

**UNIVERSITY OF ARKANSAS AT MONTICELLO  
STUDENT HANDBOOK 2006-2007**

**TABLE OF CONTENTS**

<u>Content</u>	<u>Page #</u>
<b>WELCOME</b>	6
<b>GOVERNANCE AND ADMINISTRATIVE POLICIES</b>	6
Non-Discrimination Policy	7
Affirmative Action Policy	7
Freedom of Information Policy	8
Student Records Disclosure Policy	8
Use of Tobacco/Smoking Policy	9
<b>ACADEMIC SERVICES AND POLICIES</b>	9
Academic Information	9
Absences Due to Participation in University-Sponsored Events	9
Academic Appeals	10
Academic Conduct Code Violation	10
Academic Standing & Suspension	11
Academic Transcripts	12
Admissions	13
International Students	13
Attendance	13
Auditing Classes	14
Changes in Student Data	14
Change of Major, Minor, or Advisor	14
Commencement	14
Complaints Regarding the Academic Program	15
Chancellor's List	15
Dean's List	15
Degree Audit Requirement	15
Educational Testing	16
Mandatory/Required Testing	16
Enrollment Verification	16
Grade Point Average	16
Graduation	17
Incomplete Grade	17
Schedule changes (Drop/Add)	17
Withdrawing from the University	18
Right to inspect education record	18

Challenge to Education Record	18
Confidentiality of Student Records	19
Public Information	19
Annual Notice to Students	20
Academic Support Units	21
Information Technology	21
The Library and Technology Center	22
Assessment of Damage to Library Materials Appeal Procedures	22
Tutorial Services	23
General Education and Math/Science Assistance/Tutorial Lab	23
Gateway Student Support Services (SSS)	23
The Writing Center	24
Visitors to Class	24
<b>FINANCIAL SERVICES AND POLICIES</b>	24
Cashier's Office	24
Check Cashing Policy	24
Student Employment	25
Financial Aid	25
Institutional Awards	25
Foundation Scholarships	25
Federal Programs	25
State Programs	25
Return of Title IV Funds	26
Refund Policy	26
University Policy on Refund of Fees	26
Registration, Tuition, and Fees	26
Bookstore Refund Policy	27
Cash for Books	28
Housing and Meal Plan Refund Policy	28
Satisfactory Academic Progress for Financial Aid	29
Information Technology	30-32
<b>STUDENT AFFAIRS POLICIES</b>	33
University Statement on Alcohol and Drugs	33
Alcohol and Illicit Drug Violations Notification to Parents	33
Parental/Guardian Emergency Notification	33
Identification Card Policy	34
Student Judicial System	34
Interpretation of Standards of Student Conduct	35
Inherent Authority	35
Discipline System Structure	36
Administrative Hearing Procedures	36
Judicial Board Composition	36

Residence Hall Judicial Board	36
University Judicial Board	37
Students Responsibilities and Rights	37
Judicial Rights	38
Conduct Code	40
Disciplinary Sanctions for Violations of Codes of Conduct	47
Conduct Code Interim Sanctions	49
Withdrawal During/Because of Judicial Sanctions	49
Conduct Code Appeal Procedure	50
Rights of Assembly	51
Entry/Search and Seizure of Property	51
Right of Entry by University Officials	51
Right of Search by University Officials	52
Right of Search by Police Authorities	52
Room Entry and Search for Purposes of Fire Safety	53
Sexual Assault	53
Procedures Students Should Follow if a Sexual Assault Occurs	53
Notification of Existing Counseling Options	54
Procedures for On-Campus Disciplinary Action	55
Possible Sanctions Resulting from University Judicial Action	55
Assistance in Changing Academic and Living Situations	56
Informing Law Enforcement Authorities	56
Preventing a Sex Offense	56
What Can Males Do?	57
Definitions of Sexual Offenses	57
Student Grievance Procedure for Non Academic Matters	58
Procedures	58
Student Right to Know and Campus Security Act	59
Traffic Regulations	59
University Facility Use	59
Student Organizations	60
Facility use and scheduling events	60
Scheduling of events/activities on campus	61
Risk Management/Off campus social events	62
Designated facilities for Organizational use	63
Physical Facility Alterations	63
Keys/Locks for building	64
Removal of Occupancy Authorization	64
Responsibility for Maintenance	64
Summer Term Occupancy	65
Types of Usage	65
General Guidelines	65
Charitable Solicitation by Recognized Student Organizations	66
Conduct Violations by Student Organizations	66

Hazing	68
Lecturers and Performers	69
Membership Policy for Student Organizations	69
Off-Campus Travel of Students Representing the University	70
Official Representation	70
Procedures for Designating Students as Official UAM Representatives	71
Travel Regulations	71
Advisor	71
Conduct of University Representatives	72
Outdoor Programs with Amplified Music	73
Selling or peddling on University controlled property	73
Use of Institutional name	73
Publication/Publicity/Distribution of literature on Campus	75
Recognition of Student Organizations	75
Maintaining recognition status	76
Role of Advisor	76
Privileges of recognized student organizations	77
Affiliation	77
Solicitation and Fund Raising	78
Financial Management	78
Student Organizations	79
Student Government Association	79
Student Activities Board	80
Greek System	80
Greek Council	80
Student Ambassadors	80
Suspension of Recognition of Student Organizations	81
Attendance at Student Activities/Events and/or Programs	81
<b>STUDENT SERVICES</b>	<b>82</b>
Bookstore	82
Career Services	82
Counseling and Testing	84
Disabled Student Services	85
Exercise Center	85
Gateway Student Support Services (SSS)	85
Housing and Residence Life	86
Intercollegiate Athletics	86
Intramurals	86
Public Safety	87
Student Health Services	88
Student Programs and Activities	88
<b>HOUSING AND RESIDENCE LIFE POLICIES</b>	<b>88</b>

Mission Statement	88
General Information	88
Goals	89
Community Standards	89
Rights and Responsibilities	89
Hall Staff	90
Policies	91-103
<b>NOTICE OF APPLICATION</b>	104
<b>NOTICE OF DISCLAIM</b>	104

## **WELCOME!**

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

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

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

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

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

## **GOVERNANCE AND ADMINISTRATIVE POLICIES**

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

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

## **NON-DISCRIMINATION POLICY**

It is the policy of the University of Arkansas at Monticello to not discriminate on the basis of race, sex, or national origin in its educational programs, activities or employment policies.

The University of Arkansas at Monticello does not discriminate against qualified disabled individuals in admission or access to its programs or activities. The Office of Special Student Services, located in Harris Hall, coordinates efforts to comply with all laws and regulations applicable to qualified disabled individuals, as required by section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act.

## **AFFIRMATIVE ACTION POLICY**

Under Executive Order 11246, as amended, an educational institutional must have a written Affirmative Action Plan, documenting "good faith" efforts to end discriminatory practices in employment. Copies of the University of Arkansas Affirmative Action Plan are available by request from the Human Relations Officer, Administration, 101, or by calling (870) 460-1021. Several other types of federal legislation that prohibit discrimination also cover the University.

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

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

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

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

Inquiries concerning the applications of all federal laws and regulations regarding discrimination, including sexual harassment, should be directed to the Human Relations Officer, 460-1021.

## **FREEDOM OF INFORMATION POLICY**

The Arkansas Freedom of Information Act makes selected public documents accessible to taxpayers upon request. All non-university persons requesting official information regarding the University or its operation should contact the Business Manager located in the Babin Business Center or by calling 460-1422. All University personnel should use routine administrative channels to obtain official information regarding the University of Arkansas at Monticello.

## **STUDENT RECORDS DISCLOSURE POLICY**

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

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

1. Records made by and kept in the sole possession of a University official or employee which are not made accessible or revealed to any other person except a temporary substitute for the official or employee;
2. Records of the campus law enforcement unit, but only if education records maintained by the campus are not disclosed to the law enforcement unit, and the law enforcement records are: (1) Maintained separately from educational records; (2) Maintained solely for law enforcement purposes; and (3) Disclosed only to law enforcement officials of the same jurisdiction.
3. Employment records of University employees whose employment is not contingent on the fact that he or she is a student, which are made and maintained in the normal course of business, relate exclusively to the individual in his/her capacity as an employee, and are not available for use for any other purposes;

4. Treatment records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his/her professional or paraprofessional capacity, which are made, maintained or used only in connection with treatment of a student, and are disclosed only to those persons providing the treatment. "Treatment" does not include remedial educational activities or activities which are part of the program of instruction at the University.
5. Alumni records, which contain information about a student after he or she is no longer in attendance at the University, if the records do not relate to the person as a student.

## **USE OF TOBACCO/SMOKING POLICY**

All facilities on the University of Arkansas at Monticello are tobacco free, including all athletic facilities, buildings, and fields. Smoking is prohibited within 25 feet of a doorway leading into a University Building.

## **ACADEMIC SERVICES AND POLICIES**

### **ACADEMIC INFORMATION**

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

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

### **ABSENCES DUE TO PARTICIPATION IN UNIVERSITY-SPONSORED EVENTS**

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

### **ACADEMIC APPEALS**

A student who desires to appeal a grade, an academic disciplinary action, or an Information Technology disciplinary action should follow the following steps. In the event of an Information Technology disciplinary action or an academic suspension, begin at Step #3. Each step in the process is followed only if the issue remains unresolved.

1. Consult with the instructor who awarded the grade in question. If the matter is not resolved, consult with the Academic Unit Head. If attending the UAM Colleges of Technology at Crossett or McGehee consult with the Director of Instruction.
2. If the matter remains unresolved, consult with the Vice Chancellor for Academic Affairs, 460-1032, Administration Building. If attending the UAM Colleges of Technology at Crossett or McGehee, consult with the Vice Chancellor.
3. If the matter remains unresolved, submit an appeal to the Academic Appeals Committee. The procedure for appealing to the Academic Appeals Committee can be obtained from the Office of Academic Affairs, 460-1032, Administration Building. Decisions of the Academic Appeals Committee are final.

## **ACADEMIC CONDUCT CODE VIOLATION**

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

1. An instructor who suspects a student is guilty of cheating or plagiarism within the instructor's class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusation.
2. An instructor who believes a student is guilty of cheating or plagiarism within the instructor's class may take any of the following actions:
  - a. Issue a warning to the student;
  - b. Lower the grade awarded to the student for the test or paper;
  - c. Require the student to retake the test or rewrite the paper;
  - d. Award no credit for the paper or test;
  - e. Withdraw the student from the course;
  - f. Award the student a failing grade for the course;
  - g. Other action specified in the course syllabus.
3. A student who receives any of the above actions and feels this action is unjust may appeal the instructor's decision as addressed in the academic process of appeal. This appeal procedure must begin within ten class days of receiving written or oral notice of the action. The Office of Academic Affairs conducts the appeals process.

If attending the UAM Colleges of Technology at Crossett or McGehee, the appeal Process begins with the Director of Instruction, then proceeds to the Vice Chancellor, and then to the Academic Appeals Committee.

## **ACADEMIC STANDING & SUSPENSION**

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

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

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

Students subject to their first academic suspension (one-semester) at the end of the fall term will have the option to enroll in a maximum of nine (9) hours of course work during the spring term to improve their GPA. They will be allowed to enroll in summer and/or fall classes if, during the spring term, they earn at least six hours of course work at UAM (any of the three locations) with a minimum 2.00 grade point average on all courses attempted. Otherwise, they must sit out the summer and fall terms or have a successful appeal.

The grade point averages of all students enrolled at UAM during the summer will be evaluated at the end of the second summer term on all courses attempted. Students whose cumulative grade point average meets the appropriate standard at the end of the summer will be removed from conditional academic standing or academic suspension. Students will not be suspended or placed on conditional academic standing based on their academic performance during the summer.

Any credit earned from another institution while a student is subject to suspension or suspended will not be accepted by UAM.

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

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

## **ACADEMIC TRANSCRIPTS**

An academic transcript is a document reflecting the student's academic experience and record. Official transcripts are printed on University transcript paper and bear the University seal and the Registrar's signature. There is a \$4 charge (payable in advance) for each official transcript. An unofficial transcript may be obtained from the student's academic advisor at no charge.

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

1. In person: The student should go to the Cashiers Office (2<sup>nd</sup> floor, Harris Hall) during the Cashier's Office hours and make payment of \$4 for each transcript desired. The student should then take the receipt to the Registrar's Office on the 1<sup>st</sup> floor in the Student Services Center, where he/she will complete a transcript request form. At the student's request, the transcript will be mailed directly from the University. If the student wishes to take the transcript with him/her, it will be stamped "Issued to Student." Please note that many colleges and universities and some prospective employers will not accept a transcript marked "Issued to Student" or a faxed transcript as an official transcript.
2. By mail: The student should send a request and payment of \$4.00 (check, money order, or credit card) for each transcript to UAM Cashier, P.O. Box 3597, Monticello, AR 71656. The request must include:
  - a. Student's full name (including all maiden and married names);
  - b. Social security number;
  - c. Date of birth;
  - d. Approximate years of attendance at UAM;
  - e. Signature;
  - f. Complete name and address where transcript is to be sent; and
  - g. Student's current address and daytime phone number.
3. By Fax: The request must include the same information as needed by mail (see above) and should be faxed to the Office of the Registrar at (870) 460-1935. A faxed request will be honored if the requestor's ID and telephone number are listed in the fax header line.

Payment (check, money order, or credit card) must be made to the Cashier's Office before the transcript request will be processed. Credit card payments should be phoned in directly to the Cashier's Office at (870) 460-1043.

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

Transcripts are sent by regular first class mail. Upon specific request, transcripts may be faxed directly from the Registrar to the recipient. However, students should be aware that recipients of faxed transcripts might not accept them as official. The cost for a faxed transcript is also \$4. Faxing a transcript and mailing an official transcript are considered two separate transactions, and two separate fees will be charged.

### **ADMISSIONS**

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

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

### **INTERNATIONAL STUDENTS**

Harris Hall, 460-1026

International students attending UAM must meet with the International Officer concerning university guidelines. It is the responsibility of the student to become familiar with the regulations of the Immigration and Naturalization Service (INS) and to assume responsibility for complying with these regulations. Adherence will be monitored through the International Officer (Director of Admissions). Any student not complying with guidelines, who falsifies required information, or whose conduct is unacceptable according to the University is subject to expulsion and reporting to the INS.

### **ATTENDANCE**

UAM expects students to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility for making arrangements satisfactory to their instructors regarding all absences, whatever the reason, and are responsible for all materials

covered during any absence. Such arrangements should be made prior to an absence whenever it is possible. Faculty members may establish specific attendance requirements, which will be stated in the course syllabus.

Students who violate attendance requirements may be removed from the course with a grade of “W” or “F.” In the case of a 0-level course (i.e., Fundamentals of English, Introductory Algebra, Intermediate Algebra) students who miss six hours of lecture may be withdrawn by the instructor.

### **AUDITING CLASSES**

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

### **CHANGES IN STUDENT DATA**

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

Information that may be changed includes, but is not limited to, the following items: change of name, change of address or telephone number, correction of social security number (this request must be accompanied by a photocopy of the student’s social security card), change of emergency contact person or telephone number. A student must present an official and current ID at the time of submitting the change form.

### **CHANGE OF MAJOR, MINOR, OR ADVISOR**

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

### **COMMENCEMENT**

Degrees are conferred in May, August, and December. Students must file an “Application for Graduation” form with the Registrar the semester before they expect to graduate. Students who plan to graduate in May must apply for graduation at least ten weeks prior to the end of the fall semester. Students who plan to graduate in August or December must apply for graduation at least ten weeks prior to the end of the spring semester. When students apply for graduation, they

must meet with the advisor to complete and sign the Graduation Degree Audit, which is then submitted to the Office of the Registrar. The official graduation date is three business days following the last examination of the term.

A commencement ceremony is conducted only in May. Undergraduate students who lack six or fewer hours to complete their degree may participate in the May ceremony. Students may only participate in one commencement ceremony for each degree earned.

### **COMPLAINTS REGARDING THE ACADEMIC PROGRAM**

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

### **CHANCELLOR'S LIST**

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

### **DEAN'S LIST**

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

### **DEGREE AUDIT REQUIREMENT**

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

degree. The student bears the ultimate responsibility for completing a degree program.

## **EDUCATIONAL TESTING**

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

### **Mandatory/Required Testing**

The Collegiate Assessment of Academic Proficiency (CAAP) exam, also referred to as the “Rising Junior Exam,” is a standardized test which all Arkansas public colleges and universities are required to administer pursuant to Act 874 of 1993. Students must take this exam at the end of their sophomore year to evaluate their level of knowledge in the general education curriculum. All UAM students who have earned 45-60 hours (excluding developmental courses) will be notified that they are required to take the CAAP Exam. The exam is offered on one test date in the months of August and January. During the fall and spring semesters, students may choose from four dates and times by completing and returning the registration form, which is mailed to the student’s local address. It is the responsibility of the student to notify the Registrar and Director of Testing of any address changes.

## **ENROLLMENT VERIFICATION**

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

## **GRADE POINT AVERAGE**

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

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

## **GRADUATION**

Any student planning to graduate should complete and submit an Application for Graduation before the application deadline. **See the Catalog for deadlines for each graduation.** Applications may be obtained from the Registrar's Office in Harris Hall. A diploma will not be provided without the application. There is no graduation fee. See commencement section for the details concerning the graduation ceremony.

## **INCOMPLETE GRADE**

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

## **SCHEDULE CHANGES (DROP/ADD)**

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

- First 11 class days – no course listed;
- 12<sup>th</sup> class day through 55<sup>th</sup> class day – grade of "W" (withdraw) only;
- 56<sup>th</sup> class day through final deadline – "W" if passing, "F" if failing;
- Last three class days – no drop or withdrawal allowed.

## **WITHDRAWING FROM THE UNIVERSITY**

To officially withdraw from the University, a student should begin at the Registrar's Office by completing a Withdrawal Form. The student should return any library materials, laboratory keys and University equipment and checkout of the residence hall. Once these steps have been

completed, the student is not enrolled. Students should be aware of the following information if they are leaving school:

1. The student will be billed by the Cashier's Office for all outstanding charges on account at the time of withdrawal.
2. Students not able to come to campus to complete the Withdrawal Form may send a written request for withdrawal to the Registrar's Office. A written request must be postmarked before the "Last Day to Withdraw/Drop a Class"; Otherwise, the request for withdrawal will not be processed.
3. Failing to officially withdraw from the University by submitting a written request may result in failing grades in all classes for the semester. Students who stop attending a class or classes without dropping or withdrawing **officially** will receive failing grades.
4. Students who withdraw before 60% of the semester passes may be required to repay a portion of any Title IV funds received.

## **RIGHT TO INSPECT EDUCATIONAL RECORDS**

Students have a right to inspect and review their own educational records upon request. The custodian of a student's education record will comply with a request from the student for access to an education record within a reasonable period of time, but no longer than forty-five (45) days after the request has been received. Individuals requesting copies of records will be charged \$.12 per page for copies and \$4.00 for an official transcript.

### **Challenge to Education Records**

A student may ask the custodian of any of his/her education records to amend or correct any information in the records which he or she believes is inaccurate, misleading or otherwise in violation of his/her privacy or other rights. Any challenge must relate to bookkeeping. Challenges to a substantive decision shown in the record must follow separate University procedures relating to the decision. To amend an education record, a student must contact the custodian of the record and request the amendment to be added. If, within a reasonable period of

time, the custodian decides not to amend the record the student may request a hearing to appeal this decision. This request should be made to the Vice Chancellor for Academic Affairs. A copy of the appeal process can be obtained from the Vice Chancellor for Academic Affairs.

### **Confidentiality of Student Records**

Personally identifiable information from a student's education records will not be disclosed

without prior written consent of the student. If information is released, the student may request, and the University will provide, a copy of the records, which are disclosed upon payment of a copying fee.

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

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

## **Public Information**

The following items will be considered public information/directory information:

1. Name
2. Address/Telephone number
3. Date and place of birth
4. Nationality
5. Number of hours completed
6. Dates of attendance at University
7. Major field of study
8. Scholarships, honors, degrees and awards received
9. Number of hours enrolled
10. Religious preference

11. Participation in recognized activities and sports
12. Weight and height (for members of athletic teams only)
13. Classification by year
14. Marital status
15. Spouse's name and address
16. Parents' names and address(es)
17. Names of most recent educational institution
18. Photograph

Students may restrict the release of all or part of their directory information by completing a "Restriction of Directory Information" form in the Office of the Registrar.

### **Annual Notice to Students**

The University is required to publicly notify students that they have the following rights with regard to their education records:

1. To inspect and review all education records pertaining to him/her;
2. To inform the Office of Residence Life in writing that he or she does not want any or all of these types of information designated as directory information to be subject to public disclosure: the student's name; address; telephone number; date and place of birth; nationality; religious preference; major field of study; classification by year, number of hours in which enrolled and number completed; parents' or spouse's name(s) and address(es); marital status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance including matriculation and withdrawal dates; degrees, scholarships, honors and awards received, including type and date granted; most recent previous educational agencies or institution attended; and photograph.
3. To request the amendment of his/her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights;
4. To consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent;
5. To file a complaint with the U.S. Department of Education concerning an alleged failure by the University to comply with the requirements of FERPA; and
6. To obtain a copy of the University's FERPA policy, upon payment of a copying fee. The policy is available on request in the main library on campus.

According to the provisions of the Family Educational Rights and Privacy Act of 1974, University staff and faculty may choose to share information (including educational records) concerning students with parents or guardians with or without the consent of the student when the student is a dependent. (The University defines a student as a dependent when he or she is receiving the majority of his/her financial support from his/her parents and/or is claimed as a dependent on his/her parent's income tax declaration). It is the policy of the University that access to or the release of a dependent student's educational records (or personally identifiable information contained therein) will be afforded parents upon written request. Requests for parents or guardians to have access to a dependent student's educational records or information concerning academic status (end-of-semester grades, academic dismissal) must be made in writing by the parent utilizing an appropriate form available from the Registrar.

Although the University does not presume to act in the place of parents, faculty and staff members are concerned with the academic progress of students and with personal factors, which contribute to the development of students. Students are viewed as responsible, maturing individuals. Communication about academic and extra academic matters involving a student normally begins with him/her directly.

The administrative staff and faculty of the University are always happy to discuss a student's status and situation with parents, provided that the student is aware of or included in the discussion. University staff members counsel students to make parents aware of occurrences so that, as far as possible, basic parent-student relationships are not intruded upon.

## **ACADEMIC SUPPORT UNITS**

### **Information Technology**

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

A UAM Computer Usage Policy has been created to define what the University considers responsible and ethical behavior in using its computing facilities and resources. This policy is applicable to UAM faculty, staff, students and guests. Any student who is enrolled in three or more hours for credit or audit is eligible for an Internet E-mail account. There are a number of campus public computer labs. The Information Technology Department manages the public labs in Sorrells Hall and the Library and Technology Center. Workshops that explain the UAM computer network options are offered to faculty, staff and students several times a semester. Students are allowed to connect their personal computers in their individual residence hall rooms to UAM's network after a required scanning of the personal computer has been performed by

the University's Informational Technology Staff. This scanning is provided free of charge. Bankston Residence Hall, Horsfall Residence Hall, Maxwell Residence Hall, Royer Residence Hall, and the University Apartments afford students Internet/Network connection. The Married/Family Housing Complex does not provide Internet/Network access to its residents.

## **Libraries**

### **The Fred J. Taylor Library and Technology Center**

The UAM – Monticello Library and Technology Center is centrally located on the campus and affords a quiet and comfortable environment for study and research. It houses a collection of approximately 170,000 items including monographs, periodicals and microfilms. Students must have a valid UAM Identification Card (ID) to borrow materials from the UAM Library.

Library service is available to the academic community and a reference librarian is on duty to offer assistance as needed. Memberships in regional and national computer networks provide access to large bibliographic databases and promote extensive resource sharing among participants. These resources help provide students with full informational service.

The Library supports special collections in the areas of forestry, government documents, and Arkansas history. The browsing areas provide space for leisure reading of popular magazines and newspapers. Brochures provide detailed information on specific library services. Library hours for each semester are posted at the Library entrance, as are summer and holiday schedules.

### **Damage to Library Material Appeal Procedure**

1. Students may appeal assessments for damage to library materials to the Assistant Vice Chancellor for Student Affairs/Dean of Students.
2. Students wishing to appeal an assessment should submit a written rationale for the appeal to the Director of Library Services for delivery to the Assistant Vice Chancellor for Student Affairs. This statement must be received by the Director of Library Services within seven (7) days of the student's notification of the assessment.
3. Upon receipt of an appeal, the Assistant Vice Chancellor for Student Affairs may:
  - a. Determine that the assessment from the Library is appropriate;
  - b. Determine that the student is not responsible for the damage and not be assessed; or
  - c. Determine that the student is responsible for the damage but reduces the assessment.
4. The Assistant Vice Chancellor for Student Affairs is the final appeal for library assessments.

### **Library/Media Center, Crossett**

The UAM College of Technology at Crossett Library/Media Center holds over 7,000 items. The collections include reference books, periodicals, technical and industrial books, and other learning resources.

### **Library/Resource Center, McGehee**

The UAM College of Technology at McGehee Library/Resource Center has over 3,000 holdings. The collections include reference books, periodicals, technical and industrial books, and other Learning resources.

### **Tutorial Services**

#### **General Education, and Math/Science Assistance/Tutorial Lab**

Any student who desires to be successful in his/her general education classes such as history, microcomputer applications, psychology, mathematics, science, and others, can receive assistance through tutoring services available on the 3<sup>rd</sup> floor of Harris Hall. Student assistants are available to help with specific assignments as well as helping students develop better study habits, note-taking skills, and learning styles. Assistants will also set up a routine tutoring schedule if needed for an individual. Tutoring is offered at no charge.

#### **Gateway Student Support Services (SSS)**

The Gateway Student Support Services (SSS) program is a federally funded TRIO program for higher education. The services of the program include personal and career counseling, academic advising, individual/group tutoring, financial aid assistance, and special needs services. All services are free to students who qualify for the SSS program. To be eligible for the program, a student: (1) must be a first generation college student, which means that neither parent has a baccalaureate degree; (2) must have a taxable or family income that meets federal guidelines, or (3) must have a documented physical or learning disability. The Gateway Student Support Services Office is located on the second floor of Harris Hall.

#### **The Writing Center**

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

### **VISITORS TO CLASSES**

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

## **FINANCIAL SERVICES AND POLICIES**

### **CASHIER'S OFFICE**

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

### **CHECK CASHING POLICY**

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

### **STUDENT EMPLOYMENT**

UAM offers assistance in finding on-campus and off-campus part-time employment. For on-campus employment information, contact the Financial Aid Office located in Harris Hall, or call 460-1050. For off-campus information, contact Career Services located in the Gateway Student Support Services Office, 460-1054.

### **FINANCIAL AID**

Helping each student meet his or her financial need is the main function of the Financial Aid Office. The Financial Aid Office is located in Harris Hall and works with students through counseling, resource referral, and resource administration to develop a financial aid package that

best meets the needs of each student. Financial aid is available to UAM students from a wide variety of sources. The following scholarships are a list of some of the financial resources available to UAM students:

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

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

**Federal Programs:** The Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Stafford Student Loan, and the Federal Parent Loan for Undergraduate Students are included in the funds available from federal sources. Contact the Office of Financial Aid in Harris Hall for more information.

**State Programs:** The Arkansas Student Assistance Grant, Arkansas Governor's Scholarship, Emergency Secondary Education Loan, Law Enforcement Officers' Dependents Scholarship, Missing in Action/Killed in Action Dependents Scholarship, Minority Teacher Scholarship Program, and the Minority Masters Fellows Program are state funded forms of financial assistance.

## **RETURN OF TITLE IV FUNDS**

The return of Title IV Funds is based on requirements of the Higher Education Amendments of 1998 and assumes that a student earns his/her aid based on the period of time he/she remains enrolled. Students who receive Title IV aid and do not complete at least 60% of the semester for which they are enrolled may be required to return a portion of the Federal funds received. Title IV aid includes Pell Grants, SEOG, Perkins Loans, Stafford Loans, and State Grants. The withdrawal date for students who officially withdraw will be the actual date of withdrawal as determined by the Registrar's Office. Students who cease attending UAM without officially withdrawing are considered "unofficial withdrawals." The midpoint of the semester will be used in determining the amount of aid to be returned for unofficial withdrawals. Withdrawing from the University, either officially or unofficially, may require that you return a substantial amount of the Title IV funds that you receive. If you should have to withdraw at any point, contact the Financial Aid Office. Examples of actual "Return of Title IV" Funds calculations are available in the Financial Aid Office located in Harris Hall.

## REFUND POLICY

### University Policy on Refund of Fees:

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

#### Registration, Tuition, and Fees

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

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

#### Registration, Tuition, and Fees:

1. Two to four week sessions:
  - a. Prior to start of classes.....100%
  - b. No refunds after classes have begun
2. Five or six week sessions:
  - a. Prior to start of classes and the first class day.....100%
  - b. Up to and including five class days.....50%
  - c. The sixth class day and after.....No Refund
3. Seven and one-half to nine week sessions:
  - a. Prior to start of classes.....100%
  - b. Up to and including seven class days.....50%
  - c. The eighth class day and after.....No Refund
4. Ten or twelve week sessions:
  - a. Prior to start of classes.....100%
  - b. Up to and including ten class days.....50%
  - c. The eleventh class day and after.....No Refund

**Bookstore Refund Policy:**

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

- 1. Up to and including five class days.....100%
- 2. From the sixth class day through the tenth class day.....50%
- 3. The eleventh class day and after.....No Refund

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

- a. Through the first day of class.....100%
- b. From the second class day through the fifth class day.....50%
- c. The sixth class day and after.....No Refund

Students will need to furnish a receipt from the purchase of books and a student ID when returning a book.

**Cash for Books:**

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

**Housing and Meal Plan Refund Policy:**

Any student who cancels a room and board contract in writing by the following deadlines is entitled to a full refund of the \$60.00 housing deposit:

- 1. August 15 for the Fall Semester
- 2. December 22 for the Spring Semester
- 3. The first class day for Summer Terms

Any student living in the residence halls (Bankston, Horsfall, Maxwell, Royer) who officially withdraws from the University of Arkansas at Monticello will:

- 1. Forfeit the \$60.00 housing deposit; and

2. Be responsible for room and board charges incurred through the date of official check out from the halls.

Any student living in the residence halls (Bankston, Horsfall, Maxwell, Royer) who does not withdraw from the University of Arkansas at Monticello but who chooses to move out of the residence hall prior to the end of any semester (Fall, Spring, or Summer Terms), or is removed from the residence halls due to judicial sanctions will:

1. Forfeit the \$60.00 housing deposit;
2. Be responsible for board charges incurred through the date of official checkout from the halls; and
3. Be responsible for room charges through the end of the current semester or term.

Any student living in the University Apartments who officially withdraws from the University of Arkansas will:

1. Forfeit the \$100.00 housing deposit
2. Be responsible for board charges incurred through the date of official checkout from the apartment; and
3. Be responsible for apartment rent/charges for the remainder of the lease agreement.

Any student living in the University Apartments who does not withdraw from the University of Arkansas at Monticello but who chooses to move out of the University Apartments prior to the end of any semester (Fall, Spring or Summer Terms), or is removed from the University Apartments due to judicial sanctions will:

1. Forfeit the \$100.00 housing deposit;
2. Be responsible for board charges incurred through the date of official checkout from the apartment; and
3. Be responsible for apartment rent/charges for the remainder of the lease agreement.

## **SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

All students at UAM must conform to the University of Arkansas at Monticello's definition of academic satisfactory progress. The Standards for Satisfactory Academic Progress at the University of Arkansas at Monticello are as follows:

1. Qualitative standards: A student must earn a **cumulative and term grade point average (GPA) of 2.00** which is consistent with the institution's academic standing policy, as stated in the UAM catalog, to receive student financial aid. A student who is suspended (by academic policy) because of failure to maintain the minimum GPA is not making

satisfactory academic progress and will not be eligible for financial aid.

NOTE: PERMISSION FROM THE ACADEMIC APPEALS COMMITTEE FOR A SUSPENDED STUDENT TO ENROLL DOES NOT REINSTATE THAT STUDENT TO THE FINANCIAL AID PROGRAMS.

2. Quantitative standards: A student is considered to be making Satisfactory Academic Progress when the following minimum standards are met:

Hours Enrolled Per Term	Hours Earned Per Term
12+	9
9 - 11	6
6 - 8	3
3 - 5	3

The following grades will not be considered as hours earned: "W" "I" "AU" "F"

3. Academic progress will be reviewed at the end of each semester. Those students not meeting the requirements stated above will be placed on Financial Aid Probation during the next semester of enrollment and will receive a letter of probation. The student may continue to receive financial assistance during the probationary period. If the satisfactory academic progress standards have not been met at the end of the probationary period, the student will be DENIED financial assistance from federal, state, and institutional sources and will receive a Financial Aid Denial letter.
4. A student admitted to UAM on Conditional Academic Standing will be placed on Financial Aid Probation. A student who remains on Conditional Academic Standing for any subsequent term(s) will: (1) Remain on Financial Aid Probation until Conditional Academic Standing is removed or (2) Be DENIED further financial aid if quantitative standards are not met (see #2).
5. A student who has been placed on Financial Aid Denial will NOT receive any type of federal, state, or institutional aid until one of the following conditions is met:
  1. The student must earn (at his/her own expense) six (6) credit hours and earn a grade point average of 2.0 term or cumulative.
  2. The Financial Aid Appeals Committee reinstates the student's financial assistance due to mitigating or extenuating circumstances for which there is supporting documentation.

**A student who meets the standard to be removed from Financial Aid Denial will be placed on Financial Aid Probation for the next period of enrollment.**

6. Appeals for reinstatement of financial assistance must be submitted **in writing, with supporting documentation attached**, to the Director of Financial Aid by the deadline

stated on the Financial Aid Denial Letter. Appeals are read and a Financial Aid Appeals Committee consisting of faculty, staff, and students makes decisions. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal.

7. In order to receive any type of federal, state, or institutional financial aid, a student must be making Satisfactory Progress, **even if no financial aid was previously received.**
8. The maximum time frame allowed for a student at UAM to complete an undergraduate program of study will be limited to the accumulation of 186 attempted college hours (including transfer hours and grades of “W” “F” and “I”). Eligibility for all Title IV programs is terminated for any student once 186 attempted college hours have been posted to the undergraduate student’s official transcript or 54 attempted college hours have been posted to the graduate student’s official transcript.

## **INFORMATION TECHNOLOGY**

The University of Arkansas at Monticello provides Internet connections to most buildings and facilities on campus. Residential facilities that have Internet/Network connection include:

Bankston Hall, Royer Hall, Horsfall Hall, Maxwell Hall, and University Apartments. The University does not provide internet connection to the Married/Family Housing Complex. The Information Technology (IT) department assists students in receiving network connection to their individual computers and rooms.

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

Procedures:

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

- 3) Each residential student will need to have all operating system software installed prior to arrival on campus. The IT department encourages each student to have the latest operating system and service packs installed (currently Microsoft Windows XP Service Pack 2).
- 4) Each residential student is required to have his/her personal firewall enabled and automatic updates activated. The IT department will assist with requirement during the scanning process.
- 5) Each residential student is responsible to have all hardware installed and functioning correctly prior to arrival on campus. The IT department does not provide assistance with hardware issues. The University is not responsible for loss of neither data nor hardware failures that may occur during the scanning process.

### **Residence Hall Computer Usage Standards of Conduct**

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

- 1) Changing the network settings on personal computers is not permitted.
- 2) FTP servers, WEB servers, hubs, or switches are not allowed in student rooms in UAM residential facilities, including, but not limited to: common areas, lobby areas, storage areas, or individual rooms.
- 3) Use of applications that consume disproportionate bandwidth, attempt denial-of-service attack(s), probe and/or exploit security holes in other systems, employ unauthorized IP addresses, or otherwise degrade or restrict network access for others, both on or off campus, is prohibited.
- 3) Network connections that provide any service that is visible off campus (i.e., available on the global Internet) is prohibited. This restriction includes, but is not limited to, HTTP (Web), telnet, FTP, IRC, and email.
- 4) Configuration of any computer to provide Internet or network/system access to anyone who is not a faculty, staff member or student is prohibited. Students take full responsibility for their equipment and on-line conduct. Students are responsible for their roommates, guests, or friends behavior in regards to computer conduct and connection to the network.
- 5) Duplicating, copying, or use of unauthorized software, images, music, or other intellectual property (such as books or videos) is strictly prohibited.

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

For information on Computer Security please follow this link  
<http://www.uamont.edu/InformationTechnology/computerSecurity.htm>.

## **STUDENT AFFAIRS POLICIES**

### **UNIVERSITY STATEMENT ON ALCOHOL AND DRUGS**

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

### **Alcohol and illicit drug violations notification to parents**

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

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

### **Parental/Guardian Emergency Notification**

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

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

### **IDENTIFICATION CARD (ID) POLICY**

ID cards identify UAM students for purposes of athletic events, student programs, meals and various other activities. The ID features a student's photograph and the University/Student identification number. ID's are intended to be permanent for a student's tenure at UAM. ID's are made at the first of each semester for new students. If an ID is lost, a \$5.00 charge is paid to receive a replacement. A student needing to replace a lost ID card should pay the \$5.00 replacement fee to the Cashier's Office and then proceed to the Office of Residence Life (Harris Hall) to have a new ID card made. Proof of payment must be shown to the ID staff before a new ID card can be made.

Currently enrolled UAM students are required to carry a valid University of Arkansas at Monticello ID card at all times when they are on University property. ID cards must be displayed for the use of most University services, and upon request of a member of the University faculty, staff, or a student acting officially in the performance of his/her assigned duty.

ID cards are the property of the University and must be surrendered to the Office of the Registrar upon withdrawing or leaving the University. ID cards are non-transferable and may not be duplicated. Use of an invalid ID card is prohibited.

A current ID card is required to purchase books from the library, check-out material from the Library, and enter or eat in the University Center Dining Facility.

## **STUDENT JUDICIAL SYSTEM**

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

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

## **INTERPRETATION OF STANDARDS OF STUDENT CONDUCT**

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

## **INHERENT AUTHORITY**

The University reserves the right to take necessary and appropriate action for both on and off-campus behavior in order to protect the safety and well being of the campus community. Such action may include, but is not limited to, the immediate removal of a student from the campus.

The authority for such decisions rests with the Chancellor, Vice Chancellor for Student Affairs, and Assistant Vice Chancellor for Student Affairs/Dean of Students. All non-students may be removed and/or banned from campus by a public safety officer.

The rules and regulations described within this handbook apply to all conduct on University owned or controlled property, and at all University-sponsored functions. Charges or conflicts resulting from off-campus violations of local, state, or federal law will not result in disciplinary action by the University unless the violation occurred at a University sponsored function or it is determined that full disciplinary action is essential to the protection of other members of the University community or to the safeguarding of the educational process.

For violations originating within the residence halls, the Assistant Vice Chancellor for Student Affairs/Dean of Students will determine (upon initial investigation of the offense) if the

appropriate sanction might be harsher than Conduct Probation. If not, then the Residence Hall Judicial Board hearing option is used. If so, the case is referred to the Assistant Vice Chancellor for Student Affairs/Dean of Students for adjudication.

For a violation occurring outside the residence halls, the Assistant Vice Chancellor for Student Affairs/Dean of Students, Vice Chancellor for Student Affairs or University Judicial Board has jurisdiction.

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

The University of Arkansas at Monticello reserves the right to record all judicial board hearings in order to provide an accurate review of the case should an appeal be granted or verification of facts are needed.

**If criminal authorities are considering a case, UAM discipline procedures continue as usual, since criminal proceedings and UAM procedures are unrelated events. Should a student have a felony charge placed against him by a local, state or federal court, the student could be issued an interim suspension sanction. In addition, should a student be found not guilty of a criminal offense by a local, state or federal court, UAM discipline sanctions are not forfeited or overturned. Criminal proceedings do not dictate the University's findings, proceedings, or sanctions.**

## **DISCIPLINE SYSTEM STRUCTURE**

Charges of student misconduct may be brought to the attention of any Residence Life Staff Member (if the violation occurred in a residence hall) or the Assistant Vice Chancellor for Student Affairs/Dean of Students. A preliminary investigation will be conducted to determine if judicial action is required or appropriate. The Assistant Vice Chancellor for Student Affairs/Dean of Students will also determine the severity of the offense. If the offense is likely to result in a sanction beyond the scope of the Residence Hall Judicial Board, then the case is referred to the Assistant Vice Chancellor for Student Affairs/Dean of Students.

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

### **Administrative Hearing Procedures**

Students may choose the option of being heard by an appointed judicial officer on the residence hall professional staff rather than the Residence Hall Judicial Board or by the Assistant Vice Chancellor for Student Affairs/Dean of Students rather than the University Judicial Board. The Hearing Officer will render a judgment of guilt or innocence based on the preponderance of evidence supplied.

### **Judicial Board Composition**

#### **Residence Hall Judicial Board:**

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

#### **University Judicial Board:**

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

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

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

### **STUDENT RESPONSIBILITIES AND RIGHTS:**

The University of Arkansas at Monticello holds that a student, upon enrollment, neither loses the rights nor escapes the duties of a citizen. Enjoying great opportunities, at partial

expense of the State of Arkansas, the student-citizen has a responsibility to him/herself, fellow students, to the laws of the land, and to the institution, which, by choice, he/she enrolls.

The rights and responsibilities of students include:

**Responsibilities:**

1. The obligation to be fully acquainted with published regulations, including the Student Handbook, and to comply with them in the interest of an orderly community.
2. The obligation of knowing that one's conduct reflects not only upon one's self but also upon the institution and its citizenry.
3. The obligation to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
4. The obligation to respect the rights and property of others.

**Rights:**

1. The right to expect an education on the highest quality.
2. The right to develop their potential to the best of their abilities.
3. The right to a campus environment characterized by safety and order.
4. The right to a fair hearing when disciplinary action is applied to an individual or a group.

**Judicial Rights:**

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

1. The right to the presumption of innocence unless guilt is established. Guilt is determined either by an admission of guilt by the accused or by the presentation of evidence, which establishes guilt by preponderance of evidence.
2. The right to be given written notice of the nature of the charge against him/her within 15 class days after (1) the alleged violation has occurred or (2) the individual has been

identified as the alleged violator. The right to the 15-class day notification is forfeited if the University of Arkansas at Monticello experiences a closing due to inclement weather or is on a holiday or modified calendar schedule. If it is necessary that the charge be sent through the mail, the charge must be postmarked on or before the 15<sup>th</sup> class day following the alleged violation or identification of the alleged violator.

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

Should a student withdraw from the University to escape charges/sanctions of violation of University Policy, he/she will face judicial proceedings/sanctions upon their return or re-entry to the University of Arkansas at Monticello. The student must appear before the Assistant Vice Chancellor for Student Affairs before readmission to the University. There is no statute of limitations regarding University violations.

4. The right to be accompanied in a judicial hearing by one advocate. Advocates may only be full-time students at the University of Arkansas at Monticello. The accused student is responsible for ensuring that his/her advocate is available for the hearing.
5. The right, upon request, to face one's accuser at the hearing.
6. The right not to answer any questions prior to the hearing.
7. The right of access, upon request prior to the hearing, to all physical evidence (i.e., tapes, photographs, printed documents, etc.) to be presented at the hearing.
8. The right to question the ability of a judicial board member or hearing officer to render an impartial judgment and request this member's removal from the case. The judicial board will rule on this request. If the individual being challenged is the Residence Hall Hearing Officer, the Assistant Vice Chancellor for Student Affairs/Dean of Students rules on this request. If the individual being challenged is a University Judicial Board Hearing Officer, the Assistant Vice Chancellor rules on this request. If the individual being challenged is the Assistant Vice Chancellor for Student Affairs, the Vice Chancellor for Student Affairs rules on this request.

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

9. The right to a fair hearing by a regularly constituted judicial board. This right is forfeited if a student(s) is found guilty of violating Conduct Codes #6 and/or #27, or if an officially recognized student organization/program is found guilty of any conduct code.
10. Neither the accused nor the University shall be represented by legal counsel unless the student also faces criminal charges.
11. Parents/legal guardians of both the accused and the accuser, as well as any member of the Assistant Vice Chancellor for Student Affairs/Dean of Students staff may attend all hearings. Parents or legal guardians may address the judicial board only at the pleasure of the chair. No other visitors are permitted. If legal counsel is present due to criminal charges, he/she may not address the board. If legal counsel is present, the University reserves the right to have counsel present as well. All persons present, excluding judicial board members, the hearing officer, the Assistant Vice Chancellor for Student Affairs and the Vice Chancellor for Student Affairs, will be excused from the hearing for the deliberation.
12. The right to testify and present evidence and material witnesses. It is the responsibility of the accused to notify witnesses to testify on his/her behalf.
13. The right to refuse to answer questions. Refusal to answer will not be taken as an indication of guilt and must be noted without prejudice.
14. The right not to appear at the hearing. Non-attendance at a hearing will not be taken as an admission or indication of guilt and must be noted without prejudice.
15. The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inference which might be drawn from adverse written evidence.
16. The right to be judged solely on the evidence presented at the hearing and to an explanation of the reason(s) for the decision in the case within reasonable boundaries of confidentiality. Both the accuser and the accused will be informed of the outcome of any judicial hearing.
17. The right to appeal.

## **CONDUCT CODE**

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

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

Thus, each student is expected to know and comply with all policies, rules, and regulations of the University published in this document, the University Catalog, and any other university sponsored publication. In addition, all students are expected to comply with all local, state and federal laws. No person or group of persons acting in concert may willfully violate the rules provided below. Specific examples of misconduct, both academic and non-academic, for which

a student may be subject to disciplinary action include, but are not limited to:

***Academic Code Violations:***

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

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

- A. An instructor who suspects a student is guilty of cheating or plagiarism within the instructor's class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusations.
- B. An instructor who believes a student is guilty of cheating or plagiarism within the instructor's class may take any of the following actions: (1) issue a warning to the student; (2) lower the grade awarded to the student for the paper or test; (3) require the student to retake the test or rewrite the paper; (4) award no credit for the paper or test; (5) withdraw the student from the course; (6) award the student a failing grade for the course.
- C. A student who received any of the above actions who feels this action is unjust may appeal the instructor's decision as addressed in the academic appeals process. This appeal procedure must begin within ten class days of receiving written or oral notice of the action.

***Non-Academic Code Violations:***

1. Misuse of Documents: The misuse, forgery, alteration, and/or duplication of University documents is prohibited. University documents includes, but is not limited to: test scores, transcripts, scan forms, academic drop/add forms, academic withdrawal forms, and residence hall contracts/forms.
2. Identity Theft/Fraud: Participation in, encouraging, or serving as an accomplice in identity theft/fraud is strictly prohibited. Identity theft/fraud includes, but is not limited to, theft of: Social Security Number/Student Identification Number, driver's license number, credit card number(s), bank account number(s), bank statements, US Mail, campus mail, telephone calling card number, or other personal

or student data.

3. Theft/Stealing: Theft, attempted theft, possession, sale, or barter of property of the University, of a member of the University community, or a campus visitor is strictly prohibited. Theft of University signage, furniture, equipment, or any other University property is considered a serious offense and can result in immediate expulsion.
4. Possession of stolen property: Possession of any stolen property is strictly prohibited.
5. Damage to property: Damage to property of the University or property of any member of the University community is prohibited.
6. Camera Phones: The use of camera phones or cell phones with photo or recording ability to send digital images or audio recordings of another person from facilities, including, but not limited to: restrooms, showers, and locker/changing rooms is strictly prohibited.
7. Filming: The filming, recording, production or distribution of any act that is sexual in nature or any act without the consent of those involved on any University owned/ University Controlled property, or at any University sponsored event, including off campus University sponsored events that have been approved by the Office of Student Affairs is strictly prohibited.
8. Alcohol and Illicit Drugs: Dispensing, selling, supplying, possession, use, manufacture, or distribution of alcohol or illicit drugs is strictly prohibited on University owned/University controlled property, or at any University sponsored event, including off campus University sponsored events that have been approved the Office of Student Affairs.

A student found possessing a felony amount of drugs, selling any amount of drugs, or having the intent to sell any amount of drugs on University owned/University controlled property, or at any University sponsored event, including off campus University sponsored events that have been approved by the Office of Student Affairs, will be expelled from the University. Violators of this code forfeit their option and/or right to a University Judicial Board Hearing and will receive an administrative hearing adjudicated by the Assistant Vice Chancellor for Student Affairs.

9. Drug Paraphernalia: Dispensing, supplying, selling, possession, use, manufacture, or distribution of drug paraphernalia, including, but not limited to: bongs, pipes, hukas, spoofs, rolling papers, blunts, roaches, seeds/stems, plants, etc...is strictly prohibited on University owned/University controlled, or at any University sponsored event, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University department/official.
10. Child Pornography: Accessing, viewing, or sending child pornography from any University owned/University controlled computer is prohibited.

11. Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior that breaches the peace or violates the rights of others is prohibited. Disorderly conduct includes, but is not limited to: Violent, noisy, drunken behavior, public intoxication, and/or the use of abusive or obscene language or conduct on University owned/University-controlled property, or at any University sponsored events, including off-campus University sponsored events that have been approved by the Office of Student Affairs or another University department/official.
12. Disrupting the peace: Disrupting the peace and good order of the University is prohibited. Disrupting the peace and good order includes, but is not limited to: threat of harm to self, harm to self, fighting, quarreling, verbal slander, gossip, defamation of person by written/printed words or pictures, speech or written material that induces riotous behavior, or other disruptive behaviors on any University owned/University controlled property, or at any University sponsored event, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University department/official.
13. Hazing: Participation, promoting, or condoning hazing of any UAM student is strictly prohibited.
14. Failure to Comply: Failure to comply with the directions of a University Official including those appointed or elected to act on behalf of the University acting under the provisions of the Student Conduct Code or in the performance of their duties is prohibited. University official includes, but is not limited to: administration, faculty, staff, and/or students employed by the University and acting on behalf of the University
15. Infringements on the rights of students, faculty, staff, or other authorized personnel to gain access to any university facility for the purpose of attending class, participating in an interview, university conference, or any other university activities is prohibited.
16. Threats: Participating in, encouraging, or serving as an accomplice for any threat is prohibited. A threat includes, but is not limited to: False alarms or reports where a person initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is baseless and that could result in required action by an official/volunteer agency organized to address such emergencies; or interrupts the occupation of a building, office, classroom or residence hall facility.

Threats, or any type of potential threat, will not be tolerated on University owned/University controlled property, or at any University sponsored events, including off-campus University sponsored events approved by the Office of Student Affairs or another University department/official.

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

17. Misuse of Fire Equipment: Misuse of fire extinguishers or any other fire or safety equipment including disabling or removing smoke detectors or fire alarms in any University owned/University controlled property is prohibited.
18. Telephone misuse: Vandalism of any University owned/University controlled telephone or telephone line is prohibited. In addition, attempting to place a local or long distance call through any method with intent to avoid payment is prohibited.
19. Elevator misuse: Vandalizing, damaging, abusing, or interfering with the operation of an elevator in any University owned/University controlled property is strictly prohibited.
20. Exit/Entryway: Obstructing any entry or exit in any University owned or University controlled facility/property is prohibited.
21. Use of personal portable sound amplification equipment, including, but not limited to: radios, stereos, tape players, CD players, ipods, televisions, etc...that disturbs the privacy of other individuals and/or the instructional program of the University is prohibited on University owned/University controlled property, or at any University sponsored event, Including off-campus sponsored events that have been approved by the Office of Student Affairs or another University department or official.
22. Lewd, Indecent or Obscene Conduct: Behavior that is lewd, indecent, or obscene is prohibited. Such behavior includes, but is not limited to: Private behavior/acts in residence hall rooms/apartments/common areas; campus space which is reserved, rented, leased, or used by student organizations; and/or behavior in public performances in any University owned/University controlled facility or property, or at any University sponsored event, including off campus University sponsored events approved by the Office of Student Affairs or another University department/official.
23. Failure to Meet Financial Obligations to the University: Presenting an insufficient check or forging a document in payment to the University or member of the University community acting in an official capacity is prohibited. In addition, failure to make satisfactory arrangements for the settling of accounts with the University is prohibited.
24. Furnishing False Information: Providing information which is false or untrue to the University is prohibited. False information includes, but is not limited to: misrepresentation of test scores, transcript work, admissions documents, citizenship, criminal record, or testimony/statements regarding the violation of a University policy.
25. Campus elections and referendums: Casting more than one ballot in any campus election or referendum or trying to circumvent the prescribed procedures in an election

process is prohibited.

26. Refusal to vacate: Refusing to vacate any University owned or controlled space, located either on or off campus, including, but not limited to: any building, residential room, office, storage space, or organizational space when directed to do so by an authorized officer of the University is prohibited.
27. Stalking: The stalking of a student(s), faculty/staff member(s), or campus visitor(s) is strictly prohibited on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs. Stalking includes, but is not limited to: Persistent and unwanted phone calls, electronic messages, letters, gifts, attention, or physical touch and/or physical presence.
28. Responsibility for Guests: The violation of any Board of Trustee, University, or Residence Life policy by a guest, visitor, or family member of any student is prohibited. Students are responsible for informing their guests, student or non-student, of University policies and will be held responsible for the behavior of their guests. A guest is defined as: (1) any person who is present at the invitation of a student, or (2) any person who is received by a student, or (3) any invited or uninvited individual who is accompanied by a student. All guests must be registered with the appropriate University office and official.
29. Weapons, Firearms, and Explosives: The unauthorized use, possession, distribution, or transportation of any object with potential to cause bodily harm to self or others is strictly prohibited on University owned/University-controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs. Such objects include, but are not limited to: firearms, ammunition, fireworks, chemical dispensing devices, explosive materials, devices capable of casting a projectile such as bows and/or slingshots, swords, brass knuckles, num-chucks, or any type of gun, including, but not limited to: handguns, BB guns, stun guns, air guns, paint guns, pellet guns, or look-a-like guns. The Department of Public Safety will store firearms, bows, and other weapons specifically designed for hunting purposes.

Exclusions: This policy shall not apply to duly authorized law enforcement officials in the lawful discharge of their duties.

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

expulsion from the University of Arkansas at Monticello.

31. Harassment: Harassment, including sexual harassment, by an individual or group of individuals on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs is prohibited. Harassment includes, but is not limited to: Attempting or threatening to strike, or otherwise subject another person to physical contact; making an offensive coarse utterance, gesture or display; addressing abusive language to any person, following a person in or about a public place or places' or repeatedly committing acts that alarm or seriously annoy another person.
32. Terrorist Threat/Threat of Physical Abuse or Endangerment: Terroristic threats/threat of physical abuse or endangerment is strictly prohibited on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs or another University department/official. A threat of physical abuse or endangerment made towards any UAM faculty/staff member, campus visitor or any student may result in immediate expulsion from the University of Arkansas at Monticello.
33. Aiding/Abetting: Encouraging or helping someone to violate University/residence life policies/regulations, or commit violations of local, state or federal laws on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs is prohibited.
34. Physical Abuse or Endangerment: Any act of physical abuse or endangerment which imperils or jeopardizes the health or safety of any student, faculty, staff, or visitor on any University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs is prohibited. The physical abuse or endangerment of any UAM faculty/staff member, campus visitor, or any student will result in immediate expulsion from the University of Arkansas at Monticello. Violators of the code forfeit their option/right to a University Judicial Board Hearing and will receive an administrative hearing adjudicated by the Assistant Vice Chancellor for Student Affairs/Dean of Students.
35. Harm to Self: Intentional physical harm, the threat to cause physical harm, or the creation of danger to one's own personal health or safety on University owned/University controlled property, or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs is prohibited.

A student who makes any threat of harm to self or commits harm to self will forfeit their option and/or right to a University judicial hearing and will receive

an administrative hearing adjudicated by the Vice Chancellor for Student Affairs or his/her appointed designee.

36. Climbing on University Structures: Climbing, repelling or any related activity is prohibited on University structures.
37. ID Cards/Meal Cards: ID cards/Meal Cards are the property of the University of Arkansas at Monticello and must be returned to the Registrar's Office upon withdrawing from or leaving the University. Currently enrolled UAM students are required to carry a valid University of Arkansas at Monticello ID at all times when they are on University property. ID cards are non-transferable and may not be duplicated.
38. Violations of the UAM Computer usage policy: Violations of the UAM computer usage policy as defined in UAM Operating Procedure #250.3 or its successor are prohibited.
39. Unauthorized use or entry: Unauthorized use or entry into any University owned/ University controlled property/facility and/or unauthorized possession, distribution, or duplication of keys to any University property/facility is prohibited.
40. Violations of Other University Regulations: Violations of University regulations contained in official and/or sponsored publications or notices are prohibited.
41. Violations of Local, State and/or Federal Laws: Violations of Local, State, and/or Federal Laws are prohibited. Violations of such laws at an independent, off-campus location that results in damage to or imposes possible endangerment or threat to the institution, its property, faculty, staff or students, may be subject to the University Judicial Code. The University reserves the right to adjudicate any violation of the student conduct code whether occurring on University owned/University controlled property, or at University sponsored events that have been approved by the Office of Student Affairs or another department or official.

## **DISCIPLINARY SANCTIONS FOR VIOLATIONS OF CODES OF CONDUCT**

Disciplinary sanctions within the UAM Judicial System to which students will be subjected to include, but are not limited to, the following:

1. Warning/Reprimand: Notice, oral or written, that a specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action, such as probation or suspension. The student is officially warned that further unacceptable behavior will result in more serious action.
2. Program participation: A requirement to participate in a specific program, such as a counseling program, alcohol/drug education program, or other activity that would

promote educational outcomes, civic responsibility, or safety issues.

3. Educational Sanction/Community service: A requirement to provide a specific service, such as, but not limited to: the repair or restoration of any property damaged or taken by the student or a specific amount of time/hours spent in service to the University, or non-profit or charitable organization.
4. Restitution: Compensating the University or other injured parties including faculty, staff, of students for damaged, lost or destroyed property;
5. Conduct Probation: A written statement to the student indicating that his/her behavior is of such nature as to jeopardize continued enrollment at the University.
6. Residential Housing Sanctions:
  - (a) Housing relocation: This sanction requires the guilty party to relocate to a different residence hall. If the student fails to transfer to a different residence hall as directed, the student may incur additional discipline sanctions, including, but not limited to: a lock-out or lock change at the student's expense or expulsion from University housing.
  - (b) Restriction or loss of hall privileges: This sanction involves the forfeiture of student's privileges of on-campus living. Such loss of privileges may include, but is not limited to: visitation of all visitors, use of certain entrances/exits, or participation in hall programming.
  - (c) Removal from University housing: This sanction shall be administered to any student whose continued presence in on-campus living facilities constitutes a threat of harm to the student him/her self or to any other person on the campus or to the property of the University or property of persons on the University campus. Such student shall not be eligible for a room refund.
  - (d) Expulsion form University housing: A student expelled from University housing will be permanently banned from residing in or entering any University facility. Such student shall not be eligible for a room refund.
7. Disciplinary Probation: Loss of specifically designated privileges, which could include, but not limited to: holding any elected or appointed student office, appointment to a University Committee, pledging or being initiated into a campus organization, participating in any intercollegiate event or contest, denial of campus recreation facilities, participation in intramurals, use of a motor vehicle on campus and/or living in University housing;
8. Suspension: The prohibition from participating in all aspects of University life for a specified period of time. When a student is suspended from the University, the student is prohibited from entering the grounds of any property owned, operated, or controlled by the

University. There are two types of suspension:

- a. Active Suspension: The student is separated from the University and must leave the campus for a specified period of time after which the student is eligible to petition for readmission. The Assistant Vice Chancellor for Student Affairs is to be notified when a student requests readmission.
  - b. Immediate suspension: A student is subject to instantaneous suspension pending an official disciplinary hearing when conduct jeopardizes the safety of the student, other members of the university community, and/or institutional property. A hearing will be scheduled as soon as possible, but no later than five (5) calendar days after the immediate suspension.
9. Expulsion: Permanent severance of the student's relationship with the University whereby the student may not return and his/her enrollment is canceled. If a student is expelled, he/she must leave campus immediately and is required to fulfill their financial responsibility to the University and shall forfeit any deposits and/or refunds.
  10. Loss of Access: Any student who has been separated from the University by suspension or expulsion as a result of disciplinary action shall be denied the privileges of the University and of university organizations during the period of such expulsion or suspension. Such students shall not be permitted to participate in any university recognized function or stay in any residence hall or other university housing.
  11. Ban from Campus or Facilities: A non-student may be banned from campus for an indefinite or specified period of time. Non-students are subject to arrest for criminal trespass if a ban is violated. Non-students are banned from campus by the Office of Public Safety. A student may be banned from specified campus facilities, including residence halls, University Center, Athletic facilities, and/or other facilities. In addition, the student is subject to arrest and/or further disciplinary action if the ban is violated. A student may be banned from the campus by the Office of Public Safety, Assistant Vice Chancellor for Student Affairs, Vice Chancellor for Student Affairs, and/or Chancellor of the University.
  12. Parent notification: The University may notify, in writing, a parent or legal guardian of a student who is an under twenty-one (21) years of age if he/she violates any rule or policy of the university governing the use or possession of alcohol, controlled substances, or illicit drugs while on University controlled property or at a university sponsored or sanctioned event. Notification to the parent/legal guardian will be in addition to disciplinary action.
  13. Other sanctions: The University may impose the sanction listed above or impose other sanctions singularly or in combination with any of the above.

**Note: Student who are issued a University conduct sanction(s) but fail to complete or abide by**

**the penalty will be issued more severe sanctions. In addition, if supplemental sanctions are administered, a second judicial hearing is not required nor mandated to assure due process.**

### **CONDUCT CODE INTERIM SANCTIONS**

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

### **WITHDRAWAL DURING OR BECAUSE OF DISCIPLINARY ACTION**

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

### **CONDUCT CODE APPEAL PROCEDURE**

A student may appeal decisions of the Residence Hall Judicial Board to the Assistant Vice

Chancellor for Student Affairs. Appeals of University Judicial Board/Assistant Vice Chancellor for Student Affairs decisions are made to the Vice Chancellor for Student Affairs.

Appeals based upon concrete, objective data are most likely to receive favorable consideration. Some major examples include but are not limited to the following:

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

The accused must submit a written statement of the reasons for appealing to the Assistant Vice Chancellor for Student Affairs/Dean of Students. This statement must be submitted to the Assistant Vice Chancellor for Student Affairs/Dean of Students within 48 hours following receipt of the Judicial Hearing Decision Form.

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

1. Decide that there are not sufficient reasons to grant an appeal hearing and thus affirm the original action. In this instance, the original action will stand;
2. Send the case back to the lower authority to reconsider a certain portion of its sanction;
3. Decide that there is sufficient reason to grant an appeal hearing on another date.

If an appeal is granted, the Assistant Vice Chancellor for Student Affairs/Dean of Students or Vice Chancellor for Student Affairs may:

1. Limit the appeal to only such evidence that may relate to the seriousness of the sanction, or to any other controversial point cited in the appeal;
2. Decide to have a completely new hearing, thereby nullifying any action taken in the original hearing;
3. Summon at least one member of the original board that heard the case to the appeal hearing;
4. Take action that will affirm, reverse, or modify the original action. Sanctions may not be increased within the appeal process.

The Assistant Vice Chancellor for Student Affairs/Dean of Students may appeal a Residence Hall Judicial Board or University Judicial Board decision to the Vice Chancellor for Student Affairs, if he or she feels a serious miscarriage of justice has occurred.

## **RIGHTS OF ASSEMBLY**

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

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

## **ENTRY/SEARCH AND SEIZURE OF PROPERTY**

The right to privacy in a student's place of residence against unwarranted and/or unreasonable searches is a basic tenet of the University of Arkansas at Monticello.

### **A. Right of Entry by University Officials**

1. The University of Arkansas at Monticello reserves the right to enter a student's place of residence under the following conditions:
  - a. Emergency situations: The University reserves the right to enter a student's room in which the physical or emotional safety and well being of any person may be affected, or where institutional property may be damaged or destroyed;
  - b. Suspicion of violation of law or policy: The University reserves the right to enter a student's room when reasonable grounds exist to suspect that a violation of law or policy is taking place and after an effort has been made to obtain consent. Entrance into a University Residence Hall room may be made only by a Residence Hall Director, Director of Residence Life, Assistant Vice Chancellor for Student Affairs/Dean of Students, Vice Chancellor for Student Affairs, public safety officer, or any member of the Executive Council of the University of Arkansas at Monticello. A search warrant is not needed to enter a students room for this cause. A student does not have to be present for entry for this cause.
  - c. Valid Search Warrant: The University reserves the right to enter a students room if

there is a valid search warrant or incident leading to an arrest;

- d. Maintenance or maintenance inspection: The University reserves the right to enter a student's room for maintenance purposes after the student is notified or reasonable effort to give notice has been made. Generally, a staff member of the Office of Residence Life should accompany any maintenance worker.

## **B. Right of Search by University Officials**

1. The University of Arkansas at Monticello reserves the right to search a student's place of residence under the following conditions
  - a. Search Warrant: The University reserves the right to search a student's room if a valid search warrant is obtained by police;
  - b. Probable cause or reasonable grounds: The University reserves the right to search a student's room if university officials believe the room in question contains evidence of the commission of a criminal offense or a violation of University rules and policies; A student does not have to be present to have his/her room searched.
  - c. Permission: The University of Arkansas may search a student's room if one or more of the residents of the room grants permission.
  - d. In the absence of a search warrant: In the event a room is searched in the absence of a search warrant, such a search will be conducted by a University official expressly authorized to conduct such a search by the Vice Chancellor for Student Affairs or by the Assistant Vice Chancellor for Student Affairs/Dean of Students. Information received through investigation by these means may be used as evidence in proceedings by the University for judicial or other administrative action.

## **C. Right of Search by Police Authorities**

1. The University of Arkansas at Monticello reserves the right to search a student's place of residence under the following conditions:
  - a. Suspicion of the violation of local, state, or federal laws: This suspicion may be referred to law enforcement officials through the University's Department of Public Safety. Law enforcement officials have the right to search a student's room and possessions by following routine procedures and requirements for a lawful search (under a valid search warrant or incident to an arrest). Any information discovered through such a search may be used as evidence in any civil or criminal proceedings and by University authorities for judicial action.

## **D. Room Entry and Search for Purposes of Fire Safety**

1. The University of Arkansas at Monticello reserves the right to enter and search a student's place of residence under the following condition:
  - a. Fire alarms and fire drills: Fire alarms and fire drills will be considered emergency situations during which University officials may enter student rooms and do a limited search to assure that all residents evacuate the building.

## **SEXUAL ASSAULT**

The University of Arkansas at Monticello considers sexual assault a serious crime. If you are the victim of a sexual assault, please notify one of the following: Vice Chancellor for Student Affairs, Assistant Vice Chancellor for Student Affairs, Director of Counseling Services, Human Relations Officer, Office of Public Safety, or any other University Official.

### **Procedures Students Should Follow if a Sexual Assault Occurs:**

Although it may be difficult, it is always best to report a sexual assault (rape, attempted rape, or acquaintance rape) to a University official or the local police. Individuals should report a sexual assault to any of the following offices at the University or any University Official:

Department of Public Safety	460-1083 or 1000
Student Health Services	460-1051
Office of Student Affairs	460-1053
Director of Counseling	460-1454

Individuals may also report a sexual assault to the Monticello Police (367-3411 or 460-6000), Drew Memorial Hospital (367-2411) or to Delta Counseling Associates (367-2461).

If you are sexually assaulted, you should report the attack to the police as quickly as possible. If the assault is reported within 72 hours of its occurrence and you cooperate with the police in providing information and evidence, the State of Arkansas pays for the medical examination. Also, if the offense is reported to the police, Victims Compensation can pay for the treatment of other injuries that occurred during the rape. Under any circumstances, medical evaluation is important because of the possibilities of sexually transmitted diseases and pregnancy. If you choose not to report to the police, you must cover the cost of the examination. Reporting the offense to the police does not mean that you prosecute.

There are several important steps that should be taken after a sexual assault:

1. **DO NOT** shower, bathe, change clothes, urinate, brush your teeth or rinse your mouth, change bedding, or disturb the area where the assault occurred. Remember that it is important to preserve any and all evidence.



Monticello Clinical Office (870) 367-2461  
790 Roberts Dr.  
Monticello, AR 71655

Options (870) 367-3488  
110 N. Main St.  
Monticello, AR 71655

Warren Clinical Office (870) 226-5856 or  
404 E. Central 226-3150  
Warren, AR 71671

### **Procedures for On-Campus Disciplinary Action for a sexual assault:**

Students can report a sexual assault to any of the offices listed above or to any member of the Office of Residence Life. Once this report is made, the Office of Student Affairs is responsible for initiating and coordinating the University's response. A professional staff member of the Office of Student Affairs will discuss the options available for action. A campus judicial hearing will be held if a charge slip is filed, the alleged victim agrees to participate in a hearing, and there is sufficient evidence present to support a hearing. In all cases of sexual assault, the accuser and the accused are entitled to the same opportunities to have an advocate and witnesses present during campus disciplinary proceedings. Additionally, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding.

### **Possible Sanctions Resulting from University Judicial Action for sexual assault:**

The University considers sexual assault a very serious crime; therefore, any action taken within the University judicial system will reflect this seriousness. There are eight possible sanctions within the University judicial system: counseling, educational task, reprimand, restitution, conduct probation, disciplinary probation, suspension, and expulsion. It is not possible to rule out the use of any of these sanctions. However, precedence indicates that sexual assault will most likely result in counseling, suspension, and/or expulsion.

### **Assistance in Changing Academic and Living Situations due to sexual assault:**

The University is aware of the sensitivity of an allegation of sexual assault. The University will make changes in academic and living situations after a sexual assault, if the alleged victim requests such changes and the changes are reasonably available. It is possible that the University may direct an accused person not to have any contact with the victim until the matter is resolved.

### **Informing Law Enforcement Authorities of sexual assault:**

Students committing sex offenses, whether on or off campus, are subject to university disciplinary action as well as criminal action. Criminal charges can be filed through the UAM Public Safety Office, local police, or through the assistance of the Office of Student Affairs. All officers of the Department of Public Safety meet state mandated training requirements and are certified by the Arkansas Commission on Law Enforcement Standards, and along with members of the Office of Student Affairs will assist individuals in contacting Drew Memorial Hospital or the local police to report a sexual assault. Experience shows that rape tends to be a repeated offense. Rapists rarely stop with one victim. Therefore, information concerning rape may be helpful to the police in solving other rape cases even if the injured party does not seek prosecution.

### **Preventing a sexual assault offense:**

There are many steps men and women can take to prevent a sex offense from occurring:

**Think ahead.** Know your desires, limits and intentions ahead of time before you meet an acquaintance or go out on a date.

**Communicate your intentions clearly.** Be clear, firm and specific. Polite responses can be misunderstood or ignored. Your words and facial expression should match the firmness of your intent. "No" means no and "Yes" means yes. Be assertive. Passivity may be interpreted as permission.

**Avoid excessive use of alcohol.** Alcohol interferes with judgment and communication. Most instances of date rape involve the use of alcohol.

**Do not place yourself in vulnerable situations.** Walk in lighted areas and with friends.

**Keep your room door and windows locked.** When dating a person for the first time, double date, and do not allow yourself to be alone for any period of time.

**Trust your intuition.** If you sense you are in danger, leave the area or situation.

### **What can males do?**

**Respect the wishes of the person.** If a person says "No" they mean no. Do not read other meanings into their answer. Even if one initially gives permission but then changes his/her mind, respect their wishes.

**Do not assume previous sex gives permission for further sex.** Again, listen to what the person has to say.

**Do not assume women enjoy force or pressure to have sex.** Women wish to be treated

with care and respect. Forced sex is rape, and rape is a violent and criminal act.

**Do not assume that a woman who dresses in revealing clothes and acts provocatively wants to have sex.**

**Realize that alcohol and drugs are not an excuse to have sex.** You do not have the right to take advantage of a person who is intoxicated and incapable of saying no.

### **Definition of sexual offenses**

**Sexual Assault:** Sexual assault is a term that is defined as any involuntary sexual act in which a person is threatened, coerced, or forced to engage against his/her will to include, but not limited to, rape, acquaintance rape, date rape, and gang rape.

**Arkansas Legal Definition of Rape:** A person commits rape if he/she engages in sexual intercourse or deviant sexual activity with another person: (a) by forcible compulsion; (b) who is incapable of consent because he/she is physically helpless; or (c) who is less than fourteen years old (the assailant must two years older than the victim for this to apply).

**Acquaintance Rape:** Acquaintance rape refers to a rape committed by a non-stranger who is known to the victim, and can include a friend, acquaintance, family member, neighbor, classmate, or co-worker.

**Date Rape:** Date rape refers to a type of acquaintance rape where the victim has consented to accompany or go on a date with the perpetrator.

**Gang Rape:** A rape that involves more than one perpetrator.

The Arkansas statute on rape is genderless, which means that both men and women can be rape victims and perpetrators. Sexual assault can occur whenever consent is not freely given by the victim; whenever the victim fears that he/she will be injured if he/she does not submit; whenever the victim is incapable of giving consent or resisting due to alcohol or drugs; and whenever the perpetrator uses physical force, threat, coercion, or intimidation to overpower the victim.

### **SEXUAL HARASSMENT**

The University is committed to maintaining an environment in which the dignity and worth of all members of the institutional community are respected. Sexual harassment harms the environment the University seeks to maintain and is prohibited. Moreover, sexual harassment is a form of sex discrimination and violates Federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or same sex, when the behavior falls within the following definition:

## **Definition**

Sexual harassment is defined as unwelcome sexual advance, requests for sexual favors, and other Verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
- submission to or rejection of such conduct is used as a basis for an academic, employment, or placement decision affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive environment for working or learning.

## **STUDENT GRIEVANCE PROCEDURE FOR NON-ACADEMIC MATTERS**

A student having a complaint that is non-academic in nature may present the matter to and discuss it with the Vice Chancellor with supervisory responsibility for the area where the complaint lies. Complaints involving a Vice Chancellor should be directed to the Chancellor. A student may contact the Human Relations Officer or the Assistant Vice Chancellor for Student Affairs to receive advice on the procedure to be followed in the resolution of a grievance. Non-academic grievances may include, but are not limited to, sexual harassment; discrimination on the basis of color, religion, age, race, sex, national origin, disability; or unprofessional conduct.

### **Procedure:**

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

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

2. The student or the person(s) involved in the grievance may appeal the decision issued by

the Vice Chancellor to the Chancellor of the University by forwarding his or her grievance in writing to the Chancellor within three (3) working days following receipt of the original decision rendered. Upon receipt of a grievance, the Chancellor will, within five (5) working days, appoint an ad hoc Grievance Committee to investigate the matter further and make recommendations for its solution.

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

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

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

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

## **STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT**

The University of Arkansas at Monticello makes information required by the Student Right to Know and Campus Security Act available to all currently enrolled students, prospective students, the parents of enrolled or prospective students, interested high school personnel, and the general public on request. Disclosures regarding student athletes are available in the UAM Library, the Registrar's Office, and the Office of Academic Affairs. Information regarding the incidence rate of certain campus crimes is available in the Department of Public Safety.

## **TRAFFIC REGULATIONS**

Campus traffic regulations are available at the Department of Public Safety, 460-1083. A student who drives a motor vehicle on campus must register his/her vehicle. Proof of state vehicle registration must be provided.

### **WEEVIL POND/WILLIAM E. MORGAN FOUNTAIN POLICY**

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

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

Fishing is allowed in Weevil Pond, but must be conducted from the bank of the Pond.

Temporary signage is not permitted in Weevil Pond.

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

### **UNIVERSITY FACILITY USE**

The University of Arkansas at Monticello is a state-supported institution of higher education. University facilities are made available for extracurricular use to colleges and academic units of the University; to organizations, which exist solely for the benefit of the University; and to recognized student organizations with the approval of the advisor and administration. Only officially recognized and registered organizations or programs on the UAM Campus may reserve or use UAM facilities (exceptions to this rule may be made by the Chancellor, Vice Chancellor for Student Affairs, or Assistant Vice Chancellor for Student Affairs. The term "UAM/University facilities" includes all buildings and grounds under the jurisdiction of the University of Arkansas at Monticello. University facilities under the law cannot be made available to outside organizations for their own purposes. However, the Executive Council is authorized to approve the use of facilities when such use serves the educational objectives of the University, provided that such does not pertain to "the soliciting of political party membership or supporting or opposing political candidates, or for the conduct of private business." The

University reserves the right to regulate any use of its buildings and grounds for any type of solicitation, including fund-raising activities which do not directly benefit the University.

State funds have been used to construct adequate facilities for housing the essential functions of the institution. The facilities are the property of the University of Arkansas at Monticello. The University may make the facilities available to faculty, staff, and students for purposes consistent with the mission of the institution. Permission to use the facilities is not guaranteed nor does it bestow any right upon the user to modify, alter, or make any changes in the decor, structure, or appearance without the written permission of the University Administration. Organizations using a University facility may not strike floors, walls, pillars, etc. with objects, such as sticks or canes, which may cause damage to the facility.

## **STUDENT ORGANIZATIONS**

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

There are over 60 registered student organizations at UAM in which a student may become involved. A complete listing of currently recognized student organizations is available in the Office of Student Programs and Activities located in the John F. Gibson University Center.

### **Facility Use and scheduling events by student organizations**

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

Space within the University Center is reserved through the Office of Student Affairs, 460-1053;

Space adjacent to the University Center, i.e. pavilion, University Center Plaza (outside) University Center Parking Area is reserved through the Office of Student Affairs, 460-1053;

Library Conference Rooms are reserved through the Office of Student Affairs, 460-1053;

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

The University Center gymnasium is reserved through the Director of Intramurals, 460-1046;

The Fine Arts Center is scheduled through the Special Events Coordinator, 460-1021;

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

The Field house is scheduled through the Athletic Director, 460-1058;

The University Pool is reserved through the Director of Intramurals, 460-1046;

All scheduling of facility space should be done at least three (3) working days in advance of the activity.

At the beginning of each semester, student organizations should submit a schedule of their routine meeting times and places to the Director of Student Programs and Activities. In order to assure an equal distribution of usage of campus facilities, recognized student organizations and

clubs may be restricted to no more than two social and/or public events per semester in any one facility.

Non-recognized and inactive organizations may not use campus facilities until recognition or active status is established. Exempt from the above guidelines are University-sponsored groups whose funds and/or budgets are administered through the Office of Finance and Administration.

**In an attempt to emphasize academic performance, student organizations will not be allowed to schedule meetings, social events, or hosts fund raising-activities on or off-campus 24 hours before the official start of the final exam period through the conclusion of final exams.**

#### **Scheduling of events/activities on campus**

1. All student activities involving University facilities must be placed on the Facilities Calendar in the Office of Student Affairs. This notification requirement is for approval and coordination purposes. Facility Reservation Forms are available in the Office of Student Affairs and must be completed at least three working days in advance of the planned event.
2. Activities involving University facilities will be scheduled to end no later than 12:00 midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday nights. Rare exceptions may be granted by the Assistant Vice Chancellor for Student Affairs/Dean of Students. Requests for such exceptions must be made at least 48 hours prior to the event. At no time will a facility remain open for use past the designated hour(s).
3. Only one major student social event is allowed on campus per day. Any exception to this rule must be approved in advance of the event by the Vice Chancellor/Assistant Vice Chancellor for Student Affairs.
4. The on-campus faculty or staff advisor of a student organization (or his/her on-campus faculty/staff designee) must be present at any scheduled activity of the organization, whether

occurring on or off campus.

5. All activities must be planned so as to not interfere with or impinge upon regular classes of UAM or University-sponsored activities. Outdoor event must not disturb or interfere with academic classes, other University events, residence hall quiet hours, or residents living near the campus.
6. All UAM student organization events or student organization sponsored events held on campus are restricted to UAM students. Should a student organization desire to host an event/function open to the public, the organization must receive approval from the Assistant Vice Chancellor for Student Affairs seven (7) working days prior to the scheduled event.
7. The on-campus faculty/staff advisor of the organization, or his/her designee, must be present at the event from its beginning to its conclusion. (Alumni advisors or National advisors do not meet “on-campus advisor” status).
8. Space in classrooms or administrative buildings may not be used by student organizations before 4:30 p.m. Monday through Friday.
9. Space may only be used by recognized student organizations during a regularly scheduled academic session.
10. University space may not be reserved by any student organization or program for any purpose 24 hours before final exam period begins.

### **Risk Management/Off-Campus Social Events**

Recognized student organizations are required to abide by local, state, and federal laws concerning alcohol and illicit drugs when sponsoring social events off campus.

Organizations hosting or sponsoring any off-campus social event must complete and submit the “Off-campus Social Event Information Form.” Copies of the form may be obtained from the Office of Student Programs and Activities located in the John F. Gibson University Center. This form is for informational purposes only and does not constitute approval or disapproval of the event from the University.

Organizations affiliated with, or governed by, national groups must follow any and all risk management policies as defined and established by their respective national charters, constitutions, and by-laws. Risk management includes, but is not limited to, policies that address: alcohol, illicit drugs, hazing, hosts/sponsor policies, and/or “open party” policies/guidelines.

Social events are defined as any function of activity, open or closed to the public, that are provided by an organization to meet the social needs of its members and/or guests. Such events

include, but are not limited to, dances, movies, card games, casino nights, comedy nights, boxing, step shows, bowling parties, rodeos, sporting competitions, water competitions (fishing, boating, skiing, canoeing, etc), picnics, cookouts, camp-outs, mixers, membership recruitment activities, etc.

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

**NOTE: University regulations prohibit any student organization from serving or permitting the consumption or possession of alcoholic beverages or illegal drugs at anytime by anyone on University owned/University controlled property or at any University sponsored function, including off campus University sponsored events that have been approved by the Office of Student Affairs.**

### **Designated facilities for Organizational Use**

The university has, at certain times, designated facilities to student organizations or leased/rented facilities to agencies outside the University for use exclusively by that organization. However, permission to use facilities is not guaranteed beyond the conditions of a lease, nor does it bestow any right upon the user to modify, alter, or make any changes in decor, structure, or appearance without the written permission of the University. Nor does such use infer any right of ownership or proprietorship. All facilities designated for student organizational use is the property of the University of Arkansas at Monticello.

The following guidelines are to be observed by all groups occupying space in a University facility:

#### **A. Physical facility alterations**

1. The University of Arkansas at Monticello reserves the right to implement the following rules regarding the physical alteration to any UAM facility or off-campus facility by any student groups, clubs, or organization:
  - a. No structural alterations may be made without written approval from the Assistant Vice Chancellor for Student Affairs/Dean of Students.
  - b. Nothing may adorn the windows or be attached to the exterior of the building that is not consistent with the University's decorating and naming of buildings unless approved by the Vice Chancellor or Assistant Vice Chancellor for Student Affairs.

- c. Internal painting and decorating may occur after the plan has been approved by the Vice Chancellor or Assistant Vice Chancellor for Student Affairs.
- d. No paint is to be placed on the exterior of buildings.
- e. For identification purposes, space may be identified by attractive, non-obtrusive signs placed near the entrance of the building. For instance, a fraternity is allowed to use an attractive stand-alone sign bearing its coat-of-arms. The size and location of the sign must be approved in advance by the University Executive Council.

**B. Keys/locks for buildings**

- 1. For security and safety reasons, organizations and agencies may only use locks obtained from the Department of Public Safety in University facilities.

**C. Removal of Occupancy Authorization**

- 1. The University of Arkansas at Monticello reserves the right to relinquish an organization of its space for one or more of the following reasons:
  - a. The space is deemed necessary for other University use;
  - b. The occupied space no longer exists;
  - c. As a result of disciplinary action;
  - d. The student organization is no longer officially recognized due to an inactive status for the length of one semester; or .
  - e. The space is deemed to be unsafe for student use.

**D. Responsibility for Maintenance**

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

**E. Summer Term Occupancy**

- 1. Campus facility space that has been designated to student organizations may be used during the summer months by these organizations according to the following guidelines:
  - a. Space must be vacated by 12:00 midnight Sunday through Thursday and by 1:00 a.m. Friday and Saturday.

- b. Space in classrooms or administrative buildings may not be used before 4:30 p.m. Monday through Friday.
- c. Organizations with space in residence halls not open during the summer must receive prior written permission from the Director of Residence Life for use.
- d. A Facility Usage Form must be filed with the Office of Student Affairs at least 48 hours in advance of an activity.

**F. Types of usage**

- 1. Activities conducted within the designated space are to be consistent with the educational purpose of the University and the organization. These include, but are not limited to, social functions involving members and invited guests, business meetings, and organization recruitment activities. The space may NOT be used for commercial non-University related fund raising or solicitation. It is strongly recommended that student organization functions be limited to current UAM students, staff, and invited alumni. A check of UAM I.D.'s is also highly recommended and, in the case of a dance, band party, or social, is required.

**G. General guidelines**

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

**Charitable Solicitation**

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

- 1. Only UAM officially recognized student organizations may fundraise on the UAM campus.
- 2. The Charitable organization must be designated as the chapter's focus in their constitution and mission.

3. All fund raising activities must be registered with the Director of Student Programs and Activities three (3) working days in advance of the event.
4. Student organizations must notify the Director of Student Programs and Activities of the name of the charitable organization for which the funds are being raised and must certify the existence and tax exempt status of the charitable organization to the satisfaction of the Director of Student Programs and Activities.
5. Upon completion of the fund-raiser, student organizations must report the amount of money raised for the charity to the Director of Student Programs and Activities.
6. Funds raised for philanthropic purposes must be given to nonprofit tax-exempt organizations and not directly to individuals.
7. Organizations are limited to four on-campus fund-raisers during an academic year.

### **CONDUCT VIOLATIONS BY STUDENT ORGANIZATIONS**

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

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

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

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

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

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

A student organization is subject to disciplinary action if:

1. An offense was committed by one or more members of an organization and organization funds were used to finance the venture;
2. An offense was committed by one or more members of an organization and was supported by a majority of the organization's membership;
3. An organization has chosen to protect one or more individual offenders who were members or guests of the organization; and/or
4. An offense occurred at or as a result of an organization's sponsored function.

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

- a. The University of Arkansas at Monticello reserves the right to thirty (30) class days notice to a student organization after the alleged violation has occurred, or the organization has been identified as the alleged violator. The right to the 30-class day notification is forfeited if the University of Arkansas at Monticello experiences a closing due to inclement weather, is officially closed for a break, is implementing a holiday, or is on a modified calendar schedule.
- b. For all organization violations, the Assistant Vice Chancellor/Vice Chancellor for Student Affairs will adjudicate an administrative hearing.

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

## **HAZING**

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

1. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or
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 a acts; or
4. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such as defined in this section.

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

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

Hazing is a class B misdemeanor.

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

## **LECTURES AND PERFORMERS**

Any registered student organization may use University facilities for meetings. Uses of rooms for non-routine reasons or functions, will be approved by the Office of Student Affairs on an individual basis.

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

## **MEMBERSHIP POLICY FOR STUDENT ORGANIZATIONS**

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

1. (a) Membership in recognized organizations will be limited to currently enrolled students of the University. Accurate membership records must be maintained and made available to the faculty advisor. (b) Usually, a minimum of five members is required to remain an active, recognized student organization.
2. (a) Officers must be regularly enrolled, degree-seeking, full-time students. To be eligible to serve as an officer in a recognized student organization, a student must have at least a 2.0 grade point average and must not be on Disciplinary Probation or Academic Conditional Standing at the time he or she petitions for the office or during his/her term of office. It will be the responsibility of the organization's advisor to validate its officers' eligibility. (b) When an election is held in a recognized student organization, the names of the new officers must be sent to the Director of Student Programs and Activities within one week. (c) Officers must be full-time students enrolled in at least twelve hours each semester during their term of office.

3. Only associate, nonvoting memberships in student organizations may be offered to University of Arkansas at Monticello faculty and professional administrative staff.
4. Organizations may, at their discretion and in writing through their constitution, limit membership to full-time enrolled students.
5. No campus organization may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

### **OFF-CAMPUS TRAVEL OF STUDENTS REPRESENTING THE UNIVERSITY**

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

#### **Official Representation**

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

1. The appropriate administrative official authorizes a student or students to be “Official University Representatives” for the purpose of attending an event related to the accomplishment of the University’s educational purposes.
2. The University will benefit from the representation in a substantial manner.
3. The student(s) travels by University vehicle or by transportation selected for them and approved by the appropriate administrative official.
4. The student(s) meets campus requirements for participation in extracurricular activities.
5. Before leaving the campus the student(s), and accompanying UAM faculty or staff member will register according to the procedures outlined in these regulations.

#### **Procedures for designating students as Official University Representatives**

The possibility of claims and liability arising from student travel, makes necessary strict procedures for travel of enrolled students to off campus sites for University purposes.

The following procedure, therefore, will be adhered to:

1. Authorization must be secured from the appropriate Executive Council member in a reasonable time period in advance of the travel by submitting a "Notification of Off-Campus Travel of Students" form.
2. Copies of the completed registration form will be forwarded to the Vice Chancellor for Student Affairs and to the administrative official authorizing the travel.
3. The faculty advisor will properly inform students of the responsibility of this status.

### **Travel Regulations**

1. Students may travel on public carriers, in University vehicles, or by private vehicle, if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. Proof of private insurance is to be shown, in advance, to receive permission.
2. In the event of an accident, full disclosure will be made of name, address, registration number of vehicle, drivers' license, and University status of individual involved, but liability should not be admitted until all facts are known and fault is established. All laws regarding the operation of a motor vehicle and traffic regulations must be obeyed.
3. Students will file reports with an Executive Council member and the Business Manager's office concerning any accidents, collisions, personal injury, or property damage to themselves or to others, immediately upon returning to the campus. When privately owned vehicles are used, the owner should notify his/her insurance company immediately.
4. No student(s) will be allowed to operate University vehicles during off-campus trips as defined herein unless the University employs the student for this purpose.
5. When a University car is used for off-campus travel, the person to whom possession is delivered will first display to the Motor Pool officials a valid driver's license for him/herself and for any individuals who will drive during the trip. Only employees of the University may operate University vehicles.

The above rules are inapplicable in the following cases:

1. Passengers riding in University operated vehicles between portions of the campus.
2. UAM will not accept responsibility for any liability associated with off-campus trips organized or sponsored by a student organization in its own interest and purposes or trips not made on behalf of the University of Arkansas at Monticello as official travel.
3. Dispatching of a student for errand in a city where he is regularly enrolled. A student

dispatched by a faculty or staff member who would derive benefit from the errand may be subject to liability on the assumption that the student was an agent of the faculty or staff, and not of the University.

### **Advisor**

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

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

### **Conduct of University Representatives**

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

### **OUTDOOR PROGRAMS WITH AMPLIFIED MUSIC**

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

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

Prior to any outdoor activity, trash containers must be requested from the maintenance

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

### **SELLING/PEDDLING/SOLICITATION ON UNIVERSITY CONTROLLED PROPERTY**

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

### **USE OF INSTITUTIONAL NAME**

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

### **PUBLICATION/PUBLICITY/DISTRIBUTION OF LITERATURE ON CAMPUS**

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

1. Literature and materials for distribution on university property must not contain:
  - a. Writings which are libelous, obscene, or in violation of federal, state, or local laws;
  - b. Materials which attempt to exploit for commercial purposes the name, image or reputation of the University of Arkansas at Monticello through the sale of subscription copies or the sale of advertising space.
2. Literature and material for distribution on university property should contain:
  - a. The name of the organization or individual responsible for the printed material;
  - b. An expiration date informing when the literature is outdated.
3. Materials should not overlap or conceal other advertising.
4. No advertising or announcement may:
  - a. Be painted on any campus building or structure or onto the sidewalks or curbs.

Sidewalk chalking may be done on designated sidewalks only.

- b. Be affixed to any glass, glass door, window, or wooden doorway;
  - c. Be affixed to the exterior of any classroom/academic/administration/residence hall building without permission.
  - d. Be affixed to any painted surfaces within buildings
  - e. Be nailed or wired to trees on campus;
  - f. Be placed on vehicles, vending machines, trash cans, or light posts on campus.
5. Persons or organizations that advertise or post are responsible for removal of the material when the date for posting has expired. An expiration date will be considered as one day following the date of the posted event.

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

## **RECOGNITION OF STUDENT ORGANIZATIONS**

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

1. Name of the organization (no organization shall use a name identical to or closely similar to the name of a previously recognized organization).
2. A declaration of the purposes, goals, activities, (purpose statement) of the organization. The purpose must not violate human rights, discriminate against any group, or support any cause that may create emotional or physical endangerment.
3. A listing of officers by title and any specific functions of the officers. Officers must have at least a 2.00 cumulative grade point average and not be on disciplinary probation.
4. A statement of terms of the office and the time and method of election.
5. Membership eligibility requirements.

6. Frequency of meetings. Specification for a special or called meeting and what constitutes a quorum must be stated.
7. Provisions for an advisor. Full-time and part-time UAM faculty/staff are eligible to serve as advisors. Who will choose the advisor and the role of the advisor must be stated.
8. Section on finance. A statement on membership dues and a statement that the organization will collect, disburse, and operate their funds from a university agency account must be stated.  
It must also be stated what constitutes a fiscal year, and who needs to sign an agency form before a check or payment can be processed.
9. Arrangements for standing or other special committees must be specified.
10. Provisions for amendments to the constitution and what is a majority vote to amend must also be included.

Upon completion of its constitution, the organization must present its constitution to the Director of Student Programs and Activities. The Director will verify that all University requirements for recognition have been met. If all requirements are met, the Director will present the constitution to the Assistant Vice Chancellor for Student Affairs. The Assistant Vice Chancellor will convene the Student Affairs committee to review the organization's constitution. Upon this committee's approval, the organization will be presented to the UAM Assembly to receive official recognition. During the time the application for recognition is being considered, a group may not sponsor speakers or other activities in the name of the proposed organization. The group will be permitted to conduct two informational/interest meetings while seeking recognition.

### **Maintaining Recognition Status**

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

1. Adhere to the purposes, aims and activities as stated in the recognition documents.
2. Continue to meet all the requirements for initial recognition.
3. Remain in compliance with all rules and regulations of the University, Student Handbook, and all federal, state and local laws.
4. Submit any changes in its purpose statement, constitution, or recognition documents to the Office of Student Programs and Activities.

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

### **Role of Advisor**

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

1. This policy and other university regulations pertaining to student organizations;
2. The Constitution and purpose statement of the student organization they are advising; and
3. The activities and projects of their organization.

A faculty/staff advisor should attend all business meetings and must attend all social events of the organization. All actions of an organization are subject to review by the advisor and/or the University. Before an organization makes the selection of an advisor, it should consider the following: (a) someone who will take the role willingly and seriously; and (2) someone who will commit the time. When approaching a potential advisor for the first time, the organization should make sure that he or she has a clear understanding of the organization's purpose as well as what would be required pertaining to the duties and time involved.

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

### **Privileges of recognized student organizations**

Recognized student organizations receive the following privileges:

1. Use of university meeting facilities.
2. Use of the University's name in publicity and press releases, subject to the requirement that

the organization secure approval for use of the institutional name in off-campus fundraising.

3. Listing of the organization in appropriate university publications.
4. Opportunity to participate in Organizational fairs, and other campus-wide events.
5. Receipt of leadership materials and other informational publications.
6. Fund raising privileges.
7. An organization/campus mailbox in the University Center.

### **Affiliation**

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

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

### **SOLICITATION AND FUND RAISING**

The buildings and grounds owned by the Board of Trustees of the University of Arkansas at Monticello exist for, and are exclusively devoted to, use for the conduct of an organized and approved University program of higher education. As such, they are committed to the nonprofit, tax-exempt use of the official program of the University. Therefore, private business activities are not permitted on University premises. This prohibition includes but is not limited to “door-to-door” solicitation of any type in any on-campus facility. In certain limited areas, the University contracts with private firms to provide needed on-campus services for the convenience of students, faculty and staff which contributes to the accomplishment of the University’s educational purposes.

**APART FROM PROHIBITING PROFIT-MAKING COMMERCIAL BUSINESS ACTIVITIES, THE UNIVERSITY ALSO REGULATES, WITHIN LIMITS, UNDER SEPARATE POLICIES, AND CONSISTENT WITH THE ABOVE POLICY, ANY USE OF ITS BUILDINGS AND GROUNDS FOR SOLICITATION INCLUDING FUND-RAISING ACTIVITIES.**

Fund raising projects, including the sale of merchandise in and around the area of the campus, must be registered on a fund raising form with the Student Programs and Activities Office.

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

1. The activity does not conflict with the educational purposes of the University;
2. The activity does not conflict with another activity already approved;
3. The activity do not violate the law by including a drawing, raffle, lottery, or other games of chance.
4. The activity does not involve door-to-door solicitations;
5. The activity in no way conflicts with university policy;
6. The activity that raises funds for philanthropic purposes is directed to non-profit, tax-exempt organizations and that no funds are made directly available to an individual or individuals.
7. No student organization may have outside or external agencies visit campus to raise funds for the outside agency.

Only officially recognized UAM student organizations are permitted to fundraise on the UAM Campus. Organizations that are not officially recognized by the University may not fundraise on or off campus until official recognition is bestowed upon the group. All UAM student organizations are required to register their fund-raising activities through the Office of Student Activities at least five (5) working days prior to the fund raising event.

## **FINANCIAL MANAGEMENT**

The University requires all officially recognized student organizations to maintain good financial standing with the University. The University does not incur the debt of any student organization upon its financial delinquency for any on or off-campus expense, or if the organization folds or ceases to exist.

## **STUDENT ORGANIZATIONS**

UAM students have the opportunity to become involved in more than fifty different groups. These groups are classified as follows:

University Related: These are groups that have been established by the University to meet specific needs of the general student population; i.e., Cheerleaders or Student Ambassadors.

Honor Societies/Organizations: These organizations are open only to those who qualify and are designed to recognize the achievement of excellence.

Social Fraternities and Sororities: These include organizations whose primary interests are social.

All social fraternities and social sororities on the UAM campus must be affiliated with a National Greek-letter Society that is a member of the National Panhellenic Conference (NPC), National Pan Hellenic Conference (NPHC), or the North American Interfraternity Conference (NIC). The term “fraternity” or “sorority” may only be used by organizations that are a part of the NPC, NPHC, or NIC, or who have an affiliation with a national organization that has the term sorority/fraternity in its official name.

Religious Organizations: These are groups specifically oriented to religious activities.

Academic Clubs/Organizations: These groups generally further a specific subject or curriculum.

Special Interest Organizations: These groups have been formed to meet the special interests of UAM students and to provide specific or general services to the campus.

Students wishing to be involved in campus organizations may contact the Director of Student Programs and Activities (460-1396) for a list of organizations and contact persons.

### **Student Government Association**

The Student Government Association (SGA) is the representative voice for UAM Students. The SGA promotes the interests and well-being of UAM students on matters that affect them. Elections for various offices are held in the spring. The SGA Office is located on the ground floor of the University Center. The office telephone number is 460-1896. Students are encouraged to get involved in SGA leadership positions and sponsored activities.

### **Student Activities Board**

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

### **Greek System**

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

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

### **Greek Council**

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

### **Student Ambassadors**

This carefully selected group of students effectively promotes higher education and the University of Arkansas at Monticello as students and incoming freshman.

By joining with professional staff in visiting high schools, providing campus tours, and functioning as resource persons to high school seniors through letters and telephone calls; the students fully participate in public relations and institutional marketing.

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

### **SUSPENSION OF RECOGNITION OF STUDENT ORGANIZATIONS**

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

The suspension of recognition is most likely to occur when:

1. The election of officers, specified in the constitution, has passed twice without any action having been reported to the Assistant Vice Chancellor for Student Affairs/Dean of Students;
- 2.
3. The organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution, as evidenced by membership meetings and other activities. Recognized student organizations are expected to comply when requested by the Assistant Vice Chancellor for Student Affairs/Dean of Students or The Director of Student Programs and Activities to provide a brief report of the year's activities;
4. The organizational membership falls below the required number of five (5);
5. The organization is found in violation of the terms of "Membership Criteria" previously stated.

An organization suspended for inactivity may be reactivated by application to the Assistant Vice Chancellor for Student Affairs/Dean of Students and the Director of Student Programs and Activities by a group of five (5) or more students reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Active status may be re-established if the organization makes a request before four (4) regular semesters have passed. Recognition will be withdrawn from any organization after two consecutive years of inactivity or failure to submit the required officers' roster when requested.

#### **ATTENDANCE AT STUDENT ACTIVITIES, EVENTS, AND/OR PROGRAMS**

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



## **STUDENT SERVICES**

### **ADMISSIONS**

#### *Monticello Campus*

Harris Hall 120, (870) 460-1026

#### *Crossett Campus*

Office of Student Services, (870) 364-6414

#### *McGehee Campus*

Office of Student Services, (870) 222-5360

Any student seeking information regarding admission to the University of Arkansas at Monticello should contact the Office of Admissions. Required admission documentation should be submitted before the semester begins.

### **BOOKSTORE**

(870) 460-1655

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

### **CAREER SERVICES**

Harris Hall, (870) 460-1453

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

The Center will (1) provide information on careers, current job trends, colleges and graduate schools, and (2) develop, sponsor and coordinate career oriented programs for all students throughout the school year. The Center maintains a current library, which includes directories of

colleges, graduate schools and employers, the latest books on interview preparation and job-hunting techniques, literature on specific companies and government agencies, and literature on

any career. Career oriented program may include seminars on interview preparation, careers for women, career opportunities for minorities, and job hunting techniques.

Placement services are provided for students and alumni to help them find full-time, part-time, temporary, and summer employment in business, industry, government, and education.

All students are encouraged to establish a placement file with the Center before graduation.

Placement records are maintained in the Center under the supervision of the director. These records are released to agencies institutions, business firms, industrial organizations and individuals only after authorization of the student. Placement credential files will be kept in the center for three years. After that time, the file must be updated to reactivate it. The placement file contains the following: (1) resume, (2) letters of recommendation, and (3) transcript at the student's request.

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

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

Computerized career exploration program (Focus)

Career Interest Inventories (Myers-Briggs Type Indicator, Self-directed Search)

Individualized Career Counseling

Career Library

Mock Interviews

Resume/Cover Letter Writing

Employment Listings

Career Development Workshops

Career Fair

Appointments are generally necessary for individualized assistance, while the Career Library, Employment Listings, and FOCUS programs are available on a drop-in basis from 8:00 a.m. to 4:30 p.m. Monday through Friday. For more information call 460-1453.

## **COUNSELING AND TESTING**

*Monticello Campus,*

Harris Hall 201, (870) 460-1454

*Crossett Campus*

College of Technology – Crossett

(870) 364-6414

*McGehee Campus*

College of Technology – McGehee

(870) 222-5360

The Counseling and Testing Services office provides a wide variety of specialized counseling and testing services to prospective and current UAM students. All services are free and confidential in nature. Appointments can be made in person during the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or by telephone at (870) 460-1453. Walk-in counseling is also generally available to accommodate students in crisis or emergency situations or consultations.

### **Educational Counseling**

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

### **Personal Counseling**

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

### **Testing Services**

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

## **SPECIAL STUDENT SERVICES (International/ADA)**

### *Monticello Campus*

Harris Hall 120, (870) 460-1026

Email: [whitingm@uamont.edu](mailto:whitingm@uamont.edu)

### *Crossett Campus*

College of Technology – Crossett

(870) 364-6414

Email: [carter@uamont.edu](mailto:carter@uamont.edu)

### *McGehee Campus*

College of McGehee Campus

(870) 222-5360

Email: [rocconi@uamont.edu](mailto:rocconi@uamont.edu)

The University ensure that students with special circumstances and/or disabilities are given the same rights and services as other student at the University. Classrooms, administrative, and recreational facilities are accessible. Students with documented disabilities may receive a variety of accommodations, including pre-admission planning, adaptive test taking, readers, scribes, classroom accommodations, faculty consultation/notification, taped textbooks, and others.

## **EXERCISE CENTER**

University Center, (870) 460-1051

The Exercise Center is a drop-in recreation facility open to all UAM students, faculty, and staff at no charge with a current UAM ID. Available equipment includes treadmills, a Stair Master, Health Riders, upright bikes, recumbent bikes, weight stations and an elliptical machine. The Exercise Center is located on the lower level of the University Center and can be contacted at 460-1095 or 460-1051.

## **GATEWAY STUDENT SUPPORT SERVICES (SSS)**

Harris Hall, (870) 460-1254

Gateway Student Support Services (SSS) Program at the University of Arkansas at Monticello is a federally funded TRIO program for higher education. The purpose of the program is to provide

academic support services to UAM students who meet federal eligibility criteria. TRIO Student Support Services programs currently serve students at over 700 colleges and universities nationwide. The primary goals of the program are: (1) to provide adequate supportive services and activities that increases access to learning; (2) enhance personal/professional development and cultural enrichment to ensure greater retention rates among undergraduate students; and (3) assist students in reaching the goal of earning a baccalaureate degree.

The SSS program enables students to gain the knowledge and skills necessary to pursue a full range of academic and career options by emphasizing college level reading, writing and math skills development as well as support services such as: counseling and academic advising, career services, tutoring, financial aid, assistance, disability services and cultural enrichment. UAM undergraduate students must meet one of the following eligibility criteria to participate in the Gateway Student Support Services Program:

- students must be a first generation college student – neither parent has a baccalaureate;
- students must have a taxable income of family income that must meet federal guidelines;
- students must have a documented physical or learning disability.

### **HOUSING AND RESIDENCE LIFE**

Harris Hall, (870) 460-1045

The University maintains various type of housing for faculty, staff, and students. Student housing is available for both single students and students with families. Information concerning rental rates and housing availability can be obtained by contacting the Office of Residence Life.

### **INTERCOLLEGIATE ATHLETICS**

Steelman Field House, (870) 460-1058

The University of Arkansas at Monticello competes in the nation's largest NCAA Division II Conference, the Gulf South (18 institutions), and fields competitive programs in ten sports. Men may compete in football, basketball, baseball and golf; while women may compete in softball, basketball, cross country, and tennis. Two co-ed sports are offered as well: rodeo and cheerleading.

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

### **INTRAMURALS**

University Center, (870) 460-1046

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

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

## **PUBLIC SAFETY**

(870) 460-1083

The UAM Department of Public Safety is committed to providing quality service and protection to students, faculty, staff and visitors of the University of Arkansas at Monticello. University police officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission of Law Enforcement Standards and Training. The Department employs 5 full-time police officers that have full investigative and arrest authority on the campus and contiguous streets and highways.

The University Police officers maintain and promote respect for the individual rights and dignity of all persons and is dedicated to excellence in all of the services that are offered on a year-round

Basis. The police officers are trained to understand the needs of students, faculty and staff. Officers are equipped with two-way radios and patrol the campus by vehicle, foot, or bicycle.

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

Persons needing EMERGENCY assistance at any time should call the Public Safety Office at 460-1000. General assistance can be obtained by calling 460-1083. Assistance can also be summoned by pushing the call button on any blue light emergency phone located on the campus.

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

## **STUDENT HEALTH SERVICES**

University Center, (870) 460-1051

UAM maintains a full-time registered nurse to serve all members of the University community, with primary emphasis upon students. The nurse treats minor ailments, gives general health advice (diet, exercise, etc.), administers prescribed doctor's care, assists in emergencies, and acts as a knowledgeable referral agent. The Office of Student Health Services, located in the University Center, maintains all student health records (460-1051).

## **STUDENT PROGRAMS AND ACTIVITIES**

University Center, (870) 460-1396

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

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

## **HOUSING AND RESIDENCE LIFE POLICIES**

### **MISSION STATEMENT**

It is the mission of the Office of Residence Life at the University of Arkansas at Monticello to support the academic mission of the institution by providing a safe, comfortable physical environment, which allows the pursuit of academic endeavors and the achievement of personal growth within the boundaries of community standards and respect for others.

### **GENERAL INFORMATION**

Residence Life is the office that oversees the operations of all student residential facilities on the University of Arkansas at Monticello Campus. Resident Directors (RD), and Resident Assistants (RA) are key personnel that assist students with residential concerns throughout their tenure at UAM. In addition, a student may call or come by the Office of Residence Life between the hours of 8:00 a.m.- 4:30 p.m., Monday through Friday. The Office of Residence Life is located on the first floor of Harris Hall. Any student enrolled for at least 9 academic hours may live in a UAM Residence Hall.

### **GOALS OF RESIDENCE LIFE**

- To offer facilities that are safe, well maintained and clean, and that provide a physical environment that supports the programs and goals of the Office of Residence Life.
- To provide an environment within the residence halls which is conducive to academic achievement, good scholarship, and the intellectual and personal growth of each resident.
- To encourage each resident to recognize and evaluate his/her own purpose for being part of the university.
- To promote an atmosphere of respect for individual differences and to encourage support for the rich diversity our students bring to the university community.
- To encourage the development of a sense of individual responsibility so that residents learn to accept responsibility for their own choices and actions.
- To promote an atmosphere conducive to warmth, high morale, and fellowship within the residence halls.
- To promote a sense of pride in the university.
- To institute administrative policies and procedures which facilitates the effective operation of the residence halls.

## **UAM RESIDENTIAL COMMUNITY STANDARDS**

The Residence Hall community at the University of Arkansas at Monticello is dedicated to the Integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and abide by a code of behavior.

### **Rights and Responsibilities:**

The following is a list of student's rights" – what you are entitled to as a students living in one of UAM's residence halls, and your "responsibilities" – what is expected of you as a member of the a residence hall community.

**YOU HAVE The RIGHT** to a safe, clean, and well-maintained residence hall space;

**YOU HAVE THE RESPONSIBILITY** to keep your door and hall doors locked, not prop them open or allow in strangers, and to clean up common areas.

**YOU HAVE THE RIGHT** to a quality learning environment conducive to your academic and social pursuits;

**YOU HAVE THE RESPONSIBILITY** to observe quiet hours, keep your stereo and voice at a reasonable volume in the residence halls, and to remind others that you expect the same from them.

**YOU HAVE THE RIGHT** to privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room;

**YOU HAVE THE RESPONSIBILITY** to let your roommate know of your wishes and preferences for hours of sleep, study and visitation, and to work through any differences you may have in a peaceful manner.

**YOU HAVE THE RIGHT** to choose your means of recreation and relaxation;

**YOU HAVE THE RESPONSIBILITY** to know and abide by the laws of the State of Arkansas, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living community in the halls.

**YOU HAVE THE RIGHT** to appropriately confront another's behavior which infringes on your rights;

**YOU HAVE THE RESPONSIBILITY** to examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner.

**YOU HAVE THE RIGHT** to influence policy affects you by participating in floor meetings, student government, and University organizations;

**YOU HAVE THE RESPONSIBILITY** to participate in floor meetings, and sharing responsibility for adhering to and enforcing community policies and guidelines.

## **RESIDENCE HALL STAFF**

### **Residence Directors (RD)**

The Area Coordinator/Hall Director is a full-time, live-in professional with an undergraduate degree in college student personnel, counseling, psychology, social work or related field. The AC or HD is responsible for all activities in the residence hall. They supervise the Resident Assistants and assist in the program management of the residence halls. Area Coordinators and Hall Directors are chosen for their interest in students and experience in residence hall living. His/Her duties include, but are not limited to, directing and enforcing residence hall and University policies, assisting students with problems or concerns, developing and preserving a

harmonious group living situation, and working with students in the development of programs and activities.

### **Resident Assistants (RA)**

Resident Assistants are student employees that are carefully selected by the University. RA's live on floors with their fellow students and receive special training to assist residents in a variety of ways. They facilitate floor meetings, help initiate and organize floor programs and activities, are a resource for campus information, and document University and residence hall policy violations. Among their most important tasks in helping floor members feel that they all belong to a group or community that shares common interests, concerns, and activities.

### **Desk Assistants (DA)**

Each hall operates an information desk that is staffed by students. Desk assistant duties include answering the phone, checking out equipment for residents use, and assisting with visitation check-in and checkout.

## **RESIDENCE HALL POLICIES**

In addition to the policies outlined below, residential students must also comply with all University Policies. Residents are responsible for all activities that occur in their individual rooms. Residents are responsible for knowing and abiding by all University Policies and Residence Life policies. Residents are responsible for the behavior and conduct of their guests. UAM Residential students are held accountable for the following residence hall policies:

### **Activities in Residence Halls**

Activities and behavior that takes place in individual residence hall rooms and all common areas should be reflective of community living standards. Activities or behavior that encroaches on the rights of others, or that has potential for damage to any University property will be strictly prohibited.

### **Alcohol and Illicit Drugs/Controlled Substances**

Use, possession, or distribution of illicit drugs and controlled substances as defined by local, state, and federal law is strictly prohibited on campus and in the residence halls. Any student possessing a felony amount of drugs, selling any amount of drugs, or having the intent to sell any amount of drugs on University controlled property or at a University sponsored event will be expelled from the University. The jurisdiction of this violation rests solely with the Assistant Vice Chancellor for Student Affairs/Dean of Students and the Vice Chancellor for Student Affairs. Violators of this code forfeit their right/option of a University Judicial Board Hearing.

### **Antennas**

The use of any type of free-standing external antenna in any residential facility is not permitted.

### **Bedding**

The use, possession, or construction of waterbeds, lofts, or homemade bunk beds in a residential facility is strictly prohibited.

### **Bicycles, Motorcycles, in-line skates, skateboards**

Motorcycles, mopeds, scooters may not be stored in the residence halls due to fire safety regulations. Bicycle racks are available outside each residence hall. Bicycles are not to be stored or parked in public areas, hallways, or stairwells. Bicycles left in the racks should always be chained and locked to prevent theft. Bicycles, motorcycles, mopeds, scooters, in-line skates, and skateboards are not to be ridden or used in the residence halls.

### **Cable Television**

Basic cable TV service is provided in each student room, and is included in the room and board fee. Outside antennas/satellite dishes for any use are prohibited in the residence halls.

### **Candles, Incense, Potpourri**

Possession of candles of any kind, burning of incense and potpourri are not permitted in student rooms or common areas due to fire hazard. These items will be confiscated if found.

### **Care of Residence Hall Furnishings**

The University of Arkansas at Monticello has provided each room with basic furnishings. It is understood that each student will care for this furniture as if they were his/her own. Damage to room or room furnishings will be charged to the occupants of that room.

### **Check-in/Check-out**

Upon checking into a residential facility, each resident will be provided a RCR (Room Condition Report) which provides the resident an opportunity to note any damages in the room prior to occupancy. The RCR is provided to protect against improper charges to a student's account. It is understood that any damage to a room or room furnishings, which is not noted on the RCR prior to occupancy, will have occurred during occupancy. **Failure to properly complete the RCR form will make the occupant liable for all repair and replacement costs.** The cost of repairing and replacing damaged furniture, fixtures, room equipment, or other property will be assessed against the student responsible. If responsibility cannot be determined, the cost of damages will be divided among the room occupants. Refusal to sign/initial an RCR upon check-in or check-out does not permit the student to escape assessed charges for damages.

Specific requirements for check-out include:

Schedule an appointment with the resident assistant (RA) to check-out  
Removing any and all personal belongings

Sweeping and mopping room

If beds have been de-bunked, they will need to be re-bunked (Maxwell residents only)

Review, complete and sign RCR (Room Condition Report) with Resident Assistant.

Submit individual room key

Submit outside entrance key

### **Cleanliness of Residence Hall Rooms**

University custodial service is responsible for cleaning the lobby, lounge, halls, laundry rooms, and community baths in the residence halls. Residents are responsible for the cleanliness of his/her own room. Students are asked to assist custodians in keeping common areas clean. Failure to maintain one's assigned on-campus housing unit in a clean and sanitary manner will result in disciplinary action.

### **Climbing on University facilities**

Climbing, repelling, and related activity is prohibited on all University buildings and structures, including all residential facilities.

### **Closing Notice**

Notice of residence hall closings will be posted on bulletin boards in advance of a holiday. The halls will be closed for Thanksgiving Holidays, Christmas break, (between the fall and spring semesters), spring break, between the spring and summer semesters, and between the summer and fall semesters.

Students' room and board charges do not include holidays or break periods. Thus, residents **must** vacate their individual room and the residence halls at all holiday/break periods. This policy does not apply to residents of the University Apartments or Family Housing Units. . All exterior doors to all residence halls are locked and there is absolutely no access during break periods or holidays.

### **Common Areas**

Lounge and study areas are furnished with couches, chairs, and tables. The furniture **MUST not be removed** from the lounge areas and is to be properly cared for by all hall residents and visitors.

### **Computer/Internet Network Connection**

The University of Arkansas at Monticello provides Internet connections to Bankston, Royer, Horsfall, Maxwell, and University Apartment residential facilities.

The University does not provide internet connection to the Married/Family Housing Complex.

The Information Technology (IT) department assists students in getting connected.

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

Procedures:

- 1) Each student is required to have his/her computer scanned by the IT department before network connection can occur. This requirement is to ensure that the computer is free of malware and/or viruses. The IT department uses several scanners to assist in this process. There is no charge for this scanning. The scanning process allows the IT department to contain and prevent major virus outbreaks.
- 2) Each student is required to have Trend Micro Antivirus installed. The university provides this free of charge to each student and will assist in the installation.
- 3) Each student will need to have all operating system software installed prior to arrival on campus. The IT department encourages each to student to have the latest operating system and service packs installed (currently Microsoft Windows XP Service Pack 2).
- 4) Each student is required to have his/her personal firewall enabled and automatic updates activated. The IT department will assist with requirement during the scanning process.
- 5) Each student is responsible to have all hardware installed and functioning correctly prior to arrival on campus. The IT department does not provide assistance with hardware issues. The University is not responsible for loss of neither data nor hardware failures that may occur during the scanning process.

Failure to adhere to the computer usage standards of conduct below may result in disciplinary action, including, but not limited to: loss of Internet connection and computer privileges, expulsion from the University, and/or legal action. Each student is required to take full responsibility for his/her own equipment and online conduct. Students must use their network connections in a responsible manner. In addition, students are not permitted to change the network settings on his/her PC. Improper settings could affect the operation of the student PC and cause problems for other network users. Only registered computer equipment will be allowed to connect to the UAM network.

#### Residence Hall Computer Usage Standards of Conduct:

The following behavioral standards must be adhered to in regards to computer usage:

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

2) FTP servers, WEB servers, hubs, or switches are not allowed in student rooms in UAM Residential Facilities.

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

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

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

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

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

### **Cooking appliances**

For fire prevention, as well as health and sanitation reasons, cooking is not allowed in student rooms. Please use the kitchen facilities in each hall for preparation of hot meals and snacks.

### **Courtesy Hours**

Courtesy quiet hours are observed 24 hours a day, seven days a week. During courtesy hours residents are required to be courteous of other residents' needs. You should be able to approach your neighbor at any time to let them know if they are disturbing you. Neighboring students should be considerate of your request and reduce their noise level. Likewise, if you are requested to be quiet by a fellow resident, RA, or AC, you should be respectful of their wishes. Documentation for noise

violations can be made during courtesy hours.

### **Decorations/Room Personalization**

Students are encouraged to decorate their rooms in a manner that makes them feel at home. However, some restrictions do apply:

- No nails, hooks, or screws may be used;
- No open flames are allowed in resident's rooms;
- Posters may be hung, but tape marks left on walls or ceiling may result in damage charges;
- Painted murals are not permitted;
- Students are permitted to lay their own carpet, but affixing the carpet with tape, nails, tacks, or any adhesive material is not allowed.
- Contact paper is prohibited;
- Students cannot decorate their rooms with alcohol paraphernalia. Any alcohol items used as decorations will be confiscated upon discovery.
- Placement of signs, pictures, banners, empty bottles, or other objects in windows such that they block or impede access, exit, or view to the unit in time of emergency is not permitted.

Any mode of decoration that contains obscene, profane, pornographic, or otherwise offensive elements, as determined by a Resident Director, will not be permitted.

Possession of stolen property including city, county, or state government property, such as, but not limited to: Road signs, is not permitted. Stolen or unauthorized property is subject to confiscation.

### **Denial of Housing**

The University reserves the right to deny housing and/or interrupt housing services to students during official University closings/holiday breaks, a University modified calendar, or when Acts of God prevent the University from providing safe housing facilities/structures.

In addition, housing may be denied to a student upon his or her second threat or attempt to harm him or herself. Note: A threat or attempt to harm self includes, but is not limited to: any utterance, or mention of the word suicide, killing or hurting oneself; any written communication, including, but not limited to: handwritten, typed, or e-mail messages; or harming one's personal body through mutilation, cutting, stabbing, or by the use of any weapon, or ingesting or threatening to ingest prescribed or "over the counter" medication(s).

Housing will be denied to anyone who is not officially enrolled or plans to enroll at the University, In addition, housing will be denied to any person who fails to apply for housing and pay the required housing deposit as set by the Department of Residence Life.

Any person living in University Housing must be officially enrolled by the "last day to register/add classes" date, as set by the Office of the Registrar/Academic Affairs. Customarily, this date is the fifth class day. After this date, any resident not officially enrolled will be evicted from

any on-campus living facility including the University Apartments and the Married/Family Housing Complex.

### **Electrical Appliances**

The capacity of the residence hall electrical system is limited. Student must only use UL (Underwriters Laboratory) approved extension cords.

The following electrical appliances are permitted:

Computer  
Radios/stereos/television/VCR  
Desk lamp  
Iron  
Hair dryers  
Small refrigerator (less than 4 cubic ft. capacity)  
Microwave (less than 0.6 cubic feet)  
The following electrical appliances are **NOT** permitted.

Open element appliances, i.e. toasters, toaster ovens, hot plates, broilers, space/kerosene heaters, electric grills, electric fry pans/skillets, coffee pots.

Sun lamps  
Air conditioners (personally owned units)  
Outside antennas/satellite dishes  
Any type of open flame, including, but not limited to: Candles/incense/potpourri  
Halogen lamps

### **Entering & Exiting Residence Halls**

Residents should always enter and exit a residence hall through the front doorways. Other modes of entering and exiting, such as through windows or emergency exits, are strictly prohibited.

### **Evacuation**

All residents must evacuate the residence hall during an emergency situation or when directed to do so by a University Official, including Resident Assistants, Hall Directors, Area Coordinators, and Public Safety Officers. Failure to exit the building during an emergency situation will result in disciplinary action.

### **Denial/Eviction/Removal from residence halls**

UAM reserves the right to evict/remove any residential student from his/her dwelling for failure to pay tuition/room/board charges or other charges assessed by the University, or abide by any and all University Policies and/or Residence Life Policies. If a student is evicted for non-payment, he/she has 24 hours to remove his/her belongings. If a student is evicted for behavioral problems, he/she must remove his/her belongings immediately and vacate the assigned room immediately (unless special circumstances are approved by the Vice Chancellor for Student Affairs).

UAM reserves the right to remove any residential student from his/her individual residence hall room, suite, apartment, or family housing unit upon the violation of three residence hall policies. Once a residential student has been charged and found guilty of violating three residence hall policies, the student's on-campus living status will be placed in jeopardy. At this time, the Director of Residence Life and the Vice Chancellor/Assistant Vice Chancellor for Student Affairs will review the student's discipline file to determine if on-campus living may be continued. If it is determined that on-campus living is no longer a benefit to the student or to the University, the student will be removed/evicted from his or her current residential facility and denied other on-campus housing opportunities. The evicted student will not be eligible for on-campus living for at least two semesters (not including summer semesters) from the date of eviction.

UAM reserves the right to remove any residential student from his/her individual residence hall room, suite, apartment, or family housing unit who issues a threat to harm or attempts to harm himself/herself or others. This eviction will occur immediately upon knowledge of the threat/attempt of harm.

The University reserves the right to require such student to acquire the services of a licensed psychiatrist in order to return to on campus living. In addition, the student will be required to provide documentation from a **licensed psychiatrist**, (not a mental health counselor or psychologists) which states **specifically** that the student is not a threat to him/her self or to others. *Please note: Documentation from a mental health counselor or psychologist will not be accepted.* This documentation must be delivered to the Vice Chancellor/Assistant Vice Chancellor for Student Affairs. Upon receiving such documentation the Vice Chancellor/Assistant Vice Chancellor for Student Affairs will determine its validity and re-consider the students request to return to on-campus living. If a return to on-campus living is granted, the student must sign documentation that he or she agrees to participate in weekly counseling/treatment by a non-university agency. A weekly form must be submitted to the Director of Counseling at the University of Arkansas at Monticello outlining the progress of the treatment.

Upon a student's second threat to harm or attempt to harm him or /herself, on-campus living at the University will be placed in jeopardy. At this time, the student will be removed from the residence halls for the remainder of the existing semester and such student will forfeit his/her right for future on-campus living. Such student will be charged with the conduct code titled: "Disrupting the peace and good order of the University."

#### **Fire Alarms/Drills/Equipment/Prevention**

Each building is equipped with fire alarms and is provided for use in emergency situations. Tampering with fire alarms/equipment is a serious matter and could result in harm to you or others. Tampering with such could result in legal proceedings and university judicial sanctions.

Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures. **All residents must evacuate the residence hall when a fire alarm sounds. Residents who do not comply with this regulation are subject to disciplinary action and possible arrest.**

**Flammables**

Flammable liquids and solvents, including, but not limited to: gasoline, kerosene, lighter fluid, and propane, may not be stored in resident rooms, or apartments, including areas outside their front door or storage closet/unit.

**Furnishings**

Residents are not permitted to remove furniture or other residence hall belongings from their original location. Residents are not permitted to transport lobby/common area furniture or other university property/equipment to another location inside the building, to another UAM facility, or remove furniture or equipment from the campus. Residence Hall furniture/furnishings/equipment that is affixed must remain affixed.

**Guests**

Assigning, subleasing, or allowing the use of an assigned on-campus housing space to another person is prohibited.

A resident of a building must always escort his or her guest(s). Guests must abide by UAM policies and must not infringe upon the rights of roommates and other residents. Residents are responsible for informing their guests of UAM policies and *will be held accountable* for the behavior of their guests. Residents are responsible for all items found in their rooms and for all activities occurring within their rooms while hosting a guest.

At Bankston, Horsfall, and Royer Halls, all guests must be signed in at the front desk before entering the hall. The guest must leave his/her UAM ID card at the front desk and inform the residence hall staff which room they will be visiting. All guests must be 18 years of age or older. Siblings of residents, under the age of 18, may receive special permission to visit from the Resident Director of each residential facility. The residential student is responsible for the behavior of their family member(s).

No more than two (2) visitors will be allowed in an individual's room.

In order to comply with the sign-in policy, all guests must enter and exit through the front doors of each residential facility.

A guests may not stay for more than 3 consecutive nights and no more than 6 nights during a single semester.

**Hall Sports**

Residence hall corridors and walkways are designed as passageways – not as playing fields. Sports such as football, frisbee, basketball, baseball, volleyball, tennis, hackey sack, in-line skating, skateboarding, bicycle riding, wrestling, and other athletic/sport-type activities are prohibited in the residence halls. In addition, no remote control toys are to be operated in any common area of a residential facility. Staff members reserve the right to confiscate equipment used in violation of this

policy.

### **Health and Safety Inspections**

Health and Safety Inspections are performed at various and random times during each semester. During an inspection the Resident Assistant and/or Resident Director will inspect the room of each resident for: (1) contraband that violates University/Residence Life Policies, (2) contraband that violates local, state or federal law, (3) electrical equipment, including, but not limited to: extension cord, appliances, stereos, and computer connections, (4) refrigerators for cleanliness, and (5) general welfare of University property.

### **Inclement Weather Procedure**

In the case of inclement weather (severe thunderstorms, tornadoes, ice/snow, etc) the following procedures should be followed:

If time permits, residents of Horsfall Hall and Royer Hall should go to the Horsfall Hall Basement.

If time permits, residents of Bankston, Maxwell, University Apartments should go to the University Center Gymnasium.

If time permits, residents of Family Housing should go to the Steelman (Athletic) Field House.

If time does not permit, the following plan should be followed:

Bankton Hall.....1st floor restrooms  
Maxwell Hall.....1<sup>st</sup> floor restrooms  
Horsfall Hall.....Horsfall Basement  
Royer Hall.....1<sup>st</sup> floor restrooms, laundry rooms or under stairwell  
University Apartments.....Any 1<sup>st</sup> floor apartment restroom  
Family Housing.....Remain inside apartment and go to the restroom

For best protection, move to the lowest floor of any building and away from any windows,

### **Keys & Lockouts**

Upon moving into their room, residents are issued a room key. This key is for their personal use *only* and may not be loaned to anyone. State law prohibits unauthorized duplication of University keys.

If residents lock themselves out of their room, they may contact a Resident Assistant or Resident Director for admittance. Staff members are only allowed to open a door for residents of that particular room. Students may not be admitted to another student's room for any reason.

If a resident misplaces their key, they should *immediately* notify their Resident Assistant or

Resident Director. The door lock/core will then be changed and new keys will be issued. The charge for this replacement is **\$40.00** for **Bankston, Horsfall, Royer, and Maxwell**. The charge for replacement of a **University Apartment** key is **\$125.00**. (*Prices are subject to change*).

Residents should keep their rooms locked **at all times** for security reasons.

### **Lounges**

The main lobby and other lounge areas are for the use of hall residents and guests. Guests of the opposite gender may use these areas during visitation hours only and must be escorted. Residents and other UAM students wishing to use lounges for activities should seek approval from the Director of Residence Life.

### **Meal Plan**

All residential students are required to purchase one of the meal/board plans offered by the University. The only exceptions to this policy are residents of the Married/Family Housing Complex.

### **Overnight Guest Policy**

Residents are permitted to have overnight guests of the same gender in their individual rooms in the residence halls. Overnight guests and the resident sponsor are required to complete a "Guest Registration Form" with the Resident Hall Director of the respective hall. All guests must abide by all University and Residence Life policies while visiting the UAM Campus. Residents are responsible for the behavior of their guest. In the case of a double room, prior consent of the roommate is needed.

The guests of residents are limited to three consecutive nights and may only stay 5 nights a semester.

All overnight guests must be 18 year of age

### **Parking**

Residents must park in their assigned lots. Parking on any grass is strictly prohibited.

### **Pets/Animal Care**

Pets of any kind are not allowed in the residence halls, university apartments, family housing, or on any grounds adjacent to these facilities. The cleaning or preparing of any animals including, but not limited to: deer, duck/water fowl, squirrel, rabbit, or turkey, inside any residential facility is strictly prohibited.

### **Private rooms**

Private rooms are approved after all students have checked-in. Private rooms are not guaranteed. Private rooms are awarded on availability. Private room contracts are awarded on a semester-by-semester basis. There is an additional charge for students who agree to a private room contract.

### **Propping Doors**

Exterior doors to a residence hall should never be propped open. This allows intruders to access the building and endangers the entire residential community. Doors found propped open should be closed immediately and the incident reported immediately to a Resident Assistant or Resident Hall Director . Propping a door open is a serious offense and will result in judicial charges.

### **Quiet Hours**

Quiet hours are set by the residents in each hall to provide an atmosphere conducive to learning. The **minimum** hours are from 10:00 p.m. to 8:00 a.m. Specific halls may increase their quiet hours during certain times in the semester. During quiet hours residents are asked to be considerate of others who may be sleeping or studying by maintaining an appropriate noise level in their rooms and common areas.

### **Removal of Personal Belongings**

Students who leave the residence halls under any circumstance must remove all personal belongings. Personal belongings include, but it not limited to: carpet, furniture, clothing, electrical appliances, and other personal items. Personal items that are left will be stored by the Residence Life office for 30 days and will then be discarded. Failure to remove items from the hall will result in an improper check-out fine. The Residence Life Staff will use the address and phone number on file with the Registrar's Office to contact the student or family upon storing and discarding personal items. The University is not responsible for the safety, security, or welfare of items placed in storage.

### **Roofs, Ledges, Windows**

Residents are not allowed on the roof, room ledges, windowsills, or air conditioners units of any University residential facility. Students are prohibited from using the areas outside windows for any reason. No objects may be stored, hung, thrown or dropped from windows, roofs, balconies, elevated areas, or individual air conditioner units.

### **Room Consolidation**

Any student who does not have, or is not assigned, a roommate and does not wish to pay for a private room, must consolidate with another resident in the same situation. A student will be given ample opportunity to voluntarily select a roommate of his or her choice. If the student does not choose

a roommate by the advertised deadline, that student will be charged for a private room from the date there was only one student assigned to the room until the date consolidation occurs. If the student refuses to consolidate the student will be billed for the private room fee.

When two students are required to consolidate, the submittal date on the residence hall application will be used to determine which student must vacate a room and move. The earlier application date will be given priority.

### **Signage**

Only the insignia of UAM recognized student organizations is permitted in residence hall windows. Materials that promote alcohol, drugs, or information biased towards any group, race, gender,

nationality, or lifestyle is prohibited.

### **Smoking & Tobacco**

Only the smoking of cigarette is permitted inside individual student rooms that are located in the smoking wing of each residence hall. The use of all other tobacco products is prohibited. All smoking must occur in the smoking wing or section of each resident hall.

The door to a room must be closed when residents are smoking. Use of any and all tobacco products in common areas, including, but not limited to: lobby areas, hallways, lounges, study areas, tutoring rooms, laundry rooms, and balconies is prohibited. In addition, smoking is prohibited within 25 feet of any exterior door leading into any UAM facility.

### **Smoke Detectors**

Tampering, altering, or removing smoke detectors in any residential room and/or facility is strictly prohibited. Judicial sanctions will result for such violation and could include, but is not limited to: probation and/or removal from University Housing.

### **Solicitation & Sales**

The University does not allow any type of sales or solicitation in the residence halls. Persons selling door-to-door or setting up demonstration parties should be reported to a member of the Hall staff or Public Safety. This policy includes the attempted sale of cosmetics, magazines, insurance, credit cards, food, etc.

### **Unauthorized/illegal live-ins**

Only the student(s) officially assigned by the Office of Residence Life may live in a residence hall room or apartment. Assigned students who permit unauthorized persons to live with them in their assigned space will be evicted from any and all on-campus residential facilities and will forfeit any future residential privileges.

### **Visitation**

Visitation is a designated time when a resident may have a guest of the opposite gender visit his/her room. Listed below are the approved times for visitation for Bankston, Horsfall, Maxwell, and Royer Halls:

Monday – Thursday: 3:00pm - 10:00 pm

Friday: 3:00pm – 12:00 midnight

Saturday: 12:00 noon – 12:00 midnight

Sunday: 12:00 noon – 10:00 pm

### **Visiting Children/Dependents**

Children may only visit residents in the main lobby or common areas of each residential facility.

In order to protect against injury, promote safety, and provide privacy for other residents the following restrictions apply:

- Children may only visit between the hours of 11:00 am and 4:00 p.m.
- Children must be attended at all times. They are not permitted to run through hallways, stairwells, or in public areas unattended.
- Visiting children who disturb other residents will be removed from the hall.
- Residents may not provide paid babysitting service in the halls.
- Residents with children who desire to visit more than once a week must meet with the Director of Residence Life to discuss their individual situation. UAM reserves the right to limit or deny the visitation privileges of children of residential students as the mission of residential facilities at UAM is for currently enrolled UAM Students.
- Children are defined as those persons 17 years of age and under.

***NOTE: The University of Arkansas at Monticello does not assume responsibility or liability for children visiting the residence halls.***

### **Weapons, firearms, fireworks**

Any objects with potential to cause bodily harm to self or others are not allowed in the residence halls. These objects include, but are not limited to: fireworks, explosives, BB guns, stun guns, air guns, paint guns, pellet guns, sling shots, knives, bows and arrows, rifles, pistols, handguns, etc...

### **Window Screens**

Window screens must not be unfastened or removed. Any window or screens broken or missing at the end of the year will be charged to the residents of that room.

***The University of Arkansas at Monticello and the Department of Residence Life reserves the right to implement other policies as deemed necessary and appropriate for the safety and cleanliness of the residence halls, as well as for the security and comfort for all residential students.***

### **NOTICE OF APPLICATION**

The rules, policies, and information presented in this Student Handbook applies to all UAM enrolled students pursuing undergraduate, graduate, specialized degrees, and/or students enrolled in the

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

The rules, policies, and information presented in this Student Handbook applies to all students enrolled at the UAM College of Technology at Crossett who reside in any UAM residential facility, and to all students enrolled at the UAM College of Technology at McGehee who reside in any UAM residential facility.

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

### **NOTICE OF DISCLAIM**

Policies, programs, dates, costs, rules, and any other information cited in this Student Handbook are subject to change and therefore should be verified through the appropriate office and personnel.

The Student Handbook may also be viewed on-line at UAMONT.EDU. The policies and procedures provided in the on-line copy of the Student Handbook take precedence over any policies or procedures printed in any hard copy of the Student Handbook.

The University reserves the right to alter any and all information contained in this Student Handbook.