UNIVERSITY OF ARKANSAS
Clinton School of Public Service

CATALOG & STUDENT HANDBOOK
2013-2014

Revised 8/13
**TABLE OF CONTENTS**

**WELCOME PAGE**
Letter from the Dean .......................................................... 2

**HISTORY AND ORGANIZATION** ........................................ 3
University of Arkansas .......................................................... 4
Board of Trustees ................................................................. 4
Administration ........................................................................ 4

**CLINTON SCHOOL OF PUBLIC SERVICE** ............................. 4
UACS Administration .............................................................. 5
Center on Community Philanthropy ........................................... 5
Public Programs ........................................................................ 5

**FACULTY AND STAFF** ......................................................... 6

**PROGRAM OVERVIEW** ....................................................... 8
Master of Public Service ......................................................... 8
Core Courses ........................................................................... 8
Field Service Projects ............................................................ 9
Electives (6 hours) ..................................................................... 10
Concurrent Degrees ............................................................... 10
MPS/JD Concurrent Degree ..................................................... 10
MPS/MPH Concurrent Degree .................................................. 10
MPS/MBA Concurrent Degree .................................................. 10

**GENERAL INFORMATION** ............................................... 10
Advising ................................................................................... 10
Registration ............................................................................. 10
Financial Aid ........................................................................... 11
Health Insurance ..................................................................... 11
School Holidays ....................................................................... 11
UACS Academic Calendar ...................................................... 11

**OTHER INFORMATION** ..................................................... 12
Emergency Procedures ............................................................ 12
Inclement Weather Policy ....................................................... 12
Building Access ....................................................................... 12
Tobacco-Free Workplace ........................................................ 12
Library ..................................................................................... 13
Mail Service ............................................................................. 13
Solicitation .............................................................................. 13
Use of School Name, Logo or Seal .......................................... 13
University Bookstores ............................................................ 13

**STUDENT COMPUTER AND E-MAIL RESOURCES** ............ 13

**ACADEMIC RULES AND POLICIES** ................................. 17
Graduation Requirements ....................................................... 17
Course Requirements ............................................................. 17
Time Limit for Completion of Degree .................................... 17
Grading Policy ......................................................................... 17
Warning Students of Marginal Performance ............................ 17
Rules for Temporary Withdrawal ............................................. 17
Academic Probation .................................................................. 17
Academic Dismissal from School ............................................ 17
Readmission ............................................................................ 17
Rules Governing Courses Taken Outside the University of Arkansas System .................................................. 18
Rules Governing Capstone ...................................................... 18
Regular and Punctual Attendance in Courses and at Activities .................................................................................. 19
Auditing Of Courses .................................................................. 19
Transfer Credits ......................................................................... 19
Rules with Respect to Adding or Dropping Courses .................. 20
General Waiver ......................................................................... 20
Grade Appeal Policy ................................................................. 20
Student Conduct and Academic Offenses ................................. 21
Unprofessional Behavior .......................................................... 21
Performance Review Process .................................................... 21
Academic Dishonesty ............................................................... 21
Procedures for Addressing Instances of Academic Dishonesty .................................................................................. 22
Grievance Procedure Stages .................................................... 23

**OTHER POLICIES AND PROCEDURES** ............................. 24
Mileage Reimbursement ......................................................... 24
UACS Academic Policy for Students with Disabilities .............. 24
Nondiscrimination Policies ...................................................... 25
Grievance Procedures - Complaints of Discrimination .............. 26
UACS Sexual Harassment Policy .............................................. 27
Notice to Students who are Registered Sex Offenders .............. 30
Military Duty ........................................................................... 30
Substance Abuse ...................................................................... 31

Constitution: Clinton School Student Government Association .................. 32

---

**University of Arkansas**
Clinton School of Public Service
Sturgis Hall
1200 President Clinton Avenue
Little Rock, AR 72201
Phone: (501) 683-5200
Fax: (501) 683-5210
www.clintonschool.uasys.edu

**POLICY STATEMENT REGARDING HANDBOOK**

Procedures stated in this handbook require continual evaluation, review and approval by appropriate University of Arkansas Clinton School of Public Service officials. UACS operates under applicable University of Arkansas Board policies. The policies and procedures in the Student Handbook and Catalog do not supersede or negate Board of Trustee policies, System-wide administrative memoranda or UACS campus policies, but supplement such policies. All statements contained herein reflect policies in existence at the time this Handbook went to press, and UACS reserves the right to change policies at any time and without prior notice. Students are responsible for its contents and expected to comply with all policies of the institutions with which the School affiliates.

**HANDBOOKS OF OTHER COLLEGES**

The handbooks of other University of Arkansas colleges and schools may publish information about the Clinton School of Public Service programs relating to their course of study. This is provided as an information service only and in no way replaces or supersedes the UACS Student Handbook.
August 1, 2013

Dear Class Members:

On behalf of our students, faculty and staff, welcome to the University of Arkansas Clinton School of Public Service (UACS). UACS is the only college or university in the country which offers a Master of Public Service (MPS) degree. As members of the class of 2015, you are part of a select, impressive and talented group.

The Clinton School is the seventh university-based program named for former Presidents, but only one of three located on the grounds of a presidential library. We are located in the restored 1899 Choctaw Train Station in the William J. Clinton Presidential Park in downtown Little Rock’s River Market District. The Sturgis Trust provided $4 million for the building’s restoration, combining the best in historic preservation with modern technology. We later opened our River Market campus at 407 President Clinton Avenue in partnership with the Central Arkansas Library System and will soon have new space in the Arcade Building under construction next door to our River Market location.

In addition to a strong academic curriculum and meaningful public service opportunities, your UACS experience will be enriched with a series of distinguished visitors and public programs.

I hope you will find the material contained in this handbook helpful. Please look over the staff list and feel free to contact any of us if you need additional information or have any questions. I personally look forward to getting to know each of you.

Again, congratulations on your admission to UACS. We look forward to an outstanding 2013-2014 year.

Best Wishes,

James L. “Skip” Rutherford III
Dean
OUR VISION
We believe in the right of all individuals, without exclusion, to participate fully and democratically in the social, cultural, economic, and political systems that affect their lives. Therefore, professional public servants must understand, engage, and transform these complex systems to ensure equity, eliminate injustice, and effect positive social change.

We believe in the right of all individuals to reach their full potential and to embody the spirit of democracy. Therefore, public servants must join with those who are marginalized so they are advocates for bettering their own lives and developing their own communities.

We believe in moral leadership that includes integrity, compassion, and a commitment to social justice. Therefore, public servants must listen to and learn from diverse groups, compromise and build alliances, and take strategic and decisive action to advance the common good.

OUR MISSION
The mission of the University of Arkansas Clinton School of Public Service is to educate and prepare professionals in public service who understand, engage, and transform complex social, cultural, economic, and political systems to ensure equity, challenge oppression, and effect positive social change.

We realize our mission by:

1. Operating at the intersection of theory and practice.
2. Establishing, nurturing and maintaining a community of students, scholars, and experienced public servants.
3. Creating and sustaining partnerships and alliances with public, for-profit, non-profit, philanthropic, and volunteer sectors.
4. Systematically evaluating the School’s effectiveness in fulfilling its mission.

CORE VALUES
Integrity/honesty
Open-mindedness
Responsibility
Equity
Commitment/dedication to service and social change
Stewardship/sustainability
Passion for service

CORE KNOWLEDGE
Communication - theory/models/process methods/strategies
Community/economic development
Program design, planning, and development
Program evaluation
Cultural awareness
Professional and personal ethics/ethical behavior
Social change theory
Social justice
Understanding power, privilege and oppression
Global/international development
Economic development

CORE SKILLS
Empathy
Critical and analytical thinking
Communication - facilitation, intercultural/inter-personal management
Communication - effective oral/public speaking, presentation and writing skills
Leadership in public and nonprofit organizations
Advocacy
Decision making skills for public and nonprofit organizations
Research methods
Data analysis
Public policy analysis
Conflict management - negotiation, mediation, resolution


**HISTORY AND ORGANIZATION**

**University of Arkansas**
The University of Arkansas was established in Fayetteville in 1871 under provisions of the Federal Land-Grant Act of the same year. The purpose of this act was to provide a public system of higher education for all qualified persons, regardless of their economic or social status. The University of Arkansas remains committed to this policy. Its basic aim is to provide the finest educational opportunities to all students, irrespective of handicaps, sex, race, color, creed or national origin.

Originally named the Arkansas Industrial University, it enrolled its first students in January of 1872 and graduated the first class of five men and four women in 1876. The institution was renamed the University of Arkansas in 1899. In 1879 the University accepted responsibility for academic management and operation of a privately established not-for-profit medical campus in Little Rock; this merged into the University System in 1911 and is now known as the University of Arkansas for Medical Sciences (UAMS). In 1969, Little Rock University joined the UA System, becoming the University of Arkansas at Little Rock (UALR).

The University has grown considerably during the past century. In addition to the UA parent campus in Fayetteville and the UALR and UAMS campuses, the system now has eight additional campuses: UA at Pine Bluff, UA at Monticello, Phillips Community College of the UA, UA at Fort Smith, Cossatot Community College of the UA, UA Community College at Batesville, UA Community College at Morrilton and UA Community College at Hope. Each of the 11 campuses has its own Chancellor, and the system is administered by a President and Board of Trustees. Because of its land-grant origin, the Division of Agriculture has special identity within the UA System, and the Arkansas Archeological Survey, the Criminal Justice Institute and the Winthrop Rockefeller Institute are special units. The most recent additions to the UA System are the Arkansas School for Mathematics, Sciences and the Arts (Hot Springs) and the Clinton School of Public Service, both added in 2004.

**Board of Trustees**
The Board of Trustees is a 10-member body appointed by the Governor, with concurrence of the State Senate, for ten-year terms with one term expiring each year. One member is appointed from each congressional district, the remainder being appointed at-large. The at-large members must be alumni of the University. The Board has constitutional status and exercises those powers and duties prescribed by state statutes.

The Board is the ultimate legal authority within the University. The Board functions primarily as a policy-making body, and all major official acts of the University require Board approval. Official acts include, but are not limited to, the sale or purchase of property, authorization of new building programs, annual operations and maintenance budget, granting of degrees, legislative requests, new degree-granting programs and faculty promotions. The current chairman of the Board of Trustees is Jane Rogers and the current vice chair is Jim von Gremp.

**Administration**
The chief administrative officer of each campus generally is the Chancellor, who is responsible to the President of the University of Arkansas System, Dr. Donald R. Bobbitt. Under each Chancellor’s leadership, campus affairs are conducted in keeping with general UA policies established through the President and the Board of Trustees. The Chancellors for UA’s three largest graduate campuses are:

- UA Fayetteville, [www.uark.edu](http://www.uark.edu), Dr. G. David Gearhart
- UA at Little Rock, [www.ualr.edu](http://www.ualr.edu), Dr. Joel E. Anderson
- UA for Medical Sciences, [www.uams.edu](http://www.uams.edu), Dr. Daniel W. Rahn

Although the Clinton School’s degree program operates under a consortium agreement with the UA Fayetteville, UALR and UAMS, the Dean is appointed by and reports directly to the President, not to the Chancellors of the sponsoring institutions. The governance of the Clinton School therefore is unique within the UA System, and the administrative and academic policies are as spelled out in this Catalog and Handbook.

**Clinton School of Public Service**
The University of Arkansas Clinton School of Public Service (UACS) was established by the Board of Trustees on January 29, 2004, as a new academic unit within the UA System. The concept of a graduate school attached to the William J. Clinton Presidential Center was a part of the plan by President and Secretary Clinton from the outset, and Professor Diane Blair from the University of Arkansas urged that it be a school of “public service” to fit with President
Clinton’s long-time principles. Then University of Arkansas System President Sugg supported the concept with enthusiasm, and the idea received an initial planning appropriation from the Arkansas General Assembly in 1997. In 2001, an additional grant was received from the Economic Development of Arkansas Fund to continue the planning.

**UACS Administration**  
The chief administrative and academic officer of UACS is Dean James L. “Skip” Rutherford, who is responsible to President Bobbitt and the University Board of Trustees for conducting UACS campus affairs in keeping with state law and general University policy. Susan A. Hoffpauir serves as Associate Dean for Academic Affairs.

The three consortium campuses that sponsor the MPS degree program at UACS bring a wealth of resources to the partnership, including a history of scholarly endeavor and academic attainment. Their faculties provide comprehensive strengths for the UACS teaching program. For example, UA Fayetteville offers master’s degrees, among other disciplines, in public administration and political science, as well as a doctoral degree in public policy. UALR offers master’s degrees in public administration and political science. UAMS has master’s degrees in health services administration and public health and a beginning doctoral program in health policy. Law and business schools exist at both UA Fayetteville and UALR. UACS students can enroll in available classes on each of these campuses, and credit hours attained within these consortium campuses count toward graduation requirements as though they were offered at UACS itself.

**Center on Community Philanthropy**  
The creation of the Clinton School provided an opportunity for individuals who are dedicated to lives of public service to view philanthropy as the means by which the resources of communities can be combined in a sense of common cause, of inclusive solutions and of building on a community’s assets rather than its deficits.

The Center on Community Philanthropy focuses on how philanthropy can unleash and expand the enormous individual, private and public assets that dwell in communities. It explores innovative behaviors and traditions of giving, raising to greater leadership and sustainable development. By virtue of its location in a new and highly visible graduate school of public service, it is uniquely positioned to concentrate on philanthropy as citizenship by exploring, researching, documenting and teaching non-traditional, culturally-appropriate philanthropic practices and sharing philanthropic traditions from across the world.

**Public Programs**  
To accompany the MPS program, UACS sponsors academic conferences, public policy discussions and special events for the general public. UACS cooperates with the Clinton Presidential Center to bring internationally prominent leaders to Arkansas as participants in these programming initiatives. The School serves as a meeting place for scholars and practitioners in discussing complex and challenging social concerns and engages community participants in the development of innovative solutions.
During the 2013-2014 year, UACS faculty will include full-time faculty whose primary appointment is at the Clinton School and part-time faculty whose primary appointment is at one of the other UA campuses or whose employment is outside the UA System. Additionally, there will be short-term visiting scholars and global leaders who are invited to participate in classes or seminars sponsored by the school.

**Faculty**

James L. “Skip” Rutherford III  
William J. Clinton Professor and Dean

Susan A. Hoffpauir, Ph.D., LCSW  
Professor of Social Work and Associate Dean of Academic Affairs

Ali Bavon, Ph.D.  
Professor Public Administration

Christina Standerfer, Ph.D.  
Associate Professor of Communication

Charlotte Williams, Dr.PH, M.P.H.  
Associate Professor of Leadership and Director of the Center on Community Philanthropy

Ellen Fitzpatrick, Ph.D.  
Associate Professor of Economics and Director of International Programs

Warigia Bowman, J.D., Ph.D.  
Assistant Professor of Law and Public Policy

John M.A. DiPippa, J.D.  
Professor of Law and Public Policy

Donald L. Ernst, M.S.E.  
Instructor of Education Policy

Marie Lindquist, M.S.Ed.  
Instructor and Director of Field Service Education

**Affiliated Faculty**

Arvind Singhal, PhD  
William J. Clinton Distinguished Fellow

Todd G. Shields  
Graduate School Dean and Director of International Programs, University of Arkansas at Fayetteville

**Adjunct Faculty**

Dean Kumpuris, M.D.  
University of Arkansas for Medical Sciences Fay W. Boozman College of Public Health

D. Michael Moyers, Jr.  
Friday, Eldredge & Clark, LLP  
Adjunct Instructor (Public Finance)

Tom Peterson  
Adjunct Instructor (Nonprofit Marketing)

J. Shepherd Russell III  
Friday, Eldredge & Clark, LLP  
Adjunct Instructor (Public Finance)
Fred Scarborough  
President, Arkansas Children’s Hospital Foundation  
Adjunct Instructor (Nonprofit Fundraising)

Margaret Scranton  
University of Arkansas at Little Rock Department of Political Science  
Adjunct Professor (Political Science)

Mayor Mark Stodola  
City of Little Rock  
Adjunct Professor (Urban Issues)

Retired and Emeritus Faculty
Thomas A. Bruce  
Professor Emeritus

Freddye Petett Brown  
Assistant Professor

David Pryor  
Professor and Founding Dean

Kenneth W. Tolo  
Professor

STAFF
Greg Steinsiek, Director, Communications

Alex Thomas, Director, Admissions

Nikolai DiPippa, Director, Public Programs and Strategic Partnerships

Julianne Dunn, Assistant Director, Field Service Education

Jeanne Busbea, Registrar

Trena Mitchell, Assistant to the Director, Center on Community Philanthropy

Melissa Clark, Coordinator, Office of the Dean

Dianne Kelly, Director, Administration
PROGRAM OVERVIEW

Master of Public Service
UACS offers a Master of Public Service (MPS) degree. The program is designed as a terminal degree for professional practice, rather than preparation for doctoral work. The degree requires 40 credit hours for graduation: 29 credit hours from core and elective courses and the remaining 11 from practicum, international and capstone service projects. Although only full-time students are accepted into the MPS program for the initial 12 months, it is possible to complete the remainder of the course of study on a part-time basis. However, students are required to finish their capstone projects within three semesters of first enrolling in the capstone course CSPS 7320 – Capstone, and must complete the entire curriculum within 5 years of first enrolling.

Core Courses
CSPS 7223 - Foundations of Public Service (2 credit hours)
This course covers the history, contexts and practices of public service. Students will define public service in a global context and reflect on their past and future roles as public servants. The course will explore the various roles public servants play and the various contexts in which they practice public service.

CSPS 7201 Ethical and Legal Dimensions of Public Service (2 hours)
Ethical and legal considerations shape every aspect of effective public service. This course will provide an overview of the primary ethical principles and legal concepts that guide difficult decisions in the public realm. Traditional academic study of ethical and legal theory will be combined with practical approaches to problem solving. Students will explore issues of economic, political, and social justice through case studies of current issues. Students will construct cases that are relevant to their own fields and present them to the class, identifying ethical and legal constraints on decision-making and implementation.

CSPS 7115 Seminar in Professionalism in Public Service (1 credit hour)
A career in public service requires a personal dedication that leads to building stronger relationships, stronger communities and a more workable and responsive world. This seminar is designed to help students gain knowledge and experience to further their public service careers in the areas of nonprofit, governmental, political, volunteer or private sector work. The material in this course builds upon the knowledge and skill sets learned in the other courses and compliments the students’ ongoing fieldwork. The seminar will draw upon a wide variety of resources and activities in an effort to enhance the students’ personal and professional growth.

CSPS 7303 Communication and Social (Ex)Change (3 credit hours)
Being an effective public service professional requires having the knowledge and skills to act in situations in positive and productive ways that allow for authentic participation by those who may be affected by policies, processes and actions. This course focuses on the constitutive nature of communication to create and maintain equitable social worlds. Students will explore various theories of democracy, civic participation, and public issue and policy formation, analyze case studies to understand the complexities of creating and maintaining equitable social worlds, and engage in exercises to develop effective facilitation skills.

CSPS 7333 - Program Planning and Development (3 credit hours)
This course provides students with the analytical tools to enhance their skills and competencies to effectively diagnose problems and formulate solutions within organizations and communities. Emphasis will be placed on models, theories, methods and processes used to systematically plan public service interventions that contribute to the wellbeing of communities and organizations. Topics covered include identifying and assessing needs and assets, setting goals and objectives, researching best practices, developing a feasible and sustainable plan for change, and assessing how well the plan is likely to effect the change envisioned. Underlying values of social justice and collaborative problem-solving provide a benchmark for discussions on these topics.

CSPS 7335 - Field Research in Public Service (3 credit hours)
This course introduces students to the concepts and principles of field research and is taught in conjunction with their first semester of Practicum. Topics include the key components of collaborative field research, ethics in field research, developing a research focus and research question, conducting a literature review, gathering data and data management, and analyzing data and reporting.

CSPS 7334 - Seminar in Program Evaluation (3 credit hours) (prerequisite CSPS 7333 - Program Planning and Development)
This course builds on the skills students gain in Program Planning and Development and Field Research in Public Service. The primary objective is for students to learn and apply tools that are frequently used to determine whether
public policies and programs at local, national and international levels are achieving their intended objectives. In this course, students learn how to use appropriate research methods to evaluate public and not-for-profit programs and entities (e.g., non-profit organizations, foundations, NGO’s), how to develop strategies for doing evaluation, and how to manage evaluation projects. Prerequisites: CSPS 7333: Program Planning and Development and CSPS 7334: Field Research in Public Service.

CSPS 7331 - The Theory and Practice of Global Development (3 credit hours)
This course provides an overview of three intersecting institutions, which will be useful when conducting public service in the global south, and democratizing societies. These institutions include the State, the market and civil society. The course examines the interventions from colonialism to globalization assessing the efforts of Northern States, multilaterals and non-governmental organizations as they attempt to solve the challenges of poverty, disease, conflict, famine, and gender inequality in the Global South.

Social Change Option (3 credit hours)
To earn these credits, students will have the option of several courses related to the dynamics of social change. Current offerings include:

- **CSPS 7313** Dynamics and Complexities of Social Change (3 credit hours)
  The purpose of this course is to help you understand the dynamics and complexities of social change processes, in both domestic and international contexts. We focus on the key theoretical undercurrents, strategic frameworks, debates and dilemmas, applications and case studies. Specifically, we examine contemporary praxis in organizing for social change in order to serve the public good, and reflect on the role of personal change and transformation in making such happen.

- **CSPS 7310** - Philanthropy Leadership and the Non-profit Sector (3 credit hours)
  Philanthropic intuitions often aim giving toward major societal issues including environmental justice, quality education, race relations, immigration, health care and public health with the goal of helping individuals and communities in need. More foundations are widening their focus from just meeting needs to building sustainable local change. This course will explore community philanthropy as the giving and sharing from within communities that is characteristic of positive change and lasting development. It will examine the principles, standards and practices of community philanthropy and study the leadership role of foundations and nonprofit organizations in creating social change.

Field Service Projects
CPSP 7240  Practicum I (2 hours)
CPSP 7340  Practicum II (3 hours) (prerequisite: Completion of CPSP 7240 with a grade of at least a C)

The practicum is a year-long required course in the first year of the MPS degree program. The practicum is a field service course that places students in public service projects where students apply the knowledge and skills they are learning at the School. Field service projects work to address systemic issues identified by organizations such as the Arkansas Community Foundation, the Department of Health and Human Services and non-profit organizations. Students must complete both semesters of the practicum, two credit hours in the fall semester and three credit hours in the spring semester.

CPSP 7330  International Public Service Project (3 hours) (prerequisite: Completion of CPSP 7240, CPSP 7340, and CSPS 7331 and a grade of at least a C in all completed core courses) Note: If a student receives an incomplete in a spring core course, her or his enrollment in CPSP 7330 may be delayed until the course work is complete and the student has received a passing grade.

The international public service project is designed to provide a practical “hands on” experience in public service outside the U.S. International students may request a domestic setting with an international focus. The purpose of the project is to provide an opportunity for students to experience some type of public service that stretches the boundaries of their existing cultural and experiential world. Students will be expected to engage in a project that will build on the knowledge and skills developed in the first two semesters of the MPS curriculum. Working within the time frame of the summer session, the student is expected to make a substantial contribution in planning and implementing the project to which he/she is assigned. Three credit hours will be awarded for work completed satisfactorily.
CPSP 7320 Capstone (3 hours) (prerequisite: Completion of CSPS 7240, CSPS 7340, CPSP 7330 and all core courses with a grade of at least a C)
The capstone program is designed to provide students with an opportunity to integrate the knowledge and skills gained from course and field work into an in-depth final project. The capstone is carried out by completing a public service project that builds on the cumulative knowledge gained from experiences at UACS. Students have three (3) semesters to complete Capstone once they enroll in the course.

Electives (6 hours)
The student’s faculty advisor will work with the student to choose a group of elective courses that are of interest to the student and that will be appropriate for the student’s future career. Elective courses help develop a specialty or concentration focus and have the potential to significantly sharpen the area of professional expertise. The faculty advisor will help the student concentrate on the overall learning objectives for these courses, integrating them with the practicum and capstone.

Concurrent Degrees
MPS/JD Concurrent Degree
Students at UACS and the UALR William H. Bowen School of Law may pursue the Juris Doctorate (JD) and MPS degrees under a combined degree program which allows cross-credit for courses. The combined degree program offers a potential savings of credit hours in the total credit hours otherwise required for both degrees. A student in the combined degree program must complete all the requirements for the JD degree as specified by the Bowen School of Law and all requirements for the MPS degree as specified by UACS.

MPS/MPH Concurrent Degree
Students at UACS and the UAMS Fay W. Boozman College of Public Health may pursue the Master of Public Health (MPH) and MPS degrees under a concurrent degree program which allows cross-credit for courses. The concurrent program offers a potential savings of credit hours in the total number of credit hours otherwise required for both degrees. A student in the combined degree program must complete all the requirements for the MPH degree as specified by the Boozman College of Public Health and all requirements for the MPS degree as specified by UACS.

MPS/MBA Concurrent Degree
Students at UACS and the UAF Sam M. Walton College of Business may pursue the Master of Business Administration (MBA) and MPS degrees under a concurrent degree program. A student in the program must complete all the requirements for the MBA degree as specified by the Walton College and all requirements of the MPS degree as specified by UACS.

GENERAL INFORMATION

Advising
Each MPS student will be assigned a faculty academic advisor. Academic advisors work with students to select courses and design an academic schedule that meets the student’s learning and career objectives. They also help the student conceptualize, design, and complete capstone projects. In cases where the expertise of another faculty member better matches a student’s capstone project, the student can change advisors with the permission of the academic advisor, the other faculty member, and the Associate Dean.

Registration
Students are registered for classes by the Clinton School Registrar. Once a student’s registration is completed, she or he cannot add or drop a course without written permission from their academic advisor and the Dean or Associate Dean. Students cannot take more than 15 credit hours per semester without written permission from their academic advisor and the Dean or Associate Dean.

Financial Aid
Students apply for financial aid through the Office of Admissions and Financial Aid at UALR. You can find much of the information you need at their website (http://ualr.edu/financialaid/) or contact Karen Hulsey at (501) 569-3491 (email kkhulsey@ualr.edu). A financial aid officer from UALR will be at Sturgis Hall to meet with students periodically throughout the academic year.

Health Insurance
All full-time students enrolled at UACS are strongly encouraged to have hospitalization/surgical/medical insurance coverage. The UALR campus group plan for students is available for purchase at the time of registration, or students
may utilize a different coverage of their choosing. Because the UALR insurance program is more a catastrophic hospitalization policy, there is little or no payment for physician fees, drugs and the like. UACS therefore recommends, at a minimum, that students enroll in the Optional Major Medical Plan that is offered or that an individually-designed broader coverage policy be considered.

School Holidays
Labor Day (first Monday in September)
Thanksgiving (fourth Thursday in November) and following Friday
Martin Luther King, Jr. Birthday Observed (third Monday in January)
Spring Break (scheduled to coincide with the Little Rock School District)

UACS does not observe religious holidays; however, the following shall apply concerning individual observance of religious holidays and class attendance: When members of any religion seek to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first week of classes.

UACS ACADEMIC CALENDAR
2013-2014 ACADEMIC YEAR

Fall 2013
Student Orientation (Class of 2014) August 20-24, 2013
Fall Classes Begin August 26, 2013
Labor Day (no classes) September 2, 2013
Last Day to Drop an Individual Class October 17, 2013
Thanksgiving Holiday (no classes) November 28-29, 2013
Last Day of Classes December 6, 2013
And Last Day to Withdraw from School
Final Exams Begin December 9, 2013


Spring 2014
Spring Classes Begin January 13, 2014
Martin Luther King, Jr. Birthday Observed (no classes) January 20, 2014
Spring Break (no classes) March 24-28, 2014
Last Day to drop an Individual Class March 12, 2014
Last Day of Classes May 2, 2014
Final Exams Begin May 5, 2014
And Last Day to Withdraw from School
Graduation (Class of 2013) May 10, 2014
Emergency Procedures

UACS is located on the grounds of the William J. Clinton Presidential Center at Sturgis Hall and in the Arkansas Studies Institute (ASI) located at 407 President Clinton Avenue. Additional space will be occupied in the Arcade Building next to the ASI when construction is complete.

At Sturgis Hall, Clinton Presidential Center security is contracted through the National Archives and Records Administration (NARA) and has a 24-hour presence on the site. In addition to entrance and exit video surveillance, officers walk through Sturgis Hall on a regular basis. At the River Market Campus, security is provided by CALS and has a presence during regular operating hours of the library’s main building and the Arkansas Studies Institute. Additionally there is a Little Rock Police Department substation located across the street from the new Arcade Building.

Both facilities remain locked during regular operating hours and are only accessible using key cards provided to UACS students, faculty and staff.

The security officers at both locations are in close touch with local law enforcement, including the Little Rock Police Department (located only blocks away), federal law enforcement, the local Homeland Security and the federal police and security authorities in Washington, D.C. In this role, our security force is in consultation with those other entities having devised policies and procedures for protection and evacuation of the entire complex in the event of a disaster or emergency.

In the event of an emergency, all UACS students, faculty and staff can be reached by group access on the school's e-mail system. In addition, a complete listing of office, home and cell phone numbers (where available) is provided to all UACS students, staff and faculty. Text messaging can reach the vast majority of those at the school.

Inclement Weather Policy

Day classes: The presence (or the threat of) bad weather is not, in itself, an indication that classes will be closed at UACS. However, there is a need to consider the safety of individual students, staff and faculty in the presence of traffic advisories due to icy roads or other hazards. Therefore, it will be the policy of UACS to make the decision on the cancellation of classes on a day-by-day basis. Administration will make every attempt to make a decision by 7:00 a.m. on days of inclement weather and when other area schools are closing. Please check your email or the website (www.clintonschool.uasys.edu) for closing information, or call the main number at 501-683-5200 and the voice mail prompt will give you closing information.

Night classes: Except during final examinations, administration will make the decision on the cancellation of classes meeting at 5:00 p.m. or later based on the recommendation of the Arkansas State Police and the Little Rock Police Department. Students, faculty and staff will be notified of this decision as soon as possible.

When the School is closed, all classes in all locations will be cancelled and all offices in all units will be closed.

Final exams: In the event that the School is closed during a final examination day for all or part of the day, the Associate Dean for Academic Affairs will re-schedule any missed final examinations.

If the weather alert sirens indicate dangerous weather, persons wishing to seek protective shelter should do so.

Building Access

Each student will be issued a door access card which will allow entry to Sturgis Hall between the hours of 7 a.m. and midnight seven days a week, and the River Market campus between the hours of 7:30 a.m. and 8 p.m., Monday-Saturday, and noon and 6 p.m. on Sunday. Access by the card is limited only to the person identified by the card. Misuse of the card may result in suspension of access privileges. The first card issued to students at orientation is free of charge; however, all replacement cards will result in a $10 charge. Students are required to return the door access card or pay the $10 lost-card charge prior to receiving their final transcript.

Tobacco-Free Workplace

UACS provides a totally tobacco-free work and study environment. This policy applies to all persons, including employees, faculty, students, visitors, contractors, subcontractors and others in UACS-occupied buildings. Further, use of any tobacco products in UACS-owned vehicles is prohibited.
Concerning the River Market Campus location of UACS on the grounds of the Arkansas Studies Institute at the Central Arkansas Library System (CALS), 407 President Clinton Avenue, please be aware of CALS Board Policy #002, item #7, which applies to students, faculty and staff, as well as the public:

“In no case shall persons be allowed to stand, sit or otherwise linger on CALS property while they are using tobacco products. . .”

Library
Sturgis Hall has no library of its own, however, the libraries of the three consortium campuses and the Central Arkansas Library System are freely available to UACS students.

Mail Service
Incoming mail addressed to students will be sorted and placed in mail slots inside the Faculty Office where it may be collected by the students.

Solicitation
Student groups are not allowed to use UACS facilities for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a UACS activity or for the conduct of private business.

Use of School Name, Logo or Seal
The name of the University of Arkansas Clinton School of Public Service is used in many contexts and for a wide range of purposes. It is important to the institution that the use of the name “University of Arkansas Clinton School of Public Service,” “Clinton School of Public Service” or “Clinton School” be limited to activities which are, in fact, activities of the school. As a consequence of legal considerations, use of the School Logo and School Seal are restricted to specific official departments and agencies of UACS.

University Bookstores
Bookstores for the three consortium campuses of UACS are located as follows:

- UALR Bookstore: Donaghey Student Center, Little Rock campus, 2801 South University (501) 569-3245
  [http://ualr.bkstore.com](http://ualr.bkstore.com)
- UAMS Bookstore: UAMS Campus, 200 Hooper Drive, (501) 686-6160
  [www.uamsbookstore.com](http://www.uamsbookstore.com)
- UA-Fayetteville Bookstore: Fayetteville campus, Garland Avenue Center, (479) 575-2155
  [www.uark.edu/bookstore](http://www.uark.edu/bookstore)
- Clinton Museum Store (for official Clinton School items only): 610 President Clinton Avenue, Little Rock, Arkansas, (501) 748-0400

**STUDENT COMPUTER AND E-MAIL RESOURCES**

**NOTE:** Your UACS e-mail account is the mode of communication that will used to contact you.

It is your responsibility to check your UACS e-mail account regularly for official UACS information.

To access your e-mail, go to [www.gmail.com](http://www.gmail.com) and log in with your full email address and password or go to [www.clintonschool.uasys.edu](http://www.clintonschool.uasys.edu) and select “Current Students.”

The following policies establish network security and computer usage guidelines for UACS. These guidelines incorporate the elements of the UALR Acceptable/Appropriate Use Policy.

**Applicability.** This policy applies to UACS students, employees, staff, faculty, volunteers, interns and others authorized by the Dean to use the UACS resources.
Policy. It is the policy of UACS to provide use of computers and electronic services, as appropriate, and to ensure effective use of school resources. A systematic method will be used for computer hardware and software acquisition, operation, security, maintenance/upgrade, technical support, control and repair to optimize school resources.

Definitions.
1. Computers. All computers, terminals, printers, networks and other computer-related equipment and software items, including grant-funded and donated items.
2. Computer Security. Aspects involved with providing for availability, integrity and confidentiality of school information stored on computers.
3. Electronic Services. Services include but are not limited to electronic mail/communication equipment and systems, server computer access, personal computers, Internet and/or other online services.
4. Permissions. Granting, denying or limiting access to various computer systems, file folders, programs and documents for individual or group of users.
5. User. Person authorized access to UACS computer resources.

Explanation. Computing resources are provided by UACS to enhance communication, conduct research, share information, increase efficiency and perform other activities, which further the UACS mission. UACS computers and electronic services are shared in that they allow one to access the Internet; send electronic mail; read shared electronic bulletin boards; access internal and external databases; browse library catalogs; participate in discussion groups; pursue educational, professional and career development; communicate with school-related professional organizations; and share files. Computers and electronic services are provided for the performance of official school business and the enhancement of the skills and knowledge necessary for such performance.

Services.
1. User Accounts. The Technology Administrator or designee will assign a User ID to each user. The User ID will be made available for the period of enrollment, employment with UACS or as otherwise authorized by the Dean. The Technology Administrator is authorized to suspend or deactivate user accounts being used for unauthorized purposes.
2. Passwords. Each user is assigned an initial default password to log into the UACS domain for wireless access and for initial Google mail system access. Each user will change his/hers password to a secret password known only to him/her. Do not give your password to anyone. No one should log onto your computer. A password policy is in place that requires user passwords to be at least eight characters in length and include at least one number and one special character. Each user will be required to change passwords every 90 days. Previously used passwords may not be reused until six password changes have occurred. The combination of the user ID and password uniquely identifies each user within the UACS environment and to external data resources. Since this identification represents the user in all electronic correspondence and other computer-related transactions, it is imperative that each user carefully guards his/her password and ensures it remains unknown to other persons. Users will immediately notify the IT Department if they have reason to believe that their password has been compromised.
3. Security. Users will set up proper measures to ensure security of their computer to include:
   a. Physical security—users shall locate their computer in a secure location.
   b. Password-protected screen savers.
   c. Refrain from downloading unauthorized applications that may introduce adware and/or viruses to the network.
   d. Users will not allow others to access their computers.
   e. Unauthorized users, including children, may not use any computer that is the property of UACS. Guests will log on with a restricted guest account and will only log on to computers that have been designated for guests. Guests and students will not log onto Staff/Faculty computers.
   f. Non-UACS equipment, such as personal laptops and visitor’s equipment, must have approval from the IT Department before connecting to the school (LAN) network. The wireless network is restricted to student, staff and faculty laptops via LDAP credentials. This means that guests or visitors cannot connect freely to the UACS wireless network without approval from UALR.
   g. Users must not defeat or attempt to defeat any UACS IT system security.
4. Privacy. Since all hardware and software installed on your computer is school-owned, each user acknowledges that any and all information (data) stored on his/her computer is also the property of UACS. Management has the capacity to monitor, track and record any and all transactions made on your computer, including e-mail sent, e-mail received, Internet web sites visited, etc. Monitoring is conducted on a routine basis and will not be used to intimidate or harass students, faculty or staff.
5. IT Support. The UACS IT Department will support all current students, staff and faculty. Former students will not be supported. Graduated students will follow the graduation process. Provided support includes support for:
a. Network activities, including password resets, account lockouts, access to shared folders, creation of security groups, creation of folders on the server and troubleshooting wireless connections.
b. Application support, including Microsoft Office/Outlook support.
c. Desktop support, including technical issues with computer software/hardware.
d. Presentation support, including equipment check-out and set-up for presentations, as well as helping enhance presentations.


Students Defending Capstone before Graduation
All students defending their Capstone project before graduation must turn their computers/equipment, including all parts/cases and adapters, back to the UACS IT Department no later than the Friday before graduation. Failure to return the computer and equipment by this deadline may result in a student not being allowed to walk at graduation, and will result in a hold being placed on issuance of final grades and diploma.

Students Defending Capstone after Graduation and Concurrent Students
Students who have not completed requirements for the MPS degree and concurrent degree students must have a signed Approval for Continued Use of Computer Form signed by the Dean no later than the Friday before graduation. Failure to return the computer and equipment by this deadline may result in a student not being allowed to walk at graduation.

E-mail accounts for graduated students will remain active for up to three months following graduation. Graduated students will be notified before their UACS email account is disabled, allowing sufficient time for the user to secure an alternate email account.

7. Foreign Languages and Applications. No foreign language applications will be installed on UACS equipment. Only Microsoft-approved language packages will be installed on UACS equipment.

8. Stolen/Lost Computer Equipment. You must notify the UACS IT Department immediately if you suspect your equipment has been lost or stolen. UACS is not responsible for lost or stolen equipment. It is the user’s responsibility to keep laptops, cases, power cords and other parts or other electronic equipment belonging to UACS in a safe place. All missing equipment must be replaced with original manufacturer parts at the expense of the user.

9. Equipment Checkout. The UACS IT Department will maintain an inventory of video cameras and digital cameras, as well as loaner laptops for presentations. Remote controls for projectors, sound system and cables and cords will also be maintained by the IT Department. This equipment will be used and checked in and out only by the student, staff or faculty member who borrows the equipment after completing the Equipment Check-out Form and submitting the request to the UACS IT Department. Equipment may not be returned to the IT Department by anyone other than the user who checked out the equipment. All equipment will be inspected and all parts will be accounted for before the user leaves the equipment with the IT Department. Users who borrow equipment will be expected to sign a receipt for such equipment. If any parts are missing, the user, at his/her own expense, will replace the missing parts with original parts from the manufacturer. Equipment checkout is limited to current UACS students only. Presentation equipment will be provided and set up by the IT Department with 24-hour advance notification. Users will give the IT Department advance notice when equipment is needed and will agree to return equipment in a timely manner. There is a Public IT Equipment Calendar in the Public Folders in Webmail where the equipment checkout schedule will be maintained. If the Technology Administrator is not present, please see Dianne Kelly in Room 116.

Guidelines. Users of the UACS computers and electronic services accept responsibility for such access. Although every situation pertaining to inappropriate use of UACS computing resources and equipment cannot be listed, the following is included to help students, staff and faculty understand what conduct is acceptable and what conduct is unacceptable. Students are required to sign a form at orientation that addresses their use of computer resources.

Acceptable Uses. Appropriate and acceptable uses include:
1. Use for UACS course assignments or any project assigned by a UACS faculty member.
2. Use to facilitate UACS research projects or other UACS work-related projects.
3. Communication with faculty, staff and students at UACS to share information.
4. Communication with faculty, staff and students at other universities for the purpose of exchanging educational or general information.
5. Exchange of personal information with friends and acquaintances at UACS and at other sites on the Internet is an acceptable use if such use is not disruptive and does not interfere with use of resources for education or research.
Unacceptable Uses. Unacceptable uses include but are not limited to:

1. Each user is expected to use his or her own account and resources for the purposes for which they are granted. Users who are not given access to specific files, programs, computers or other services shall not gain access or attempt to gain access without the approval from the UACS IT Department.
2. Users may only use the ID that has been issued to them and may not use another’s ID to gain access to the network or other services. Users will not allow those without user ID’s to use their computers.
3. Users shall not publish, promote, distribute or use statements which are illegal, slanderous, libelous, offensive, frightening, intimidating, threatening, harassing or which convey messages that are obscene, racist or sexually explicit or suggestive.
4. Use for any purpose that violates U.S. or state laws, including copyright laws.
5. Use for any commercial enterprise or for outside employment.
6. Users shall not publish or forward chain-letter e-mail, solicitations, virus warnings or similar e-mail documents without first obtaining the approval of the UACS IT Department.
7. Users shall not modify computer equipment or configurations; install additional virus software programs, systems, peer-to-peer software or other applications without express authorization from the UACS IT Department. Users shall not compromise or attempt to compromise the integrity of any computer system by any means. Users shall not access, copy or destroy UACS program files without prior authorization; or move programs, files or other data provided by UACS to other computer sites without authorization from the IT Department.
8. Users shall not download or share copyrighted audio (music) MP3’s, games, computer software or video files.
9. Users shall not use unauthorized monitoring tools, network programs/testers, packet sniffing, remote access or remote control equipment and software.
10. Users shall not establish unauthorized network services including web pages, servers, FTP servers and Telnet services without authorization from the UACS IT Department.
11. Users shall not access, display, view or store any pornographic material on their computer(s). Users shall not access or view any Internet web pages or engage in any contact across the Internet with any site or source, which contains or promotes pornographic material. In the event that such a site is unintentionally or accidentally viewed, users are to immediately notify the IT Department. Failure to notify the IT Department will be considered intentional viewing by the user.
12. Excessive problems with virus and adware on a computer system may result in a reduction/loss of privileges on the UACS network.
13. Users will not play online games and will refrain from streaming media on campus so that it does not take network resources away from other users.
14. Users will refrain from connecting jump drives and external drives from outside sources to their school laptops. Jump drives and external drives from outside sources can contain viruses that can infect school equipment. This is especially important to remember when abroad. Jump drives should be scanned for potential viruses/adware prior to use.
15. Applications downloaded from iTunes are done so at the user’s risk. The Clinton School is not responsible for student-purchased applications, music or operating systems upgrades.

Sensitive Data. Sensitive data is any information that could cause an individual personal financial harm if disclosed and used improperly. Examples of sensitive data include but are not limited to social security numbers, credit card numbers, computer passwords and any personal information flagged for non-disclosure. It is the responsibility of each individual with access to sensitive data resources to use these resources in an appropriate manner and to comply with all applicable federal, state and local statutes. Additionally, it is the responsibility of each individual with access to sensitive data resources to safeguard these resources. Methods of safeguarding sensitive data include:

1. Sensitive data should not be stored on personal desktop or laptop computers since these computers tend to reside in less secure locations than central servers.
2. Access to computers that are logged into central servers storing sensitive data should be restricted (i.e. authenticated logins and screen savers, locked offices, etc.)
3. Access to sensitive data resources stored on central servers should be restricted to those individuals with an official need to access the data.
4. All servers containing sensitive data must be housed in a secure location and operated only by authorized personnel.
5. Copies of sensitive data resources should be limited to as few central servers as possible.
6. Sensitive data should be transmitted across the network in a secure manner (i.e., to secure web servers using data encryption with passwords transmitted via secure socket layer, etc.)
7. Any accidental disclosure or suspected misuse of sensitive data should be reported immediately to the appropriate UACS official.
ACADEMIC RULES AND POLICIES

Presumptive Knowledge of Rules and Announcements
1. A student is presumed to know all of the academic rules and all other requirements and rules of UACS.
2. A student is under an obligation to read regularly the notices posted on the UACS website, placed in student mailboxes or delivered to the student’s UACS e-mail account. Students will be presumed to have knowledge of any matter announced by any of the above methods.

Burden to Comply with Academic Rules
1. The burden is on the student to demonstrate compliance with all requirements.
2. A student is responsible for keeping track of the student’s own academic progress.

Graduation Requirements
1. A student admitted to UACS must successfully complete courses totaling 40 hours, with an overall grade point average of 3.00 or better, in order to receive the MPS degree.
2. A student must receive a grade of “C” or better in all core courses.

Time Limit for Completion of Degree
1. Students must complete all degree requirements within five years of the date they originally registered as a student.
2. Students who are readmitted to UACS and begin their studies anew pursuant to the rules covering readmission (see “Readmission” below) must complete their degree requirements within four years of the date of their readmission.

Grading Policy
1. The numerical value of each letter grade per hour credit for purposes of computing grade point average (GPA) is as follows: A=4.00, B=3.00, C=2.00, D=1.00, F=0.00. The lowest passing grade in core and field service courses is a C.
2. A mark of “I” (Incomplete) in UACS courses must be completed within 90 calendar days from the date grades are posted or the grade reverts to “F.” For elective courses taken on the consortium University campuses, their rules apply on resolving “I” grades.

Warning Students of Marginal Performance
1. Faculty must inform a student of marginal or failing performance prior to assigning a final failing grade for a course, if possible, and notify the Associate Dean of Academic Affairs.

Rules for Temporary Withdrawal
1. A student who has completed a semester in good standing can petition the Associate Dean of Academic Affairs for a leave of absence prior to her or his absence.
2. A student who leaves the school without a leave of absence being granted will not be considered in good standing. Such student must reapply for admission.

Academic Probation
1. If a student’s GPA at the end of one semester is less than 3.00 (the requirement for graduation), he or she will be placed on academic probation.
2. If subsequent performance during the following semester raises the GPA to 3.00 or better, the student is removed from academic probation.

Academic Dismissal from School
1. If a student fails a core course, he or she may be dismissed from UACS on academic grounds.
2. If a student’s semester GPA is below 3.0 for two semesters (consecutive or nonconsecutive), he or she may be dismissed from UACS on academic grounds (for the purposes of this policy, Summer does not count as a semester if a student is taking less than 5 credit hours).

Readmission
1. A student on leave of absence and in good standing may petition the Associate Dean of Academic Affairs in writing to register for classes within 18 months of the absence.
2. A student who has been dismissed for academic deficiency may apply for readmission provided that the student’s cumulative GPA was 2.50 or higher when she or he was dismissed.

3. The Admissions Committee will use the following standards for considering readmission:
   a. the reasons for the student’s inadequate performance have been resolved and will not interfere with the success of her/his studies in the future;
   b. it is reasonable to expect that the petitioner will be effective and ethical in public service after graduation; and,
   c. the candidate’s qualifications for admission.

Rules Governing Courses Taken Outside the University of Arkansas System

Note that grades for courses taken outside the University of Arkansas System ARE NOT calculated in cumulative grade point average. Students may take up to six hours of core courses and six hours of elective credit outside of the University of Arkansas System with strict adherence to the following procedures and requirements:

The student should submit a written proposal to his/her faculty advisor. The faculty advisor and the Associate Dean of Academic Affairs must approve the proposal. The proposal should include the following:

1. The name, address and contact information for the higher education institution(s) where the elective course(s) will be taken.
2. The name(s) of the course(s).
3. Course description(s) from a course catalog, syllabus or another official source.
4. The length of the course(s) (e.g., quarter, semester, summer); the number of credit hours; and the level (e.g., master’s level).
5. How the course fits the student’s public service interests.
6. When the student plans to enroll in the course(s) or provide an official transcript showing the course was completed with a grade of at least B.
7. Why the student is interested in taking his/her elective course(s) outside of the University of Arkansas system.

Requirements for taking courses outside the University of Arkansas System include:

1. A student cannot be enrolled as a degree-seeking student in another institution while enrolled at UACS. A student must take the elective course only as a non-degree or certificate-seeking student. Students may be required to verify this status by submitting an official document from the institution where the proposed course is to be taken.
2. The course(s) must be at least master’s level and taken at an accredited higher education institution.
3. The course(s) must be related to the Master of Public Service degree.
4. UACS scholarship funds may not be used to pay for the course(s).
5. Students are responsible for ensuring that all necessary documentation for credits taken outside the University of Arkansas System are properly submitted to UACS.

Rules Governing Capstone

The capstone is meant to be completed at the end of the MPS coursework. It is the culminating academic experience where students are asked to apply their MPS skills to a public service issue.

1. A student must satisfactorily complete his/her core courses with a grade of C or better to enroll in the capstone course. Any incompletes in core courses must be resolved before enrolling in the capstone course.
2. A student who plans to enroll must attend the required preparation meetings offered during their first year of the program.
3. A student will have a maximum of three consecutive semesters to complete the capstone from the semester in which they enroll in the capstone course. Semesters include a fall semester, a spring semester and a summer semester (all UALR summer terms make up the summer semester). An “IP” (in progress) will be placed on the transcript until the capstone is completed and a grade is awarded. If a student does not satisfactorily make progress on the capstone during those three semesters, an “NC” (no credit) on the capstone course will be awarded and tuition for the course will be forfeited.
4. A student is permitted to withdraw from the capstone course by the appropriate UALR deadlines during his/her first semester of enrollment. A “W” (withdrawal) will be placed on his/her transcript and tuition for the course will be forfeited.
5. Capstone projects must be approved by the student’s capstone advisor(s) and the capstone course instructor before capstone contact hours can begin. (A “Capstone Approval” form will be distributed to each student during required course preparation meetings.). If a student does not receive approval for a capstone project before the end of the first semester of enrollment, the student will be given a “NC” (no credit) on the capstone course and tuition for the course will be forfeited.
6. If a student re-enrolls for the capstone course after receiving a “W” or a “NC”, the student must find a new capstone project and will have three semesters from re-enrollment to complete the new capstone project. A new grade will be placed on the student’s transcript in addition to the “W” or “NC”.

7. No hours will count toward capstone contact hours until a student is enrolled in the capstone course. However, students are encouraged to identify their capstone projects and engage in project planning before enrolling in the capstone course.

8. All final capstone papers are public documents and will be available for anyone to access through the Office of Field Service Education.

9. Capstone project work must align with the Fair Labor Standards Act (http://www.dol.gov/compliance/laws/comp-flsa.htm). Students who complete a capstone project without anticipation of compensation from public agencies and non-profit organizations are considered volunteers and align with the Act. Students who complete capstone projects at for-profit organizations and/or with compensation must follow all U.S. Department of Labor Laws regarding wages and hours.

10. UACS does not assume responsibility for health/accident insurance, housing, transportation or any other personal needs of students that may occur in connection to the capstone.

11. UACS does not assume responsibility for any injuries suffered or sustained by a student while the student is working on his/her capstone project.

12. All work presented as part of the capstone must be a student’s own. Plagiarism on any aspect of the capstone will result in an “F” for the course. The school also reserves the right to pursue further disciplinary action if appropriate.

13. Students with disabilities will be accommodated in the capstone pursuant to federal and state law (see the section “UACS Academic Policy for Students with Disabilities”).

14. Any exception to these rules must be approved by the capstone course instructor and the student’s capstone advisor.

Regular and Punctual Attendance in Courses and at Activities
1. Regular and punctual attendance is expected in all courses.
2. A student who fails to maintain regular and punctual attendance may be withdrawn from:
   (a) the course by the instructor; (b) the School by the faculty; or (c) both.
3. Prompt and regular attendance, adequate preparation or lack thereof and class participation may be considered by the individual faculty member in regard to grades, and by the faculty, the Associate Dean of Academic Affairs and the Dean in regard to honors, awards, scholarships, recommendations and similar matters.
4. Requirements in attendance, preparation and class participation by an instructor in a particular course: (a) shall be announced by the instructor at the outset of the course; and (b) shall be made known to the Associate Dean of Academic Affairs.
5. The School occasionally requires its students to participate fully in prescribed out-of-class assignments and activities. These include, but are not limited to, seminars with visiting speakers, community service projects and other activities designated by the Associate Dean of Academic Affairs. Students who fail to participate in prescribed assignments and activities at a level designated by the Associate Dean of Academic Affairs may be subject to disciplinary absence.

Auditing Of Courses
UACS students are not allowed to audit any UACS-required courses.

Transfer Credits
Note that transfer grades taken at institutions outside the University of Arkansas system ARE NOT calculated in cumulative grade point average.
1. Students wishing to transfer credit hours should first contact their faculty adviser.
2. UACS will permit a student to transfer up to six (6) semester hours of core credit and six hours of elective credit from other programs, subject to advance approval by the UACS Associate Dean of Academic Affairs. Courses to be transferred must meet the following criteria:
   a. Be taken at an accredited higher education institution;
   b. Be passed with a grade of ‘B’ or better;
   c. Not be used to meet the minimum degree requirements for another degree program; and
   d. Have course content relevant to the MPS degree.

Rules with Respect to Adding or Dropping Courses
1. Students are permitted to add, drop or withdraw from UACS courses and remain in good academic standing if approved by the student’s faculty advisor and the UACS Associate Dean of Academic Affairs.
2. Because only full-time students can enroll in the MPS degree program, dropping or withdrawing from any core course including the practicum during the first fall and/or spring semesters.

3. UACS follows the University of Arkansas at Little Rock’s academic calendar for add, drop and withdrawal deadlines.

4. Full tuition may be refunded for any individual course dropped by the end of the first week of courses.

5. Financial Aid recipients who withdraw from classes during a semester may owe a repayment of financial aid funds and are subject to the cancellation of future financial aid. Student loan borrowers must complete exit loan counseling prior to withdrawing from all classes.

6. If a student withdraws from a course after the add/drop deadline for any reason, a “W” (withdraw) will appear on the transcript.

7. A student may withdraw from the UACS International Public Service Project course during the first ten (10) days of its onset. A “W” (withdraw) mark will be recorded on the transcript. The student may not withdraw after ten (10) days without a failing grade.

8. Students dropping elective courses on one of the consortium University of Arkansas campuses will adhere to the relevant policies of that specific course or campus.

General Waiver
Any waivers from these policies must be approved by the Associate Dean of Academic Affairs.

Grade Appeal Policy
A student who wishes to file a grade appeal should contact the Associate Dean for Academic Affairs. Grade appeals are governed by the following policy approved by the Faculty of the Clinton School in August 2013:

Any student seeking to appeal a grade given him or her by a faculty member may make his or her appeal to the Dean and Associate Dean for Academic Affairs, but no change in the grade will be made unless the Dean and Associate Dean for Academic Affairs agree that the faculty member was arbitrary and capricious in awarding the grade.

The student may request an ad hoc faculty committee review the grade appeal and make a recommendation to the Dean and Associate Dean. When possible, this three-member committee will be comprised of a faculty member chosen by the student, a faculty member who has had the student in class, and a faculty member who has not had the student in class. In all cases, this policy requires that the grade will stand unless both the Dean and the Associate Dean for Academic Affairs agree the faculty member was arbitrary and capricious. The decision of the Dean and Associate Dean for Academic Affairs is final.

Students must file their appeal no later than January 15 for grades received for the previous fall semester, June 15 for grades received for the previous spring semester, and September 15 for grades received in the previous summer semester. Note: If the student is appealing a failing grade in a prerequisite course, she or he will not be allowed to enroll in the course for which it is a prerequisite until the grade appeal is resolved.

Grade appeals are conducted on a written record. The student shall submit to the Associate Dean for Academic Affairs a written statement setting forth in detail the basis for the appeal. The student’s statement will be provided to the faculty member whose grade is the subject of the appeal. The faculty member shall then submit to the Associate Dean for Academic Affairs a written statement setting forth the basis for the grade given.

If the student requests an ad hoc faculty committee review the grade appeal, both the student’s statement and the faculty member’s response will be given to committee members.

The faculty committee, Dean or Associate Dean for Academic Affairs may request additional information from either the student or faculty member. The decision reached shall be in writing and shall be provided to both the student and the faculty member. In the event that the grade being appealed is in a course taught by either the Dean or Associate Dean for Academic Affairs, he or she will recuse herself or himself from the process.

In the event that the grade appeal is directed against the Associate Dean of Academic Affairs, it shall be filed directly with the Dean. If the grade appeal is directed against the Dean, it shall be filed with the Vice President for Academic Affairs in the University of Arkansas System Office.

Student Conduct and Academic Offenses
The Clinton School of Public Service (UACS) has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent. Unprofessional
behavior and academic dishonesty cannot be condoned or tolerated in the UACS community. Students found guilty of committing an academic offense on the campus, or in connection with an institution-oriented or sponsored activity, or while representing the School, will be disciplined by the School. This may include, but is not limited to, grade reduction in a course, loss of scholarship funds, loss of travel stipend, loss of a Graduate Assistantship, and/or dismissal from UACS.

Unprofessional Behavior
Students are expected to conduct themselves in a manner that is professional. Unprofessional behavior includes but is not limited to bullying or intimidating a fellow student or a member of the faculty or staff, failing to follow established protocol when contacting agencies and organizations who collaborate with the school, and engaging in disruptive behavior while in class or attending UACS events or functions. Such behavior is considered a student conduct violation. A student who engages in unprofessional behavior may be subject to the Performance Review Process.

Performance Review Process
The purpose of the performance review is to help students adjust to the academic and professional expectations of the Clinton School. Consistent with the Clinton School’s ethos, every effort will be made to resolve problems informally before moving to a formal process. First, the academic advisor should meet with the student to attempt to resolve any concern. Second, if that approach is unsuccessful, either the student or a faculty member may call for a meeting that includes the student, the Associate Dean, and the faculty advisor. Only after these steps have been exhausted, should the performance review be initiated.

Performance review may be initiated by the student or by any faculty member through a request in writing to the student’s faculty advisor. The advisor will assemble a Performance Review Committee (PRC), schedule and facilitate the meeting, and record and distribute the results of the meeting to all those in attendance. If for any reason the student prefers not to have the performance review convened and facilitated by her or his advisor, the student shall recruit another faculty member to serve in that role.

The PRC will comprise the student, the advisor, and each faculty and/or staff member teaching the student during the semester in which the review is called. If appropriate and feasible, a community partner with whom the student is working on a field service project (i.e., Practicum, IPSP, or Capstone) may be included. Exceptions to the normal composition of the performance review committee will be determined by the advisor in consultation with the student.

Once the process has been initiated, the following procedures will apply:
- The advisor will provide written notification of the PRC meeting to the student, the members of the committee, and the Associate Dean. The PRC meeting shall occur within two weeks after the initiation of the performance review unless good cause exists.
- The notice of the PRC meeting shall include, at a minimum, the location, date and time of the PRC meeting, a short description of the reason(s) that prompted the request for the performance review, and a list of the persons expected to be present. The notice may include any other information that the faculty advisor believes will be pertinent to the matter or helpful to the PRC committee and the student.
- The committee shall review the issue(s) that prompted the review. The committee’s will assess the situation and make recommendations regarding how the student can resolve the issue(s) that prompted the review. The committee will seek consensus, and if it is unreachable, will decide by majority vote.
- The advisor will make a written record of the committee’s assessment and recommendations. The advisor will send this document, to be completed within one week of the meeting, to the student and the Associate Dean. The student, with the support of the faculty advisor, unless otherwise noted by the committee in their report, is responsible for the implementation of the recommendations.
- A student who disagrees with the recommendations of the performance review committee may petition the Dean to reverse or otherwise modify the recommendations. The student’s petition must be in writing and received by the Dean within one week of receipt of the committee’s recommendations.
- The Dean will render a decision in writing in response to the student’s petition within one week of its receipt.

Academic Dishonesty
As a community of scholars, academic integrity is foundational to appropriate conduct within the Clinton School setting. The determination that a student’s work was the result of dishonest action can be considered in the faculty member’s evaluation of that work and in the determination of the course grade. In addition, disciplinary action may be taken by the UACS Associate Dean of Academic Affairs or recommended at the conclusion of any appeal.

Acts of academic dishonesty include but are not limited to the following:
1) Cheating: This includes the following classes of dishonesty:
   a) copying from another student’s paper;
   b) using prepared materials, notes, or text other than those specifically permitted by the professor during an examination; collaborating with another student during the examination;
   c) buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of a coming examination, or the use of such material;
   d) substituting for another person during an examination or allowing such substitution for oneself;
   e) bribing any person to obtain examination information.

2) Plagiarism: Plagiarism includes (but is not limited to) adopting or appropriating for one’s own use and/or incorporating in one’s own work, without acknowledgement, passages, parts of passages, tables, photographs, models, figures and illustrations from the writings or works of others; thus presenting such as a product of one’s own mind. Any student who plagiarizes may be subject to **any or all** of the following sanctions: receiving a zero on the written work; receiving a reduced grade for the course in which the plagiarism occurred; being suspended from registering for one or more semester(s); being required to enroll in a short course on graduate level writing; being required to comply with any other appropriate remedy as proposed by the Associate Dean of Academic Affairs; and/or being dismissed from UACS.

3) Collusion: To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.

4) Duplicity: To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

**Procedures for Addressing Instances of Academic Dishonesty**

The procedures outlined here are applicable when a student is enrolled in a course and a faculty member suspects the student of an academic offense, and when the suspicion is supported by substantial fact(s) or evidence. The faculty member is responsible for notifying the student in writing of the specific charge. The faculty member is responsible for retaining a copy of the written notice and for forwarding one copy to the Associate Dean.

Only the faculty member may impose a grade penalty for an academic offense. It is recommended that if a student is found guilty or admits guilt, the faculty member will consider the individual circumstances, nature or severity of the offense, similar class violations, etc., before assessing the grade penalty. Grade penalties for consideration for academic offenses are:

1. a grade of F in the course;
2. a grade of F on the examination, project, etc.;
3. a grade adjustment; or
4. no credit for material presented.

The student has the right to attend classes until any appeal is resolved. In the event an appeal of an academic offense has not been resolved before final grades are due, the student shall receive an “I” faculty member will withhold the grade until the appeal is resolved.

In view of the fact that this policy and procedure involves student academic records, all grievance hearings shall be conducted in private with only those involved present.

Individual students may exercise their right to have academic offense grievances considered and assessed upon their merits under the general regulations, policies and practices of UACS according to the grievance procedure described below. A “decision” means a determination that the grievance issue or issues were, or were not inappropriate, or in violation of regulations, policies, or practices of the School. Each decision shall include an assessment of the issues and reasons for the position taken.

No student filing a grievance shall thereafter be discriminated against or suffer any academic disadvantage by reason of participation in grievance matters pursuant to this procedure.
The time periods set forth in this grievance policy are intended to provide a reasonably expeditious resolution of grievances, but a failure to process a grievance strictly within the time periods set forth shall not confer any additional rights upon the student submitting the grievance. If the deadline for any of the steps in the grievance process falls on a holiday, weekend or other time when the school is closed, then the due date will be the next working day.

**Grievance Procedure Steps**
A student grieving a determination of unprofessional behavior or academic dishonesty is entitled to have the issue considered in the following manner. Written records will be maintained at all steps unless noted otherwise in this policy.

1. The student discusses the grievance with the faculty member. No faculty member shall be allowed to delay the resolution of a grievance by failing to hold a consultation with a student within the designated time, unless bona fide reasons such as illness, personal emergency, or campus absences for professional reasons make this time limit unreasonable. If the grievance is satisfactorily resolved, the terms of the resolution shall be reduced to writing, if any of the involved parties desires to have such a written statement, and signed by the student and faculty member.

2. If the grievance is not resolved and the student chooses to pursue the matter further, the grievance must be reduced to writing by the student and sent to the faculty member. Within ten working days after receipt of the written statement, the faculty member shall prepare a written decision on the matter and forward copies of both documents to the Associate Dean and to the student. Within five working days after receiving the student’s appeal, the Associate Dean shall prepare a written decision on the matter and forward copies to the student and the faculty member. In addition, the Associate Dean will forward to the Dean all documents pertaining to the appeal.

3. The decision of the Associate Dean may be appealed by the student to the Dean within five working days following receipt of the Associate Dean’s decision. In the case of such an appeal, the Dean or the student may request that an *ad hoc* grievance committee be convened to consider the appeal and make a recommendation. In either event, the entire written record shall be included with the appeal letter. If neither the Dean nor the student requests an *ad hoc* grievance committee be established, the Dean will decide the appeal within ten working days.

4. If a grievance committee is requested, the Dean will constitute an *ad hoc* grievance committee to investigate the matter and make written recommendations for its solution. The *ad hoc* grievance committee shall consist of five members selected from the UALR Academic Integrity and Grievance Committee as selected by its chairperson. The *ad hoc* grievance committee shall select its chair who shall be responsible for reporting the recommendation of the committee to all parties. All records shall be maintained by the Dean for a period of three years.

5. The *ad hoc* grievance committee shall operate in a manner consistent with policies and procedures governing the operation of UALR’s Academic Integrity and Grievance Committee. It shall be given access to relevant witnesses and records, shall tape the hearing, and attach to their recommendations the written information that has been assembled. The *ad hoc* grievance committee shall adopt and use fair procedures, understanding that its informal inquiry is designed to develop all pertinent factual information. The *ad hoc* grievance committee chair shall return its written recommendations to the Dean within ten working days of the date on which the committee membership was established.

6. Within ten working days following receipt of the recommendation of the grievance committee, the Dean shall present a written decision on the matter, including the report of the *ad hoc* grievance committee, to the claimant and respondent. The decision of the Dean will be final and binding, and shall not be subject to further appeal.

7. In the event a grievance is directed against the Associate Dean of Academic Affairs, it shall be filed directly with the Dean. If the grievance is directed against the Dean, it shall be filed with the Vice President for Academic Affairs in the University of Arkansas System Office.

Faculty members shall adhere to school-approved classroom policies and procedures and shall establish fair and reasonable standards in such matters as attendance, submission of assigned work, seating arrangements, class decorum, regular and make-up examinations and grading. Faculty members shall make their standards known to each class at the earliest opportunity. Grievances against these standards and alleged violations of school-approved classroom policies are not subject to the process defined here, but should be brought the attention of the faculty.
member, Associate Dean of Academic Affairs and, if necessary, the Dean in that administrative order so that a continuing administrative effort may be made to ameliorate problems.

OTHER POLICIES AND PROCEDURES

Mileage Reimbursement
Under some circumstances students may receive mileage reimbursement for travel related to their Clinton School coursework. Travel is paid per quarter, and must be turned in by the end of the quarter in which it occurred in order to be reimbursed. Deadlines for turning in travel for reimbursement are September 30, December 31, March 31, and June 31. Questions should be directed to Dianne Kelly, Director of Administration.

UACS Academic Policy for Students with Disabilities
The University of Arkansas Clinton School of Public Service is committed to providing equal opportunity for participation in all programs, services, and activities, and a learning environment that is supportive of all students. As part of that commitment, UACS stands ready to provide reasonable accommodations for students with disabilities when appropriate. Any student who desires to report a disability issue, who has questions or concerns regarding a disability issue, or who desires accommodation for a disability should contact Associate Dean Susan Hoffpauir at sahoffpauir@clintonschool.uasys.edu or (501) 683-5208, or the University of Arkansas at Little Rock Disability Resource Center at (501) 569-3143. More information about the services offered by the Center can be found at http://ualr.edu/disability/. Please inform the Center staff that you are enrolled at the Clinton School.

The regulations for Section 504 of the Rehabilitation Act of 1973 (see below) specifically address the issue of discrimination based on disability in the event that fulfilling a course requirement puts a student with a disability at an inappropriate disadvantage. While the law does not require waiving a requirement and strongly encourages substituting a course or courses that provide the student with a similar experience, course waiver is also an option under the law. The implications for UACS are unclear, but the examples below have been used in other college settings.

An example is requiring a music appreciation course when the individual is hearing impaired. Another example is requiring art appreciation when an individual has impaired vision. It is appropriate to allow the school and the student to determine an appropriate substitute in instances such as these whenever possible. The form used for course substitutions and waivers should be completed and signed, and documentation of the disability should be kept in the student’s file. If an agreement cannot be reached, the policy and procedures below will apply.

Examples that are less clear are those involving students with learning disabilities. The most common course substitution for these students is for mathematics and statistical analysis. However, there may be other requests based on individual circumstances (e.g., courses with considerable historical material may be difficult for a student whose learning disability involves serious organizational and sequencing deficits). Complicating factors are: the wide range in types and severity of the disability; the diagnosis of the disability, which is much more complex and often leaves some room for interpretation; and the ability in some cases to remediate through accommodations such as extended time on exams, tutoring, oral testing, extra take-home assignments, etc.

Section 504 of the Rehabilitation Act. “No otherwise qualified person with a disability in the United States. . . shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”

Regulations - Academic Adjustments. “A recipient to whom this subpart applies shall make modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified disabled applicant or student. Academic requirements that the recipient can demonstrate are essential to the program of instruction being pursued by such a student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements and adaptation of the manner in which specific courses are conducted.”

Analysis of Final Regulations (provided by DOE). “This requirement does not obligate an institution to waive courses or other academic requirements. But such institutions must accommodate those requirements to the needs of individual students with disabilities. For example, an institution might permit an otherwise qualified disabled student who is deaf to substitute an art appreciation or music history course for a required course in music appreciation or could modify the manner in which the music appreciation course is conducted for the deaf student. It should be
stressed that academic requirements that can be demonstrated by the recipient to be essential to its program of instruction or to particular degrees need not be changed."

Policy. In compliance with federal regulations, it is the policy of UACS to respond to student requests for course substitution that are based on disability on an individual basis and in a manner that does not result in discrimination while also upholds the academic integrity of the MPS program.

Confidentiality and procedures for handling confidential information. Information about a student’s disability is confidential. When the student provides documentation of disability, the student will sign a form indicating consent to release the specific information. This information may not be shared, either orally or in writing, with any parties beyond those directly involved in the proceedings and decision making. The student may request that all documents be returned to the student at the conclusion of the case. It is suggested that documents be passed out at the beginning of committee meetings and returned at the conclusion of each meeting. Faculty who are making accommodations in the classroom, whether written documentation is provided or not, must also be aware that the student’s signature indicating consent to release confidential information, and to whom, is needed.

Student Responsibility
In all instances, it is the student’s responsibility to notify the Associate Dean of the Clinton School and/or the staff of the Disability Resource Center at UALR that she or he needs an accommodation for a disability or a course substitution based on a disability, and to provide all required documentation.

Nondiscrimination Policies
It is the policy of the UACS to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential through equal opportunity. The School should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, it is the policy of the UACS to prohibit discrimination of its students, faculty, and staff and to make every effort to eliminate discrimination within the School community.

Therefore, UACS is committed to providing equal opportunity for all students and applicants for admission regardless of race, age, gender, religion, national origin, marital or parental status, disability, veteran status or sexual orientation. In addition, discrimination in employment on the basis of genetic information is prohibited.

Laws Affecting Operating Policies. The following federal laws and executive orders apply to the operation of all units of UACS:

- Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin by programs receiving federal funds.
- Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training and other conditions of employment) on the basis of race, color, religion, national origin, disability or sex.
- Executive Order 11246, as amended by Executive Order 11375, prohibits discrimination in employment on the basis of race, color, religion, national origin or sex by institutions with federal contracts of more than $10,000.
- Title IX of the Education Amendments of 1972 (Higher Education Act) prohibits discrimination against students or others in educational programs or activities receiving federal funds on the basis of sex.
- The Age Discrimination in Employment Act applies to people age 40 and over and forbids discrimination on the basis of age unless age is a bona fide occupational qualification. UACS may not advertise to indicate a preference or limitation on age, discriminate in hiring on the basis of age or deny career opportunities on the basis of age.
- Title VII and Title VIII of the Public Health Service Act, as amended, prohibits discrimination on the basis of sex in admitting students and against employees who work directly with students in health personnel training programs.
- The Vietnam Era Veterans’ Readjustment Act of 1974 requires all institutions with federal contracts of $10,000 or more for procurement of personal property and non personal services (including construction) to take affirmative action to employ and promote qualified disabled veterans and veterans of the Vietnam era. That period is defined as the time between August 5, 1964 through May 7, 1975.
- The Rehabilitation Act of 1973 (Section 503/504) prohibits discrimination against qualified individuals with disabilities in educational programs, activities and employment when the institution receives federal funding.
• The Immigration Reform and Control Act of 1986 requires employers to verify the citizenship status of all new employees.
• The Americans with Disabilities Act of 1990 prohibits discrimination against and requires accommodations for persons with disabilities in employment, public accommodations, public services, transportation and telecommunications.

Inquiries concerning the application of any federal law or regulation may be referred to the Office of Human Relations on any of the three parent University campuses.

Grievance Procedures - Complaints of Discrimination

Introduction
1. Goal to Eliminate Discrimination. It is the goal of UACS to eliminate discriminatory harassment and to promote equal opportunity regardless of race, gender, color, national origin, sexual orientation, age, veteran’s status or disability. Any individual who believes he/she has been discriminated against should not be deterred from reporting his/her allegations. The procedure for filing a complaint described below is internal to UACS and everyone is encouraged to follow it first. Any individual, however, also has the right to file a formal complaint with the appropriate state or federal agency.
2. Offices Hearing Complaints. The Associate Dean has the responsibility for UACS compliance with nondiscriminatory laws and regulations. The Office receives informal or formal complaints lodged against faculty, staff and administration. The Associate Dean also has responsibility to hear grievances brought by one student against another student and may consult with the Dean for assistance in negotiating or resolving complaints. Additionally, complaints may be referred to one’s supervisor.
3. Employee Responsibilities. All employees or students of UACS have the responsibility to inform the Associate Dean of all allegations of discrimination which have been reported to them or of which they become aware.
4. Retaliation is Illegal. It is expressly forbidden, and illegal, for anyone to retaliate against an individual for bringing a complaint of discrimination or denial of equal opportunity.
5. Reporting Guidelines. Complaints of discrimination, either formal or informal, should be filed within 30 working days of the event. Filing a complaint with one’s supervisor or the Associate Dean satisfies the requirements for reporting. In extenuating circumstances, the time limit may be waived by the Associate Dean. The written request with a copy of notification of approval will be placed in the file.

Informal Complaint Procedures.
An informal complaint does not result in disciplinary action. Informal complaints may be discussed with the Associate Dean. If the goal is merely to seek advice, the UACS official will attempt to assist with the resolution of the problem but will refrain from drawing a conclusion as to whether discrimination has occurred. The hearing official may talk to the “other” person in an effort to resolve the problem. A written record of the complaint will be made and will be filed with the Associate Dean. The supervisors of the individual filing the complaint and the person against whom the complaint is filed will be notified. The subject of the complaint will be given the opportunity to enter a response into the file. If the issue is resolved, no further action will be taken and all parties previously informed will be notified of the outcome. Unresolved informal complaints might require the greater involvement of supervisors or the Associate Dean.

Formal Complaint Procedures.
1. Submission. Formal complaints of discrimination or denial of equal opportunity should be submitted to the Associate Dean within 30 days of the alleged act. Complaints involving students are submitted to the Dean. The Associate Dean may be requested by the Dean to conduct an investigation without formal charges being brought.
2. Human Relations Investigatory Procedures. A copy of the complaint together with a copy of these procedures will be presented to the individual against whom the complaint is filed. The individual will have seven calendar days from the time of receipt of the complaint to respond. The Associate Dean will convene an initial hearing involving the complainant, the alleged offender and the alleged offender’s supervisor/chair to discuss the charges and attempt to informally mediate a resolution. A record of the meeting will be kept. If the issue is resolved, the Associate Dean will present a report to the Dean. If the issue is not resolved, the Associate Dean will conduct an investigation. If the formal review process exceeds 30 calendar days, the complainant will be informed of the need for additional time, the status of the investigation and revised deadline for completion of the investigation. If, during the course of its investigation, the hearing committee determines the charges are frivolous or without merit, it may dismiss the complaint, notify all parties in writing of its action and notify the Dean. If corrective action is required, the Associate Dean will notify the offender and the offender’s supervisor of the findings and enter into discussions about appropriate ways to resolve the conflict. If resolution satisfactory to all parties is reached before the findings are officially
Confidentiality.
1. Informal Complaints. All persons involved in informal hearings are obliged to make every reasonable effort to preserve the confidentiality of the information presented. The names of the complainant and alleged offender will remain anonymous. The complainant’s name will be disclosed to the alleged offender only if the complainant has given permission. If it is impossible to conduct an informal review without disclosure of names, the Associate Dean will discuss this with the complainant.
2. Preserving Confidentiality. Every effort must be made to restrict the information pertaining to an informal complaint to those immediately charged with conducting the informal investigation and appropriate administrative officials.
3. Formal Hearings and the Final Disposition. All facts in a case are confidential. The employee’s supervisor together with the Associate Dean will inform both parties, in confidence, of the results of the investigation and sanctions or disciplinary actions recommended by the hearing panels. Students also will be informed by the Associate Dean. A permanent record of the case and the findings will be maintained by the Associate Dean, who will then prepare an annual report for the Dean on the number of cases heard and types of cases presented in which discrimination or denial of equal opportunity were alleged. Further, the Associate Dean will assess the significance of the data and include recommendations for specific actions that can be taken to ameliorate further occurrences of a similar nature.

UACS Sexual Harassment Policy

Policy.
1. Statement of Policy. UACS explicitly condemns sexual harassment as a violation of an individual’s human rights and dignity and as a form of discrimination based upon sex. Therefore, the policy of UACS is that members of the UACS community neither commit nor condone sexual harassment in any form. This prohibition applies equally to male and female staff, faculty and students, to all other persons on premises subject to UACS control and to those engaged to further the interests of UACS. Employees and students who engage in sexual harassment will be subject to applicable disciplinary processes. Sexual harassment is unlawful and may also subject those who engage in it to civil and criminal penalties. UACS is committed to providing an environment free from sexual harassment. Therefore, the UACS administration strongly encourages all UACS community members to report incidents of sexual harassment. To that end, reporting and investigating procedures are supportive of and sensitive to the alleged victim. At the same time, they adequately safeguard the rights of the alleged offender.
2. Policy Rationale. Sexual harassment subverts the mission of UACS by threatening the educational experience and general wellbeing of every member of the UACS community. In both obvious and subtle ways, sexual harassment destroys an individual’s ability to function at his or her highest level and has a harmful effect on one’s ability to study and/or work within the UACS community. Although sexual harassment often takes place when the people involved have unequal power (as between a supervisor and employee or between a teacher and student), sexual harassment may also occur between people who have equal power and status in the UACS community (as between students or between co-workers). The purpose of the UACS sexual harassment policy is to educate members of the UACS community about the harm caused by sexual harassment and of behaviors which constitute harassment based on an individual’s sex or gender. Finally, and most importantly, the purpose of this policy is to bar sexual harassment within the UACS community.

Sexual Harassment Defined. Sexual harassment is defined as unwanted, unwelcome or inappropriate sexual or gender-based activities or comments when:
1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment with UACS or a factor in the educational program or UACS-related activities of a student; or
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment or educational decision affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance; in as much as the conduct creates an intimidating, hostile, offensive or demeaning environment.

Examples of Sexual Harassment. UACS takes the broadest possible view consistent with law and reason regarding conduct encompassed by the phrase “sexual harassment.” The inclusion of examples and descriptions in this policy statement is not intended to exclude other conduct from being deemed sexual harassment. They are provided to
inform the UACS community of expected standards of professional and responsible conduct. A determination of the occurrence of sexual harassment is based upon the nature and context of the conduct.

All members of the UACS community have a responsibility to behave in such a manner that their words or actions cannot reasonably be perceived by the recipient of those words or actions as coercive, abusive or exploitative. Regardless of the specific intent of the alleged harasser, conduct having the characteristics or effect of sexual harassment will be treated as sexual harassment. Where there is a rational connection with UACS functions, processes and operations, off-campus conduct is subject to this policy.

1. Sexual harassment creates a hostile, abusive, demeaning, offensive and/or intimidating environment. It is manifested by verbal and/or physical actions, including gestures and other symbolic conduct which may be, but are not necessarily, aimed at a particular individual. Examples include verbal harassment and abuse of a sexual or gender specific nature, such as sexually explicit statements, questions, jokes or anecdotes; display of sexually demeaning objects or pictures; and remarks about sexual activity or speculations about previous or future sexual experience. Sexual harassment includes unnecessary or unwelcome touching, patting, hugging or brushing against a person’s body; staring at or ogling of a person’s body; and inappropriate comments about one’s body or clothing. It includes unwanted sexual activities, sexual advances or requests for sexual favors and physical assault.

2. Sexual harassment also includes slurs about one’s gender, contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender.

Consensual Relationships. Incidents of sexual harassment may involve persons having unequal power, authority or influence. Threats of adverse consequences or promises of reward may be implied solely by circumstances of unequal power. Therefore, UACS recognizes an inherent conflict of interest when an individual exercises supervisory, educational or other institutional authority over an individual and makes sexual overtures toward that individual. For this reason, no faculty member shall begin an amorous relationship with a student who is enrolled in a course taught by the faculty member or whose academic work (including work as an intern or participation in field study) is supervised by the faculty member. Furthermore, a faculty member who has had or is currently involved in an amorous relationship with a student shall, to the extent possible, withdraw from participation in instructional activities or decisions which may reward or penalize that student. Finally, UACS strongly recommends that no faculty or staff member participate in an amorous relationship with a student or an employee of UACS who is being supervised by that faculty or staff member.

Decisions affecting employees and students should be made solely on the basis of merit. This includes, but is not limited to, decisions affecting an employee’s job responsibilities, promotion, pay, benefits or other terms or conditions of employment; a student’s grades, academic progress, benefits or other terms or conditions of academic evaluation or student status; and recommendations, references, referrals and opportunities for further study, employment or career advancement.

Grievance Procedures.

1. Introduction. UACS seeks to eliminate sexual harassment on campus by encouraging students, faculty and all employees promptly to report problems or complaints about sexual harassment. No individual should be deterred from reporting allegations of sexual harassment because of fear of retaliation. This complaint procedure is internal to UACS, and individuals with complaints are encouraged to follow it first. However, an aggrieved party also has the right to file a complaint of sexual harassment with the appropriate state or federal agency or a suit in a court with jurisdiction.

2. Offices with Responsibility of Discrimination Issues. The Associate Dean has overall responsibility for assuring UACS compliance with nondiscrimination laws and regulations. This Office receives both informal and formal complaints lodged against faculty, staff and administration. The Office of the Associate Dean also has responsibility for student-to-student allegations of sexual harassment incidents. The Associate Dean or his/her designee is responsible for investigating harassment claims and for initiating disciplinary proceedings against students which may arise from a formal complaint. The Associate Dean may consult with other appropriate UACS officials if deemed necessary. Disciplinary files are maintained in the Associate Dean’s office. In addition to the offices officially designated to deal with grievances, problems and questions regarding sexual harassment, the complainant may discuss these issues with anyone in a supervisory position and/or the person against whom the complaint is made.

3. Responsibility to Report. It is the responsibility of all UACS faculty, administrators, managers and supervisors to inform the Associate Dean of all allegations of sexual harassment they receive and/or discriminatory situations of which they become aware.

Retaliation Prohibited. Retaliation against a student or employee for bringing a sexual harassment complaint is prohibited. In addition, retaliation against those persons who participate in such investigations and disciplinary
procedures is also prohibited. Retaliation is, itself, a violation of UACS policy and the law and is a serious separate offense. Complaints of retaliation for bringing a sexual harassment complaint may be brought through the informal or the formal sexual harassment complaint process.

Incident Reporting Requirements. For both the Formal and Informal Grievance Procedures outlined in this document, incidents should normally be reported within 30 days. (For example, student incidents occurring prior to the winter holidays recess could be reported after the resumption of class activities in the new year. It is the intent of this document that a reasonable degree of discretion be granted to appropriate UACS officials in order to achieve the goal of preventing sexual harassment incidents.) The reporting requirement is presumed to have been met if the complainant has communicated with any of the persons enumerated in the “Responsibility to Report” section of this document. Such a contact satisfies all reporting time limits. If extenuating circumstances exist, the time limit may be waived by the appropriate UACS official. Written justification for the waiver will be placed in the file.

Informal Complaint Procedure. The goal of the informal complaint procedure is to resolve problems. No disciplinary action will be taken as a result of the informal complaint procedure. Under the informal complaint procedure, complainants may consult with the Associate Dean. Informal complaints may have several outcomes. The person raising the issue may only want to discuss the matter with a neutral party in order to clarify whether discrimination may be occurring and to determine his or her options, including the pursuit of more formal action. In such a situation, the Associate Dean will give assistance and offer suggestions as to how the issue might be resolved, without drawing a conclusion as to whether discrimination has occurred. In other cases, others may be asked to serve as a mediator, to talk to the other person(s) to see whether an informal resolution of the issue can be reached. If resolution is reached by this process, no further action(s) will be taken and the matter will be considered closed. Issues not so resolved may require that further inquiries be made in finding a solution to the problem.

Formal Complaint Procedures.

1. General Procedures. Formal complaints against faculty, staff and administration should usually be submitted to the Associate Dean within 30 calendar days of the most recent alleged discriminatory act. Formal complaints against students should also usually be submitted to the Office of the Associate Dean within 30 days of the most recent alleged discriminatory act. Complaints by a student about the conduct of another student outside of an employment or teaching situation should be made in the same way. The Dean may request that the Associate Dean conduct an investigation without a formal complaint from any one individual. Formal stages of procedure commences with the filing of a signed, written complaint to the appropriate authority.

2. Procedures of the Associate Dean. The investigation will begin by providing a copy of the formal written complaint to the individual against whom the complaint is lodged, together with a copy of these procedures. A written response will be required within seven calendar days. Within ten calendar days after receipt of a complaint, the Associate Dean will consult with the complainant, the alleged offender and his/her supervisor, if there is one, in an attempt to resolve the matter and/or determine whether further investigation is warranted. Should no resolution be reached and/or further investigation be warranted, the Associate Dean will report the investigative finding to the Dean within 30 calendar days of receipt of the written complaint. If, for any reason, an extension is necessary, the complainant will be informed of the reasons for the extension, the status of the investigation and the probable date of completion. The Associate Dean may at any point dismiss a formal complaint if it is found to be clearly without merit. If, in the course of the investigation, the Associate Dean determines that corrective action is needed, that Office will initiate discussions to attempt to resolve the complaint. A formal investigation can be terminated at any time, e.g., if a satisfactory resolution is agreed to before a written finding is made or if an appropriate resolution is implemented without an agreement. Upon completion of the investigation, the Associate Dean will notify the complainant and respondent(s), if any, and the Dean, in writing, of the findings and recommendations. Based on this information, the Dean will determine the action he/she deems necessary to resolve the complaint and will communicate that decision to the involved individuals. A complainant or respondent dissatisfied with the findings or recommendations may file a rebuttal statement with the Associate Dean for inclusion in the investigation file. Such statements must be filed within 30 calendar days of the date the decision is received and will become part of the investigation file. Should the resolution of a complaint result in disciplinary action, the faculty member, staff member, administrator or student can seek review of such action from the Dean.

3. Student Sexual Offenses. Student sexual offenses are to be processed through the procedures set forth by the Associate Dean.

Confidentiality Protection and its Limitations. Informal Complaints and Disclosure. Every possible effort shall be made to ensure the confidentiality of information received as part of the UACS informal complaint procedure. The names of the parties involved will not be a part of the
Informal Report about the situation. The Associate Dean will disclose the name of the individual in his or her review/mediation of the complaint only if the complainant has given permission to disclose his/her name. If, due to the circumstances of the alleged harassment, it is not possible to conduct a review or resolve the complaint and yet maintain confidentiality, the Associate Dean will discuss this with the complainant. Although a complainant requests confidentiality, it may be possible to attempt some mediation or resolution of the complaint, to address the situation in some other manner or to take corrective action as appropriate for the situation. The Associate Dean, therefore, should explore these alternatives rather than failing to take action because of the request for confidentiality. Action requiring disclosure of the complainant in some manner would not take place without consent of the complainant. In the interests of fairness and problem resolution, disclosure of complaints and substance, except as compelled by law, will be limited to the immediate parties and other appropriate administration officials.

Complaints of False Charges. Because of the nature of the problem, complaints of sexual harassment cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the formal procedures delineated in this document. However, charges found to have been intentionally dishonest or made maliciously without regard for truth will subject complainants to disciplinary action. Individuals who believe they have been the target of willfully false or maliciously reckless formal charges should file a written complaint no later than 30 calendar days after they learn the nature of the allegations against them. If, for any reason, any extension is necessary, the time limits may be modified by the consent of both parties. They should submit their complaint to the Dean’s Office. The Associate Dean will make this complaint part of the formal investigation process. If he or she finds sufficient grounds for the false-charge complaint, it will be recommended to the Dean that disciplinary action be taken against the person who filed the false charges. If the evidence does not support the false-charge complaint, they will so inform both parties. Disciplinary action will be taken against the person(s) filing false charges.

Final Disposition and Follow-Up. The facts about individual complaints and their dispositions are confidential. An employee’s supervisor will, however, inform the complainant and respondent, in confidence, of the result and/or sanctions associated with a formal case. Students will be similarly informed by the Office of the Associate Dean. A permanent written record of the formal complaint process and its outcome is ordinarily retained by the Associate Dean’s office.

Complaints Filed with Outside Agencies. When any member of the UACS community or persons denied admission, employment or services files a complaint of discrimination with an outside federal or state agency, that agency may, as part of its investigation, request a response from UACS to the charges in the complaint. The Associate Dean will prepare this response, usually after conducting an internal investigation of the complaint. Such investigations will not conform to the procedures for internal complaints, but instead to those of the outside agency. Complaints from outside agencies sent directly to departments should be referred to the Associate Dean for response.

Notice to Students who are Registered Sex Offenders
The Dean of the school or another individual or individuals designated by the Dean will serve as the point of contact for the receipt of information concerning registered sex offenders who are employed by or attend an institution of higher education. This individual(s) will, in coordination with relevant campus and law enforcement officials, participate in the preparation of a written notification plan taking into consideration the provisions of Arkansas Code Annotated 12-12-901, et seq., and the guidelines established by the Arkansas Sex Offender Assessment Committee, specific needs of the campus and other relevant information as may be determined by law enforcement and/or campus officials. The written notification plan shall include the names of those participating in the plan and the date the plan was completed. A Sex Offender Notification Letter and Sheet will also be prepared for each offender. In the event there is a concern with the notification plan from either law enforcement or campus officials, final authority for the plan rests with law enforcement. (Board of Trustees Policy 525.1)

Military Duty
Students enrolled in UACS who are members of the National Guard or reserve units and are called to active military duty as a result of activation may elect one of the following options:

1. The student can officially withdraw from UACS and receive a full refund of all tuition paid (scholarship funds excluded) and non-consumable fees for the term involved. A copy of the activation orders must be attached to the official withdrawal for the student to receive the full tuition and fee adjustment and refund. Students electing this option will receive a grade of “W” for the courses in which they were enrolled.

2. The student can arrange for a mark of “Incomplete” for each class for which he or she is enrolled, provided the work to date is of passing quality. In order to receive a mark of “Incomplete” in any course, the student must obtain agreement from the instructor of the course. After the mark of “I” is awarded, the provisions to the mark of “I” in the Grading Policy of this handbook are applicable.
3. An instructor who believes a sufficient portion of a course has been completed may assign an appropriate final grade in that course at the time the student leaves.

Substance Abuse
It is the goal of UACS to provide the highest quality education and services available. To achieve this goal it is important that administrators, faculty, staff and students be able to fulfill their respective roles without the impairment produced by intoxication or addiction to alcohol or other drugs; therefore, the following policy is established:

1. It is the underlying philosophy of the campus administration that addiction to alcohol and/or other drugs represents a disease state. Any employee or student with an addiction is encouraged to seek help through their own physician or through a Student/Employee Health Service on one of the parent University campuses.
2. Individuals who seek addiction treatment will not be punished for seeking such help.
3. Appropriate disciplinary procedures linked to performance criteria are not precluded by this policy.
4. The use or possession of any illicit drug by any student or employee while on University premises or on a University affiliated assignment is not permitted.
5. The illegal exchange, sale or use of controlled substances by UACS students or employees will not be tolerated.
6. Consumption of alcohol on UACS property is allowed during select public programs, events, receptions, or other approved School-related activities.
7. Neither students nor employees may report for their assignments and/or classes impaired by the use of alcohol or following the use of illicit drugs.
8. Violators of this policy will be disciplined up to, and including, dismissal.
CONSTITUTION of the
CLINTON SCHOOL STUDENT GOVERNMENT ASSOCIATION
University of Arkansas Clinton School of Public Service

ARTICLE I

Name
The name of this organization shall be the Clinton School Student Government Association (SGA).

ARTICLE II

Purpose
The purpose of the organization shall be to:

A. Provide a formal process through which student interests may be promoted and concerns may be resolved.
B. Establish and maintain a representative voice for the student body.
C. Cultivate relationships and facilitate information flow among student body, faculty and administration.
D. Oversee functions of student committees.
E. Facilitate ongoing communication with former Clinton School students.

ARTICLE III

Membership
Section 1. General Membership. All current students enrolled in the Clinton School Master of Public Service (MPS) program shall be members of SGA. Enrollment in this program constitutes the minimum eligibility requirements of membership.

Section 2. Special Circumstances. The Executive Committee in conjunction with the Dean’s office shall determine special circumstances concerning membership qualification.

Section 3. Discipline and Removal of Members.

A. Any student expelled or who leaves the MPS program will no longer be a member of SGA.
B. Former members who are readmitted into the MPS program shall automatically be granted member status.

Section 4. Executive Committee.

A. The voting members of the Executive Committee shall consist of the President, Class Representatives, Communication Coordinator, Governance Committee Chair and the Community Liaison.
B. The non-voting member of the Executive Committee shall consist of the Executive Committee Chair, except in the case of ties, in which case the Executive Committee Chair shall also submit a single vote.

ARTICLE IV

Officers
Section 1. Elected Officer Positions.

A. General. The elected officers of the SGA shall be: the President, elected at-large; two Class Representatives, elected from and by the students of their respective class; Governance Committee Chair, elected by the students at-large; Community Liaison, elected at-large; and a Communication Coordinator, elected at-large. Elected officers shall not hold more than one (1) elected position during the same election term.

B. Duties and Powers:

   1. President:
      a. Serve as a member of the Executive Committee
      b. Ensure that the organization is actively pursuing its purposes
      c. Preside over general meetings
      d. Convene general and committee meetings as needed
      e. Appoint and charge ad hoc committees as needed
      f. Oversee actions of SGA committees
      g. Serve as principal spokesperson of the SGA internally and externally, or appoint persons to serve as spokespersons as needed
      h. Oversee basic operations of the SGA with concurrence of the Executive Committee
2. **Class Representatives:**
   a. Represent the interests of their class
   b. Serve as voting members of the Executive Committee
   c. Sit on at least one active SGA committee
   d. Represent SGA at Faculty meetings
   e. Relay student concerns to the Administration and Staff
   f. Serve as the Executive Committee Chair as outlined in Section 6, Paragraph B

3. **Communication Coordinator:**
   a. Represent the interests of the student body
   b. Serve as voting member of the Executive Committee
   c. Submit meeting minutes for each general meeting to the SGA
   d. Distribute information as designated by the student body and the Executive Committee

4. **Community Liaison:**
   a. Coordinate student body volunteer activities
   b. Manage the intake and distribution of Little Rock and Arkansas activities
   c. Manage intake of volunteer and community activities from students and community members
   d. Distribute activities to student body
   e. Seek additional information on activities and opportunities as needed
   f. Liaise with Clinton School Communication Director as appropriate

---

Section 2. Appointed Officers.

A. **General.** The appointed officer of the SGA shall be the Treasurer. This position may be held by otherwise eligible members of the student body, with the exception of current Executive Committee members. The President has the right to appoint this position as deemed necessary with the approval of the Executive Committee.

B. **Duties and Powers:**
   1. Serve as a liaison to the Hope Fund committee
   2. Manage funds of the SGA
   3. Oversee fundraising efforts of the SGA
   4. Oversee budget process for the SGA
   5. Maintain treasury, including submitting official financial reports each semester to the SGA

Section 3. Eligibility Requirements.

A. Candidates for officer positions must qualify for general membership in the SGA (Article III, Section 1).

B. The officers of this organization must meet the following requirements:
   1. Be in good standing with the Clinton School.

Section 4. Disqualification and Succession.

A. Officers who, during their term of office, fail to maintain their membership or fail to maintain eligibility requirements shall be immediately removed from office as outlined in the SGA Constitution.

B. Notice must be given to Officers who fail to meet minimum eligibility requirements in writing by the SGA President as soon as the matter is brought to the President’s (or Executive Committee Chair’s, if the disqualified officer is the President) attention.

C. Officers may appeal their removal in writing to the SGA Executive Committee and must also be given an opportunity at the next SGA meeting to appeal their case to the Executive Committee.

D. If a vacancy occurs in the office of the President between the conclusion of fall elections and before the first day of the spring semester, a special election shall be held within 30 days of the start of the spring semester as outlined in the SGA Constitution.

E. The Executive Committee Chair shall assume the duties, responsibilities and powers of President until the swearing-in of a new President-elect.

Section 5. Terms of Office.

A. The President shall be elected during the last week of September and shall serve for a period of one (1) year until the conclusion of elections the following September, except for second-year students whose term will conclude upon graduation.

B. The Class Representatives shall be elected during the last week of September and shall serve for a period of one (1) year until the conclusion of elections the following September, except for second-year students whose term will conclude upon graduation.

C. The Communication Coordinator shall be elected during the last week of September and shall serve for a period of one (1) year until the conclusion of elections the following September, except for second-year students whose term will conclude upon graduation.
D. The Community Liaison shall be elected during the last week of September and shall serve for a period of one (1) year until the conclusion of elections the following September, except for second-year students whose term will conclude upon graduation.

Section 6. Election Procedures.

A. Election Commission.
   1. An Election Commissioner shall be appointed by the Governance Committee Chair to supervise and coordinate all activities of the Election Commission.
   2. The Elections Commissioner shall select two (2) additional members (one (1) from each class) to serve on the Elections Commission.
      a. The Election Commission shall be responsible for organizing and overseeing the elections for all elected officer positions according to the Constitution.
      b. The Election Commission will oversee the general rules of the election.
      c. The Election Commission is responsible for verifying through UACS that all candidates meet minimum eligibility requirements for holding office.
      d. No member of the Election Commission, including the Commissioner, may hold an elected position within the SGA.

B. Executive Committee Chair Selection. The Executive Committee Chair shall be determined by the outcome of two election results: the President and the two (2) Class Representatives. The Executive Committee Chair shall be the Class Representative in the class other than the President. The term of office shall be one (1) school year.
   1. Executive Committee Chair duties:
      a. Serve as a non-voting member of the Executive Committee
      b. Serve as parliamentarian for general meetings
      c. Assume the responsibilities of the President in any absence of the President
      d. Preside over Executive Committee meetings
      e. Maintain functions as originally elected

C. Campaigning. Campaigning shall be in accordance with the Constitution or any subsequent document of this SGA.

D. Determination of Election Winners.
   1. All Class Representative elections will be based on a plurality system.
   2. “Plurality” shall be defined as a situation in which one person receives more votes that the other candidates. “Majority” shall be defined as a situation in which one person receives over fifty (50) percent of the votes.
   3. For the office of President, the candidate receiving a majority of the votes cast shall be declared winner.
   4. For the offices of Class Representative, the candidate receiving a plurality of the votes cast shall be declared winner in each of their respective classes.
   5. Election winners shall not be announced until verification has been made that each individual meets all minimum requirements and the results are certified.
   6. In the event that an election winner does not meet minimum requirements, the next runner-up shall be considered the winner. In the absence of a runner-up, a special election will be held in accordance with the Constitution.

E. Run-off Election Process.
   1. In the event no candidate receives the necessary amount of votes or in the event of a tie, the Elections Commission shall hold a run-off election between the appropriate candidates.
   2. In the case of an election requiring a majority of the vote, the appropriate candidates shall be the top two (2) vote recipients.
   3. In the case of an election requiring a plurality of the vote, the appropriate candidates shall be the candidates that are involved in the tie that resulted in the need for a run-off election.
   4. In the case of more than a two-way tie, the candidates involved in the tie shall be selected to run-off election.

Section 7. Vacated Positions.

A. In the event of a vacancy of the President position during the spring or fall semesters, the Executive Committee Chair shall assume all duties of the President and shall serve the remainder of the unexpired term. If the Executive Committee Chair is unable to serve the full term, a new election for President will be held within 30 days of the vacancy.
B. In the event of a vacancy of the Executive Committee Chair position, the existing Executive Committee membership shall hold a special internal election to select a current Executive Committee member to serve the remainder of the unexpired term.

C. In the event of a vacancy of the Communications Coordinator, a Class Representative will assume all duties of the position until a new general member can be appointed following the appointment procedure. This Class Representative shall retain all rights and responsibilities otherwise belonging to their office.

D. Any other vacated position shall replace the position in accordance with standard election procedure.

Section 8. Removal from Office.

A. Elected Officers of the SGA shall be removed from office when a motion to remove is approved by a two-thirds majority vote of the members who were eligible to place the person in office. A petition with at least five (5) signatures must accompany motions for removal, and the motion may not be tabled and must be resolved by a vote at the meeting in which the motion is made.

B. Committee Chairpersons of the SGA shall be removed from office when:
   1. A committee chairperson resigns
   2. A motion to remove is approved by a two-thirds majority vote of members. Motions to remove a Committee Chairperson must be accompanied by a petition with at least twenty (20) signatures of members in good standing. The motion may not be tabled and must be resolved by a vote at the meeting in which the motion is made.

C. Both Elected and Appointed Officers shall be removed from office in accordance with SGA Constitution, including a hearing in front of the representative body where the Elected and Appointed Officer to be removed may petition his or her removal. The Executive Committee will hold a vote of removal after the hearing.

ARTICLE V

Committees

Section 1. General. Committees shall serve to promote student interests, facilitate relationships with the community and support the mission of the SGA.

Section 2. Committee Creation. Ad hoc committees shall be created on majority approval of a motion of the general membership. A committee chair shall be nominated and approved by a majority vote of the general membership following the creation of a committee. The President is responsible for managing all ad hoc committees.

Section 3. Executive Committee.

A. The Executive Committee shall consist of the President, Communication Coordinator, Governance Committee Chair, Community Liaison and Class Representatives.

B. The Executive Committee is responsible for upholding the SGA Constitution in the following ways:
   1. Ensuring the SGA Constitution is followed during official meetings and events
   2. Overseeing all SGA elections, referendums and member-wide votes
   3. Interacting with the Faculty and Staff of the Clinton School
   4. Overseeing all financial matters related to the SGA
   5. Approving all official opinions of the SGA.

Section 4. Governance Committee.

A. The Student Body shall hold an election to select one (1) student to serve as the Governance Committee Chair. This Chairperson shall then select a minimum of three (3) interested students as members of the Governance Committee.

B. The Governance Committee shall:
   1. Provide prompt interpretation and evaluation of the Constitution
   2. Offer guidance to any amendments made to that document, and to make recommendations to the Student Body concerning any changes
   3. Oversee the elections process
   4. Create procedures not included in the Constitution to be approved by majority vote of the student body

C. Responsibilities of the Governance Committee Chairperson include, but are not limited to:
   1. Interpretation of the Constitution
   2. Review of any supplemental constitutional documents
   3. Examination of legislation brought to the consideration of the Student Body
   4. Select an Elections Commissioner
   5. Recommendation of changes to the Constitution
   6. General maintenance to the Constitution
   7. Other tasks as assigned by the Executive Committee
ARTICLE VI

Meetings
Section 1. Quorum. A quorum for general meetings shall be one half (1/2) of the most recent class size. No official business may be conducted without the presence of a quorum. The minutes of SGA meetings that take place without a quorum shall still be recorded.

Section 2. General Meetings. The first SGA meeting shall be held between the beginning of new student orientation and the first week of September. Meetings shall be held at least once a month on a date to be determined by the Executive Committee.

Section 3. Executive Meetings. Official business conducted by a quorum of the Executive Committee shall be open to any member of the student body with the exception of consultation with the office of the Dean of the Clinton School and approved by a vote of the student body.

Section 4. Presiding Officer. The President shall act as the presiding officer except where otherwise stated.

ARTICLE VII

Finances
All monies belonging to the SGA shall be deposited and disbursed through a bank account established for the SGA with approval of the Clinton School administration office. All funds must be deposited within 72 hours after collection.

ARTICLE VIII

Amendment Procedure
Section 1. Proposals for Amendment. The President shall receive proposal for amendments to this Constitution from any member of the SGA. The proposal must be presented at a general meeting of the SGA. The Governance Committee must review any proposals and make a recommendation before the SGA can submit a vote.

Section 2. Publication of Proposals for Amendment. The President and Class Representatives shall take reasonable measures to notify the membership of the content of the proposed amendment.

Section 3. Acting upon Proposals for Amendment. The President shall present the proposals for amendment to the membership at the meeting following its submittal. Action on the proposal must be taken on a date not to be sooner than two (2) weeks after the initial presentation. Any proposal that is not acted upon by the Governance Committee within six (6) weeks after the initial presentation shall be considered withdrawn.

Ratification requires two-thirds (2/3) majority vote of the total general membership.

Section 4. Annual Review. The SGA Constitution shall be reviewed annually by the Executive Committee and the Governance Committee and is subject to the approval of the Dean of the Clinton School.
Clinton School Student Government Association
Structure

Goals of Restructure
- Prospect Vision
- Distribute Responsibilities
- Improve student engagement possibilities/build a competitive edge

Student Body President
- Will be elected from the entire Student Body.
- May be a first or a second year student.

Main responsibilities:
- Oversee and coordinate committee activities (both standing and ad-hoc).
- Preside over Student Body Meetings.
- Attend regular meetings with the Deans/Faculty.
- Act as a spokesperson for the Student Body.

Class Representative
- Will be elected by class members.

Main responsibilities:
- Represent the interests of their class.
- Serve as voting members of the Executive Board.
- Sit on at least one active SGA committee.
- Relay student concerns to the Administration and Staff.
- Attend regular meetings with the Deans/Faculty.

Governance Committee Chair
- Will be elected from the entire Student Body.
- May be a first or a second year student.

Main responsibilities:
- Interpret and evaluate the Constitution.
- Recommend any changes to the Constitution.
- Oversee the Elections process.

Community Liaison
- Will be elected from the entire Student Body.
- May be a first or a second year student.

Main responsibilities:
- Coordinate student body volunteer activities.
- Manage intake of volunteer and community activities.
- Distribute activities to Student Body.

Executive Committee Chair
- Will be the Student Representative from the class that the President is NOT in.

Main responsibilities:
- Preside over Executive Committee Meetings.
- Perform the duties of the President if he/she is not available.
- Replace the President if he/she steps down from the position.

Ad Hoc Committees
- Correspondence Coordinator

Main responsibilities:
- Will be elected from the entire Student Body.
- May be a first or a second year student.

Main responsibilities:
- Arrange notes and gifts from the Student Body and work with committee to coordinate class-specific items.
- Distribute information as designated by the Student Body and the Executive Committee.
- Submit meeting minutes for each general meeting to the Student Body.

Correspondence Committee
- Will be required to have members from both classes.
Clinton School Student Government Association
Honor Code

As a University of Arkansas Clinton School of Public Service student I will:

• Act with honesty, integrity and respect toward all.
• Be accountable to myself, my colleagues and the community.
• Recognize the education I am gaining from my fellow students, the faculty and the global community.
• Live each day with courage and take pride in my work.
• Dedicate my life to service.