



UAFS

UNIVERSITY OF ARKANSAS - FORT SMITH

2012-2013

Student Handbook & Code of Conduct

CALENDAR 2012-2013

FALL SEMESTER - 2012

New Student Convocation.....	(U) August 19
Classes Begin.....	(M) August 20
Holiday (Labor Day).....	(M) September 3
Fall Break.....	(W-U) November 21-25
Last Day of Classes.....	(S) December 1
Final Exam Week.....	(M-S) December 3-8
Commencement.....	(T) December 11

SPRING SEMESTER - 2013

Classes Begin.....	(M) January 14
Holiday (Martin Luther King Jr.).....	(M) January 21
Spring Break.....	(M-U) March 18-24
Faculty Appreciation Ceremony/Undergraduate Research Symposium.....	(R) April 18
Last Day of Classes.....	(F) May 3
Final Exam Week.....	(S-F) May 4-10
Commencement.....	(S) May 11

DOMESTIC AND INTERNATIONAL MAYMESTER - 2013

Classes Begin.....	(M) May 13
Last Day of Term.....	(F) May 31

SUMMER TERM I - 2013

Classes Begin.....	(M) June 3
Last Day of Term.....	(W) July 3

SUMMER TERM II - 2013

Classes Begin.....	(M) July 8
Last Day of Term.....	(W) August 7



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PHONE DIRECTORY

Area code 479 unless otherwise indicated

UNIVERSITY SWITCHBOARD 788-7000

ADMISSIONS

Admissions and School Relations
Smith-Pendergraft Campus Center 219 788-7120
Toll-Free for Admissions Information 888-512-5466

ATHLETIC EVENTS - GAMES, TICKETS, INFORMATION

Athletic Department
Stubblefield Center 148 788-7590

UAFS LIONS BOOKSTORE

Smith-Pendergraft Campus Center 145 788-7320

BOX OFFICE

Smith-Pendergraft Campus Center 103 788-7300

CAMPUS RECREATION AND WELLNESS

Fitness Center 788-7600
Intramural Sports 788-7222
Sport Clubs 788-7222
Outdoor Adventure 788-7596

CAREER SERVICES

Smith-Pendergraft Campus Center 232 788-7017

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 Applied Science and Technology
Baldor 219 788-7783
College of Business
Business and Industrial Institute 103 788-7800
College of Education
Math-Science 111 788-7908
College of Health Sciences
Pendergraft Health Sciences Center 112 788-7840
College of Humanities and Social Sciences
Vines 101 788-7430
College of Languages and Communication
Vines 225 788-7290
College of Science, Technology, Engineering
& Mathematics
Math-Science 114 788-7610
College of Student Success
Vines 128 788-7660

DENTAL HYGIENE CLINIC

Pendergraft Health Sciences Center 137 788-7270

FEE PAYMENTS

Cashier
Smith-Pendergraft Campus Center 202 788-7060

FINANCIAL AID

Financial Aid Office
Smith-Pendergraft Campus Center 215 788-7090

GORDON KELLEY ACADEMIC SUCCESS CENTER

Vines 202 788-7675

GREEK 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 783-7340

LIBRARY

Boreham Library 788-7200

OFFICE OF NON-TRADITIONAL STUDENT SUPPORT

Smith-Pendergraft Campus Center 111A 788-7319

POWELL STUDENT HEALTH CLINIC

Pendergraft Health Science Center 258 788-7444

RECORDS OFFICE / REGISTRAR

Records Office
Smith-Pendergraft Campus Center 222 788-7230

SCHOLARSHIPS

Financial Aid Office
Smith-Pendergraft Campus Center 212 788-7988

STUDENT ADVISEMENT AND CAREER PLANNING

Smith-Pendergraft Campus Center 232 788-7400

STUDENT ACTIVITIES OFFICE

Smith-Pendergraft Campus Center 115 788-7663

STUDENT ADA SERVICES

Vines 210 788-7577

VICE CHANCELLOR FOR STUDENT AFFAIRS

Smith-Pendergraft Campus Center 201A 788-7310

STUDENT SUPPORT SERVICES

Boreham Library 207 788-7355

TESTING (COMPASS, MAKE-UP TESTING, CLEP, ETC.)

Testing Center
Smith-Pendergraft Campus Center 205 788-7682

TRANSCRIPTS, ACADEMIC RECORDS

Records Office
Smith-Pendergraft Campus Center 222 788-7230

UNIVERSITY POLICE DEPARTMENT

51st Annex 231 (Emergency #) 788-7140
(Non-Emergency 24 hr. #) 788-7141

VETERANS AFFAIRS

Financial Aid Office
Smith-Pendergraft Campus Center 215 788-7954

WATC (WESTERN ARKANSAS TECHNICAL CENTER)

Baldor 111 788-7720

WORK-STUDY

Financial Aid Office
Smith-Pendergraft Campus Center 214 788-7958

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



Welcome to Students (and Parents!)

As Vice Chancellor for Student Affairs, I welcome you to UAFS, whether this is your first connection with our university or not. This Student Handbook is intended as a resource for you, as it is full of information about key policies, programs, and services. The materials range from academic protocols to the Student Code of Conduct, which seeks to help establish a positive campus environment conducive to teaching and learning. The handbook is both printed and online.

However, keep in mind that all of this information, while important and necessary, is really just a convenience that helps us marshal lots of data and negotiate a complex organization such as a university. The heart of the university is its people—faculty, staff, students, and alumni. Behind every regulation, rule, and procedure are men and women who genuinely desire to serve you and help you succeed at UAFS. Please don't hesitate to contact us and ask for clarification or assistance.

My own division is a good place to start if you have questions and are unsure about how to proceed. Student Affairs staff members take pride in knowing the University, and in making sure that you get plugged into the right resource to address the issue at hand.

UAFS has a dedicated and talented faculty plus wonderful staff members ready and able to assist you in a thousand ways. The quality of your experience at UAFS will be determined in part by the intensity of your thoughtful involvement in campus life, both in and out of the classroom. The single best time investment in terms of collegiate success is probably building good study habits and making connections early on with your faculty instructors, so that you are comfortable asking questions and seeking counsel when needed. In addition, look around and be intentional about building your skill and knowledge bases through involvement, even if you are a non-traditional student with limited time on campus. The musical productions, art shows, theater offerings, lectures, movies, undergraduate research opportunities, chances to run for office or plan events—these are means by which to generate new friendships, new learning, and new perspectives. In addition, we are now full, active members of the NCAA, Division II. This means we'll be competing for NCAA conference, regional, and national championships in 2012-2013. That's another opportunity to have fun, support your classmates, and enjoy campus life.

Enjoy the handbook; enjoy college life; take full advantage of this opportunity that is still relatively rare if we look around the globe.

Go Lions!

A handwritten signature in black ink that reads "Lee E. Krehbiel". The signature is written in a cursive, flowing style.

Lee Krehbiel
Vice Chancellor for Student Affairs

5210 Grand Ave. • PO Box 3649 • Fort Smith, AR 72913-3649 • 479-788-7000 • 888-512-5466 • uafs.edu



Welcome Fellow Lions,

I am excited that you chose to come to UAFS and proud to call you a fellow Lion! The University of Arkansas - Fort Smith is the place to take your dreams and turn them into realities, not only through education, but through the people you meet and the experiences you create.

I would encourage you to take advantage of everything the University has to offer: the 24-hour study labs, tutoring opportunities, campus activities and sporting events, the Season of Entertainment, interacting with your professors, and of course, your student government.

SGA, the Student Government Association, serves as the voice of the students at UAFS and is constantly moving toward a more effective student governing body. We promise that those efforts will be demonstrated this year through our actions and efforts to represent you and work to better your experience. We want to hear suggestions and student concerns so we can do our best to take action. We promise to be visible with our progress. You can find us in the Student Activities Office located in the Campus Center Building.

Here is to a great year,

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

Lisa Magallanes
Student Government President
sga@uafs.edu



A BRIEF HISTORY OF UAFS

The University of Arkansas - Fort Smith was first established as Fort Smith Junior College in 1928 and was an extension of the local public school system. The University operated within the public school system until 1950, primarily offering college-parallel courses.

In September 1952, the University was moved from the high school to the old County Farm site at Grand Avenue and Waldron Road. It initially operated on the northeast portion of what is now a 200-acre campus. Two brick buildings were converted into classrooms and offices, and the semester began with 108 students and ten instructors. The enrollment increased rapidly, course offerings and faculty were expanded, and eight buildings were constructed.

The institution began to develop a comprehensive community college program, a new concept in education in the area and the state. Local industrialists became interested and, at their urging and with their economic aid and professional assistance, a vocational-technical division was established to provide local industries with trained personnel.

The example set by the FSJC resulted in the beginning of a statewide system of community and technical colleges. Leaders from all parts of the state endorsed the concept of the

community college and amended the Arkansas Constitution so that the General Assembly could authorize the creation of community junior college districts. The amendment was approved in 1964, and an enabling act was passed early in 1965, permitting the citizens in these areas to create such districts by popular referendum.

In February 1966, the Board approved the name change from Fort Smith Junior College to Westark Junior College. In February 1972, the Board of Trustees passed a resolution changing the name to Westark Community College in order to reflect the mission of the College. Westark Community College was fully accredited by the North Central Association of Colleges and Secondary Schools in 1973. In February 1998, the Board of Trustees changed the name to Westark College to more accurately portray the mission, role, and scope of the College.

At midnight on January 1, 2002, Westark College became the University of Arkansas - Fort Smith. The University now includes bachelor-level programs, as well as traditional transfer and career programs. As of the fall of 2012, UAFS offers 32 baccalaureate programs.



YOU AND THE UNIVERSITY COMMUNITY



A Message From the Chief

On behalf of the officers and student workers of the UAFS Police Department, I would like to welcome you to our university. Our staff endeavors to keep your time on campus 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.

The crime problem across our nation highlights the importance of being safe in our homes and workplaces. Our officers here at UAFS are state certified by the Arkansas Commission on Law Enforcement Standards and Training and possess full powers of arrest. Our officers continue to receive training after certification to increase their expertise and professionalism. We have certified full-time officers, as well as student workers serving as parking enforcement.

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 craig.nance@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!

Craig A. Nance
Director/Chief of Police



Personal Safety

Each student is issued a Lions ID Card, which must be retained while she/he is 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 persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University. A person may be asked to present some form of identification. If any person refuses or fails upon request to present evidence of his/her identification, and it appears reasonable that the person has no legitimate reason to be on the campus or in the facility, the person 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

directions 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 persons into your residence. Report suspicious persons 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 items such as stereos, calculators, and computer equipment.

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 or some other University official. 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

Mission

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

Vision

UAFS will be a premier regional university connecting education with careers

The student learning vision for UAFS will provide the following:

- Graduates who possess and can demonstrate the general education competencies and the learning outcomes for their academic programs.
- An academic community that is passionate about student learning and knowledgeable about the processes that are in place to ensure learning outcomes.
- Faculty who examine and persistently discuss which styles, strategies, experiences, and tasks are best for improving learning in a diversity of students.
- Students who share the responsibility for and demand active engagement in their own learning from the moment they step on to our campus.
- Real connections between classroom learning and the workplace that result in program-specific, real-world experiences that effectively prepare students for the world beyond academics.
- Graduates who embrace change, welcome diversity, and are enthusiastically engaged in lifelong learning and who have the ability and desire to transfer those skills to the workplace and community.
- High-quality programs with national reputations that draw students from all over the United States.
- Faculty, staff, and students who are equal, active partners involved in the learning process and who share responsibility in achieving student competency.

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 with 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 of the entire campus for the purpose of continuous improvement in learning. See www.uafs.edu/learning for further information.

GENERAL EDUCATION

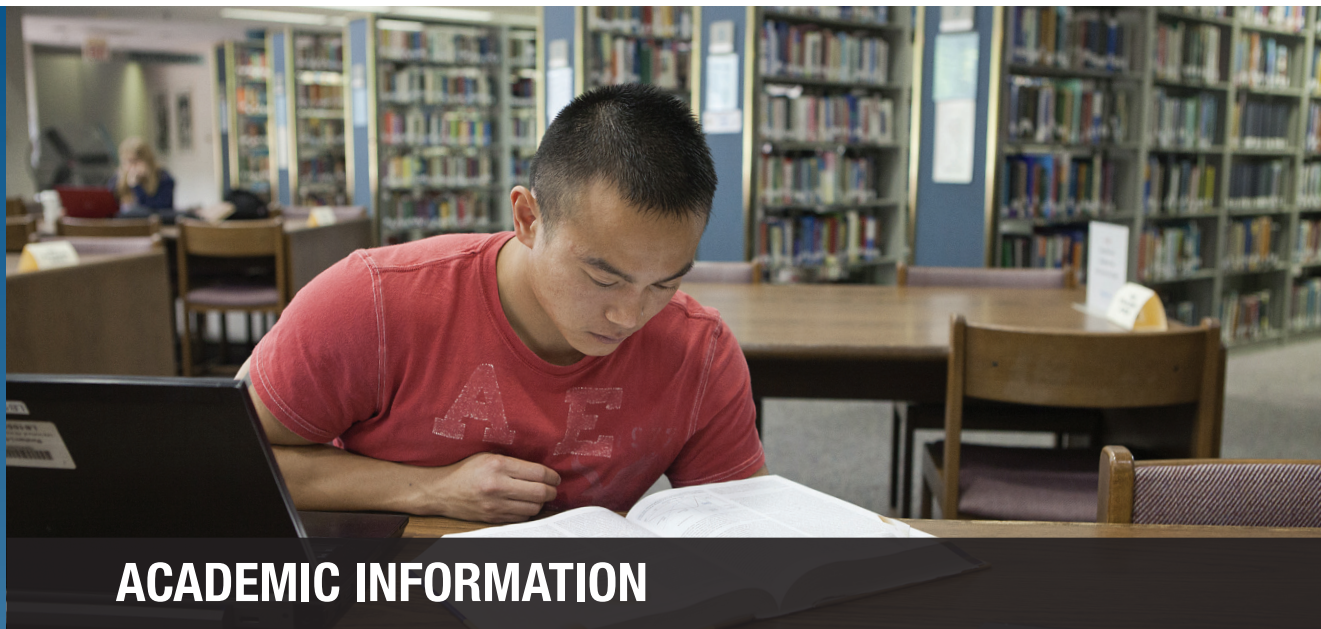
UAFS's goal for students is independent lifelong learning. The development and demonstration of specific abilities in disciplinary and interdisciplinary contexts are a means to that end. A strong and viable general education program is central to the University's mission. Each degree requires demonstrated 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, sex, gender, age, national origin, religion, learning or physical disability, veteran's status, or sexual orientation. UAFS does not discriminate on the basis of disability in admission, access to, treatment, or employment in its programs and activities.

It is the policy of UAFS that no student or staff member may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

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 he or she is 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 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 grievances 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 chair or program director, and then 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 being grieved
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, he/she must submit a written request within three business days to the provost for the matter to be reviewed. The provost will issue a decision in writing within seven business days. The decision of the provost is final.

Matters other than instruction should be taken to the vice chancellor for Student Affairs.

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 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.

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 Records 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 recommendations 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 Records 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, he or she has 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 his or her attendance status.
2. The student is given the opportunity to discuss his or her 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 Records 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 twelfth week of a regular semester and the fourth week of a summer five week term.

Withdrawals will end on Friday of the twelfth 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 his/her 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

Students who audit courses must be officially admitted to the University and pay the regular fee for the course. Those who audit courses will receive a grade of “AU.” An auditing student may drop a course or be dropped by an instructor following normal withdrawal procedures anytime 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 instructors 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 or program directors/department chairs.

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, he or she may appeal to the department chair/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 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 on the student’s UAfS LionsLink. Students can review and print unofficial copies of their current grades and transcripts through LionsLink. 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	W	Withdrew	0 quality points
B	Good	3 quality points	IP	In-progress	0 quality points
C	Average	2 quality points	AU	Audited	0 quality points
D	Passing	1 quality point	FX	Failing – Dishonesty	0 quality points
F	Failing	0 quality points	CR	Credit	0 quality points

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

Overall 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.
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 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 Records Office.

If a final grade has not been assigned by the faculty member by the end of the next spring or fall semester, the Records Office will automatically change the “IP” grade to an “F.” However, if the contract on file in the Records 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 from the dean of the appropriate college.

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. Students must apply for graduation by August 1 for fall graduation and December 15 for spring graduation.

A commencement ceremony is held twice per 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 course 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 substitute specific classes to replace the deleted courses in the degree program. If a student is not enrolled for at least two consecutive terms (excluding summer terms), the student will be required to reenter 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. A student must complete graduation requirements under provisions of a catalog no more than 7 years old at the time of graduation. If a student does not complete graduation requirements within the 7 year period, he/she 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 7 years. Contact Financial Aid for additional information. A student must apply for graduation and have the degree posted within one year of the completion of all degree requirements.

REPEATING COURSES

A student may repeat a course taken at UAFS regardless of whether credit hours were previously earned. In every case, no more hours can be earned than would be received from one successful enrollment. If a student re-enrolls for credit, an “E” (excluded from GPA) will mark the original repeated course. The most recent enrollment is designated by “I” (included in GPA). For repeated UAFS courses, only the grade earned during the most recent enrollment is computed in the cumulative grade point average. All courses are included as attempted hours for financial aid. Please refer to the “*Acceptance of Transfer Credit*” section in the Catalog for information about repeating transfer courses.

TRANSCRIPTS

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

Transcripts are issued only at the written request of the student or appropriate institutions and officials. A transcript request form is available to be downloaded at www.uafortsmith.edu/Records. Requests may be made in person, via LionsLink, by mail or fax and

should include the name under which the student was enrolled, student ID number, date of birth, dates of attendance at UAFS, and name and address of the person or institution to which the transcript is to be sent, as well as the student's signature. Telephone requests for transcripts are not accepted.

Official transcripts of the student's complete permanent record are issued on security paper with the embossed seal of the University and stamped signature of the registrar.

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, if needed, must be obtained directly from the original issuing institution.

WITHDRAWAL FROM CLASSES

Students may withdraw from courses prior to the start of the fall, spring, and summer terms by the LionsLink Web registration process or through an advisor with a Change of Schedule form and received by the Records Office. Once the semester or term has started, students who wish to withdraw from a class or change classes are governed by the following policy:

1. Withdrawals through the official reporting day are not recorded on the student's permanent record. However, any withdrawal on the first class day or after will be counted as attempted hours for financial aid purposes.
 - A. During first week of the fall and spring semesters, students will receive a 100% tuition refund for a dropped course only if another course is simultaneously added on the same change of schedule form. Any course(s) dropped without a corresponding add will be refunded according to the published refund policy.

2. After the official reporting day:

- A. Students are required to obtain the signatures of their advisor, faculty member teaching course to be dropped, and a financial aid representative on the Change of Schedule form in order to withdraw.
- B. Students withdrawing from a credit course prior to 5 p.m. on Friday of the twelfth week (or the equivalent) of the fall or spring semester will receive a "W" on their permanent record.
- C. 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.

Students who are on financial aid or are receiving a scholarship should check with the financial aid office prior to withdrawing from a class.

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 calendar, and must include documentation in support of the appeal. Only the student may file an appeal on his/her own behalf.



STUDENT RIGHTS AND RESPONSIBILITIES

1. Student Substantive Rights

A. Freedom of Association at UAFS

Students at the University of Arkansas - Fort Smith (UAFS) are free to organize and to participate in associations of their own choosing, subject only to reasonable University regulations insuring 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.

- a. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who are students in the University. Such organizations, to receive recognition within the academic community, must adhere to the organizational criteria.
- b. 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.
- c. 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.
- d. 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.
- e. A student organization which 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 which 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 insure that there is 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. Regulations 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 and/or Others

When an alleged Student Code of Conduct (hereafter 'Code') violation would constitute a crime of violence (e.g., 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. However, under applicable law, the victim is not allowed to re-disclose that information and will be made aware of that.

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 which 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 and/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 his/her 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 (e.g., lockers, desks) authorization must be obtained from the vice chancellor for Student Affairs, his/her 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.

2. Emergency Powers

Nothing in this code shall be in derogation of the power of the Chancellor, or of his/her 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 his/her 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.

3. 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 and Administration 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:

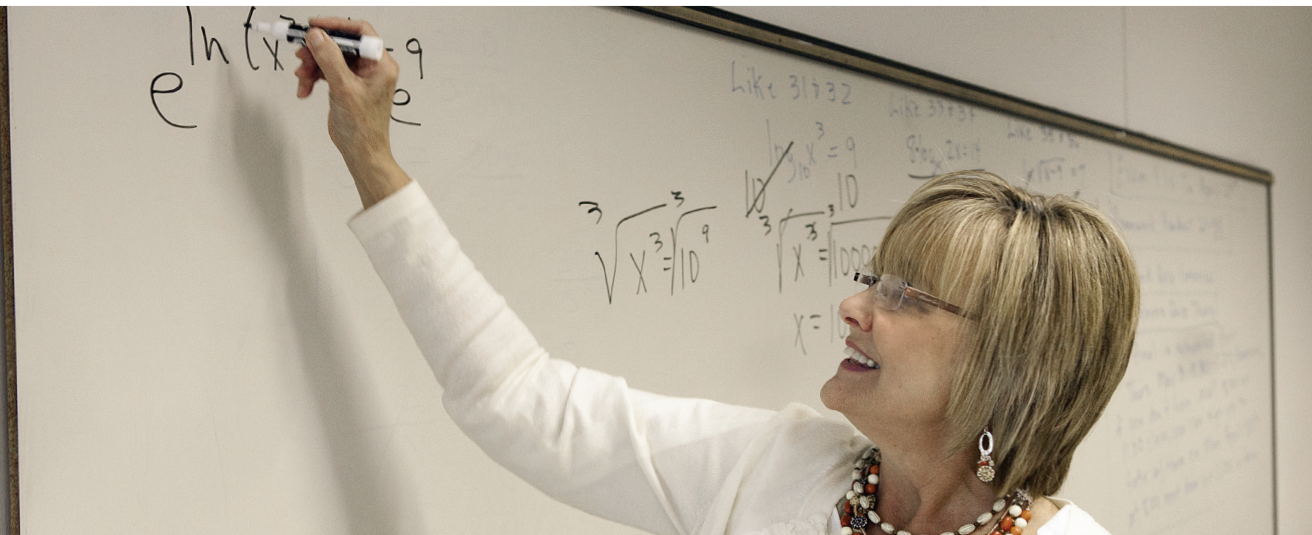
- a) Whether the copying was fair use, and
- b) Whether the copy shop pays royalties.

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.

4. **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. There is a link to the Electronic Communications Policy and the associated Information Security Procedures at the bottom of each page of the UAFS website uafortsmith.edu.

It is the responsibility of each member of the University community to read and understand his/her 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 Electronic Communications Policy and Information Security Procedures. A similar obligation exists for the UAFS Illegal File Sharing Policy reproduced later in this Student Handbook.



STUDENT CODE OF CONDUCT

Preamble

The Student Conduct Code is an expression of behavioral standards that are intended to allow students and others at University of Arkansas - Fort Smith (UAFS) to live, work, study, recreate, and pursue their educational goals in a safe and secure environment. The Code is crafted to reflect expectations based on values essential to such an environment and to a flourishing academic community, such as honesty, integrity, respect, and fairness. The standards are higher than the general law, as our expectations 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. Therefore, much expression that may be offensive or unpopular will not be actionable under this Code. Further, those who administer the Code attempt to craft both hearings and sanctions in a manner that takes into account the developmental issues and educational needs of students.

Students are not only members of the academic community, but 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, however, the responsibility of the legal and judicial authorities duly established for that purpose.

Article I: 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 Conduct Code, a student is also 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 a 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; or
 - D. is a non-temporary guest having continuous residence at any University housing property, even if not enrolled at the University.
3. The term "faculty member" means any person hired by UAFS to conduct classroom or teaching activities or who is otherwise considered by UAFS to be a member of its faculty.
 4. The term "UAFS Official" includes any person employed by UAFS, performing assigned administrative or professional responsibilities.
 5. The term "member of the UAFS community" includes any person who is a student, faculty member, UAFS official or any other person employed by UAFS. A person's status in a particular situation shall be determined by the UAFS Student Conduct Administrator, in conjunction with the vice chancellor for Student Affairs and Human Resources.
 6. 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).
 7. The term "Student Organization" means any number of persons who have complied with the formal requirements for UAFS student organization recognition/registration.

8. The term “Student Conduct Board” means any person or persons authorized by the Student Conduct Administrator to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Student Conduct Administrator” means any UAFS official authorized on a case-by-case basis by the University Student Conduct Administrator to impose sanctions upon any student(s) found to have violated the Student Code.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The “University Student Conduct Administrator” is designated by the UAFS chancellor, through the vice chancellor for Student Affairs, to be responsible for the administration of the Student Conduct Code.
13. The term “complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.
14. The term “respondent” means any student accused of violating this Student Conduct Code.

Article II: Student Conduct Code Authority

While enrolled at the University, students are subject to delegated University authority. The vice chancellor for Student Affairs shall designate the University Student Conduct Administrator, who shall identify and train other Student Conduct Administrators. The Student Conduct Administrators and 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 or criminal courts.

1. The University Student Conduct Administrator 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 University Student Conduct Administrator shall also determine, within the parameters of the Code, which Student Conduct Administrator(s) shall be authorized to hear each matter.
2. The University Student Conduct Administrator, 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 provisions of the Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: 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 Records 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.

Article IV: General Conduct Expectations

UNIVERSITY JURISDICTION VIA THE STUDENT CONDUCT CODE

An important objective at the UAFS is to provide a secure and productive learning environment. With that in mind, this Student Conduct Code applies to any University student's conduct that occurs

1. on University premises, or
2. at any University-sponsored activity.

In addition, the University may take action under this Code based on a student's behavior off-campus if that behavior:

1. directly affects any other University student, or
2. substantially affects the University community or its objectives.

The decision as to whether an incident will be addressed under this Code is made by the University Student Conduct Administrator in conjunction with the vice chancellor for Student Affairs or designee. Each student is responsible under the Code for all conduct occurring as of any date prior to being awarded an applicable degree — even if the University does not discover its occurrence until after awarding the degree — including any conduct that occurs during any interim period: before classes have begun or after classes have ended; or during which the student's enrollment temporarily ceases.

The Code also applies to the student's conduct: if the student withdraws from the University (or leaves its premises) while a disciplinary matter is pending under the Code; or retroactively as of the student's first admission application date if the student at any time has enrolled at the University.

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 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.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

These expectations reflect the principles and approach to decisions that we strongly encourage. However, because of our legal obligations and our valuing of freedoms that we in this society enjoy, not all behaviors that violate these principles are actionable under this code. Proscribed behaviors are identified in Section D below.

Honesty: The University expects its students to conduct themselves with honesty and integrity, as our functioning and support depend upon trust placed in us by the larger society.

Civil Discourse: The University values rational discourse, including civility in disagreements and respect for the marketplace of ideas.

Law: The University expects its students to comply with local, state, and federal laws regarding proscribed substances, in addition to institutional policies.

Respect for University Processes: The UAFS expects its students to recognize and respect the core functions and processes of the University (e.g., learning, teaching, research, free speech).

Respect for Other Persons: The UAFS expects its students to recognize the legal and other rights of each individual and to honor those in the context of interpersonal relationships.

PROSCRIBED CONDUCT—RULES AND REGULATIONS

Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV.C.:

- A. Acts of dishonesty, including but not limited to the following:
 1. 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, or others, of the Student Conduct Code. In that case, the Student Conduct Administrator will consult with the department(s) in question and determine whether one process, or both, will be utilized.
 2. 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.
 3. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- B. 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 University activity. (No violation occurs if the speech is merely upsetting, offensive or critical of a process or person.)
- C. Theft — Attempted or actual theft of and/or damage to property of the University or property of a member of the University or other personal or public property.
- D. Unauthorized possession, duplication or use of keys or access codes to any University premises or unauthorized entry to or use of University premises.
- E. Discriminatory Harassment means conduct between students or from a student to another member of the University community that rises to a level of: 1) hostile environment harassment or 2) quid pro quo harassment. Hostile environment harassment means unwelcome and discriminatory speech or conduct, directed at an individual because of that individual's race or gender. A violation occurs if the harassment is so severe, pervasive, or objectively offensive that it has a systemic effect of denying its victim equal access to education. Quid pro quo harassment means conditioning any decision or expectation related to any substantial University-related resource or benefit upon whether another individual submits to or rejects one's sexual advance, request for sexual favor, or other behavior of a sexual nature.
- F. Stalking means behavior — with intent to harass or alarm any individual or group — that subjects an individual or group to uninvited interaction or a threat of uninvited interaction. This violation also occurs under a repeated course of uninvited or unauthorized communication with — or following — the individual or group, in which the circumstances reasonably demonstrate intent to either: 1) place the individual or group in fear of bodily injury, or 2) cause the individual or group substantial emotional distress. The threshold is whether a reasonable person in the circumstance would experience fear or emotional distress.

- G. Threat means the making of statements — verbal or written — that communicate a clear and serious expression of intent to commit an act of unlawful violence to a particular person or group of persons.
- H. Intimidation means a 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.
- I. Physical Abuse means intentional physical contact with any person when such conduct threatens or endangers the health or safety of that person(s).
- J. Hazing is defined in Arkansas law, § 6-5-201 and § 6-5-204, as:
1. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or
 2. The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him; or
 3. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or
 4. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
 5. The term "hazing" as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- REGULATIONS:**
- a) No student or member of a fraternity, sorority or other living or social student group or organization organized or operating on or near a school or college or university campus, shall intentionally haze or conspire to haze any member, potential member or person pledged to be a member of the group or organization, as a condition or precondition of attaining membership in the group or organization or of attaining any office or status therein.
 - b) As used in this section, "haze" means to subject a person to bodily danger or physical harm or a likelihood of bodily danger or physical harm, or to require, encourage, authorize or permit that the person be subjected to any of the following:
 1. Total or substantial nudity on the part of the person;
 2. Compelling ingestion of any substance by the person;
 3. Wearing or carrying of any obscene or physically burdensome article by the person;
 4. Physical assaults upon or offensive physical contact with the person;
 5. Participation by the person in boxing matches, excessive number of calisthenics, or other physical contests;
 6. Transportation and abandonment of the person;
 7. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
 8. Sleep deprivation; or
 9. Assignment of pranks to be performed by the person.
 - K. Failure to comply with the reasonable directions of UAFS officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - L. Substantive or repeated violations of any UAFS policy, rule, or regulation published in hard copy or available electronically on the UAFS website, including Housing Regulations, may be considered a violation of this Code.
 - M. Illegal Drugs — Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Violation of alcohol or drug regulations may lead to notification of a student's parents. See AR Code Annotated 5-64-401, 5-64-403.
 - N. Destruction, Damage, 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; tampering with safety equipment, including but not limited to fire alarms, fire equipment 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).
 - O. Dangerous Materials — Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on UAFS premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. See AR Code Annotated 5-73-306 on firearms. Stun guns and tasers are not allowed on campus.
 - P. Disruptive Activities — Participating in an on- or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 - Q. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
 - R. 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 his/her prior knowledge, or without his/her 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.

S. Misuse of Technology — Theft or other abuse of computer facilities and resources, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Use of another individual's identification and/or password.
4. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.
5. Use of computing facilities and resources to send obscene or abusive messages.
6. Use of computing facilities and resources to interfere with normal operation of the University computing system.
7. Use of computing facilities and resources in violation of copyright law, including illegal file-sharing. (See Illegal file-sharing statement on page 61)
8. Any violation of the University Electronic Communications and Website Policy.
9. See also the Illegal File Sharing Policy reproduced later in this Student Handbook.

T. Abuse of the Student Conduct System, including but not limited to:

1. 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.
2. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
3. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
4. Institution of a student conduct code proceeding in bad faith.
5. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
6. 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.
7. 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.
8. Failure to comply with the sanction(s) imposed under the Student Code.
9. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

U. UAFS Sexual Misconduct Policy — The University should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation

and exploitation. Therefore, UAFS will not tolerate unlawful harassment and/or discrimination of any student or by any student.

UAFS does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, age.

Sexual Discrimination includes all forms of: sexual harassment, sexual assault, and sexual violence by students against employees, students, or third parties.

SEXUAL MISCONDUCT

If you believe you have been involved in an incident of sexual misconduct, you have the right to pursue action through the University Student Conduct system (if the respondent is a student) and/or the appropriate law enforcement authorities, and/or the courts. The University wishes to encourage all persons to report incidents of sexual misconduct and therefore reserves the right to waive disciplinary charges against the person making the report victims for circumstances surrounding the incident. For example, a student who had been an underage drinker would not typically face charges of violating alcohol policies.

Sexual Misconduct is any sexual act which violates the laws of the State of Arkansas; and/or includes, but is not limited to: acts of rape (stranger or acquaintance date rape) and other forms of coerced sexual activity, including unwanted touching, fondling or other forms of sexual conduct. Any sexual activity which is entered into without consent of both or all persons involved is a violation of this policy. Affirmative consent [to sexual relations] is required, either verbally or by acts unmistakable in their meaning.

For more detailed definitions, information on how to file a complaint, and procedures, please see the Sexual Misconduct (Title IX) Policy in the Policy section of the handbook.

- V. 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 University Student Conduct Administrator. Determinations made or sanctions imposed under this 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 of or against the criminal law defendant.
- W. Misconduct Abroad — Any student, who in any foreign country undertakes study or represents the University otherwise, remains subject to the Student Conduct Code. The University retains discretion as it considers appropriate to apply disciplinary action under the Code if the student violates any law, rule or regulation in that country or any institution where that student undertakes study.
- X. Alcohol Use — The use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by UAFS regulations) is prohibited. Violation of alcohol or drug regulations by a student under 21 may lead to notification of a student's parents. Alcoholic beverages may not — in any circumstances — be used by, possessed by or distributed to any person under twenty-one (21) years of

age. The alcohol and drug policy currently in place at UAFS is reproduced following this code. It includes typical sanctions for violations.

ALCOHOL/DRUG ABUSE INFORMATION

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 suffers. 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 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.

Y. Endangerment — Any action that unnecessarily places oneself or others in danger of physical harm is proscribed.

Article V: Student Conduct Code Rights and Procedures

A. 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 the date, time, and place, of the hearing;
 4. Written statement of the charges prior to the initial hearing, in sufficient clarity to enable the student to prepare a defense;
 5. Appear in person and to present a defense;
 6. Be accompanied by an advisor of his/her choice at his/her own expense. The student must provide name of the advisor to the Student Conduct Administrator at least 48 hours prior to the hearing;
 7. Verbal notification of the decision immediately after the decision has been reached and to receive a written notification of the decision within five (5) working days after the hearing. This notification will include written findings, decisions and conclusions. Any further disclosure of the decision is at the discretion of the Student Conduct Administrator;
 8. Respondent may ask questions of any witnesses. All questions should be directed to the Chair of the Student Conduct Board.
 9. Not to appear on his/her own behalf for an appeal hearing, and to refuse to answer questions. This action will not be taken as an admission of responsibility.
 10. Appeal — respondent has the right to two levels of appeals. First, the respondent may appeal the initial decision of the Student Conduct Board. Second, the student may also appeal the decision of the Board (appellate group) to the vice chancellor for Student Affairs or his/her designee.
- #### B. Filing Complaints, Investigating Complaints and Student Conduct Hearings
1. Any member of the UAFS community may file a complaint against a student for violations of the Student Conduct Code. Most often,

the initial report is made to University Police Department, whose officers create a standard report and forward it—as appropriate—to the Student Conduct Administrator for consideration of possible Student Conduct Code violations. Alternatively, a complaint may be prepared in writing and directed to the Student Conduct Administrator (Office of Student Affairs). Any charge should be submitted as soon as possible after the event takes place, preferably within five working days.

2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit. If not, no formal action is taken. If there is apparent merit, the Student Conduct Administrator then will arrange for a Conduct Hearing with designated University hearing officer. A record of the outcome will be kept for seven years.
3. All charges shall be presented to the Respondent in written form. A time shall be set for the Student Conduct hearing, normally not more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of initial hearings may be extended at the discretion of the Student Conduct Administrator, for example because of unusual complexity.
4. The Respondent is entitled to have an advisor present, but that advisor will not represent the student. The Respondent will receive written notice of the Code sections thought to have been violated, reasonable time to prepare, an opportunity to offer personal perspectives on the information presented. The Student Conduct Administrator's decision will be relayed verbally to the student when the expedited hearing is complete, and confirmed in writing within three business days.
5. Student Conduct hearings shall be conducted by a Student Conduct Administrator or Board (hereafter Board) according to the following guidelines except as provided by Article V.B.8. below:
 - a. Student Conduct hearings normally shall be conducted in private.
 - b. The Complainant, Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct hearing shall be at the discretion of the Student Conduct Board.
 - c. In Student Conduct hearings involving more than one Respondent, the Board chair may permit the Student Conduct hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Respondent have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Respondent is responsible for presenting his or her own information; and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct hearing before a Board. A student should select as an advisor, a person whose schedule allows attendance at the scheduled date and time for the Student Conduct hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The Student Conduct Office will provide an advisor for each party upon request, typically a member of the Board pool who is not part of the hearing panel for that case. Board advisors may be members of the Board not taking part in the actual hearing.

- e. The Complainant, the Respondent and the Board may arrange for witnesses to present pertinent information to the Student Conduct hearing. UAFS will try to arrange the attendance of possible witnesses who are members of the UAFS community, if reasonably possible, and who are identified by the Complainant and/or Respondent at least two weekdays prior to the Student Conduct hearing. Witnesses will provide information to and answer questions from the Board. Questions may be suggested by the Respondent and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Board, with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an overly adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Board conducting the hearing.
 - f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Board, at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Board.
 - h. After the portion of the Student Conduct hearing concludes in which all pertinent information has been received, the Board shall determine (by majority vote if the Board consists of more than one person) whether the Respondent has violated each section of the Student Code which the student is charged with violating.
 - i. The Board's determination shall be made on the basis of whether it is more likely than not that the Respondent violated the Student Code.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
6. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Appeals hearings (not including deliberations). The record shall be the property of UAFS.
 7. If a Respondent — with notice — does not appear before a Board hearing, the information in support of the charges shall be presented and considered even if the Respondent is not present, with no assumptions being made about responsibility because of the absence.
 8. The Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the University Student Conduct Administrator to be appropriate.
 9. After the Board hearing, the Board and the Student Conduct Administrator will advise each respondent, group or organization in writing of its determination and of any imposed sanction. Each record of any disciplinary process or sanction imposed under the Code involving a respondent and any alleged victim may constitute an educational record that applicable law may prohibit the University from
 1. The following sanctions may be imposed — singly or in combination — upon any student found to have violated the Student Conduct Code:
 - A. Verbal Warning — A verbally-delivered notice that the behavior in question failed to meet the core standards of the Student Code.
 - B. Written Warning — 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.
 - C. 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.
 - D. Disciplinary Probation — This sanction is close to suspension and may carry with it a loss of privileges.
 - E. Loss of Privileges — Denial of specified privileges for a designated period of time, including the privilege of representing the University in official capacities. However, decisions about eligibility to participate in NCAA intercollegiate competitions are reserved to the Department of Athletics.
 - F. Restitution — Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - G. Discretionary Sanctions — Work assignments, alcohol or other drug assessments, or other related discretionary assignments.
 - H. 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.
 - I. UAFS University Housing Expulsion — Permanent separation of the student from UAFS University Housing.
 - J. 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. Suspension shall, in no case, be longer than two calendar years.
 - K. University Expulsion — Permanent separation of the student from UAFS.
 2. Interim Suspension or Bans
 - A. In certain circumstances, the University Student Conduct Administrator, or a designee, may impose a UAFS or residence hall suspension prior to the Board Hearing.
 - B. 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
 - c. if the student poses an ongoing 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 University Student Conduct Administrator 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 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 include the time, date, and place of a subsequent hearing at which the student may show cause why his/her 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 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 onto 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 Article V.C.
 - b. loss of any applicable University-related privilege during any time period that the University specifies; and
 - c. permanent loss of either University recognition or any other applicable University-related privilege.

E. Appeals

An initial hearing decision reached or sanction assigned by a Student Conduct Administrator or Board may be appealed in writing by the Respondent(s) to the vice chancellor for Student Affairs or designee within five (5) school 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.

Students may appeal the decision of the Appeal Board in the same manner, in writing, to the vice chancellor for Student Affairs, who may hear the appeal alone or as part of a three-member team. Title IX related cases will be heard by a designee of the vice chancellor for Student Affairs.

1. An appeal shall consist, at minimum, of a conversation with the appellant and a review of the record of the Student Conduct Board/Appeal Board hearing and supporting documents for one or more of the following purposes: Students who are (1) suspended from UAFS; (2) expelled from UAFS; or (3) evicted from Housing, may ask for a second level of appeal by writing to the vice chancellor for Student Affairs within five business days after the initial appeal is decided. Appeals must be based only on the following:
 - a. To determine whether the Board 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 to present a response to those allegations. Deviations from 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 were facts in the case that, if believed by the fact finder, 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.

2. If an appeal is upheld, the Student Conduct Administrator or Board shall determine what remaining responsibility, if any, exists for violation of the Student Conduct Code and what the appropriate sanctions are. Alternately, the Student Conduct Administrator may remand the case to a Student Conduct Board panel for a new hearing.
3. Sanctions issued following Board hearings shall not be implemented until all appeals have been either exhausted or voluntarily waived.

ARTICLE VI: INTERPRETATION AND REVISION

1. Any question of interpretation or application of the Student Conduct Code shall be referred to the University Student Conduct Administrator or his/her designee for final determination.
2. The Student Code shall be reviewed at least every five (5) years under the direction of the Student Conduct Administrator.
Previous review: 2010.

ARTICLE VII: EMERGENCY POWERS

Nothing in this code shall be in derogation of the power of the Chancellor, or of his/her 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 his/her 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 Structure. Students are guaranteed all substantive and procedural rights specified herein in such proceedings.



PROGRAMS AND SERVICES

Athletics

uafs.edu/Athletics
(479) 788-7590

UAFS athletic teams engage in intercollegiate competition in men’s baseball, basketball, golf, tennis, and cross country, and women’s basketball, golf, tennis, cross country, and volleyball. UAFS is known nationally for its strong tradition in intercollegiate athletics. A longtime member of the NJCAA, where it won two national championships in men’s basketball and one in women’s basketball and was national runner-up in women’s basketball and volleyball, UAFS became a member of NCAA Division II in 2009 and is a member of the prestigious Heartland Conference. Scholarships are awarded for participation on all intercollegiate teams, and “walk-ons” are encouraged to try out for UAFS teams. Athletic participation rates and financial support data are available from the Athletic Department upon request.

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 ID card.

The Campus Activities Board also boasts the Blue Crew, which is the student cheering section for Lions athletics.

UAFS Lions Bookstore

(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 supplies, University souvenirs, clothing, snacks, and miscellaneous items. The bookstore also offers a textbook rental program and a selection of e-textbooks. The bookstore is in operation the following hours:

FALL AND SPRING SEMESTERS:

Monday - Thursday 7:30 a.m. - 6:00 p.m.
Friday 7:30 a.m. - 5:00 p.m.

SUMMER TERMS:

Monday - Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 12:00 p.m.

Students are entitled to a full refund on textbooks through the first week of class for any reason, with a valid receipt. Students are also entitled to a full refund on textbooks 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 re-sale (for the next semester), students will receive 50% cash back of purchase price. See store for addition details.

Textbook and store information can also be found on the UAFS Lions Bookstore website at uafortsmith.bncollege.com.

Textbooks and other resources are also available at off-campus locations.

Boreham Library

uafs.edu/library
(479) 788-7200

Boreham Library continues a long tradition of excellent service to the University community. The library staff strives to be at the cutting edge in using new technologies and resources. Specialized services such as reference by email, a convenient copy center, and desktop productivity software on computer workstations are offered by the library. The library is a gathering place for students during the school year, offering a convenient place to study and to work on group or individual projects.

Boreham Library provides extensive electronic resources to students and other users both in the library and via the internet. It maintains database licenses for over 88 electronic databases such as Lexis Nexis, BioOne, and EbscoHost. Databases cover many subject areas and provide full-text for over 24,000 journals. Additional electronic resources include a collection of over 22,000 electronic books. Students and faculty can do

research and reading from workstations in the library or elsewhere on campus, and from any computer connected to the Internet. The library also maintains a full range of traditional collections. There are over 88,000 book volumes, 300 current periodical subscriptions, 8 newspaper subscriptions, over 5,000 audiovisual titles, and over 60,000 microforms. Special collections include the Pebley Center for Arkansas Historical and Cultural Materials and the Foundation Center Grants Collection.

Books, articles, documents, and other items not available locally may be requested through the library's interlibrary loan system. Document delivery can be provided by Internet, mail, and fax. As a convenient feature for students, the library's Electronic Reserves module allows on and off-campus access to articles, class notes, homework solutions, and other materials.

One of the library's goals 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. Boreham Library offers a variety of instructional programs and services designed to improve library skills for the university community.

The library building is open regularly when classes are in session, and many library resources are available online on a 24-hour basis.

LIBRARY HOURS

	FALL/SPRING	SUMMER
Monday - Thursday . . .	7:00 a.m. - 10:00 p.m.	7:00 a.m. - 10 p.m.
Friday	7:00 a.m. - 5:00 p.m.	7:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 4:00 p.m.	CLOSED
Sunday.	2:00 p.m. - 10:00 p.m.	2:00 p.m. - 10:00 p.m.

Vacation and intersession hours may vary and are posted in advance.

Any UAFS employee or student may check out materials from the Boreham Library, the Fort Smith Public Library, or the Scott-Sebastian Regional Library using a campus Lions ID Card. A current UAFS ID card also entitles the holder to apply for an ArkLink Statewide Library Card. Holders of the ArkLink card can borrow and use materials from most of the college and university libraries in Arkansas.

Computer/Email Access

Access to network computers, LionsLink, computer/e-mail access, the Internet, and laser printers is available with a student login and password. Logins are available at the Admissions counter located on the Upper Level of the Smith-Pendergraft Campus Center, the Boreham Library, and the Gordon Kelley Academic Success Center.

Counseling Clinic

(479) 788-7398

The Counseling Clinic of UAFS supports the mission of the University by enabling students to maximize their educational experience through counseling and psychotherapy. The clinic is open from 8:30 a.m. until 5:00 p.m. Monday through Friday (closed noon to 1 p.m.) and is located on the third 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.

Dental Hygiene Clinic

(479) 788-7270

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

- medical/dental history and vital signs
- radiographs (x-rays)
- prophylaxis (dental cleaning)
- fluoride treatment
- dental sealants
- nutritional counseling
- periodontal debridement and
- quadrant scaling
- oral hygiene education
- blood pressure screening
- oral examination
- dental examination
- periodontal assessment
- head and neck cancer screening

More than one visit is usually required to complete treatment. To schedule an appointment, please call the College of Health Sciences 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 LionsLink. LionsAlert is the best way to know about cancellations.
2. Check the UAFS website at www.uafs.edu and look under "News." Click on the weather story for details.
3. Tune to Channel 24 on the Fort Smith cable network.
4. Call the main UAFS telephone number, (479) 788-7000, to hear a recording.
5. 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.

IF NO ANNOUNCEMENT IS MADE, CLASSES WILL BE HELD.

Separate announcements will be made for day and evening classes. Day classes are those starting between 7:00 a.m. and 3:30 p.m. The decision to cancel day classes will be announced by 6:30 a.m. Night classes are those starting at 3:45 p.m. or after. The decision to cancel night classes will be announced by 3:15 p.m.

Off-campus classes will be canceled if the facility where the class is being held is closed. Listen for announcements made by that specific location.

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 <http://luminis.uafortsmith.edu/cp/home/loginf>. 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 788-7460.

Financial Aid

uafs.edu/financialaid/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 on the UAFS website, uafs.edu/financialaid/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 fafsa.ed.gov. Applications and further details on the types of assistance available may be obtained from the Financial Aid Office, upper level, Smith-Pendergraft Campus Center, from 8:00 a.m. to 6:00 p.m. each Monday through Thursday and 9:00 a.m. to 5:00 p.m. each Friday. See the course catalog for a detailed description.

REFUND OF 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	SUMMER
Before the first day of the semester	100%	100%
During the first week of the semester	75%	50%
During the second week of the semester	50%	None
During the third week of the semester	25%	
After the third week of the semester	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% of an academic term, a student "earns" Title IV funds, in direct proportion to the length of time he or she remains

enrolled. If a student withdraws before the 60% point, any unearned aid must be repaid to the respective Title IV program.

The Financial Aid Office 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.

Failure to attend and/or pay tuition does not constitute official withdrawal. The tuition and fees remain the student's obligation. A student must officially withdraw from courses to be eligible for a refund.

RESIDENCY DETERMINATION

Students are classified as (1) in-state (have lived in Arkansas), (2) border state (have lived in Oklahoma, Missouri, Tennessee, Mississippi, Louisiana, or Texas) for at least six 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 his or her 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 status or border-state status as well, provided they reside in the states noted above. Forms for residency reclassification are available in the Records Office.

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

Tuition and Fees

The following tuition and fees are effective as of the 2012 Fall semester. Any and all fees may be increased or decreased and new ones established when deemed necessary.

Tuition for Credit Courses
Charge per Semester Credit Hour

In-state	\$130
Out-of-state and international students	\$355
Border-state	\$355

*Border-state tuition is \$355 per credit hour with a discount of \$225 per credit hour for a net charge per credit hour of \$130, the same rate as in-state residents.

REQUIRED FEES:

Registration Fee (per semester/term)	\$25
Activity Fee (per credit hour)	\$13
Athletic Fee (per credit hour)	\$15
Campus Center Fee (per credit hour)	\$2
Technology Fee (per credit hour)	\$12
Student Health Fee (per semester/term)	\$34
Fitness Center Access Fee (per semester/term)	\$12
Library Fee (per credit hour)	\$ 3

Facilities Fee (per semester/term)	\$22	OTHER MISCELLANEOUS FEES:	
PROGRAM/SERVICE SPECIFIC FEES:		Graduation Application	\$30
Fitness Center Course Fee (per course)	\$25	Diploma Replacement	\$20
Nursing (BSN, And, and PN) imaging sciences radiography, surgical technology, and dental hygiene (per clinical course)	\$25	ID Replacement Fee	\$20
College of Health Sciences Program Fee (per credit hour)	\$20	INSTALLMENT PLAN SERVICE CHARGE:	
Sciences Laboratory Fee (per lab course)	\$35	1-Payment Plan (per semester)	\$10
College of Health Sciences Assessment Fees:		2-Payment Plan (per semester)	\$20
LPN Nursing, per LPN course	\$70	3-Payment Plan (per semester)	\$30
ADN Nursing, per ADN	\$75	4-Payment Plan (per semester)	\$40
BSN Nursing per semester (starting 3rd semester)	\$75	Installment Plan Late Payment Fee	\$25
Surgical Technology Program Assessment	\$190	Late Payment Fee (per semester)	\$100
Private Music Instruction (per credit hour)	\$35	Library Fines:	
Distance Education Course (per credit hour)	\$40	General Circulation Volumes (per day)	\$0.10
Student Teacher Internship per course	\$100	Video & Reserve Room Items (per day)	\$0.25
Student Teacher (Out of Area) Internship		Lost Item Processing Fee (+ replacement fee)	\$10
Placement per course	\$450	Inter-library Loan Fee:	
Oral Proficiency Interview per test	\$75	UAFS Students (+ charges from loaning library)	\$1
Child Development Program:		Public Patrons (+charges from loaning library)	\$3.50
Two-hour Course (per course)	\$50	Placement File Fee	
Four-hour Course (per course)	\$100	Additional Copies - picked up	\$1
Foreign Language Placement Testing per test	\$10	Additional Copies - mailed	\$2
Sciences Laboratory Fee (per lab course)	\$35	Reserved Parking Fee (Per semester not to exceed)	\$300
TESTING FEES:		VEHICLE/TRAFFIC FINES:	
Challenge Exam Fee (per credit hour)	\$20	Parking Violation (per occurrence)	\$25
CLEP Test Payable to CLEP (per test)	\$77	Moving Violation (per occurrence)	\$50
CLEP Administrative Fee (per test)	\$15	Reserved Parking Violation (per occurrence)	\$200
Correspondence Test administration Fee (per test)	\$30	Failure to Register Vehicle Violation	\$25
Overnight delivery (per test)	\$15	Return Check	\$25
NOCTI Test (per test)	\$22	TOOLS, UNIFORMS, AND EQUIPMENT MAY BE REQUIRED FOR CERTAIN PROGRAMS ON CAMPUS.	
NOCTI Administrative Fee (per test)	\$30	HOUSING MISCELLANEOUS:	
PSB Test(per test)	\$20	Application Fee (per occurrence)	\$75
ACT Residual(per test)	\$36	Contract Breach Fee (per occurrence)	\$700
ACT Plan Test (per test)	\$10	Lock-Out After Office Hours (per occurrence)	\$15
Compass Re-Test (per test battery)	\$25	New Gate Clicker (per occurrence)	\$25
Compass Distance Test (first test)	\$10	Trash Fine (per occurrence)	\$20
Surgical Technology Program Assessment(member)	\$190	Improper Check Out (per occurrence)	\$100
Surgical Technology Program Assessment (mom-member)	\$290	Lost Keys-Front Door (per occurrence)	\$30
Business Major Fields Achievement Test (MFAT)	\$25	Lost Keys-Bedroom Door (per occurrence)	\$20
NLN PAX(payable to NLN) (per test)	\$35	Lost Keys-Mailbox (per occurrence)	\$15
GRE Subject Tests (payable to Educational Technology Services) (per test)	\$140	Student Laundry (unlimited use per year)	\$60
Miller's Analogy Test(per test)	\$65	Sebastian Commons security deposit	\$200
Test of English as a Foreign Language (TOEFL) Test (per test)	\$50		

CAMPUS RECREATION AND WELLNESS

Fitness Center

uafs.edu/fitness/fitness-center-home
(479) 788-7600

The UAFS Fitness Center is located in the Gymnasium. The Fitness Center houses state-of-the-art Nautilus Nitro selectorized equipment, circuit training, a full line of Nautilus cardio equipment, and free-weight equipment. The Fitness Center 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 Fitness Center by presenting a valid Lions ID card.

Outdoor Adventure

uafs.edu/rec-wellness/outdoor-adventure-program

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.

Food Court/Dining Services

The Food Court is located on the first floor of the Smith-Pendergraft Campus Center.

HOURS:

FOOD COURT:

Monday-Thursday 7:30 a.m. - 4:00 p.m.
Friday 7:30 a.m. - 2:00 p.m.

The dining hall at the Lion's Den is located on the corner of Waldron and Kinkead Avenues 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: 7:30 a.m. - 9:00 a.m.
Lunch: 11:00 a.m. - 1:30 p.m.
Dinner: 5:00 p.m. - 7:00 p.m.
Saturday - Sunday:
Brunch: 10:30 a.m. - 1:00 p.m.
Dinner: 5:00 p.m. - 6:00 p.m.

GUEST DOOR PRICES* (TAX NOT INCLUDED)

Breakfast \$6.49
Brunch \$7.99
Lunch \$7.99
Dinner \$8.19

*All You Care to Eat dining, a la carte items are not available for purchase.

Gordon Kelley Academic Success Center

479-788-7675

The concern for the individual student is reflected in the Gordon Kelley Academic Success Center, which provides programs designed to meet individual student needs not met through the general curriculum. Supplemental materials, free group tutoring for many UAFS courses, core skills instruction, motivational programs, and learning programs are all provided to encourage student success. Faculty members provide the supplemental materials, which may consist of class notes and sample tests, textbook-based CDs and DVDs, and additional forms of computer-aided instruction. Free group tutoring is provided for many UAFS credit courses. Time management, self-discipline, and motivational programs are provided for the student who wants improved 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. The Gordon Kelley Academic Success Center is located in the Vines Building, room 202. For more information, call 479-788-7675.

The Gordon Kelley Academic Success Center also provides academic support for students who are on academic probation. Individualized guided study and self-assessment instruments are used to develop a formal plan of action to succeed in college. Students taking advantage of this service will learn usable techniques for academic success.

HOURS

Monday - Thursday 7:45 a.m. - 9:00 p.m.
Friday 7:45 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.
Sunday 1:00 p.m. - 6:00 p.m.

Student Support Services

uafs.edu/studentssupportservices
(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, room 212.

Housing and Residential Life

uafs.edu/Housing(479) 788-7340

The Office of Housing and Residential Life is committed to creating a residential community that supports a vibrant learning and living experience at UAFS. The Residential Life staff works with students to build a community that fosters learning both in and out of the classroom. One of the most important roles of the staff is to serve as a guide for students as they navigate the transitions and challenges they face in college. Out-of-class programming efforts help ensure that

students feel connected to the UAFS community. Residents will have the opportunity to participate in a wide variety of programs on social, cultural, intellectual and health and wellness related topics. Contact the director of housing and residential life at (479) 788-7340 for additional information. National research has shown that residing in an on-campus residence environment is linked to academic success in the first year and beyond. The University offers apartment style living for upper division students and the Lion's Den Residence Hall for freshmen and other interested students. All rooms are equipped with basic cable as well as internet service. Laundry facilities are located on site in both facilities.

Sebastian Commons Apartments

uafs.edu/Housing
(479) 788-7340

Sebastian Commons offers a unique student housing experience for upper division students and married students who wish to reside on campus. It is an exclusive apartment community for UAFS students, with one-, two-, and four-bedroom floor plans. Amenities include all basic utilities being paid, full kitchen, individual rooms, sand volleyball and basketball courts on site.

The Lion's Den Residence Hall

uafs.edu/Housing(479) 788-7348

The Lion's Den opened in Fall 2010 and is home to primarily first-year students. The residence hall is a sustainable design. 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.

For information on either facility, call the Housing Office at (479) 788-7340.

Lions ID Cards

uafs.edu/records/lions-id-cards

The Lions ID Card is the official identification card for the 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, Fitness Center pass, security clearance for email log on, 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 Records Office for terms and conditions. This card also enables students to attend the 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, Vocal Jazz, and

national touring productions. Students may pick up tickets two weeks before the event. The Box Office is located on the lower level, Smith-Pendergraft Campus Center.

HOW TO GET A LIONS ID CARD

On the UAFS campus, the Lions ID Card is issued at the Records Office in the Smith-Pendergraft Campus Center room 222.

HOURS OF OPERATION:

Monday - Thursday 8:00 a.m. to 6:00 p.m.

Friday 9:00 a.m. to 5:00 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 campus.

As a member of the UAFS community, you may use your Lions ID Card to access your Lions Cash account. No more late night stops at the ATM or charging up credit cards. Lions Cash is a declining balance 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 uafs.edu/lions-card-cash/lions-id-card-and-lions-cash-home. 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 located on the 2nd 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. For information regarding Mandatory and Printing Funds see below.

Mandatory Funds for Resident Students of Sebastian Commons: Resident students of Sebastian Commons shall deposit \$350 for the Fall semester and \$350 for the Spring semester (\$700 per academic year) onto their Lions ID Card. These funds may be used at the food court located within the Smith-Pendergraft Campus Center, at the dining hall located at the Lion's Den, and with participating off-campus 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 & 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, 206, 207, 210, 213

Breedlove Building - 208

Smith-Pendergraft Campus Center - 115 and Second Floor

Echols Building - 119

Flanders Building - 102, 107, 108

Math-Science Building - 212, 236, 308

Pendergraft Health Sciences Building - 120, 121, 303

Holt Building - 111

Boreham Library - First and Second Floor

Vines Building - 201, 236, Learning Assistance Center (Vines 202)

Housing Office

Poor-quality prints should be reported to each location's designated print station where instructions on how to proceed will be provided. After 5:00 p.m., please report printing problems at the Boreham Library information desk.

Lost and Found

(479) 788-7300

The Lost and Found department is located in the Box Office, Lower Level of the Smith-Pendergraft Campus Center. The University does not assume liability for any lost items.

Office of International Relations

uafs.edu/international

(479) 788-7166

An "international student" is one whose citizenship is in another country and has obtained a student (F-1) visa or exchange (J-1) visa. International student applications, requests for information, and questions should be referred to the Office of International Relations (479) 788-7977. 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, phone (479) 788-7977. 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 culture immersion activities for international students on campus. All students interested in these programs should contact the OIR at (479) 788-7166.

Study Abroad

uafs.edu/international/study-abroad

(479) 788-7166

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 at (479) 788-7166 or <http://uafs.edu/international/study-abroad>.

Office of Non-Traditional Student Support

uafs.edu/life/non-traditional-students

(479) 788-7319

The Office of Non-Traditional Student Support is located in the Smith-Pendergraft Campus Center, room 111A. The mission of the office is to provide a success oriented environment, connect non-traditional students with the campus community, understand the unique challenges facing non-traditional students, and to recognize non-traditional students' value to UAFS. The Office of Non-Traditional Student Support provides support, information, resources, fun and informative events throughout the year, advocacy for non-traditional student concerns, and leadership opportunities.

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, inclusiveness, 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.

Strategies and interventions are designed to:

- Facilitate student academic, personal, civic, and professional growth and development
- Prepare students for leadership in a global, diverse, and changing society
- We strive to 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) 788-7310 or visit the Student Activities Office, 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 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, Counseling Center, and many other departments and academic areas to proactively educate students about student responsibility and University expectations. The vice chancellor addresses misconduct in a process that provides for student accountability, personal growth and respect for community and others.

The Student Code of Conduct may be found on the UAFS website, <http://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

(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 and can be reached by at (479)-788-7444. Types of services provided include treatment for common illnesses and minor injuries, laboratory work when indicated, acute care management, and prescriptions. X-rays and ultrasounds are provided by Imaging Sciences faculty when ordered by the health care provider.

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. Lions ID card is required to be seen. Walk-ins are welcome but appointments are preferred and can be made by calling (479) 788-7444.

CLINIC HOURS:

Monday 8:00 a.m. - 5:00 p.m. Closed 12:00 p.m. - 1:00 p.m.
Tuesday 8:00 a.m. - 5:00 p.m. Closed 12:00 p.m. - 1:00 p.m.
Wednesday 1:00 p.m. - 5:00 p.m.
Thursday 8:00 a.m. - 5:00 p.m. Closed 12:00 p.m. - 1:00 p.m.
Friday 8:00 a.m. - 12:00 p.m.

Records Office

uafs.edu/records
(479) 788-7230

The Records Office provides official student records and transcripts; processes graduation and registration forms; and provides student ID Cards. The Records Office is located on the second floor of the Smith-Pendergraft Campus Center. Students can visit the Records Office or request services via the website.

ENROLLMENT VERIFICATION

Students can print enrollment verifications 24/7 by using LionsLink. Verifications can be used for scholarships, student loans, or insurance purposes. The Records 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 Records 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 Records Office to be official. Forms for correcting student information are available from the Records 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 (479) 788-7009.

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 7:00 a.m. - 9:00 p.m.
Friday 7:00 a.m. - 5:00 p.m.

Student Activities

Student Activities serves the students at UAFS to complement their programs of study and to create and foster leadership development within the context of student-led student organizations, programs, and events. If you're looking for a way to get involved, make lifelong friends, and have a positive impact on the UAFS campus, then Student Activities is the place for you.

With over 75 organizations on campus ranging from academic to religious, special interest to political, there is something for everyone at UAFS. The Student Activities Office oversees student organizations as well as the following traditions:

- Welcome Week
- Lion Community Outreach Day
- Campus Picnic
- Homecoming

Campus-wide events change from year to year, so watch for information about monthly activities.

BULLETIN BOARDS

Bulletin boards are placed at various locations throughout the campus. Posters or flyers may be posted only on bulletin boards marked for student use. Only thumbtacks may be used. All materials for posting, including any commercial advertising, must be approved and stamped by the Student Activities Office, located on the lower level of the Smith-Pendergraft Campus Center.

Greek Life

uafs.edu/life/greek-life
(479) 788-7694

The mission of the University of Arkansas - Fort Smith Fraternity and sorority community is to enhance student development

through membership in Greek lettered organizations. The Greek life community will promote an inclusive value-based atmosphere where 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, with the assistance of the Coordinator of Greek Life. By developing these skills, sorority and fraternity members learn to conduct themselves in a manner that reflects the values and standards associated with membership in a fraternal organization, while complementing and enhancing the educational mission and vision of UAFS. Greek Life at UAFS is an opportunity for students to become involved with the University while fulfilling the missions and goals of the Student Activities Office and the University as a whole.

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

GREEK LETTER ORGANIZATIONS

MEN

Kappa Alpha Order
Pi Kappa Phi
Sigma Nu
Kappa Sigma

WOMEN

Delta Sigma Theta
Gamma Eta
Delta Gamma
Gamma Phi Beta
Alpha Omicron Pi
(Colonizing in Fall 2012)

GREEK GOVERNING BODIES

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

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

Multicultural Greek Council (MGC): The governing body of culturally based fraternities and sororities

GREEK LETTER HONOR SOCIETIES

Gamma Sigma Alpha
Order of Omega

GREEK JUDICIAL BOARD

The Greek Judicial Board has been established to conduct disciplinary hearings for violations of university policy involving Greek organizations. The vice chancellor for Student Affairs and/or the Greek Advisor assigns appropriate cases to the Board. Decisions of the Board are recommendations to the vice chancellor for Student Affairs.

Intramural Sports

uafs.edu/intramurals
(479) 788-7694

Intramural sports complement the program of intercollegiate athletics. Students with a 2.00 semester GPA who are enrolled in six (6) credit hours are welcome to participate. Sports are offered each semester and include dodgeball, flag football, ping pong, basketball, ultimate frisbee, bowling, soccer, softball, and volleyball. Various tournaments are also held.

Student Organizations

ACADEMIC

American Society of Mechanical Engineers	Radiography Student Association
Biology Club	SkillsUSA
Chemistry Club	Student Council for Exceptional Children
Collegiate Middle Level Association	Student Nurses Association
Criminal Justice Club	Student Pre-Medical Association
Future Educators Association	Students Helping Students Succeed
National Broadcasting Society	Surgical Technology Student Association
Math Club	
Phi Beta Lambda	
Psychology Club	

ARTS

Applause	Students Association
Astral Fantasy Ink Productions	Percussion Club
Drama Club	Kappa Kappa Psi
Graphic Design	Women's Art Collegiate Club

CULTURE

African Students Association	International Student Council
Black Students Association	Native American Student Organization
Cultural Network	Japan Club
French Club/Le Cercle Francais	Vietnamese Students Association
Gandala Korean Organization	
Hmong Student Association	

FRATERNITY & SORORITY

Delta Gamma	Kappa Sigma Fraternity
Delta Sigma Theta	Multicultural Council
Gamma Eta	Panhellenic Council
Gamma Phi Beta	Pi Kappa Phi
Interfraternal Council	Sigma Nu
Kappa Alpha Order	

HONOR SOCIETY

Alpha Lambda Delta	Sigma Delta Pi
Kappa Delta Pi	Sigma Tau Delta
Phi Alpha Theta	Tri Beta
Pinnacle	

POLITICAL

College Republicans

RELIGIOUS

Baptist Collegiate Ministry	Lions for Christ
Catholic Campus Ministries	Missionary Baptist Student Fellowship
Circle of Hope	Nurses Christian Fellowship
Chi Alpha	The Bridge
Christ on Campus	
Fellowship of Christian Athletes	

SPECIAL INTEREST

Circle K International (CKI)	Chancellor's
Computer Club	Leadership Council
Lion Rifles	Cub Camp
Lions for Life	Lion's Roar (Reaching Out Advocating Responsibility)
Lions Quidditch	Non-Traditional Students
Mens Rugby Club	Student Athlete
Ping Pong Club	Advisory Committee
Student Animators	Student Alumni Association
Slack Lining	Student
Transfer Student Organization	Government Association
University Outreach	University
Campus Activities Board	Student Ambassadors

Find more information at uafs.edu/life/student-organizations or contact Dave Stevens at dave.stevens@uafs.edu.

Recreation Room

The recreation room is on the first floor of the Smith-Pendergraft Campus Center. Problems should be reported to the Student Activities Office.

Welcome Center/Student Activities Office

(479) 788-7663

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

Student ADA Services

uafs.edu/ADA
(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 his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and the ADA Amendments Act of 2008 and to providing equal educational opportunities to otherwise qualified students with disabilities. Any student who believes he or she has been subjected to discrimination on the basis of disability, or has been denied access or accommodations required by law, shall have the right to file a grievance. To obtain a copy of Services for Students with Disabilities brochure, which includes application information and the grievance procedure, contact the Student ADA Services Office at (479) 788-7794, or (479) 788-7577, or visit our website for a printout.

Student Advisement and Career Planning

uafs.edu/advising (479) 788-7017

Student Advisement and Career Planning advises students in student success courses regardless of their declared major, students seeking an associate's degree, certificate, and non-degree seeking students. Professional advisors are available to assist students with goal setting, career exploration, selection of a major, and course requirements and to assist students in connecting with appropriate resources. Advisors encourage career exploration by assisting students in the use of the Career Resource Center's services which include: personal assessments, a resource library, and the career exploration computer program E-Discover. Advisors are available to work with students by appointment, walk-in visits, and email.

Students are required to meet with their assigned faculty advisor or professional advisor prior to their registration date(s). Except for designated holidays, hours for Student Advisement and Career Planning are 8:00 a.m. to 6:00 p.m., Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Friday. Student Advisement and Career Planning is located on the second floor of the Smith-Pendergraft Campus Center.

Service Desk

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

The mission of the University of Arkansas-Fort Smith 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.

You can email the service desk at uafs@service-now.com and an incident will be opened on your behalf.

Testing Center

uafs.edu/testing/tests
(479) 788-7682

The Testing Center offers the following services: COMPASS and computer-literacy placement tests, CLEP testing, Challenge Exams, chemistry and foreign language placement exams, individual make-up tests for UAFS students and exam-proctoring for students taking classes at other institutions. Advance arrangements must be made

with the Testing Center. Please see the “Tuition and Fees” section for associated costs. The PRAXIS, NLN PAX, Miller Analogies Test, TOEFL, LSAT, GRE Subject Tests, NOCTI, and PSB Health Occupations Aptitude Examination are scheduled at various times during the year. Students may contact the Testing Center or visit the website for further information on these services. The Testing Center is located on the second floor of the Smith-Pendergraft Campus Center, room 205.

TESTING CENTER HOURS:

Monday -Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

RETEST POLICY

All students receive one free COMPASS test in the event that he/she does not have course placement based on previous course work or acceptable ACT, SAT/ASSET scores. Students may not retest (even for a fee) once they have begun a placement sequence (e.g., begun a course). Students who have not begun a sequence may test a maximum of three times per year under the following guidelines.

Student scores below the minimum for admission:

6. Paid retest with no time delay between tests.
7. If student scores below minimum on first retest, he/she may retest a second time for a fee and after a three months waiting period. The student must provide documentation of remediation completed during the three-month period.
8. Student must wait one year before being allowed to retest a third time for a paid retest fee. All retests after one year period will require a paid retest fee.

Student scores into course work but is unhappy with placement:

1. Student may retest for a fee, with no time delay between tests, as long as the student has not begun a placement sequence.
2. If student is still unhappy with score(s) after the first retest, he/she may retest again for a fee with no time delay between tests.
3. Student must wait one year before being allowed to retest a third time. A fee will be required.

The COMPASS tests scores are good for four years. If a student scores below the minimum, a fee is required for a retest within this time period. If the student’s COMPASS test scores(s) have expired, the student will not be required to pay a retest fee.

HOURS

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Tests must be started at least one hour prior to closing time. The student is responsible for allowing enough time to complete the test. All tests will be turned in at closing time.



UNIVERSITY POLICE

www.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 University police. Responding campus police officer(s)

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 phones are in each of the four gazebos on the Campus Green. 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. The emergency phone stations located in the gazebos on the Donald W. Reynolds Campus Green will automatically dial the UAFS’s Police Department emergency number when activated. 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 (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 the UAFS LionsLink 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-mail the UAFS Police Department with questions or information.

The UAFS Police Department maintains a daily crime log that is available for viewing upon request at the UAFS Police Department during regular business hours.

BUILDING ACCESS

University buildings are opened by 6:00 a.m. and secured after 9:00 p.m., Monday through Friday. On weekends and holidays, the University Police Department will open and secure buildings and facilities at times fixed by the department directors and scheduled by the events coordinator. The 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 his/her 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 the 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, the University Police should be contacted and special arrangements can be made.

COMMUNITY POLICING PHILOSOPHY

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 fear 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:

- We are committed to developing programs that serve our university community, to create a greater sense of safety while working, attending school or visiting here 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, 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 Police)
- 3-2-1 Contact (Informative sessions with students)
- University Crime Watch
- All are One (Public Awareness)
- University Community Watch
- Den Watch
- Safe Walk
- Lone Lion
- Lock out Auto Crime

THE UAFS POLICE DEPARTMENT WILL BE CONDUCTING THE NORMAL 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
- Jump-start vehicles
- 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 eleven and up.
- The only woman's self defense course endorsed by The International Association of Campus Law Enforcement Administrators
- No prior martial arts training is required.
- Each participant is given a RAD manual.
- 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, please see our website at uafs.edu/about/campuscrimestatistics.

VETERANS SERVICE

Military service veterans and sons, daughters, wives, widows, widowers, and husbands 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, Vocational Rehabilitation, 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 applications and inquiries should be addressed to the Veterans Affairs Officer, Financial Aid Office, Smith-Pendergraft Campus Center, room 221A. 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.



POLICIES

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) 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 record(s) 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 the amendment of the student's education records that the student believes is 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 his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
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 his or her tasks. Upon request, UAFS also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. 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:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
5. 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 Records 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, electronic mail 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.
- Emergency situations, if knowledge of personal information is necessary to protect the health and safety of a student or other person(s).

UAFS is required to comply with military requests for student information, under the Solomon Amendment to the National Defense Authorization Act, 1995/1996, 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 suffers. 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 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.

UAFS ALCOHOL POLICY

Student possession and/or use of alcohol, in University facilities, on University property, including residential housing, and at official University functions is prohibited. 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 property 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 the University of Arkansas – Fort Smith. Students at UAFS 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 any 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.

UAFS HAS IMPLEMENTED THE FOLLOWING POLICY REGARDING SUBSTANCE ABUSE:

Any student found in violation of these procedures 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 educational sessions and displays.

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/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 AR Code Annotated 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 his/her designee will be responsible for the following:
 - A. Determining if an incident reported constitutes a violation of the University alcohol policy.
 - B. Recording and tracking all students involved with alcohol violations.
 - C. Notifying the University Police Department, when warranted, of the behavior of an individual involved in an incident.
 - D. 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
 - A. **First infraction of the Academic Year.** Student must attend an alcohol education class and will be placed on University conduct probation.
 - B. **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.
 - C. **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.

- D. **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.
- E. **Right of Appeal.** The student may appeal as described in Article V, Section D. A Student Conduct Board will hear the appeal. Infractions committed in University Housing. Students who violate the Student Code of Conduct are subject to disciplinary action through the Residence Hall and/or the University Student Conduct system. UAFS will strive to handle alleged violations in University Housing in a single hearing that encompasses both Standards of Residence 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.

Residential 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 contact name and number, who will be contacted within 24 hours after the resident is determined to be missing. 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, he/she should immediately notify the University Police Department (788-7140) of the vice chancellor for Student Affairs (788-7310). UPD, upon notice, will generate a missing person report and initiate an investigation, with the assistance of Housing and Residence Life.
4. Should the University Police Department and/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.

TOBACCO-FREE CAMPUS POLICY

The use of any tobacco product, including electronic cigarettes, is prohibited on the grounds of UAFS 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."

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 UAFS 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 same to the UAFS Police Department or the vice chancellor for Student Affairs.

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 UAFS Police Department, the vice chancellor for Student Affairs, or the dean's office in that area/building. A report will be prepared by the UAFS 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 if an appeal is filed.

Illegal File Sharing at UAFS

Sharing and downloading copyrighted music, movies, and games from the Internet without proper authorization is considered piracy—a violation of federal copyright laws and UAFS policy. In addition, the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) have been successfully suing file sharers all over the United States.

PIRACY

Piracy refers to the illegal copying, distribution, or use of software, music, movies or any other media that can be digitally stored and transferred. Illegal piracy causes significant lost revenue for publishers, which in turn results in higher prices for the consumer.

FOUR CATEGORIES OF PIRACY

Social Piracy: The unauthorized duplication of only the media, not the packaging, original art, label, title, etc. There is no pretense that these are legitimate products. Examples of social piracy include mixed discs that friends share with one another and software applications that are copied for coworkers.

Counterfeit Piracy: The unauthorized copies of media as well as the unauthorized duplication of original artwork, label, trademark, and packaging. Counterfeits are passed off as legitimate and are often used by the pirate for monetary gain.

Bootleg Recording: The unauthorized recordings of live concerts, movies, or musical broadcasts on radio or television.

Online Piracy: The unauthorized uploading of copyrighted material to be made available to the public. Downloading copyrighted material from an Internet site or a Peer-to-Peer network is illegal.

Most of the piracy on the Internet is carried out using Peer-to-Peer (P2P) network applications such as Kazza, eMule, BitTorrent and Gnutella. While these programs can facilitate quick and easy sharing of files, using them to share copyrighted files is prohibited by UAFS policy, State, and Federal Laws.

UAFS POLICY

UAFS's electronic communications policy prohibits the use of IT resources for illegal purposes, such as piracy of intellectual property. More specifically, the University prohibits the use of P2P file sharing applications for the illegal acquisition or sharing of music, movies, games, and the like. Consequently, P2P file sharing applications commonly used for illegal purposes may be blocked on the UAFS network using technology-based deterrents.

What happens when you get caught?

If the allegation appears credible, your network account will likely be suspended, and you will be notified by a UAFS employee of the violation and the need to meet with a staff member. For more serious or repeat offenses, a referral to Office of the Vice Chancellor for Student Affairs will be made and a formal Student Conduct hearing may be held. Possible sanctions for violations include a loss of network privileges, and for Student Conduct cases, additional sanctions such as university probation or even suspension from the university.

Infringers are also subject to serious civil and/or criminal liabilities. The RIAA, MPAA, Entertainment Software Association (ESA), and others actively search the Internet, including the UAFS's network, for illegal file-sharing under the auspices of the Digital Millennium Copyright Act (DMCA). They actively pursue infringers and have successfully sued many people or settled out of court for substantial sums of money. Criminal penalties for violation of federal copyright law include fines up to \$1 million and a maximum jail sentence of 10 years.

UAFS has procedures it follows when notified of an alleged copyright infringement under the DMCA. After confirming the infringing activity, network access for the computer involved in the illegal activity is blocked and the infringement notice is passed on to the owner of the computer. This may prompt other university action as well, such as a referral to the Student Conduct system.

ADDITIONAL DANGERS

In addition to the legal and policy issues related to downloading music from unauthorized sources on the internet, many new viruses and worms also proliferate across P2P networks. It is possible to download a file that appears benign and end up with a malicious program that takes control of your computer.

Not only are there malicious programs masquerading as downloadable files but sometimes the illicit file sharing programs themselves can cause problems. File sharing consumes shared bandwidth which can significantly slow down other Internet-related activities for you and others on the UAFS network. Also, if the program is incorrectly configured, it may even share files on your computer that you never intended anyone else to see like bank records, personal information, or confidential University data.

LEGAL ALTERNATIVES

The alternative to illegal file sharing is simple--buy it!

Several services are available that allow you to pay for the music, movies or television shows on a per-item basis, or through an all-you-can-consume monthly fee.

Most of these services include licenses with each song that allow you to copy the song to multiple listening devices and store it on your computer, (not a computer owned by UAFS), for your personal use only. Furthermore, these pay-per-download services charge as little as 50 cents per song or a few dollars for movies, and they have hundreds of thousands of selections in their catalogs.

Here is a listing of legal audio and video sites:

- ABC.com TV Shows
- Amazon MP3 Downloads
- Amazon Video on Demand
- Amie Street
- AOL Music
- ARTISTdirect Network
- AudioCandy
- Audio Lunchbox
- BearShare (v. 6 or higher)
- Best Buy
- BET
- Blip.fm
- Blockbuster Online
- Bravo Videos
- Buy.com
- Cartoon Network Video
- Catsmusic
- CBS Video
- CD Baby
- CinemaNow
- Clicker (formerly Modern Feed)
- Comedy Central Video
- Criterion Online
- The CW Video
- Dimple Records
- Discovery Channel Videos
- Disney Videos
- Download Fundraiser
- The Electric Fetus
- eMusic.com
- ESPN360
- EZTakes
- Fancast
- FOX on Demand
- FX Networks Video
- FYE
- Gallery of Sound
- GameFly
- GameTap
- Hulu Movies and TV
- iLike
- IMDb Video
- imeem
- iMesh
- Independent Record and Videos
- iTunes Movies, Music, & TV
- Jaman
- Jamendo
- Joost Movies & TV
- Lala
- Last.fm
- Latinoise
- LifeWay Music
- Liquid Digital Media

- Listen.com
- Magnatune
- MediaNet
- Mindawn
- MOG All Access
- MovieFlix
- MP3.com
- MTV Video
- Music Millennium
- MusicRebellion
- myLifetime Video
- MySpace Music
- Napster
- NBC Video
- Netflix Movies & TV
- Neurotic Media
- Nick Jr. Video
- Pandora
- PBS Video
- PBS Kids Go! Video
- PlayStation Store
- Pro-Music
- Public Domain Torrents
- Qtrax
- Record & Tape Traders
- Reeltime Television
- Network (RTVN)
- Rhapsody
- Slacker
- South Park Episode Player
- Spinner
- Spotify
- Steam
- Superpass
- TBS Videos
- TheWB
- TidalTV
- TNT DramaVision
- Top Hits Entertainment
- TV.com
- TVLand Video
- USA Network Videos
- VH1 Videos
- Walmart Movies and TV
- Walmart MP3
- Music Downloads
- Windows Media Guide
- Xbox Live Marketplace
- Yahoo! Music
- Zune

ADDITIONAL RESOURCES

For your convenience here is a Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at copyright.gov/help/faq.

There are several other sites that have more information on piracy and what you can do to keep from violating these laws:

- campusdownloading.com
- mpaa.org/piracy.asp
- riaa.com/physicalpiracy.php
- theesa.com/policy/antipiracy.asp

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 vice chancellor for Student Affairs. (Smith-Pendergraft Campus Center, room 201, 479-788-7310.)

Access to public forums 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 identified public forum locations, all external to campus buildings and identified below.

The identified public forum locations are available for use or reservation by University and non-University entities. Access to the identified 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;
- 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 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/or 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 or, defamatory, or consists of fighting words, threats of physical harm, inciteful of imminent lawless action or is commercial in nature or otherwise not entitled to protection as expression is not permitted;
- All publicity, handouts, printed materials, etc. 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 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 events per semester; requests for additional reservations will be limited to one 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.

1. The Bell Tower area, assuming no university events are scheduled there;
2. Main Gates, along Kinkead Avenue (may not block drive-through traffic);
3. Sidewalk and adjacent area between the Campus center West entrance and the large parking lot between the Campus Center and the Sebastian Commons, or in the areas between the campus Center and the Math-Science building;
4. Either side of the tunnel providing access underneath Grand Avenue.
5. Portions of the Campus Green, assuming the condition of the turf allows for the activity;

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 of Student Conduct and faculty and staff disciplinary procedures will be processed according to guidelines established in the Faculty Handbook and the 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.
5. 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 the University of Arkansas Fort Smith is as follows:

Any non-student individual or group which 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: 1) alert responsible parties and determine if a security presence is needed, and; 2) 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. Persons who decline to sign may not be repeatedly asked or followed.
6. The form "Notice of Intent to Circulate a Petition" may be requested thru the vice chancellor for Student Affairs, 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 non-profit, 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 which contribute to the accomplishment of the University's educational purposes.

STUDENT SOLICITATION AND USE OF FUNDS

University student organizations or independent student organizations which receive University monies must account for their expenditures in the manner of the regular University departments.

These organizations are permitted to use University facilities for fund-raising purposes, which may be directed toward philanthropic pursuits, defined here as determined by the Internal Revenue Service to be non-profit 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, direct or indirect, whether for memberships or other business relationships.

CANVASSING AND SOLICITATION

Merchants or students may only sell goods and/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 him or her 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.

SLEEPING OVERNIGHT ON CAMPUS

No student, employee, or visitor to the University of Arkansas - Fort Smith 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, but is not limited to, sleeping overnight in any non-residential campus facility or sleeping inside vehicles parked on University property.

Parking/Traffic Policies

1. UAFS reserves the right to restrict the use of an automobile on University property if the owner or driver has abused the privilege of operating a vehicle on campus.
2. UAFS assumes no responsibility for a vehicle or its contents.
3. Failure to pay fines will result in the blocking of registration or the withholding of transcripts or pay and refund checks.
4. A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues.
5. An illegally-parked, non-ticketed vehicle is not an indication that the regulation being violated is no longer in effect.
6. Motorcycles, mopeds, and motorbikes are to be parked in designated parking areas around campus. No travel through campus is permitted.
7. Bicycles must obey all rules of the road and shall be parked in racks provided on campus. Bicycles parked in access ways, on sidewalks, in areas that may obstruct access, or any other improper locations will be subject to a citation and impounded.

TRAFFIC CITATION APPEALS PROCESS

A traffic citation may be appealed within 72 hours of its issuance if the recipient believes it was issued contrary to campus traffic regulations or in error. Appeals must go to the chief of the UAFS Police Department. Appeals must be initiated in writing and may be filed electronically. E-mails should be sent to upd@uafs.edu.

RESERVED PARKING

All students, faculty and staff who have a legitimate, short-term need to use reserved parking, and who do not have a current state-issued permit, are asked to apply for a UAFS temporary reserved parking tag. Applications for employees are available through Human Resources. Applications for students may be obtained in room 111 of the Campus Center, the Student Activities Office. UAFS temporary reserved permits must be displayed anytime the vehicle is parked in a designated reserved space on campus, in the absence of a current state-issued permit. Temporary permits, if approved, are good for up to thirty days. Along with the application form, documents required for application are: 1) a certifying letter from a physician; 2) driver's license; 3) UAFS Lions ID Card; 4) license plate number and type of vehicle.

DRIVING REGULATIONS

1. All traffic and motor vehicle laws of the State of Arkansas are applicable on UAFS property.
2. The campus speed limit is 15 MPH, except where conditions indicate a slower speed is necessary.
3. All STOP signs and all other regulatory or directional signs are to be observed.
4. Pedestrians in crosswalks shall have the right-of-way.
5. It is a violation of traffic regulations to avoid a speed bump.
6. Failure to yield to a UAFS Police officer's direction or to cooperate with an officer in performing his official duties may subject the violator to suspension, removal from campus, and possible arrest.

FINES FOR VIOLATIONS

All fines must be paid within 30 days from the date of issuance. Fines for parking violations which are not paid within 30 days from the date issued will be adjusted an amount equal to twice the amount

of the original fine. Failure to pay traffic and parking fines may result in blocking of registration or the withholding of pay and refund checks. All fines are payable at the Cashier's Office, Upper Level, Smith-Pendergraft Campus Center, from 8:00 a.m. until 6:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday.

PARKING REGULATIONS

1. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines.
2. No parking is allowed next to red curbs or red candy-striped areas.
3. No parking is allowed on the grass, sidewalks, driveways, or in loading zones.
4. All parking spaces are defined by painted lines or parking blocks.
5. Vehicle violations are the responsibility of the registered owner of that vehicle.

PARKING/TRAFFIC VIOLATIONS AND CORRESPONDING FINES

Too fast for conditions	\$50
Reckless/unsafe driving	\$50
Failure to stop or yield right of way at crosswalk	\$50
Parking in a reserved space.	\$200 per occurrence
No parking zone	\$.25
Double parking	\$.25
Parking in reserved area	\$.25
Parking on grass, sidewalks, or drive	\$.25
North of the white line (church lot).	\$.25
Motorcycle parking only	\$.25
Loading zone	\$.25
Failure to register automobile.	\$.25

PEDESTRIAN SAFETY

Frequently, persons in a hurry, late for classes, jogging, etc., make themselves susceptible to serious injury or death by failing to use properly marked crosswalks and/or the pedestrian tunnel when crossing city streets. Both the UAFS Police officers and the Fort Smith Police Department will issue citations to those observed stopping traffic outside marked areas while crossing a city street (jaywalking).

TOWING AND IMPOUNDMENT OF VEHICLES POLICY

UAFS reserves the right to tow and impound from the property any parked vehicle that does not conform with the rules and regulations. Repeat violations may result in towing and impoundment. Vehicles will be towed if parked in such a way as to create a traffic or pedestrian hazard or impede the access of service or emergency vehicles. Fees resulting from the tow or impoundment are the responsibility of the registered vehicle owner.

VISITOR PARKING POLICY

Visitors are welcome. A visitor who receives a citation for a violation of the parking rules, other than parking in a no-parking area or reserved space, may bring or mail the citation to the UAFS Police Department and it will be voided.

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 persons.

Such action may include mandatory withdrawal from the University, disciplinary action, and/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 of Conduct. 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 and/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, but is not limited to, suicidal attempts, gestures, or ideation, repeated intentional self injury, threats or acts of assault and behaviors which necessitate unusual measures to monitor, supervise, treat, protect, or restrain said student to ensure his/her safety and safety of others. Disruptive behavior is that behavior which causes emotional, psychological, or physical distress to students, faculty, or staff and which necessitates unusual measures to monitor, supervise, treat, protect or restrain the said student.

Students who refuse or are unable to cooperate with required assessments and/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.

UAFS Sexual Misconduct Policy (Title IX)

The University should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, UAFS will not tolerate unlawful harassment and/or discrimination of any student or by any student. UAFS does not discriminate on the basis of race, color, sex, gender, age, national origin, religion, learning or physical disability, veteran's status, or sexual orientation. Sexual Discrimination includes all forms of: sexual harassment, sexual assault, and sexual violence by students against employees, students, or third parties.

SEXUAL MISCONDUCT

If you believe you have been involved in an incident of sexual misconduct, you have the right to pursue action through the University Student Conduct system (if the respondent is a student) and/or the appropriate law enforcement authorities, and/or the courts. The University wishes to encourage all persons to report incidents of sexual misconduct and therefore reserves the right to waive

disciplinary charges against the person making the report victims for circumstances surrounding the incident. For example, a student who had been an underage drinker would not typically face charges of violating alcohol policies.

Sexual Misconduct is any sexual act which violates the laws of the State of Arkansas; and/or includes, but is not limited to: acts of rape (stranger or acquaintance date rape) and other forms of coerced sexual activity, including unwanted touching, fondling or other forms of sexual conduct. Any sexual activity which is entered into without consent of both or all persons involved is a violation of this policy. Affirmative consent [to sexual relations] is required, either verbally or by acts unmistakable in their meaning.

A person may not avoid responsibility for a sexual activity because of impairment due to the influence of alcohol or other drugs. A person is deemed incapable of giving consent when that person is a minor under the age of 18 years, is an individual with a developmental, mental illness, intellectual and/or physical disability, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. The degree of impairment of a person's ability to give or withhold consent may be introduced as pertinent information at any University disciplinary hearing. A person always retains the right to revoke consent at any time during a sexual act.

Sexual Assault or Sexual Harassment also encompasses acts as defined in University policies on sexual assault and sexual harassment.

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Sexual Harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

Consent: Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of Sexual Misconduct and Sexual Violence. Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.

Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

TITLE IX COORDINATOR

UAFS has designated the vice chancellor of Student Affairs the Title IX Coordinator for all matters related to sexual discrimination at the university, and to coordinate the efforts of UAFS to comply with Title IX law. See Title IX in the Student Handbook for contact information.

REPORTING PROCEDURE FOR COMPLAINTS OF SEXUAL MISCONDUCT OR RETALIATION AGAINST A CURRENT UAFS STUDENT

UAFS's complaint procedure provides for immediate, thorough, and objective investigation of all claims of sexual misconduct. If discrimination or harassment has occurred, UAFS will take appropriate remedial action that is commensurate with the severity of the offense.

UAFS strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment.

SUGGESTED PROCEDURES FOR THOSE WHO HAVE EXPERIENCED SEXUAL MISCONDUCT OR SEXUAL DISCRIMINATION

UAFS encourages those who have experienced any form of sexual misconduct to report the incident promptly, to seek all available assistance, and to pursue college discipline proceedings and criminal prosecution of the offender.

Those who have experienced sexual discrimination should know that all University employees (Resident Assistants, University Police Department, staff members, etc.) excluding licensed professionals from the Counseling Center must report known felonies to the police, either directly or through University Police Department. Those who wish to discuss a situation in complete confidence should notify only the Counseling Clinic. Counseling services are available for persons affected by a sex offense.

IMMEDIATE ACTION

Tell a trusted person about the incident.

Contact UAFS University Police Department at 479-788-7141 or 479-788-7140 and/or the Title IX Coordinator/Deputy Coordinators. UPD can provide immediate referral information and/or investigation assistance.

In the case of sexual assault or sexual violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.) Survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if they are bring all the original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)

When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

Survivors may choose whether or not to speak to the police at the hospital. If they do, the option to choose whether to file charges against the respondent still exists.

SUPPORT SERVICES

Title IX Coordinator\Deputy Coordinator: The Title IX Coordinator serves as the central reference person for information about reporting and the investigative procedure, as well as available support services.

Counseling: Students who have experienced any form of sexual misconduct may receive free and confidential counseling at the University Counseling Clinic (479-788-7398) and/or the Ft. Smith Crisis Intervention Center (479-782-1821). UAFS employees may contact the Human Resources office or the Title IX Coordinator,

or reference the Employee Handbook for information regarding counseling options.

Reassignments: When the complainant and the respondent participate in the same class(es) and/or reside in the same college residence or in proximity to one another, complainants may request that a fair and immediate way to reassign and/or move one of the persons be decided upon by the vice chancellor of Student Affairs or a designee. The vice chancellor of Student Affairs will consult with the Provost and appropriate academic dean in making a determination regarding an alternative classroom assignment(s) for the respondent and/or the complainant who has experienced a sex offense and with the director of Housing and Residence Life in making a determination regarding an alternative housing assignment.

REPORTING OPTIONS AND FILING A SEXUAL MISCONDUCT COMPLAINT

The University encourages students who have experienced sexual discrimination to report these offenses to both the University Police Department and the Title IX Coordinator; complainants have the right, however, not to provide a statement to the University Police Department.

Persons who wish to report sexual misconduct may contact University Police Department Phone: (479-788-7141 or 479-788-7140) Office: 51 Street Annex.

Persons who wish to report any form of sexual misconduct may contact the College's Title IX Coordinator: the vice chancellor of Student Affairs (479-788-7310). The Title IX Coordinator can assist with all aspects of the reporting procedure.

CONFIDENTIALITY

If you would like to report an incident or speak to someone about something that happened and you desire that details of the incident be kept confidential, you should speak with staff members of the Counseling Clinic, or off-campus rape crisis resources, who will maintain confidentiality. In addition, you may speak off campus with clergy and chaplains, who will also keep reports made to them confidential.

All inquiries, complaints, and investigations are treated with discretion. Information is revealed only as law and policy permit. However, the identity of the complainant is usually revealed to the respondent of such conduct and any witnesses with consent of the complainant. Publicizing information about alleged discrimination, harassment, or retaliation is strictly prohibited and may be considered a violation of University policy.

The Title IX Coordinator shall maintain all information in a secure file pertaining to a complaint or investigation.

Federal Statistical Reporting Obligations: Certain campus officials (university police officials) have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location.

Federal Timely Warning Reporting Obligations: Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed.

PROCEDURE

All incidents of sexual misconduct or retaliation should be reported. The Title IX Coordinator shall provide for the adequate, reliable, and impartial investigation of all complaints.

Informal Resolution Procedures

Some complaints of sexual harassment can be resolved through informal mediation between the parties. The vice chancellor of Student Affairs and/or the Director of Human Resources may arrange for or facilitate mediation between the involved parties and coordinate other informal problem resolution measures.

- Once a report of sexual discrimination has been made, informal resolution procedures shall be pursued within seven calendar days of the initial report.
- Informal Resolution Procedures are optional and are never applied in cases involving violence or non-consensual sexual intercourse.
- An investigation into the report shall be conducted by the Title IX Coordinator or Deputy.
- Once the informal resolution procedure is complete, written notification to both parties shall be given by the Title IX Coordinator or Deputy Coordinators.
- The University shall take reasonable steps to prevent the recurrence of discrimination or sexual misconduct in any form.
- The University will take all necessary steps to remedy the discriminatory effects on the victim(s) and others.
- The University prohibits retaliation against any individual who in good faith reports sexual misconduct, discrimination or harassment or participates in any investigation.

If the reporting party is unsatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

FORMAL RESOLUTION PROCEDURES

The formal resolution procedure will be followed when the University determines it necessary.

Once a complaint of sexual misconduct or discrimination has been made, an investigation of the report shall be pursued within seven calendar days of the initial report. To ensure a prompt and thorough investigation, the complainant should provide the following information:

- The name, department, and position of the person or persons allegedly causing the sexual misconduct, discrimination, harassment, or retaliation;
- A description of the incident(s), including the date(s), location(s), and any witnesses;
- The alleged effect of the incident(s) on the complainant;
- The names of other students or employees who might have been subject to the same or similar sexual misconduct, discrimination, harassment, or retaliation;
- Any steps the complainant has taken to try to stop the discrimination, harassment, or retaliation;
- Any other information the complainant believes to be relevant.

An investigation into the report shall be conducted by the Title IX Coordinator or Deputy Coordinators. For reports involving University employees and/or third parties, the Title IX Coordinator and Director of Human Resources shall jointly conduct the investigation. The investigation shall be concluded within seven calendar days or within a reasonable time.

For reports in which the complaint involves students, the complainant may initiate charges through the Student Code of

Conduct Procedures and Rights. As stated in that policy, any member of the University community may initiate charges against a student. A hearing shall whenever possible be scheduled within seven calendar days of the investigation's close.

The purpose of the student conduct hearing is to determine responsibility for any alleged charges. The standard used to determine accountability will be whether it is more likely than not that the respondent has violated the Sexual Misconduct Policy.

The Rights of Complainants (person filing complaint) and the Respondent (person named in complaint)

THE COMPLAINANT'S RIGHTS:

- An explanation of available options for redress;
- Freedom from harassment by the respondent (or his/her supporters);
- Use of all available internal and external support services in dealing with the aftermath of the offense;
- Ability to speak on their own behalf during the disciplinary proceedings, including making a "survivor impact" statement;
- The presence of an advisor from the University community and/or a support person during the disciplinary hearing;
- The opportunity to present witnesses who can speak about the charges, character witnesses excluded;
- Attend the entire disciplinary hearing except for the deliberation phase;
- Testify on his/her own behalf;
- Freedom from having irrelevant sexual history discussed during the disciplinary hearing;
- Information about the outcome of the disciplinary hearing; and
- Opportunity to appeal the outcome of the hearing.

THE RIGHTS OF THE RESPONDENT

The University will treat the respondent with fairness throughout the disciplinary proceedings. Specifically, respondents are entitled to:

- An explanation of the charge(s);
- Freedom from harassment by the complainant (or supporters);
- An explanation of the University discipline system;
- The presence of an advisor from the University community;
- Testify on his/her own behalf;
- Present witnesses who can speak about the charges, character witnesses excluded;
- Attend the entire disciplinary hearing except for the deliberation phase;
- Freedom from having irrelevant sexual history discussed during the disciplinary hearing;
- Information about the outcome of the disciplinary hearing; and
- Opportunity to appeal the outcome of the hearing;

The desire to appeal should be submitted in writing to the Title IX Coordinator within seven calendar days. Appeals shall follow the appeal procedure found in the Student Code of Conduct: Rights and Procedures. The appellate body may not be the hearing officer or member of the Conduct Board in the original hearing. The vice chancellor of Student Affairs/Title IX coordinator will appoint a designee to hear appeals of a student conduct case involving Title IX.

CONSEQUENCES

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. The University will

consider the concerns and rights of both the complainant and the respondent of sexual misconduct.

Even if criminal justice authorities do not prosecute UAFS members, the University can pursue disciplinary action. The University reserves the right to suspend respondents of a sexual offense pending the outcome of an investigation or University disciplinary proceedings.

The University may suspend or remove from campus housing a respondent of sexual misconduct pending the outcome of an investigation or disciplinary hearing if, in the judgment of the University, the student poses a potential threat to themselves and/or others.

TIME LIMIT FOR FILING A COMPLAINT

In order to pursue redress through UAFS's procedures, an aggrieved student should meet with a representative office or the vice chancellor of Student Affairs as soon as possible after the alleged act of discrimination, harassment, or retaliation to discuss the complaint; in any case, there is no time limit for students to make a report.

THE UNIVERSITY AS COMPLAINANT

As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

The University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state statutes and civil defamation laws.

GOOD SAMARITAN

The University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the University Police). The University pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be completely overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

PARENTAL NOTIFICATION

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a health and/or safety risk.

NOTIFICATION OF OUTCOME

The outcome of a campus hearing is part of the education record of the respondent, and is protected from release under a federal law, FERPA. However, the University observes the legal exceptions as follows:

Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have a right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.

The University may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a University policy that is a "crime of violence," including: arson,

burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The University will release this information to the complainant in any of these offenses regardless of the outcome.

ALTERNATIVE TESTIMONY OPTIONS

For sexual misconduct complaints, and other complaints of a sensitive nature, alternative testimony options will be given, such as placing a privacy screen in the hearing room. While these options are intended to help make the complainant more comfortable, they are not intended to work to the disadvantage of the respondent.

PAST SEXUAL HISTORY/CHARACTER

The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Hearing Officer. Any request to include such by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the vice chancellor of Student Affairs or hearing officer. While previous conduct violations by the respondent are not generally admissible as information about the present alleged violation, the vice chancellor of Student Affairs may supply previous complaint information to the hearing officer, or may consider it him/herself if s/he is hearing the complaint, only if:

- The respondent was previously found to be responsible;
- The previous incident was substantially similar to the present allegation;
- Information indicates a pattern of behavior and substantial conformity with that pattern by the respondent.

SEX OFFENSE EDUCATIONAL PROGRAMMING

Because UAFS recognizes sexual misconduct and discrimination as an important issue, the University offers educational programming to a variety of groups.

Parts of this policy are based Notre Dame College's Sexual Misconduct Policy and has been used with their permission.

Title IX at UAFS

Title IX is often thought of as a law that applies only to athletics programs. In fact, Title IX is much broader than Athletics and applies to many programs at UAFS. Title IX, part of the Education Amendments of 1972, is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Sex discrimination includes behaviors such as sexual harassment and sexual assault, and these can occur in many contexts. While compliance with the law is everyone's responsibility at UAFS, listed below are the staff members who have primary responsibility for Title IX compliance. You may contact these persons for more information or to file a complaint under Title IX. We will strive to respond in a manner that maintains or restores a safe and productive learning environment, while looking into the complaint in a prompt, thorough, and impartial fashion.

--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

Please don't hesitate to call us or to visit the UAFS Title IX website for more information.

REPORTING A TITLE IX CONCERN

You may begin with any of the parties listed below, but we recommend the following procedure:

1. If you have a complaint or wish to report a complaint against a faculty member, staff member, associate, or visitor, please contact the director of Human Resources at 788-7839, even if you are a current student at UAFS.
2. If you have a complaint or wish to report a complaint against a UAFS student, please contact the Office of Student Affairs at 788-7310.
3. If you have a gender equity Title IX Complaint involving intercollegiate athletics (not sexual harassment or sexual assault), please contact Pam Adams, associate athletic director, at 788-7652.

PERSONNEL:

TITLE IX COORDINATOR

Lee Krehbiel, vice chancellor, Student Affairs
201 Campus Center, UAFS
Ft. Smith, AR 72913
479-788-7310
lee.krehbiel@uafs.edu

Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and administration of grievance procedures.

TITLE IX DEPUTY COORDINATORS

FOR STUDENTS:

Kerri Hughes, Director, Annual Giving
Alumni Center, room 105
Fort Smith, AR 72913
479-788-7180
kerri.hughes@uafs.edu

FOR FACULTY, STAFF AND VISITORS:

Bev McClendon, Director, Human Resources
Fullerton Administration, Room 232
Fort Smith, AR 72913
479-788-7839
bev.mcclendon@uafs.edu

FOR ATHLETICS:

Pam Adams, Associate Athletic Director/Sr. Woman Administrator
Stubblefield Center 146
Fort Smith, AR 72913
479-788-7652
pam.adams@uafs.edu

Additional Resources

SEXUAL ASSAULT

To file a complaint of sexual assault, you may contact one of the offices above, depending on who the complaint is against (faculty/staff, associate, visitor, or student) and you may also contact:

UAFS University Police
51st Street Annex
Fort Smith, AR 72913
479-788-7140

Federal Trafficking Penalties

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
COCAINE (SCHEDULE II)	500 - 4999 gms mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment.</p>
COCAINE BASE (SCHEDULE II)	5 - 49 gms mixture		50 gms or more mixture	
FENTANYL (SCHEDULE II)	40 - 399 gms mixture		400 gms or more mixture	
FENTANYL ANALOGUE (SCHEDULE I)	10 - 99 gms mixture		100 gms or more mixture	
HEROIN (SCHEDULE I)	100 - 999 gms mixture		1 kg or more mixture	
 LSD (SCHEDULE I)	1 - 9 gms mixture		10 gms or more mixture	
METHAMPHETAMINE (SCHEDULE II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (SCHEDULE II)	10 - 99 gms pure or 100 - 999 gms mixture		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 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.</p>
FLUNITRAZEPAM (SCHEDULE IV)	1 gm or more	
OTHER SCHEDULE III DRUGS	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
FLUNITRAZEPAM (SCHEDULE IV)	30 to 999 mgs	
ALL OTHER SCHEDULE IV DRUGS	Any amount	<p>First Offense: Not more than 3 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
FLUNITRAZEPAM (SCHEDULE IV)	Less than 30 mgs	
ALL SCHEDULE V DRUGS	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
MARIJUANA	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 yrs or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	Not less than 20 yrs, and not more than life. If death or serious injury, mandatory life. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
MARIJUANA	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 yrs or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.	Not less than 10 yrs, and not more than life. If death or serious injury, mandatory life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
MARIJUANA	more than 10 kgs hashish; 50 to 99 kg mixture	Not more than 20 yrs. If death or serious injury, not less than 20 yrs or more than life. Fine \$1 million if an individual, \$5 million if not an individual.	Not more than 30 yrs. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if not an individual.
MARIJUANA	1 to 49 plants; less than 50 kg mixture	Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if not an individual.
HASHISH	10 kg or less		
HASHISH OIL	1 kg or less		



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 one to two 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 suspecting 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. Immunity can be shown by providing a serological test confirming

immunity or having received two doses of measles, one dose of rubella, and one dose of mumps vaccine.

Proof of immunization is waived only upon receipt by the Records Office of an authorized waiver for health, religious or philosophical reasons. Waiver 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 Records Office. This exemption must be renewed annually.

- Immunization records can be obtained from (1) the student's family physician, (2) the student's public school records, or (3) the student's military records, or (4) the county health department.
- 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.

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 Handbook.



Drennen-Scott Historic Site, Van Buren, AR

Old Town Van Buren

UAFS

UNIVERSITY OF ARKANSAS - FORT SMITH
 5210 Grand Avenue
 PO Box 3649
 Fort Smith, AR 72913-3649
 888-512-5466
 479-788-7000
UAFS.edu



Legend

- Parking Lot
- Police Call Station
- Fort Smith Transit Bus Stop
- Bike Rack
- University Police Department
- Location Code

Experience. Expert. Education.

(AN) **51st Annex**

Education Renewal Zone (ERZ)
Greek Life
University Police Department
Leadership Fort Smith
ROTC

(AF) **Athletic Field**

(BD) **Baldor Technology Center**

Dean, College of Applied Science & Technology
Western Arkansas Technical Center (WATC)
Engineering
Information Technology

(BS) **Ballman-Speer Building**

Art
Speech

(LI) **Boreham Library**

Library Services

(BB) **Breedlove Building**

Auditorium
Music
Theatre

(BI) **Business & Industrial Institute**

Dean, College of Business
Center for Business Research & Economic Development
David L. Bond Conference Room
Family Enterprise Center (FEC)
Innovation & Entrepreneurship Center (IEC)
Latture Conference Center

(BC) **Business Center**

Finance, Payroll & Accounting
Procurement Office

(CC)

Smith-Pendergraft Campus Center

Vice Chancellor for Student Affairs
Associate Vice Chancellor for Campus & Community Events
Dean, Enrollment Management
Admissions
Advisement
Board Room
Box Office
Campus Activities Board (CAB)
Career Services
Cashier

Dining Services/Food Court
Enrollment Management

Financial Aid

Intramurals

Lions Bookstore

Office of Non-Traditional Students

Records/Registrar

Reynolds Room

Student Activities

Student Senate

Testing Center

Welcome Center

(CF) **Crowder Field**

(CG) **Donald W. Reynolds Plaza, Tower & Campus Green**

(DS) **Drennen-Scott Historic Site**

Museum
Visitor Center

(EC) **Echols Building**

Academy of the Arts
Conference Center
Pre-school Education

(FL) **Flanders Business Center**

Center for Business & Professional Development
College of Business

(FA)

Fullerton Administration Building

Chancellor
Provost and Senior Vice Chancellor
Vice Chancellor for Finance
Vice Chancellor for Operations
Vice Chancellor for University Advancement
Vice Chancellor for University Relations
Human Resources
Institutional Effectiveness
Marketing & Communications
Public Relations
University Foundation

(GB) **Gardner Building**

Technology Support
Social Sciences

(GY) **Gymnasium/Field House**

ELS Fort Smith
Health Education Center/Fitness Center

(HS) **Pendergraft Health Sciences Center**

Dean, College of Health Sciences
Dental Hygiene Clinic
Powell Student Health Clinic
UAFS Counseling Clinic

(HT) **Holt Building**

English

(KA) **Kinkead Annex**

Alumni Center
Center for Lifelong Learning

(LD) **Lion's Den**

Residence Hall
North Hall
South Hall
Dining Hall

(LP) **Lion Plaza**

(MS) **Math Science Building**

Dean, College of Science, Technology, Engineering & Mathematics
Dean, College of Education

(PO)

Plant Operations

Building Maintenance
Custodial Services
Document Services/Duplication
Grounds
Motor Pool
Plant Operations
Administrative Offices
Shipping & Receiving
Telecommunications Services

(SB) **Sebastian Commons**

Student Apartments
Bronson
Callaway
Donoho
Furr
Hanna
Long
Orr
Wortz

(SC) **Stubblefield Center**

Athletics
Athletic Club

(VB) **Vines Building**

Dean, College of Humanities & Social Sciences
Dean, College of Languages & Communication
Dean of Student Success
Bachelor of Science in Organizational Leadership
College Preparatory
Criminal Justice
Gordon Kelley Academic Success Center

History
International Relations
Philosophy
Psychology
Student ADA Services
Upward Bound
World Languages

CAMPUS 911 ADDRESSES

51st Annex 425 N. 51st Street
Athletic Field 5401 Kinkead Avenue
Baldor Technology Center 5100 Kinkead Avenue
Ballman-Speer 5200 Grand Avenue
Boreham Library 813 N. Waldron Rd.
Breedlove 5120 Grand Avenue

Gardner 5316 Grand Avenue
Gymnasium/Field House 5004 Kinkead Avenue
Pendergraft Health-Sciences 715 N. Waldron Road
Holt 5112 Grand Avenue
Kinkead Annex 5318 Kinkead Avenue
Lion's Den Dining Hall 601 N. Waldron, Dining
Lion's Den North Hall 601 N. Waldron, North

Lion's Den South Hall 601 N. Waldron, South
Math-Science 720 N. 49th Street
Plant Operations 500 N. 51st Street
Sebastian Commons 801 N. 49th Street
Smith-Pendergraft Campus Center 800 N. 49th Street
Stubblefield Center 532 N. Waldron Road
Vines 5320 Grand Avenue

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