To view the campus crime statistics for the previous three years, go to uafs.edu/upd/clery-act.



PHYSICAL HEALTH

Chronic Communicable Diseases

UAFS places a high priority on the need to prevent the spread of chronic communicable diseases on campus. Because there is currently no cure or vaccine for acquired immune deficiency syndrome (AIDS) or many types of hepatitis, prevention of transmission is essential. Approximately 1-2 percent of middle-class Arkansans under the age of 20 will test positive for tuberculosis (TB), a disease of the lungs. The transmission risks of chronic communicable diseases such as AIDS, hepatitis, and tuberculosis can be greatly reduced by providing a program of education on prevention to students and employees. Equally important is to establish a policy regarding victims of chronic communicable diseases which safeguards individual rights while protecting others on campus from needless, careless exposure. Consequently, the following guidelines are hereby instituted:

1. Individual Responsibility

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the university and participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such chronic communicable disease presents significant risks of transmission having a direct effect on the student's ability to perform effectively, thereby rendering the student not qualified for the program or course of study.

No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of university facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. Willful or careless exposure of other persons by an individual who has or is a carrier

of a chronic communicable disease is a reckless, inconsiderate, negligent act which endangers everyone. If it is determined that a person has or is a carrier of a chronic communicable disease and that person has not taken adequate precautions to prevent transmission of the disease to others, then that person will be subject to dismissal from the university.

2. Reporting Procedures

Students shall notify the vice chancellor for student affairs if they have or are carriers of a chronic communicable disease. Such notification allows the university to evaluate each individual case and take the necessary precautions to minimize the risk of transmission to others. Students who suspect they are suffering from TB or another chronic communicable disease must contact their doctor immediately. Local county health department units will be informed of all confirmed TB cases. Additionally, students are required to notify the vice chancellor for student affairs if TB is confirmed. The campus response to reported TB cases on campus will be fully coordinated with the Sebastian County Health Department. Students and faculty who shared classroom or office space with the individual will be notified. Confidentiality of the student will be protected. International students, as a part of the application for admission process, are required to obtain a medical doctor's certification that no symptoms of the disease are present. Following enrollment and in accordance with Act 96 of 1913, international students are required to do additional testing to confirm the absence of TB symptoms.

A confidential appointment with the vice chancellor for student affairs may be arranged by calling 479-788-7310.

Immunization Record

The Arkansas Department of Health (ADH) pursuant to Act 141 of 1987 requires that full-time students and students housed on campus MUST provide the university with proof of immunization against measles, mumps, and rubella (MMR).

Proof of immunization, immunity, a medical or non-medical exemption, or birth before 1957 must be provided before being enrolled in courses. The following are acceptable proof:

- immunization record from another educational institution, a licensed medical doctor, or an authorized public health representative
- military service showing the dates MMR shots were given

In lieu of receiving vaccine, immunity may be shown by providing documented evidence of appropriate serological testing which must be submitted by the student to the Arkansas Department of Health, Immunization Section, 4815 W. Markham, Mail Slot 48, Little Rock, AR 72205. The ADH will send a letter to the student advising if immunity has been granted and it is the student's responsibility to bring the letter to the Registrar's Office.

Proof of immunization may be waived only upon receipt by the Records Office of an authorized exemption from ADH for medical, religious or philosophical reasons. Exemption form can be requested by emailing the Arkansas Department of Health at immunization.section@arkansas.gov. These forms must be completed, notarized, and mailed to the ADH at 4815 W. Markham, Mail Slot 48, Little Rock, AR 72205. If approved the ADH will then send a letter confirming exemption and term to the student. It is the student's responsibility to bring this letter to the Registrar's Office. This exemption must be renewed annually.

- Proof of a birth date **prior** to January 1, 1957, will be accepted in lieu of receiving vaccine. Students must provide a copy of birth certificate, current driver's license, or other state or federal issued ID showing their date of birth to the Registrar's Office.
- A hold will be placed on a student's record until the required documents are received.
- Immunization records presented for admission become part of the student's permanent record and the property of UAFS and are not reissued.

Act 1233 of 1999 requires colleges and universities to inform students of the increased risk of meningococcal disease (commonly called meningitis) for those who live in close quarters. UAFS recommends that all students living in residence housing receive a meningitis vaccine. Students should contact their health care provider for information on this vaccine.

COVID-19

In March of 2020, an outbreak of a novel coronavirus reached a magnitude such that UAFS and most other higher education institutions switched to entirely online courses and began to limit or eliminate direct contact in the context of service office.

As of July 2020, plans to reopen in the fall of 2020 with in-person courses were in place, but with significant numbers of courses being taught online or with a hybrid model. Plans for fall athletics were still tentative.

The Arkansas Department of Health asked each higher education institution to designate a liaison for purposes of coordinating contact tracing, which is being conducted by UAMS. The UAFS Liaison for 2020-21 is Dr. Lee Krehbiel. The UAMS contact tracers will provide guidance to any student or employee who has a positive test result and will also identify and communicate with those who have been in close contact, in the medical sense of the term.

UAFS is prepared to provide quarantine and isolation spaces for a limited number of the campus community.

Information about COVID-19, including the latest UAFS guidance and regulations, can be found on the UAFS website under the button "UAFS COVID-19 Response, Updates, and FAQs." If after consulting the website you have additional questions, feel free to contact Dr. Krehbiel or Dr. Dave Stevens in the Office of the Vice Chancellor for Student Affairs, Campus Center 201-A, 479-788-7310.

A special acknowledgement is given to Indiana State University, Idaho State University, and the University of Arkansas, Fayetteville for allowing the University of Arkansas - Fort Smith to utilize excerpts from their student handbooks.

Grievance Procedures Addendum

UAFS is committed to providing an educational climate that is conducive to the personal and professional development of each individual. In order to ensure that commitment, the university has developed procedures for students to pursue grievances within the university community, should such action be necessary.

GRIEVANCE PROCEDURE

Informal complaints may be filed, verbally or in writing, with offices across campus. The decision as to which procedure to utilize for a grievance shall be made solely by the university and shall be used on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands the grievance for further review. Due to their special nature, certain issues are handled by specially designated hearing bodies or offices, as outlined in the chart below.

DEFINITION OF A GRIEVANCE

A student grievance is a complaint about a concern, problem, or issue other than a disciplinary measure. (The appropriate response to a disciplinary measure which is deemed unfair or excessive is a Conduct Board appeal, not a grievance.) A student who has a disagreement or unresolved dissatisfaction with a faculty or staff member, another student, student group, or administrator (hereafter known as the respondent) has the right to file a grievance without prejudicing their status with the university. Grievances must be based on a claimed violation of a university rule, policy, or established practice. Any student who brings a grievance has the burden of proof and must provide documentation and evidence to support the allegation. Except in the case of final grade appeals or where specified by university policy, a grievance should normally be filed within 30 days of the incident or incidents. (Note: This process does not limit the university's right to change rules, policies, or practices.)

Information in the following chart will outline student academic grievances and student non-academic grievances. The Office of the Dean of Students can assist individuals with questions regarding the grievance procedures.

NATURE OF CONCERN	REFERENCE	OFFICE OR CONTACT	COMMENTS
Academic Dishonesty	Undergraduate Catalog	Academic Integrity Committee	The student may appeal the finding of academic dishonesty, the penalty, or both, to the Academic Integrity Committee within three (3) business days of notification. Appeal forms may be obtained through your academic advisor. Upon appeal the student will be allowed to remain in class until the appeal is adjudicated.
Academic Content/ Record	Student Handbook System Policy FERPA	Registrar's Office Wayne Womack, Registrar	System and university policies, as well as FERPA, establish the student's right to request change, addition, or deletion of their student records if the material is inaccurate or misleading. Requests must be submitted in writing, including reason for appeal. Written notification of a decision is provided to the student. Records are maintained in the Registrar's Office.
Academic Suspension/ Enforced Withdrawal	Undergraduate Academic Catalogs Graduate Academic Catalogs Student Handbook	Vice Chancellor for Student Affairs and Enrollment Management Dre McCaleb, Director of Academic Program Support	Undergraduate students on academic suspension/ enforced withdrawal may appeal through the director of Academic Program Support. That appeal can either be denied or accepted. Appellants whose appeals are accepted are permitted to register under certain conditions. Those conditions are provided to the student in written form. A record of each appeal, accepted or denied, is kept in the vice chancellor's office. Graduate students can appeal program dismissal through their respective academic department and the Graduate Appeals Committee.

Admission Appeal - Undergraduate	Undergraduate Catalog	Director of Admissions	The admissions appeal process is outlined in the decision letter which is sent to the student. We suggest the following: Applicant is encouraged to re-take the SAT and/or ACT entrance exam if they are applying as a high school student. Transfer students are encouraged to attend a community college to improve their transfer GPA. Students can submit an essay/personal statement and two letters of recommendation. Letters should be from academic teachers/professors and address the applicant's academic ability. The committee will consider factors such as academic performance, socio-economic status, extracurricular involvements, and performance of high school/district or any other information that might be helpful.
Americans with Disabilities (ADA)	Student ADA Services Office	Coordinator of ADA Services Vines 128	A student who feels they have been subject to discrimination in an academic program or university department based on disability may file a written grievance to the coordinator for ADA Services Office. A student's complaint alleging discrimination should be filed within 10 business days of the action if the complaint is in connection with discipline and/or dismissal or within 90 calendar days of the most recent incident if it is unrelated to discipline and/or dismissal.
Athletics	Student-Athlete Handbook	Athletics Katie Beineke, Senior Associate Athletic Director	Student-athletes who wish to address concerns/complaints about athletic policies and/or procedures should consult the Student-Athlete Handbook for process information. Athletics is also governed by the NCAA and the Lone Star Conference. UAFS abides by all applicable NCAA and conference policies.
Classroom Conduct/ Management; Academic Policy Disputes; Eligibility for a Program		Faculty and/or Department Chairs Academic Deans	Grade appeals; failure of a faculty member to follow university policies; failure of a faculty member to recognize properly authorized excuses or absences; capricious or unreasonable arbitrary actions by a faculty member; failure of a faculty member to honor a specific commitment to a student concerning completion of work; interpretation of academic policies affecting eligibility for academic programs, scholarships, degree plan advisement and/or academic decisions resulting in academic suspension or enrollment holds.
Disciplinary/ Misconduct Action or Adverse Treatment by Fellow Students or University Employees	Student Handbook	Office of the Dean of Students Dr. Dave Stevens, Dean of Students	The Office of the Dean of Students helps resolve concerns, problems, or conflicts with regards to university policies, procedures, and decisions. The office provides a private and neutral place for students to express their concerns. Students work directly with staff members to identify steps that may be taken to achieve a timely and fair resolution to a problem. All student concerns will be acknowledged by appropriate UAFS employees within 10 business days of receiving a concern report form. Original request forms are retained in the Office of the Dean of Students. Code of Conduct definitions, procedures, and appeal processes are outlined in the Student Handbook. Students who receive disciplinary action as a result of the unacceptable actions/conduct may appeal the decision.
Family Education Rights and Privacy Act (FERPA)	Student Handbook FERPA	Registrar's Office Wayne Womack, Registrar	FERPA information may be found on page 43 of the student handbook. If you believe your rights under FERPA have been violated, please notify the university registrar immediately.

Financial Aid	Financial Aid Website	Financial Aid Office Karen Jeffers, Director of Financial Aid Evonne Meeks, Associate Director of Financial Aid	Students inquiring on their eligibility for financial aid obtain answers to questions through their financial aid counselor and/or the Financial Aid Office. Financial Aid representatives are available in the UAFS Smith-Pendergraft Campus Center. Students may make an appointment to speak with a financial aid officer.
Grade Grievances/ Changes/Errors	Student Handbook	Faculty member Program Director/Department chair Academic Deans	This grievance allows students to seek resolution if they believe their final course grade to be unfair. Student appeals must be initiated in writing, and the first point of contact for the appeal is the instructor. All steps for the appeal of a final course grade are outlined on page 14 of the Student Handbook.
Graduation Requirements (Effective Catalog Rule)	Website Undergraduate Catalogs	Registrar's Office Wayne Womack, Registrar	A student entering the university must meet the degree requirements listed within their current catalog or those of a subsequent catalog. However, a student who fails to graduate within five (5) years after admission will be required to meet the degree requirements of a subsequent catalog that is within five (5) years of currency at the time of their graduation.
Pregnant and Parenting Student Concerns		Dr. Lee Krehbiel, Vice Chancellor for Student Affairs/ Title IX Coordinator Kathryn Janz, Deputy Title IX Coordinator	Complaints or requests for assistance by students who are pregnant and/or parenting should be directed to the Office of the Vice Chancellor for Student Affairs for review and possible accommodations under Title IX.
Refund of Fees	Business Office Website Business Services Appeal Information	Business Office Pam Phillips, Director of Accounts Receivable	Refunds from credit balances on student accounts are automatically refunded. No student action is necessary once refund information is established in My.UAFS. Students contesting refund percentages from drops or withdrawals are referred to the Registrar's Office for appeal. Students contesting housing and/or meal plan charges are referred to Housing and Residential Life for appeal.
Residency Status Determination	Residency Appeal	Registrar's Office Wayne Womack, Registrar	Appeals should be directed to the Registrar's Office for review.
Sexual Harassment/ Discrimination		Dr. Lee Krehbiel, Vice Chancellor for Student Affairs/ Title IX Coordinator Kathryn Janz, Deputy Title IX Coordinator	Complaints of sexual harassment or discrimination, including sexual assault, dating, or domestic violence or stalking (including discrimination and retaliation) should be directed to the Office of the Vice Chancellor for Student Affairs and Title IX Coordinator. Deputy Title IX Coordinators: Mandy Keys, HR Katie Beineke, Athletics Kathryn Janz, Students
State Authorization Reciprocity Agreement (NC-SARA)	Academic Catalog Student Handbook	Dr. Georgia Hale, Provost & Senior Vice Chancellor for Academic Affairs	SARA applies solely to distance education activity conducted across state lines. Please note that students who wish to file a complaint relating to an online course or program offered by UAFS must first go through the UAFS procedures for resolution of grievances. If after exhausting the institutional process a student feels a complaint has not been adequately addressed, the student may file a complaint with the Arkansas Department of Higher Education (ADHE) by completing the student complaint form. Resolutions by ADHE are final.

Student Employment Grievance and Appeal		Mandy Keyes, Associate Director for Employee Services	Complaints by any non-faculty employee, including any appeal of an adverse employment action, discipline, or dismissal. Complaints related to employment must be filed within seven (7) business days of the action that caused the complaint. Human resources will coordinate the investigation of employment related complaints.
Traffic/Parking Violations	University Parking Rules/Regulations University Parking Map Parking Appeals	University Police Department Ray Ottman, Chief of Police Office of the Dean of Students Dr. Dave Stevens, Dean of Students	If a visitor, student, or staff or faculty member believes that the citation was issued in error, they have the right to appeal to the Traffic and Parking Appeals Committee. This appeal must be received in the University Police Office within five (5) days of receipt of the citation or billing notice (issued by the university). Late appeals shall not be considered, except for extenuating circumstances. Appeal forms are available online at uafs.edu/upd/parking-appeal-form . The appellant shall be notified of the committee's decision via email.
Transfer Credit Denial		Registrar's Office Wayne Womack, Registrar	Contact the university registrar to discuss any transfer credit denial questions or concerns.
Complaint/Feedback Form: Unresolved dissatisfaction with a staff member, another student, student group, or administrator regarding a program, service, or activity	Non-Academic Student Grievance Policy	Original Decision-Makers Unit Supervisors Director of Student Activities	Infringement upon the rights or sensibilities of an individual by a university employee, student, or student organization; interpretation or application of an administrative policy or procedure of the university; unresolved concerns about a university program, service, or activity may be sent via the Complaint/Feedback Form located on My.UAFS at my.uafs.edu/forms/viewform.cfm?formID=246 .



UAFS Parking Office
 University Police Department
 51st Annex
 parking@uafs.edu



Legend

- A** Parking Lot
- !** Police Call Station
- \$** ATM
- 🚌** Fort Smith Transit Bus Stop
- 🚲** Bike Rack
- 🚗** University Police Department
- FA** Location Code

- | | |
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| (AN) Amphitheater | (GB) Gardner Building |
| (AN) 51 st Annex | (GY) Gymnasium/Field House |
| (AF) Athletic Field | (HS) Pendergraft Health Sciences Center |
| (BD) Baldor Technology Center | (LD) Lion's Den |
| (BS) Ballman-Speer Building | (LP) Lion Plaza |
| (LT) Boreham Library | (MS) Math-Science Building |
| (BB) Breedlove Building | (PO) Plant Operations |
| (BI) Business & Industrial Institute | (RC) Recreation and Wellness Center |
| (BC) Business Center | (SB) Sebastian Commons |
| (CC) Smith-Pendergraft | (SC) Stubblefield Center |
| (CP) Camp Center | (SH) Sustainable Conservation House |
| (CF) Crowder Field | (VB) Vines Building |
| (CG) Donald W. Reynolds Plaza, Tower and Campus Green | (WP) Wenderoth Park |
| (EC) Echols Building | (WB) Windgate Art and Design Building |
| (FL) Flanders Business Center | |
| (FA) Fullerton Administration Building | |

- Multi-Functional Lots**
A, B, E, F, G, K, P, Q, T, U, W
- Multi-Functional Lots**
G, T, U
- Orange Lots**
C 1-4
- Blue Lots**
D, H, I, M, V
- Special Parking Areas**
R-Reserved/No Parking (24 hrs/7 days per week)
S-Visitor/30 minute
L-Handicap

