

# UAPB GRADUATE STUDENT HANDBOOK

Accredited by:  
Higher Learning, Commission  
230 South LaSalle Street  
Suite 7-500  
Chicago, Illinois, 60604

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Office of the Chancellor

Dear Graduate Students:

The University of Arkansas at Pine Bluff is committed to providing the opportunity for you to develop into a productive professional during your matriculation at UAPB. It is our desire that each of you will enjoy an appropriate environment and the necessary resources to fully develop your potential. All professional endeavors are framed within sets of policies and procedures that ensure both the highest standards of professional conduct and an orderly environment conducive to advanced scholarship. This handbook codifies the policies and procedures for graduate study at the University of Arkansas at Pine Bluff.

Best wishes for a successful university experience.

Sincerely,

Dr. Andrea Stewart

Interim Chancellor

ASs

1200 North University Drive, Mail Slot 4982 Pine Bluff AR 71601  
Office: (870) 575-8470 • FAX: (870) 575-4645 • Email [chancellor@uapb.edu](mailto:chancellor@uapb.edu)

## Mission

The University of Arkansas at Pine Bluff is a public comprehensive HBCU 1890-Card Institution. The University embraces its land grant mission of providing cutting edge research, teaching, outreach, and service programs that respond to the social and economic needs of the state and region. Its mission is to promote and sustain excellent academic programs that integrate quality instruction, research, and student learning experiences responsive to the needs of a racially, culturally, and economically diverse student population. Ultimately, the University is dedicated to providing access and opportunity to academically deserving students and producing graduates who are equipped to excel through their contributions and leadership in a 21st century national and global community.

Approved by the Higher Learning Commission

December 2015

## Vision

The University of Arkansas at Pine Bluff will be widely recognized as the University of choice for students, faculty, staff, and future employers of our students. UAPB will be renowned nationally and internationally for excellence in teaching, research, service, and outreach with exceptional academic programs and globally competitive students. As a pre-eminent land grant institution, UAPB will enrich the lives of people in the Arkansas Delta and beyond.

## Philosophy of Education

*“The end of education is to know God and the laws and purposes of His universe, and to reconcile one’s life to it, and to live in accordance with it.”*

USEFUL TELEPHONE NUMBERS (870 area code unless otherwise stated)

Academic Affairs.....	575-8475
Academic Records.....	575-8491
Addiction Studies Graduate Coordinator .....	575-8716
Admissions .....	575-8492
Agricultural Regulations Graduate Coordinator.....	575-7239
Alumni Affairs .....	575-4929
Aquaculture/Fisheries Graduate Coordinator .....	575-8157
Bookstore .....	575-8857
Campus Police/Student IDs .....	

School of Education .....	575-7011
School of Education Graduate Coordinator .....	575-8248
Student Affairs .....	575-7702
Student Financial Services .....	575-8302
Student Life .....	575-8360
Student Success Center.....	575-8368
Student Union .....	575-8925





# UNIVERSITY HISTORY AND TRADITIONS

## University History and Development

The University of Arkansas at Pine Bluff is a state-supported land grant institution. It was established in 1873 by an act of the Legislature as a branch of the Arkansas Industrial University (now the University of Arkansas).

Originally known as Branch Normal College, the school opened on September 27, 1875 in the city of Pine Bluff. Professor J.C. Corbin was principal.

Between 1881 and 1894, the school conferred ten Bachelor of Arts degrees. From 1894 to 1929, the school operated as a junior college.

In 1929, the school expanded into a standard four-year degree-granting institution and in 1933 was certified as a standard four-year college.

In April 1943, the Board of Trustees named Lawrence A. Davis Sr. president of the institution.

On July 1, 1972, a merger rejoined the two oldest public higher educational institutions in the state: Arkansas Agricultural, Mechanical, and Normal College was merged into the University of Arkansas System. Arkansas AM&N was renamed the University of Arkansas at Pine Bluff. Since the merger, UAPB has grown as an institution which still honors teaching as a part of its original purpose, while meeting its land grant mission in research and public service.

## UNIVERSITY TRADITIONS

The life of every student is enriched by traditions that have become a part of the University through the years. From its rich history, the campus observes the following traditions:

### Band Concert

Annually, the Music Department presents the University Band in concert.

### Black History Month

During the month of February, Black History Month is observed in order to pay tribute to noted African Americans who have made significant contributions to the progress of mankind as a whole and to African Americans in particular.

### Chancellor's Benefit for the Arts

breakfast), the Founders and Honors Awards Convocation, the Mary E. Benjamin Conference on Educational Access, a UAPB Jazz Concert, NPHC activities, and the Chancellor's Scholarship Gala.

### **Handel's Messiah**

Each year the University choir performs Handel's Messiah during the Christmas season. The Vesper Choir is assisted by the University Concert Band and string ensemble from the Arkansas Symphony Orchestra. The Messiah is considered to be the best oratorio in music history. Traditionally, the presentation of the Messiah marks the official opening of the Christmas season on the campus. The event is sponsored by the Department of Music.

### **Homecoming**

Annually, the University sets one weekend during the Fall Semester for the celebration of its Homecoming



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addition to the student's designated contact. With students who are over the age of 18 years of age, the University will contact the person who the student has acknowledged as the designated contact. Students will be given the opportunity each academic year to designate an individual or individuals to be contacted by the University in the event that they have been determined to be missing. This designation will remain in effect unless changed by the student. Any individual who has reason to believe a student is missing should notify campus police at 575-870-1234, and fill out the missing person form at [https://uapb-advocate.symplicity.com/missing\\_person/index.php/pid804930?](https://uapb-advocate.symplicity.com/missing_person/index.php/pid804930?)

#### 1.10.6 Annual Security Report/Campus Sex Crime Prevention Act

For more information please visit <https://uapb.edu/administration/division-of-student-affairs/police-and-public-safety/>

## GENERAL UNIVERSITY POLICIES

### 1.3 TITLE IX POLICY FOR COMPLAINTS OF SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL HARASSMENT

#### NOTICE OF NONDISCRIMINATION UNDER TITLE IX

The University of Arkansas at Pine Bluff does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C.

§ 1681 et seq., and the U.S. Constitution and the

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Tonisha N. Davis





a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR Part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including conduct of any investigation, hearing, or judicial proceedings arising thereunder.

## AVAILABILITY OF COUNSELING AND ADVOCACY

Counseling and other mental health services for victims of sexual assault are available on campus and in the community. Students and employees may use the Health Services Center or Student Counseling, Assessment and Development Center. Employees of the University may be able to seek help through the Employee Assistance Program. Community mental health agencies, such as the Southeast Behavioral Healthcare Mental Health Facility and counselors and psychotherapists in private practice in the area, can provide individual and group therapy. Additionally, counselors and psychotherapists in private practice in the area can provide individual and group therapy. Coalition Against Spouse Abuse (CASA), Women's Shelter or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

## EDUCATION AND AWARENESS PROGRAMS

The University's Title IX Coordinator is responsible for planning and coordinating campus education and awareness programs about all forms of sexual harassment. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for other student organizations, academic classes, employee training, and professional development, and in settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

## GRIEVANCE PROCEDURE

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

## BASIC REQUIREMENTS

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

All relevant evidence including both inculpatory and exculpatory evidence will be evaluated.

Credibility determinations may not be based on a person's status as a complainant, **respondent, or witness.**

The Title IX Coordinator, investigator, hearing panel members, ~~deciders~~ **decision** makers on appeal, persons involved with the informal resolution, and any other persons that play a significant role in the Title IX grievance process shall ~~not~~ **have** a conflict of interest or bias for or against ~~competes~~ **parties** ~~ET Q q v4.00 onde (s~~

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

## FORMAL COMPLAINT PROCESS

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

*Filing by Title IX Coordinator:* The Title IX Coordinator may initiate the grievance process, where the coordinator decides to file a complaint on behalf of the complainant, if the coordinator determines that the circumstances require the University to formally respond to and address the allegations. Circumstances to be considered include, among others, a pattern of alleged misconduct by a respondent and whether the complaint has alleged use of violence, weapons, or other similar conduct. The Title IX Coordinator will also consider the complainant's wishes with respect to supportive measures.

pursuant to the procedure for appeals set forth in this policy. Dismissal of a complaint under this Title IX policy does not preclude a complainant from pursuing grievance through other appropriate campus procedures.

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

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

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

*Right to Advisor:* Both parties will be advised that they may be accompanied by one advisor/support

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

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

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

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

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

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

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

- Conducting interviews with the complainant, the respondent, and any witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form

- Visiting, inspecting, and taking photographs at relevant sites

- Where applicable, collecting and preserving relevant evidence



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

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

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

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

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

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



questions to the Chair of the Hearing Panel and ask that the question be posed to the opposing party or witness.

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

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

The Panel Chair may disallow the attendance of any advisor if, in the discretion of the Hearing Panel Chair, such person's presence becomes disruptive or obstructive to the hearing or otherwise warrants removal. Advisors will be not be permitted to badger or question the opposing party or any witness in an abusive or threatening manner. Absent accommodation for a disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this policy. University officials may seek advice from the University's Office of General Counsel on questions of law, policy, and procedure at any time during the process.

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

*Confidentiality and Disclosure.* To comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the



## APPEALS

*Procedure for Appeals:* Both the complainant and the respondent may appeal from the Hearing Panel's determination. The appeal should be submitted in writing to the Title IX Coordinator within 5 days of receipt of the Hearing Panel's decision. The Title IX Coordinator will forward the appeal to the Chancellor. The appeal will be decided based on the written record and with deference to the decision of the Hearing Panel.

The Chancellor will designate an Appeal Panel comprised of at least two faculty and/or staff members. One of the members of the Appeal Panel can be an outside person who is not an employee. The Chancellor shall designate one of the panelists as the Chair of the Appeal Panel. The Chair of the Appeal Panel shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below.

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

*Grounds for Appeal:* The appeal from the decision of the Hearing Panel must be for one of the following reasons: (1) a procedural irregularity affected the outcome of the decision; (2) there is new evidence

## TIME PERIODS

The University will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible.

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

The Title IX Coordinator may also modify timelines in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, absence of an advisor, concurrent law enforcement activity, the need for language assistance or disability accommodation and/or other circumstances that may arise.

## RETALIATION PROHIBITED

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including changes against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances report or complaint of sex discrimination, or a report or formal complaint of sex discrimination of harassment, for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, constitutes retaliation. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

## FALSE REPORTS

Willfully making a false report of sexual harassment or submitting false information during these

Toll Free: [1-800-421-3481](tel:1-800-421-3481)  
Telephone: [214-661-9600](tel:214-661-9600)  
Fax: [214-661-9587](tel:214-661-9587)  
Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

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

## EFFECTIVE DATE

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

## RETENTION OF RECORDS

For a period of at least seven years, the University will maintain the records of:

Each sexual harassment investigation, eT will estor aor aoe records of:

Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. If coercion, intimidation, threats, or physical force are used, there is no consent.

If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Incapacitation can be due to alcohol or drugs or being asleep or unconscious. This policy also covers incapacity due to mental disability, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances including Rohypnol, Ketamine, GHB, Brundage, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to a violation of this policy. An individual violates this policy if the individual initiates and engages in sexual activity with someone who is incapacitated, and (1) the individual knew the other person was incapacitated, or (2) a sober reasonable person under similar circumstances as the person initiating sexual activity would have known the other person was incapacitated.

There is also no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Whether an individual has taken advantage of a position of influence over the alleged victim may be a factor in determining consent.

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

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior



each other within the degrees wherein marriage is prohibited by law) and statutory rape (i.e., nonforcible sexual intercourse with a person who is under the statutory age of consent) is any



## 1.5 DRUG-FREE WORKPLACE POLICY STATEMENT

It is the policy of the University of Arkansas at Pine Bluff that the unlawful manufacture, distribution, possession, use of drugs, or any controlled substance while performing work for, or matriculating at the properties of the University of Arkansas at Pine Bluff is prohibited. Any student, employee (including administrators, faculty staff) or campus visitors, determined to have violated this policy, will be subject to appropriate disciplinary up to and including expulsion, termination and/or referral for criminal prosecution. The use of alcohol on the properties of the University of Arkansas at Pine Bluff is prohibited unless authorized by applicable policies of the University.

## 1.6 SMOKING POLICY

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes) by students, faculty, staff, visitors, and contractors are prohibited on property owned or operated by the University of Arkansas at Pine Bluff.

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes) and other tobacco products are prohibited at all times:

- a. Within and on all property, including buildings, grounds, and athletic facilities, owned or operated by UAPB.
- b. Within and on all vehicles on University property, and on or within all University vehicles at any location.

The University prohibits campus controlled advertising, as well as the sale or free sampling of tobacco or smoke related products on campus. The act of littering on campus with the remains of tobacco or smoke related products is prohibited.

All individuals attending public events, such as but not limited to, meetings, conferences, social events, public lectures, cultural events, and sporting events using University facilities shall be required to adhere to this policy; organizers shall communicate this policy to attendees and enforce the policy.

Campus organizations/affiliates are discouraged from accepting donations, money, or gifts from tobacco companies. Campus buildings will display a decal that states "Tobacco Free Campus" and/or adhere to approved notices by the Clean Air on Campus Act; (ACA §§60- 705). Information regarding this policy shall be addressed to each guest of the University upon request.

### *Tobacco Use Cessation Programs*

The University of Arkansas at Pine Bluff is dedicated to supporting all of its students and employees who wish to stop using tobacco products. Assistance to students, faculty, and staff to overcome

## 1.6.1.A HOVERBOARDS/ELECTRONIC SKATEBOARDS POLICY

It is the policy of the University of Arkansas at Pine Bluff to prohibit the use, possession or storage of Hoverboards/electronic skateboards including balancing boards/scooters, and other similar equipment on the property or grounds at UAPB. This policy shall apply to all persons present on property controlled by the University. University property shall include classrooms, residence halls, common areas, offices, administrative buildings, all openspace on the campus, all dining rooms and snack bars, all hallways, stairwells, lounges, bathrooms, parking areas, sidewalks, controlled or administered by the University, and all sports areas on and off campus in which events take place and all other property leased, rented, or licensed to the University.

Definition: Hoverboards/electronic skateboards including balancing boards/scooters, and other similar equipment are defined as a type of portable, rechargeable battery powered scooter. They typically consist of two wheels arranged side-by-side, with two small platforms between the wheels, on which the rider stands. The device is controlled by the rider's feet.

## BOARD POLICY 405.2 AUTHORIZATION TO OFFSET AMOUNTS DUE UNIVERSITY BY AN EMPLOYEE AGAINST AMOUNTS OWED BY UNIVERSITY TO THAT EMPLOYEE

The University shall have the right to set off against any amounts due and payable to an employee, including student employee, those liquidated amounts due and payable by the employee to the University for any reason. Amounts owed by the employee, and categories which may be appropriate for voluntary payroll deductions, may include, but are not limited to, parking charges and fines, rent, tuition, fees, travel advance overages, and other charges or category of payroll deductions approved by the President. In the case of involuntary set off the University may apply the offset, and then pay the net amount remaining to the employee in full satisfaction of his or her wages or other amount due as follows:

A. If the amounts owed by the employee to the University were the result of money advanced to the employee or misappropriation by the employee of money or property of the University, the University shall have the right to offset the amount advanced or misappropriated against any amounts due and payable to the employee.

# STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

## Procedure For Disseminating Student Information

"Family Educational Rights and Privacy Act of 1974 (FERPA) federal law designed to protect the privacy of educational records, to establish the right of students to inspect or review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. In accordance with the Family Educational Rights and Privacy Act of 1974, certain information pertaining to students may not be released to a third party without the written consent of the student. Therefore, the University of Arkansas Bluff hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion:

CATEGORY I Name, address, electronic mail address, telephone number, dates of attendance, and classification.

Accrediting organizations approved by the University carrying out their accrediting functions;

Parents who submit to the Registrar a copy of the first page of their most recent federal income tax form, indicating their filing status and the number of dependents.

The Office of Academic Records/Registrar's Office has been designated as the official office to verify enrollment, release transcripts, and grade reports, and to certify any information pertaining to the student's academic record. Review PROCEDURE FOR DISSEMINATING STUDENT INFORMATION form. University-wide Administrative Memorandum 515.1 is available on request in the main library on campus.

## TECHNICAL SERVICES APPROPRIATE/ACCEPTABLE USE POLICY

Information technology (IT) has the ability to distribute and examine a vast array of material with unprecedented speed. One requirement however, remains constant: all information technology use must fully respect the rights of the University IT community members. This policy is designed to guide faculty, staff and students in the acceptable use of network and information systems provided by the University of Arkansas at Pine Bluff (UAPB). More importantly, it is meant as an application of principles of respect when using UAPB computer resources, other computer users, and the medium itself.

The UAPB community is encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom as well as to protect the resources of the University. The University campus network is an open network and therefore cannot protect individuals against the existence of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use email and/or make information themselves available

A User is any person, whether authorized or not, who makes any use of UAPB IT System from any location. For example, this definition includes persons who access IT facilities via an off campus electronic network, as well as those who use UAPB's VPN access to connect a personal machine to any other networked system or service.

An IT User is a user with authorization to access a UAPB IT System(s). IT Users include UAPB students, faculty members, staff members, and alumni with accounts on UAPB IT systems.

A System Administrator is an individual with the authority to determine who is permitted access to a UAPB department system or server. For example, UAPB Director of Technical Services is the UAPB campus network system administrator.

Network Security Officer (NSO) is an individual charged with maintaining the security of the UAPB campus network and as such, has the authority to investigate security violations to ensure that security policy is complied with.

### 1.8.2 Purpose

The purpose of IT is to further the research, education, and administrative functions of UAPB. To achieve this purpose, these policies intend:

1. To ensure the integrity, reliability and performance of UAPB IT systems and network.
2. To ensure that the UAPB community of IT users utilize the campus IT facilities in a fair and equitable manner with respect for the rights of the community at large.
3. To ensure that IT systems and network are used for their intended purposes.
4. To establish sanctions and processes for addressing violations.

### 1.8.3 Scope

The IT Policy applies to all UAPB IT Systems owned, managed or administered by UAPB faculty, staff and students and any use of those systems. Many particular IT systems (UAPB's News and World Wide Web sites, email services, etc.) have service specific policies, which apply in addition to this policy. The policies described herein are those that the University uses in the normal operation of IT facilities and network. This document does not waive any claim that UAPB may have to ownership or control of any hardware, software, or data created on, stored on, or transmitted through UAPB IT systems and network.

### 1.8.4 Use of Information Technology Systems

#### 1.8.4.1 Proper Authorization

Use of UAPB IT systems is restricted to authorized UAPB faculty, staff, alumni and students. The administrator of a campus system, server, and/or campus network component is the responsible party, which grants authorization for system and access.

#### 1.8.4.2 Appropriate/Acceptable Use

UAPB IT Systems and network may be used only for their intended authorized purposes. For example, privately owned computers may not host sites for UAPB organizations across the IT managed UAPB network without specific authorization.

#### 1.8.4.3 Commercial Use

Without specific UAPB administration authorization, activities using or on 02 (t)6004 (1352.998 (11 (er)5198 (m

#### 1.8.6.3 Unauthorized Data Access

Users must not access or attempt to access data on an UAPB IT System they are not authorized to access. Users must not make any deliberate, unauthorized changes to data on an IT System. Users must not intercept or attempt to intercept data communications not intended for their access, for example network sniffing or wiretapping.

#### 1.8.6.4 Concealed Identity

Users must not conceal their identity when using UAPB IT Systems. Users must use their own login ID and password.

#### 1.8.6.5 Denial of Service

Users must not deny or interfere with or attempt to deny or interfere with service to other users, on campus or off campus, by means of “resource hogging,” deliberate distribution of computer worms or viruses, or modification of any IT system. Knowing or reckless distribution of unwanted mail or other messages is prohibited.

#### 1.8.6.6 Copyright

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software, licensing, and electronic forms of information.

#### 1.8.6.7 Modification of Data or Equipment

Without specific authorization, users of UAPB IT Systems must not cause, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. “Specific authorization” refers to permission by the owner or Systems Administrator of the equipment.

#### 1.8.6.8 Personal Account Responsibility

Users are responsible for the security of their IT System accounts and passwords. Any user change of passwords must follow published guidelines. Accounts and passwords are assigned to single users and are not to be shared with any other person without authorization by the Systems Administrator. Changing another person’s password is considered a form of harassment and unethical behavior. Users are responsible for any activity carried out under their IT System accounts.



1. To send unauthorized mass mailings of any type.
2. To send rude, obscene, harassing, or illegal material, or material that in any way conflicts with the regulations of the University.
- 3.



#### 1.8.8.9 Association with the University of Arkansas at Pine Bluff

Users who identify themselves online as being associated with the University of Arkansas at Pine Bluff must comply with the rules set forth in this section. When endorsing or promoting the university, the user must disclose his or her affiliation with (i.e., a student at), the University of Arkansas at Pine Bluff. Although the University of Arkansas at Pine Bluff appreciates the loyalty and enthusiasm of its users, individuals must disclose their affiliation if they endorse the University of Arkansas at Pine Bluff online. An individual must also use an appropriate disclaimer to make clear that they are speaking only on behalf of themselves and not on behalf of or as an agent of the University of Arkansas at Pine Bluff. An example of an appropriate disclaimer follows: *My opinions and viewpoints expressed are those of the author and do not necessarily represent the position or opinion of the University of Arkansas at Pine Bluff.* To ensure continuity of the University of Arkansas at Pine Bluff's message, users may not represent themselves as speaking on behalf of the University of Arkansas at Pine Bluff unless expressly authorized to do so. Respect

#### 1.8.8.12 Questions About This Policy

Social media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed by this policy, you should seek the guidance of the appropriate person posting or otherwise engaging online. When in doubt, users always should ask for guidance first because, once the information is online, it can never be deleted.



helping students with disabilities obtain equal access to academic and programmatic services while allowing students to maintain a sense of independence.

The student has an obligation to self-identify that he/she has a disability and needs accommodations. UAPB will require that the student provide appropriate documentation, at the student's expense, in order to establish the existence of the disability and the need for accommodations. The student should have his/her documentation from a Clinical Psychologist, Phys/Vocational Evaluator, etc., for our records. The report should be no more than three years old. IEP is not an acceptable documentation, but can be used as a reference.

The University of Arkansas at Pine Bluff is in full accord with the spirit set forth in Section 504 of Rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical or mental disability. All programs and activities are open to students with disabilities whose participants may be limited. Although UAPB does not offer a specialized







All members of the University community must promote academic integrity and share in the responsibility of maintaining such in all activities. Each student must follow his or her academic goals honestly and be personally accountable for all work submitted.

### Academic Integrity

Academic integrity is the foundation of a successful academic career and it is a prerequisite for any student who wants to receive a quality education that will serve as a basis for professional and personal success after graduation. In order for the university to succeed in its educational mission, students, faculty, and staff must adhere to the highest standards of honesty, trust, fairness, respect, and responsibility in all of their dealings with each other. This concept demands that any student work presented truly represents the student's own effort and is the product of his/her own intellect and abilities. Students and faculty, alike, are required to avoid any acts of academic dishonesty.



## Administration by Provost/Vice Chancellor for Academic Affairs

The Provost/Vice Chancellor for Academic Affairs has the administrative authority and responsibility for the administration of student discipline for academic violations. The Provost/Vice Chancellor for Academic Affairs will work with faculty members, administrators, Deans of Schools, Dean of the Division of Graduate Studies and Continuing Education and the Academic Integrity Review Committee.

### Procedures:

When a violation of academic integrity is suspected:

1. Using the Violation of Academic Integrity Reporting form, the instructor has the responsibility of informing the student of the charge or allegation of violating academic integrity standards and of proposed sanctions as appropriate for the alleged violation. The instructor will inform the student of his/her right to appeal all decisions. The specification of what occurred to bring the allegation must be submitted in writing to the student. After reviewing the allegation and proposed sanction with the student, the instructor will give the student one week to affirm or deny charges and specifications.
2. If the student does not affirm or deny the allegation, or submit a written request for appeal within one week, the silence will be interpreted as affirmative, and the prescribed sanction will be applied.
3. If the student affirms the allegation and proposed sanction, the Violation of Academic Integrity Reporting form and supporting documents are forwarded to the following persons for their signature: Chair of the department where the violation occurred, the Dean of the student's academic school, the Dean of Graduate Studies and Continuing Education, the Academic Integrity Review Committee Chair and the Provost/ Vice Chancellor for Academic Affairs.
4. If the student denies the allegations, the instructor will submit Violation of Academic Integrity Reporting form and supporting documents to the following persons for an independent review and due process procedures: Chair of the department where the violation occurred, the Dean(s) of the student's and faculty member's schools, the Dean of Graduate Studies and Continuing

4. Academic Integrity Review Committee reviews the Dean's decision
5. The Dean of Graduate Studies and Continuing Education reviews all of the documentation and make a recommendation to the Provost/Vice Chancellor for Academic Affairs.
6. Provost/ Vice Chancellor for Academic Affairs reviews all of the documentation and issues a final decision on the matter.

\*The dean of the school in which the student is enrolled, the Dean of Graduate Studies and Continuing Education and the Provost/Vice Chancellor for Academic Affairs will be copied on all correspondence.

Procedural Steps for Progressive Violations:

- For the *first violation*

Students on Leave of Absence are not considered to be enrolled at the university and will not have access to university resources including the library, laboratory space, faculty time or course materials. Students may not complete any degree requirements (comprehensive exams, advanced candidacy, defense or submission of thesis or dissertation, project completion and review, etc.) while on Leave. Once a Leave of Absence is granted, the student's time-to-degree limitations stop and do not begin again until the student returns from Leave or withdraws. If a student on Leave withdraws from the university, the degree clock resumes.

Students are expected to request a Leave of Absence before the beginning of the term in which it will begin. When this is not possible, students who request their Leave prior to [Enrollment Census](#) will simply be removed from all of their courses with no record of enrollment that semester. Students who request a Leave after Enrollment Census will receive a grade of W for all of their classes that semester.

Students requesting a Leave of Absence must submit [Leave of Absence Request form](#) to the Division of Graduate Studies and Continuing Education. Students should be prepared to provide acceptable documentation to accompany their Leave of Absence Request (physician's statement, military orders/documentation, or other appropriate documents) [Office of Student Life](#) who will make a determination of the appropriateness of granting a Leave of Absence. The request must then be approved by the student's graduate advisor and acknowledged by the graduate program coordinator, and department chair. The Dean of Graduate Studies and Continuing Education will notify the Dean of the student's School and the

officially withdraw from the University will receive a grade of 'W' for all of their courses. Students who complete the registration process and decide to withdraw later must complete the following steps prior to exiting the University:

1. Secure official withdrawal forms from the Student Success Center.
2. Obtain signature from their academic advisor or chair.
3. Obtain signature from the Office of Student Financial Services.
4. Obtain signature from Vice Chancellor for Academic Affairs.
5. Return official withdrawal forms to the Office of Academic Records.

Note: International students must also secure clearance from the [IAPB Designated School Official](#) after signature from Student Financial Services.

Students 3.003 (: ) 10 (l) 4.002 (n) 4.002 (te)-ftet Sn1rntse(de)-2.99(3.003 (: -228)-1.997 (n) 4.002 (an) 3.99: -22

The instructor will not be present at this meeting, but a follow up meeting will be scheduled with the instructor and the Department Chair/Center Director.

2. If the grievance is not resolved in step two, the student should request a meeting with the dean of the school offering the course. The instructor of the course and the department chair/Center Director will also be present at this meeting.

3. If the grievance is not resolved in step three, the student should request a meeting with the Dean of Graduate Studies and Continuing Education. The dean of the school offering the course will also be present at this meeting.

4. If the grievance is not resolved in step three, the student should request a meeting with the Provost/Vice Chancellor for Academic Affairs. The dean of the school offering the course and the Dean of Graduate Studies and Continuing Education will also be present at this meeting. The Vice Chancellor for Academic Affairs will schedule a follow up meeting with the instructor, the department chair/Center Director, or, res