

UNIVERSITY OF ARKANSAS

Clinton School of Public Service



**CATALOG &  
STUDENT HANDBOOK  
2016-2017**

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University of Arkansas  
Clinton School of Public  
Service

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### 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.

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UNIVERSITY OF ARKANSAS  
**Clinton School of Public Service**



JAMES L. "SKIP" RUTHERFORD III  
Dean

August 1, 2016

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 that offers a Master of Public Service (MPS) degree. As members of the class of 2018, 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 now have space in the Arcade Building next door to our River Market location at 100 River Market Avenue.

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 2016-2017 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, inter-cultural/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 Reynie Rutledge and the current vice chairman is David H. Pryor.

### **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:

- Dr. Joseph E. Steinmetz, UA at Fayetteville, [www.uark.edu](http://www.uark.edu)
- Dr. Andrew Rogerson, UA at Little Rock, [www.ualr.edu](http://www.ualr.edu)
- Dr. Daniel W. Rahn, UA for Medical Sciences, [www.uams.edu](http://www.uams.edu)

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. Dr. 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.

## FACULTY AND STAFF

During the 2016-2017 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

**Al Bavon, Ph.D.**

Professor of Public Administration

**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

**Ellen Fitzpatrick, Ph.D.**

Associate Professor of Economics

**Christina Standerfer, Ph.D.**

Associate Professor of Communication

Interim Director of Field Service Education

**Charlotte Williams, Dr.PH, M.P.H.**

Associate Professor of Public Health

Director of the Center on Community Philanthropy

### Affiliated Faculty

**Arvind Singhal, Ph.D.**

William J. Clinton Distinguished Fellow

**Todd G. Shields, Ph.D.**

Dean, J. William Fulbright College of Arts and Sciences, University of Arkansas at Fayetteville

### Adjunct Faculty

**Tom Peterson**

Adjunct Instructor (Nonprofit Marketing)

**Fred Scarborough**

President, Arkansas Children's Hospital Foundation

Adjunct Instructor (Nonprofit Fundraising)

**Mayor Mark Stodola**

City of Little Rock

Adjunct Professor (Urban Issues)

### Retired and Emeritus Faculty

**Thomas A. Bruce, Ph.D.**

Professor Emeritus

**Freddye Petett Brown**

Assistant Professor

**David Pryor**

Professor and Founding Dean

**Kenneth W. Tolo**

Professor

**STAFF**

**Nikolai DiPippa**

Director, Public Programs and Strategic Partnerships

**Jonathan Dunkley**

Director, Administration

**Annette Gary**

Project Coordinator, Office of the Dean

**Kevin Hunt**

Fellow, Center on Community Philanthropy

**James Mitchell**

Assistant Director, Field Service Education

**Abby Olivier**

Community Coordinator, Center on Community Philanthropy

**Steve Person**

Director of Technology

**Leandra Sanders**

Assistant to the Director, Center on Community Philanthropy

**Greg Steinsiek**

Director of Communications

**Jeanne Stovall**

Registrar

**Alex Thomas**

Director of Admissions

**Hilary Trudell**

Assistant Director, Field Service Education

**UACS ACADEMIC CALENDAR  
2016-2017 ACADEMIC YEAR**

**Fall 2016**

Student Orientation (Class of 2018)	August 15-19
Fall Classes Begin	August 22
Labor Day (no classes)	September 5
Last Day to Drop an Individual Class	October 13, by 5:00 pm
Thanksgiving Holiday (no classes)	November 24-25
Last Day of Classes	December 2
Final Exams Begin	December 5, by 5:00 pm
And Last Day to Withdraw from All Classes	

**Holiday Break December 19, 2016 – January 6, 2017**

**Spring 2017**

Spring Classes Begin	January 9
Martin Luther King, Jr. Birthday Observed (no classes)	January 16
Last Day to drop an Individual Class	March 7 by 5:00 pm
Spring Break (no classes)	March 20 – 26
Last Day of Classes	April 28
Final Exams Begin	May 1
And Last Day to Withdraw from All Classes	
Graduation (Class of 2017)	May 7

## **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 CSPA 7320 – Capstone, and must complete the entire curriculum within 5 years of first enrolling.

### **Core Courses**

#### **CSPA 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.

#### **CSPA 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.

#### **CSPA 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 complements 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.

#### **CSPA 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.

#### **CSPA 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.

#### **CSPA 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.

#### **CSPA 7334 - Seminar in Program Evaluation (3 credit hours) (prerequisite CSPA 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: CSPA 7333: Program Planning and Development and CSPA 7334: Field Research in Public Service.

### **CSPA 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)**

Students choose a course from the approved options. Current approved Clinton School course options are listed below. Please ask the Associate Dean for a list of approved courses outside the Clinton School.

#### **CSPA 7310 – Advocacy in Public Service (3 credit hours)**

This course examines the role of public discourse in constituting (molding, shaping, and even distorting) publics, public decisions, and ultimately public life. Specifically, we will consider persuasion (human communication designed to influence the autonomous judgments and actions of others) and advocacy (the use of propositions, evidence, reasons, and the general rhetorical strategies to promote and advance one's public or civic interests) and their influence on democratic processes and public policy.

#### **CSPA 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.

#### **CSPA 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.

#### **CSPA 7310 – Power, Privilege and Oppression (3 credit hours)**

One of the primary goals of the UA Clinton School of Public Service is for graduates to competently engage in public service, and promote social change and social justice locally, nationally, and globally. Competence in these areas requires an awareness of one's own points of privilege and oppression; an understanding of key theoretical perspectives on the mechanisms of power, privilege, and oppression; and the ability to effectively analyze how connections among various forms of oppression maintain systems and structures of privilege. In this course, students will explore the interconnection of power, privilege, and oppression and the way it affects their personal biases, values, and world view. They also will learn how to apply an intersectional approach model to policy analysis and social change.

#### **CSPA 7310 – The Politics of African Development (3 credit hours)**

This course will introduce you to the study of African politics, and African development, as individuals and as a collective. It focuses on the institutions, processes and substance of development issues through a historical and policy lens. This is a graduate class, and is intended to sharpen your critical faculties. Readings include theory, method and case study material. Writing requirements include short analysis reflection assignments, a power point presentation, and a semester-long research project (A wiki). This class will be rigorous, and will be conducted in a seminar style.

#### **CSPA 7310 – The Political Economy of Global Public Health (3 credit hours)**

This course examines the social, economic and political institutions that influence both pathways for disease and the design of global and national policies that address global public health concerns. Students will gain

an understanding of the impact of economic and political well-being on the incidence and prevalence of disease. Students will also develop skills in critical thinking and the analysis of data from a variety of sources. Students will assess and propose policies using the yardstick of health and environmental sustainability.

## **Field Service Projects**

### **CPSP 7240 Practicum I (2 hours)**

### **CPSP 7340 Practicum II (3 hours)**

The practicum is a year-long required course in the first year of the MPS degree program that places students in teams working on public service projects selected by the faculty where students apply the knowledge and skills they are learning at the School. Practicum prepares students to work effectively in the field, develops team work skills required to successfully complete team projects, helps students apply what they are learning at the Clinton School to real world public service projects, and provides opportunities to plan, implement and analyze project work with significant mentoring from faculty, peers, and community members. Students must complete both semesters of the practicum, two credit hours in the fall semester and three credit hours in the spring semester. Due to the team requirements of Practicum, if a student withdraws, receives a failing grade, or receives no credit in Practicum II, he/she must retake both Practicum I and Practicum II at his/her own expense.

### **CPSP 7330 International Public Service Project (3 hours) (prerequisite: Completion of CSPS 7240, CSPS 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 Clinton School's International Public Service Projects (IPSP) are designed to provide a practical "hands on" experience outside the United States or domestically with an organization that fosters an immersive cross-cultural experience. The IPSP provides students with the opportunity to apply learning acquired during the first year of MPS curriculum by testing newly developed skills in a setting that stretches the boundaries of one's existing cultural and experiential world. The Clinton School encourages students to complete this field project outside of his or her home country. Students are eligible to receive a stipend for IPSP. This stipend is taxable income. Students are responsible for claiming their stipends on their income tax documents.

### **CPSP 7320 Capstone (3 hours) (prerequisite: Completion of CSPS 7240, CSPS 7340, CPSP 7330 and a grade of at least a C in all completed core courses)**

**Note: If a student has an incomplete in a core course before Capstone enrollment, her or his enrollment in CPSP 7320 may be delayed until the course work is complete and the student has received a passing grade.**

The Capstone is the culminating field course, designed to provide students an opportunity to demonstrate their expertise. The Capstone employs an independent study format primarily overseen by a UACS faculty advisor. Through the Capstone students: (1) apply the knowledge, skills, and values from the UACS program in a sophisticated way to a real world problem or challenge; (2) understand, engage, and seek to transform complex systems; and (3) produce a deliverable that meets an identified community need and exemplifies, in its product, the knowledge, skills and values of the UACS curriculum. 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 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**

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 (e-mail [kkhulsey@ualr.edu](mailto: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.***

### **Emergency Procedures**

UACS is located on the grounds of the William J. Clinton Presidential Center at Sturgis Hall, in the Arkansas Studies Institute (ASI) located at 407 President Clinton Avenue, and in the Arcade Building located at 100 River Market Avenue.

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

UACS uses the "Omnilert e2Campus" emergency notification system. This messaging system enables UACS administration to send urgent information to student's cell phones (desktop alerts and emails are simultaneously sent as well.) Once UACS students sign up for the service, UACS officials can text students' cell phones or connect with their computers and provide timely information about campus emergencies, inclement weather, class cancellations or other campus reminders.

Additionally, UACS students, faculty, staff and volunteers are able to send alerts by text to campus administration alerting them to possible security threats to the campus community.

The security officers at both all UACS 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 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](http://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, students should seek protective shelter immediately.

### **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, to 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, and to the Arcade Building seven days a week, 24 hours a day. 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**

UACS 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**

Students and student groups are not allowed to use UACS facilities nor their Clinton School email account 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.

## STUDENT COMPUTER AND E-MAIL RESOURCES

**NOTE:** Your UACS e-mail account is the mode of communication that will be used to contact you. Also note that you have a UALR email account that UALR uses to communicate important information about student accounts, etc. We encourage you to forward your UALR email to your Clinton School account to ensure you don't miss important information or notifications.

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

Applicability. These policies apply to UACS students, employees, staff, faculty, volunteers, interns and others authorized by the Dean to use the UACS resources.

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

### **Laptop Computer Length of Use Policy**

Students have use of their assigned laptop computers for a period **not to exceed two academic years**. All students are required to return their laptop computers/equipment, including all parts/cases and adapters, back to the UACS IT Department in the Spring of their second academic year of enrollment no later than the Friday before graduation. Failure to return the laptop computer and equipment by this deadline will result in the following:

- The student will not be allowed to walk at graduation,
- The student will not receive a final transcript and diploma until the laptop is returned,
- If the student has not completed all the requirements for the MPS degree, she or he will be prohibited from registering in additional UACS courses until the laptop is returned,
- The student's name will be given to general counsel to pursue legal action to recover the laptop.

Laptop computers must be returned to UACS in good condition and without any unauthorized stickers, markings, and/or modifications.

E-mail accounts for graduated students will remain active 60 days 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.

### **Policy on Stolen/Lost/Damaged Computer Equipment**

You must notify the UACS IT Department immediately if you suspect your equipment has been lost, stolen or damaged. 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. Normal wear and tear is covered by UACS, but students will be responsible for any damage caused by user negligence (i.e., dropping laptop, liquid damage, applying stickers, etc). An authorized Apple Macintosh technician must do all repairs. Any laptop returned with student negligent damage will not be accepted until the damage is repaired or UACS is furnished with payment equal to a valid quote provided by an authorized Apple Macintosh repair center. All missing equipment must be replaced with original manufacturer parts at the expense of the user.

### **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/her 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.
6. 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.
7. 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 Steve Person is not present, please see Jonathan Dunkley, Director of Operations.

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**

### **The Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that affords students certain rights with respect to their education records. This protection for educational records begins when the student attends classes at UACS, regardless of the student's age. This does not apply to the records of applicants for admission who are not accepted to the School or to applicants who are accepted but choose not to attend. These rights generally include:

- The right to see the information the institution is keeping on you;
- The right to seek an amendment to your record and, in certain cases, append a statement to the record;
- The right to consent to the disclosure of your records; and
- The right to file a complaint with the FERPA office in Washington D.C.

Students have the right to inspect and review their education records, with some exceptions under the Act, within 45 days of the day a request for access is received. Education records are records relating to a student that are maintained by the UACS or by a party acting on its behalf, such as the UALR Office of Records and Registration, with some exceptions. The following records are not considered education records: records created by a school official as a personal memory aid (such as notes of a private telephone conversation); most records created and maintained by a physician, psychiatrist, psychologist or other treatment purposes. Even though these records are not considered education records under FERPA, they may still be made available to students following completion of a HIPAA release form; and records pertaining to a former student other than those generated when that person was a student, such as alumni records.

Students should submit to the UACS Associate Dean and/or the UALR Office of Records and Registration written requests that identify the record(s) they wish to inspect. The Associate Dean and/or the UALR Office of Records and Registration will make arrangements for the student to access and inspect the records.

Students have the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write the UACS Associate Dean and/or the UALR Office of Records and Registration, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the UACS Associate Dean and/or the UALR Office of Records and Registration decides not to amend the record as requested by the student, the student will be notified of the decision and advised regarding his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student.

**Release of Your Records to Third Parties.** FERPA generally prohibits the University from disclosing personally identifiable information (for example, student's name, address or other information that would allow a student to be identified) from a student's education record without the student's consent unless the information has been designated as "directory information" or another exception applies. "Directory information" includes the student's name, address (both local and permanent), telephone number (local, cell and permanent), date and place of birth, academic program (school, degree, major, minor), enrollment status (dates of attendance, full-time/part-time status, first-year or second-year), degrees, honors and awards received, participation in athletics and student activities, most recent educational institution attended, e-mail address and photographs. This information may be disclosed to any person or entity without student consent unless the student has submitted a completed request for non-disclosure of

directory information form to the UACS Associate Dean. The student may retract the directory information non-disclosure request in writing at any time.

Personally identifiable information in your records may also be disclosed to third parties without your written consent, for the following reasons:

A school official is a person employed by UACS or the University of Arkansas at Little Rock in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom UACS has contracted (such as an attorney, auditor, or collection agent); a person serving on the UA System Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official has a need to know or is required to review or work with your records to carry out their duties.

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with enrollment and financial aid to a student
- Appropriate officials in cases of health and safety emergencies.
- Accrediting organizations
- State and local authorities within a juvenile justice system pursuant to specific state law
- In compliance with a judicial order or other lawfully ordered subpoena, or in response to other legal action involving the student and the University
- When the information is a record of a campus disciplinary proceeding. For students under the age of 21, the University may also inform parents about violations of any federal, state, or local law.

A student may consent in writing to disclosure of education records by submitting written consent to the UACS Associate Dean and/or the UALR Office of the Records and Registration. It must be signed by the student, dated, and specify the records to be disclosed, to whom, and for what purpose. The student may retract the consent in writing at any time.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## **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 elective courses taken at UACS is a C. The lowest passing grade for courses transferred from other institutions is a B.
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 becomes an "No Credit" – NC. 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 Field Work

1. Fieldwork must align with the Fair Labor Standards Act.
2. UACS does not generally support students traveling to countries that are under a Travel Warning issued by the US Department of State or under a Travel Warning Level 3 as determined by the CDC. To request an exemption to this policy, students must submit a *Petition for Exception to the UACS Travel Policy*. Students will be notified whether or not their petition has been approved or denied. If denied, they will not be authorized by UACS to participate in the proposed experience.
3. UACS has the right to remove a student from a field experience if there is a medical necessity and/or the student's well being may be in danger.
4. The Clinton School does not assume responsibility for any costs associated with not having adequate health or accident insurance.
5. The Clinton School does not assume responsibility for any injuries suffered or sustained by students while students are in transit to/from or working on their field projects.
6. Students are responsible for ensuring that they do not complete any project work where Institutional Review Board approval is needed until that approval is received.
7. The project supervisor(s) and the UACS Director of Communications must approve all information released to any media outlets about any field projects.

8. Students completing field projects must be able to share their work and its results with the Office of Field Service Education and the faculty. Whether or not the work is shared with a larger group and/or the public is at the discretion of the project supervisor.
9. An individual student cannot distribute their field work results unless the field project supervisor, the faculty advisor, and any co-authors approve that distribution.
10. In the case where a field project involves working within an existing research study or program, publication of results, including manuscript authorship, will follow the established protocol of the research program.
11. Any exception to these rules must be approved by the Director of Field Service Education.

### **Rules Governing the International Public Service Project (IPSP)**

1. Any incompletes in core courses taken in the Fall or the Spring of the first year must be resolved before beginning the IPSP.
2. Students are required to attend all mandatory IPSP preparatory classes prior to going on their IPSP and in the same calendar year that they plan to enroll.
3. Students who do not meet the pre-departure assignment requirements and deadlines before their term of enrollment begins will be required to withdraw or will receive no credit in the course.
4. Students complete the IPSP requirements on-site working full-time for their IPSP host organization in an immersive cross-cultural environment.
5. Full-time is defined by the host organization but cannot be less than 240 hours of on-site hours.
6. If a student withdraws, receives a failing grade, or receives no credit on the IPSP, he/she must reenroll at his/her own expense and will not qualify for additional IPSP funding from the Clinton School.
7. Any exception to these rules must be approved by the Director of Field Service Education.

### **Rules Governing Capstone**

The capstone is meant to be completed by the second academic year. It is the culminating academic experience where students are asked to apply their MPS skills to a public service issue.

1. Any incompletes in core courses must be resolved before enrolling in the capstone course.
2. Students are required to attend all mandatory Capstone preparatory classes prior to enrolling in the Capstone course.
3. Students have a maximum of three consecutive semesters to complete the capstone from the semester in which they enroll. Semesters include a fall semester, a spring semester and a summer semester.
4. The student's capstone advisor must approve capstone projects before capstone contact hours can begin.
5. "NC" or "No Credit" will be awarded if a student does not receive approval for a capstone project before the end of their first semester of enrollment or does not satisfactorily make progress on the capstone during the three semesters.
6. If a student re-enrolls in the capstone course, the student may be required to find a new capstone project and will have three semesters from re-enrollment to complete the new capstone project.
7. If a student withdraws, receives a failing grade, or receives no credit on the Capstone, he/she must reenroll at his/her own expense.
8. Any exception to these rules must be approved by the student's capstone advisor and the Associate Dean.

### **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 action.

### **Auditing Of Courses**

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

## Transfer Credits

**Note that grades for courses 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. Have course content relevant to the MPS degree.

## 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 outside of the University of Arkansas system 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 with Respect to Adding or Dropping Courses

1. UACS follows the University of Arkansas at Little Rock's academic calendar in regard to add, drop and withdrawal deadlines.
2. 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.
3. 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.
4. If a student withdraws from a course after the add/drop deadline for any reason, a "W" (withdraw) will appear on the transcript.
5. 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

Any student seeking to appeal a grade shall make his or her appeal to the Dean and Associate Dean for Academic Affairs. No change in the grade will be made unless the Dean and Associate Dean for Academic Affairs agree that the grade was arbitrary and capricious (see below for definition).

### Deadlines

Students must file their appeal in writing with the Associate Dean 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. 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.

### Appeal Procedure

The appeal shall be heard by an ad hoc faculty committee. 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 a class, and a faculty member who has not had the student in class.

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. The Associate Dean for Academic Affairs shall promptly distribute this material to the committee.

Grade appeals are conducted solely on the written materials submitted by the student and the faculty member and any additional material the committee may request. The student must prove that the grade was arbitrary and capricious. The committee shall recommend to the Dean and Associate Dean whether or not the grade shall stand. The decision shall be in writing and shall be provided to the student and the faculty member. The decision shall include the committee's rationale for its recommendation.

The Dean and the Associate Dean shall base their decision solely on the written materials submitted by the student and the faculty member, the written recommendation of the faculty review committee and any additional material the Dean or the Associate Dean for Academic Affairs may request. The grade will stand unless 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. In the event that the student's appeal is successful, the Associate Dean for Academic Affairs shall administratively change the grade

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 shall withdraw and play no role in the process. In either case, a member of the faculty shall be designated to fulfill the functions performed in this process by the Dean or the Associated Dean including receiving the recommendation from the faculty review committee and serving as one of the final decision makers.

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.

### The Arbitrary and Capricious Standard

According to the Clinton School policy, a student's grade will not be changed unless the student can show that the grade was "arbitrary and capricious." A faculty committee will first review the grade and make a recommendation to the Associate Dean on the matter. The grade cannot be changed unless the Associate Dean and the Dean agree.

Black's Law dictionary defines arbitrary in two senses. The first connotation is that arbitrary depends "on individual discretion; specif., determined by a judge rather than by fixed rules, procedures, or law" The second connotation states arbitrariness is "founded on prejudice or preference rather than reason or fact. This type of decision is often termed *arbitrary and capricious*." (emphasis added.) At this point, Black's cross references the definition of capricious. Capriciousness has two connotations. A capricious person is "characterized by or guided by unpredictable or impulsive behavior." A capricious decree is "contrary to the evidence or established rules of law."

The "arbitrary and capricious" standard does not lend itself to easy definition. It takes on slightly different applications depending on the context in which it is applied. Departures from established procedures or refusals to apply the appropriate standards might rise to the level of arbitrary and capricious. Similarly, discretionary decisions that do not take into account the circumstances of particular cases might also be arbitrary and capricious.

The AAUP has stated that: “(1) the faculty has the responsibility for the assignment of grades; (2) students should be free from prejudicial or capricious grading; and (3) no grade may be assigned or changed without faculty authorization. ... [A]dministrators should not “substitute their judgment for that of the faculty concerning the assignment of a grade.”<sup>1</sup>

Courts have accorded broad discretion to faculty members’ academic decisions. The United States Supreme Court noted that “the decision of an individual professor as to the proper grade for a student in his course ... requires an expert evaluation of cumulative information and is not readily adapted to the procedural tools of judicial or administrative decision making.”<sup>2</sup> Justice Powell concurred saying that a professor’s academic evaluation of a student should be given “the widest range of discretion.”<sup>3</sup> In a similar vein, the Court noted that “[w]hen judges are asked to review the substance of a genuinely academic decision . . . they should show great respect for the faculty’s professional judgment. Plainly, they may not override it unless it is such a substantial departure from accepted academic norms as to demonstrate that the person or committee responsible did not actually exercise professional judgment.”<sup>4</sup>

The foregoing sources make clear that a faculty member’s academic judgments should not be lightly disregarded. They give rise to what should be the applicable standard for grade appeals: *a grade should not be overturned unless there is overwhelming evidence that the grade did not constitute a valid exercise of professional judgment, i.e., that it was arbitrary or capricious*. In other words, a grade should be upheld as long as there is a reasonable academic basis for it.

## Academic Offenses

### 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.

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1 American Association of University Professors, *Statement of Principles on Academic Freedom and Tenure* (1940).

2 *Board of Curators of the University of Missouri v. Horowitz*, 435 U.S. 78 (1978).

3 *Board of Curators of the University of Missouri v. Horowitz*, 435 U.S. 78 (1978) (Powell, J. concurring).

4 *Regents of the University of Michigan v. Ewing*, 474 U.S. 214 (1985)

- 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" and the faculty member will withhold a final 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 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 or staff member. The discussion may be held in-person or through electronic communication such as Skype or phone call. No faculty or staff 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 or staff member. Within ten working days after receipt of the written statement, the faculty or staff 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 and the written decision from the faculty or staff member, the Associate

- Dean shall prepare a written decision on the matter and forward copies to the student and the faculty or staff 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 and, if necessary, the Dean in that administrative order so that a continuing administrative effort may be made to ameliorate problems.

## Student Conduct

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. Violations of school policies, Arkansas law, U.S. Federal law, country specific laws, and unprofessional behavior cannot be condoned or tolerated in the UACS community. Student behavior, no matter the program location, is expected to be consistent with the standards in this handbook.

Students are responsible for becoming informed about, and abiding by, all of the laws and policies relevant to each location in which they travel and/or live while attending the Clinton School. Ignorance of the policies and laws at the Clinton School, at field sites, in the U.S., or in other countries is not a valid excuse for inappropriate behavior and will not protect students from the consequences of their actions.

The school will discipline students found guilty of violating a policy or law on campus or in connection with an institution-oriented or sponsored activity, or while representing the School domestically or abroad. 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. Clinton School disciplinary action does not protect students from additional disciplinary action taken by a field site or the legal authorities of the location in which students are travelling or residing.

Students are responsible for all legal costs incurred by violating any laws and/or policies. The Clinton School is not responsible for providing any legal assistance under such circumstances.

Students are financially responsible for any property damage or property misuse they incur. Any charges assessed to the School because of damage or misuse caused by a student will be charged against his/her Clinton School student account.

### **Unprofessional Behavior**

Students are expected to conduct themselves in a manner that is professional. Unprofessional behavior includes but is not limited to engaging in disruptive or inappropriate behavior while in class, attending UACS events or functions, or while representing the School domestically or abroad. 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 talk to the student to attempt to resolve any concern. Second, if that approach is unsuccessful, either the student or a faculty member may call for an in-person meeting or a Skype or conference call 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 and the Associate Dean.

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. A Skype call or conference call can replace an in-person meeting where needed. 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 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 in writing a final decision in response to the student's petition within one week of its receipt.

### **Immediate Threat**

If it is determined that a student poses an immediate threat to himself/herself or others, UACS faculty/staff have the authority to make immediate decisions to insure the safety of the student and/or others. This includes but is not limited to temporary suspension or immediate termination from a class, a field project and/or UACS.

Termination from a class, a field project and/or UACS will result in the loss of all tuition and fees paid and the student will be responsible for any additional expenses related to their termination (e.g., the cost of changing plane reservations if the student is overseas).

## **OTHER POLICIES AND PROCEDURES**

### **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](mailto: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 a 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.

**To insure appropriate accommodation(s) are provided in each field experience, the Office of Field Service Education requests documentation about accommodations from the UALR Disability Resource Center at least 4 weeks (28 days) prior to the start of a field project.**

### **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 faculty, staff and students in education and employment regardless of race, age, gender, religion, national origin, marital or parental status, disability, veteran status, sexual orientation or gender identity. In addition, discrimination in employment on the basis of genetic information is prohibited.

#### **Policy Against Discrimination, Harassment, Retaliation and Sexual Misconduct**

The University of Arkansas Clinton School [UACS] is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, sexual orientation, gender identity, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this Policy are prohibited.

#### Jurisdiction

Title IX protects the UACS community from sexual discrimination, harassment and misconduct in a school's education programs and activities. Title IX protects the UACS community in connection with all academic, educational, extracurricular, athletic and other UACS programs, whether those programs take place on UACS property, in UACS transportation, at a class or training program sponsored by UACS at another location or elsewhere.

This Policy shall not be construed or applied to restrict academic freedom at the School, nor shall it be construed to restrict constitutionally protected expression.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All complaints or any concerns about conduct that may violate this Policy should be submitted to the Title IX Coordinator or, in her absence, to the deputy Title IX Coordinator:

**Susan Hoffpauir, Associate Dean, Title IX Coordinator**  
(501) 683-5232  
[sahoffpauir@clintonschool.uasys.edu](mailto:sahoffpauir@clintonschool.uasys.edu)

Jonathan Dunkley, Deputy Title IX Coordinator  
(501) 683-5226  
[jdunkley@clintonschool.uasys.edu](mailto:jdunkley@clintonschool.uasys.edu)

#### Filing Report with Local Law Enforcement

In some instances, sexual misconduct may constitute both a violation of UACS Policy and criminal activity. The UACS grievance process is not a substitute for instituting legal action. **UACS encourages individuals to report alleged sexual misconduct promptly to law enforcement authorities, where appropriate.** Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

**Little Rock Police Department**  
**(501) 371-4829 or (501) 371-4830**

#### Preserving Evidence

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a plastic bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

#### Student and Visitor Responsibility to Report

Students, visitors to UACS, and any community partners working with UACS are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the Title IX Coordinator and/or the deputy. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for UACS to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

#### Mandatory Employee Reporting

In order to enable UACS to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct at the School, all employees must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Title IX Coordinator and/or the deputy. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This Policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

#### Off-Campus Conduct

Conduct that occurs off campus can be the subject of a Complaint or report and will be evaluated to determine whether it violates this Policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the School's attention.

#### Confidentiality

Subject to the other provisions of this Policy and the requirements of law, every possible effort will be made to ensure that all information received as part of the UACS's Complaint/Grievance Procedure is treated discreetly. All parties to the Complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all Complaints will remain confidential because of UACS's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations.

Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in Complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

#### Availability of Counseling and Advocacy

Counseling and other mental health services for victims of sexual assault are available through UALR and in the community. Students can use the Counseling Center at UALR for no charge and employees can use UA System Employee Assistance Program for no charge. Community mental health agencies, such as the Little Rock Community Mental Health Center and counselors and psychotherapists in private practice in the area can provide individual and group therapy. The Arkansas Coalition Against Domestic Violence and the Rape Crisis, Inc. at UALR may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

International resources include:

- Americans Overseas Domestic Violence Crisis Center and the Sexual Assault Support & Help for Americans Abroad Program
  - <http://www.866uswomen.org/>
  - Call: International Toll-Free 866-USWOMEN
- Rape, Abuse, and Incest National Network lists “International Sexual Assault Resources”
  - <https://www.rainn.org/get-help/sexual-assault-and-rape-international-resources>
  - Call: 1-800-656-HOPE
- National Coalition Against Domestic Violence lists “International Organization Resources”
  - <https://www.whengeorgiasmiled.org/national-coalition-domestic-violence/>
  - Call: 1-800-799-7233, TTY 1-800-787-3224

#### Education and Awareness Programs

The UACS Title IX and/or the deputy coordinator is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year through the UACS Student Government Association and employee training and professional development. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

#### Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of Policy.

UACS does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of UACS. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

#### **Complaint /Grievance Procedure for Reporting Discrimination, Harassment, Retaliation and Sexual Misconduct**

These procedures are intended to apply to all grievances involving discrimination, harassment, retaliation and sexual misconduct as described in this Policy, including but not limited to those brought by a student against an employee and/or fellow student, employee against fellow employee and/or student, and third party against employee and/or student. All other grievances by students, employees or third parties shall be addressed through other grievance procedures. The University benefits from formal and informal procedures that encourage prompt resolution of Complaints and concerns raised by members of the University community.

To expedite the resolution of grievances that occur when students are travelling and/or living outside of Little Rock, the Title IX Coordinator or his/her designee can send notices, investigate, hold meetings, and send letters using Skype, phone, email, and/or other electronic communication methods.

#### Informal Complaint Process

The University does not require a Complainant to utilize the Informal Complaint Process if doing so is impracticable or unsafe, or if the Complainant believes that the conduct cannot be effectively addressed through informal means. For example, the Informal Complaint Process should not be used to address allegations of sexual assault. However, in other circumstances where it is practical and safe to do so, every reasonable effort should be made to constructively resolve issues with students, faculty, staff and administrators before pursuing the Formal Complaint Process. Under the Informal Complaint Process, a Complainant may elect to resolve his/her Complaint by discussing it with the offending party. If the offending party is an employee and satisfactory resolution cannot be reached after

discussion, the Complainant may also contact the individual's direct supervisor to resolve the Complaint. If these efforts are unsuccessful, the Formal Complaint Process may be initiated.

#### Formal Complaint Process

Upon receiving a report of alleged or possible violation of this Policy, the Title IX Coordinator and/or deputy will evaluate the information received and determine what further actions should be taken. The Title IX Coordinator will follow the procedures described in this Policy. The Title IX Coordinator and/or deputy will take steps, either directly with the complainant or through a reporting employee, to provide information about the UACS's Complaint/Grievance Procedure, as well as available health and advocacy resources and options for criminal reporting.

#### Investigation

The Title IX Coordinator will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of Complaints filed with UACS. The Title IX Coordinator or his/her designee will investigate all Complaints of discrimination, harassment, retaliation and sexual misconduct and determine any accommodations or other remedial short-term actions necessary in light of the individual circumstances presented.

The Title IX Coordinator or his/her designee will apprise the Dean of the Complaint. The Title IX Coordinator or his/her designee, who will have been properly trained, will:

- identify the correct policies allegedly violated;
- conduct an immediate initial investigation to determine if there is reasonable cause to charge the Respondent(s);
- meet with the Complainant to finalize the Complaint;
- prepare the notice of charges on the basis of initial investigation;
- develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the Respondent;
- conduct a thorough, reliable and impartial investigation during which witnesses may or may not be given notice prior to the interview;
- complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- make a written finding on the case, based on a preponderance of the evidence, which indicates that it is more likely than not that a Policy violation has or has not occurred, and identifies appropriate remedies and/or sanctions, if any; and
- prepare a complete report on the investigation and findings.

As noted above, an investigation of the Complaint will be conducted by the Title IX Coordinator or his/her designee unless it is clear from the face of the Complaint or the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue violates this Policy.

In the event that the Complaint was made by someone other than the alleged victim, the Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the Complaint:

- the source and nature of the information,
- the seriousness of the alleged incident,
- the specificity of the information,
- the objectivity and credibility of the source of the information,
- whether the alleged victims can be identified, and
- whether those individuals wish to pursue the matter.

In the event that the Title IX Coordinator determines that an investigation of the Complaint should not be conducted, he/she will determine and document (in consultation, as necessary, with the alleged victim, the Respondent and the UACS Dean) the appropriate resolution of the Complaint and inform the parties of the same.

With all Complaints, if the Title IX Coordinator determines that an investigation should be conducted, the Title IX Coordinator will promptly investigate the matter. The existence of concurrent criminal investigations or proceedings shall not delay the investigation of any Complaint filed under this Policy.

If another individual is designated to investigate the matter, the Title IX Coordinator will share the investigator's name and contact information with the alleged victim and the Respondent and will forward the Complaint to the investigator. Within three (3) days of such appointment, the investigator, the alleged victim or the Respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest posed by assigning such investigator to the matter. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

Upon receipt of the Complaint, the Title IX Coordinator will promptly begin the investigation, which shall include but is not limited to the following:

- conducting interviews with the Complainant, the alleged victim (if not the Complainant), the Respondent, and third-party witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form;
- visiting, inspecting, and taking photographs at relevant sites; and
- where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies).

Throughout the investigation, the Title IX Coordinator will remain neutral. The Title IX Coordinator should obtain, where applicable and where possible, the written consent of any third-party witnesses to the disclosure, as contemplated by this Policy, of any personally identifiable information contained in the Complaint, the Investigative Report, and for any other documents the disclosure of which is contemplated by this Policy in order to further the resolution of the Complaints.

*Initial Meeting with Complainant and/or Alleged Victim.* As soon as is practicable, the Title IX Coordinator will contact the Complainant and the alleged victim (if not the Complainant) to schedule an initial meeting to, as applicable:

- provide a copy of this Policy;
- provide a copy of the Discrimination, Harassment and Sexual Misconduct Complaint Form (a copy of which is attached as Exhibit A) on which the Complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location and general nature of the alleged violation of Policy (the Complaint Form may be completed by Complainant or dictated to the Title IX Coordinator, who will confirm the accuracy of his or her documentation with the Complainant);
- explain avenues for resolution;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- determine whether the Complainant or the alleged victim (if not the Complainant) wish to pursue a resolution through UACS or no resolution of any kind;
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- discuss, as appropriate, possible interim measures that can be provided during the pendency of the investigative and resolution processes.

*Interim Measures.* Unless circumstances dictate otherwise, the Title IX Coordinator will promptly issue a "No Contact" order to all parties upon notice of any sexual assault Complaint. In all cases, UACS may implement any necessary interim measures, deemed appropriate and reasonably available, regardless of whether a Complaint has been filed (with either campus administrators or law enforcement agencies) or whether an investigation has commenced (by either campus administrators or law enforcement agencies). Interim measures may include, but are not limited to:

- issuing no-contact orders;
- providing an escort to ensure that a individual can move safely between classes, work, and/or activities;
- changing work arrangements or location;
- rescheduling class work, assignments, and examinations;
- arranging for the Complainant to take an incomplete in a class;
- reassigning class section if possible;

- permitting a temporary withdrawal from UACS;
- providing alternative course completion options;
- providing counseling services; and
- providing academic support services.

Following the initial meeting with the Complainant and the alleged victim (if not the Complainant), the Title IX Coordinator will, if applicable, promptly determine the interim measures to be provided to the alleged victim. Such determination will be promptly communicated to the alleged victim, and no later than the point at which it is communicated to the Respondent.

*Initial Meeting with Respondent.* If the Complainant or alleged victim (if not the Complainant) wishes to pursue resolution through UACS or if UACS otherwise deems that a further investigation is warranted, as soon as is reasonably practicable after the Title IX Coordinator's initial meeting with the Complainant (and, if applicable, the alleged victim), the Title IX Coordinator will schedule an initial meeting with the Respondent. During the initial meeting with the Respondent, the Investigator will, as applicable:

- provide sufficient written information, consistent with privacy laws and any request for confidentiality, to allow Respondent to address the allegation (e.g., the name of the Complainant/alleged victim, the date, location, nature of the alleged violation of Policy, etc.);
- provide a copy of this Policy;
- explain UACS's procedures for resolution of the Complaint;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- discuss non-retaliation requirements;
- inform of any interim measures already determined and being provided to the Complainant and/or the alleged victim that would directly affect the Respondent (e.g., changing his or her class schedule, moving him or her to an alternate residence hall, etc.);
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- discuss, as appropriate, possible interim measures that can be provided to the Respondent during the pendency of the investigative and resolution processes.

*Investigative Report.* The Title IX Coordinator shall complete a written investigative report ("Investigative Report") that shall include the following items:

- The name and sex of the alleged victim and, if different, the name and sex of the person reporting the allegation. (It should also include any other relevant protected class characteristics if the Complaint involves a violation of this Policy based on a protected status other than gender);
- a statement of the allegation, a description of the alleged incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- the date that the Complaint or other report was made;
- the date the Complainant and alleged victim (if not the Complainant) were interviewed;
- the date the Respondent was interviewed;
- the names and sex of all persons alleged to have committed the alleged violation of this Policy. (It should also include any other relevant protected status characteristics if the Complaint involves a violation of this Policy based on a protected status other than gender);
- the names and sex of all known witnesses to the alleged incident(s);
- the dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- any written statements of the Complainant (or victim, if different from the Complainant), the Respondent and any witnesses;
- summaries of all interviews conducted, photographs, and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed report of the events in question;

- a written finding on the case, based on a preponderance of the evidence which indicates whether or not it is more likely than not that a Policy violation has occurred;
- the policy or policies violated and, in consultation, as necessary, with the Complainant, alleged victim (if different than the Complainant), Respondent, and the Dean, any remedial and/or disciplinary action deemed appropriate under the circumstances;
- the response of UACS personnel and, if applicable, the Dean, including any interim measures and permanent steps taken with respect to the Complainant, alleged victim (if different than the Complainant) and the Respondent; and
- a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

If the Title IX Coordinator is unable to obtain the consent of third-party witnesses, he or she will redact the Investigative Report to the extent necessary to avoid inappropriate disclosure of such witness's personally identifiable information, while ensuring that such redaction does not prevent resolution of the Complaint.

If the Title IX Coordinator determines and documents, based on the investigation, that reasonable grounds exist to believe that the conduct at issue constitutes a violation of this Policy, the Title IX Coordinator will determine the appropriate remedy and/or sanction to be imposed and will include the appropriate remedy and/or sanction in the Investigative Report. Imposition of the appropriate remedy and/or sanction will be imposed only after all appeals have been exhausted.

In determining the appropriate remedy and/or sanction, the University will act to end the discrimination, harassment, retaliation or sexual misconduct, prevent its recurrence and remedy its effects on the victim and/or UACS community. Sanctions will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from UACS, disciplinary probation, mandated counseling and/or educational sanctions as deemed appropriate.

The Title IX Coordinator shall complete and distribute the Investigative Report, concurrently, to the alleged victim and Respondent within thirty (30) calendar days following receipt of a Complaint. All parties to whom the Investigative Report is distributed pursuant to this Policy should maintain it in confidence. The Investigative Report may only be disclosed as contemplated by this Policy.

If the Title IX Coordinator finds no reasonable grounds to believe that the conduct at issue constitutes a violation of this Policy, then the Title IX Coordinator will determine and document the appropriate resolution of the Complaint in the Investigative Report and will promptly notify the parties of that determination.

#### Appeal Involving Faculty/Staff

All appeals where the Respondent is a UACS faculty or staff member shall be made to the Dean or his/her designee. Both the alleged victim and the Respondent may appeal any or all of the Title IX Coordinator's decision in writing to the Dean or his/her designee within ten (10) days of receipt of the Investigative Report. The appealing party must also provide a copy of the appeal to the Title IX Coordinator within the same time period. The appeal should include a brief statement describing any or all parts of the Investigative Report that is being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery. The Title IX Coordinator will promptly inform the other party of the appeal.

Within thirty (30) days of receipt of the appeal, the Dean or his/her designee will make a final determination as to whether the Complaint should be closed, whether a violation of Policy has occurred, and/or whether any additional or different remedial action or sanctions are warranted. The Dean or his/her designee will concurrently notify the alleged victim and the Respondent of his/her decision.

All non-tenured faculty and staff members of UACS are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with UACS or be construed to prevent or delay UACS from taking any disciplinary action deemed appropriate (including suspension and immediate termination of employment) for any violation of state law, federal law or UACS policy. When the Respondent is a faculty member with tenure and the sanction imposed or upheld by the Dean or his/her designee is dismissal of the Respondent's employment, the matter shall proceed pursuant to UA System Board Policy 405.1.

### Appeal Involving a Student

In those instances where the Respondent is a UACS student, the alleged victim and/or the Respondent may appeal any or all of the Title IX Coordinator's decision to a Hearing Panel by providing a written appeal to the Dean or his/her designee with a copy also being provided to the Title IX Coordinator. The appeal must be submitted within ten (10) days of receipt of the Investigative Report and must include a brief statement describing any or all parts of the Investigative Report being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery.

Within three (3) days of receiving the appeal, the Dean or his/her designee will appoint the members of the Hearing Panel, to include at least three faculty and/or staff members. The Dean or his/her designee will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator will provide a copy of the Complaint and the Investigative Report to each member of the Hearing Panel and, if only a portion of the Title IX Coordinator's findings and determinations are appealed, the Title IX Coordinator will specify which part(s) of the alleged misconduct will be the subject of the hearing.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the alleged victim and the Respondent, setting forth the names of the individuals selected to serve on and chair the Hearing Panel. If only a portion of the findings and determination are appealed, the Title IX Coordinator will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearing.

The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the Dean or his/her designee within three (3) days of receipt of the notice of the composition of the Hearing Panel. Any objection must state the specific reason(s) for the objection. The Dean or his/her designee will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Panel. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

To expedite the resolution of grievances that occur when students are travelling and/or living outside of Little Rock, the Title IX Coordinator or his/her designee can send notices, investigate, hold meetings, and send letters using Skype, phone, email, and/or other electronic communication methods.

*Submission of Written Materials.* Within five (5) days of receipt of the notice of the initial composition of the Hearing Panel, the alleged victim and the Respondent may provide the Chair of the Hearing Panel with a list of witnesses, if any, that they propose that the Hearing Panel call and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute, any supporting documents or other evidence, and a written statement of position.

*Notice of the Hearings.* Not less than five (5) days but not more than ten (10) days after delivery of notice of the initial composition of the Hearing Panel to the parties, the Hearing Panel will provide a separate notice to the alleged victim, Respondent and any witnesses or other third parties whose testimony the Hearing Panel deems relevant, requesting such individuals to appear before the Hearing Panel. The notice should set forth the date, time, and location for the individual's requested presence. The Hearing Panel shall provide the names of the witnesses or other third parties that the Hearing Panel plans to call in its notices to the alleged victim and the Respondent. The hearing shall be conducted within twenty (20) days but no sooner than ten (10) days of the receipt of the appeal.

*Failure to Appear.* If any party fails to appear before the Hearing Panel if requested to do so, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the Complaint.

*Support Persons.* Both the alleged victim and the Respondent may be accompanied by one support person to assist them during the hearing process. This support person can be anyone, including an attorney, but the support person may not take part in the hearing. The support person may not address the Hearing Panel, present evidence, make objections or statements, ask questions of any party or witness or otherwise participate in the hearing, beyond privately communicating with the party that he/she is supporting. The Chair must be notified five (5) business days in advance of the hearing if a party will be accompanied by a support person. The Chair may disallow the attendance of any support person if he/she is also a witness or if, in the discretion of the Chair, such person's presence would be disruptive or obstructive to the hearing or otherwise warrant removal. All support persons must agree to keep any and all information presented in the hearing confidential in order to attend. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this Policy.

UACS officials may seek advice from the UA System's Office of General Counsel on questions of law and procedure at any time during the process.

*Evidentiary Matters.* The alleged victim and the Respondent will have an equal opportunity to present evidence during their hearing. Formal rules of evidence will not be observed during the hearings.

*Prior Sexual Conduct.* Evidence of the prior sexual conduct of the alleged victim and the Respondent with others will not be permitted at the hearings, with the following exceptions:

- evidence is permitted to show that the alleged victim has in the past been formally disciplined by the University for falsely filing Complaints alleging a violation of this Policy;
- evidence is permitted to show that the Respondent has in the past been either convicted in a criminal proceeding or formally disciplined by the University for conduct which would violate this Policy, if deemed relevant; and
- evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged violations of policy at issue before the Hearing Panel, provided that (1) the Respondent has not been found "not responsible" by the University in a proceeding related to such conduct and (2) the Chair has made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Hearing Panel to suggest a pattern of behavior.

*Hearing Procedure.* The Hearing Panel will conduct a hearing during which it will interview and question the Complainant, the alleged victim, the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant. The parties will not be allowed to personally question or cross-examine each other during the hearing, but will be allowed to question witnesses. The Chair will resolve all questions concerning procedure or the admission of evidence or testimony, including the relevancy and reliability of the evidence and testimony. All participants at the hearing are expected to provide truthful testimony. The Complainant and/or alleged victim have the option not to be in the same room with the Respondent during the hearing. Any party may choose not to testify or appear before the Hearing Panel; however, his/her exercise of that option will not preclude the Hearing Panel from making a determination regarding the Complaint filed against the Respondent.

*Decision of the Hearing Panel.* Following the conclusion of the hearing, the Hearing Panel will confer and by majority vote determine whether the evidence (including the information provided in and by the Investigative Report, the parties' written statements, if any, the evidence presented at the hearings, and the testimony of the parties and witnesses) establishes that it is more likely than not that the Respondent committed a violation of this Policy. In other words, the standard of proof will be the preponderance of the evidence. If the Hearing Panel determines that more likely than not the Respondent committed a violation of this Policy, the Hearing Panel will recommend sanctions and give consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Hearing Panel will forward its recommendations regarding sanctions to the Dean or his/her designee, who will make the final determination regarding all sanctions.

Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, expulsion or suspension from UACS, disciplinary probation, mandated counseling, and/or educational sanctions deemed appropriate by the Hearing Panel.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this Policy. However, if it is deemed necessary to protect the welfare of the victim or the UACS community, the Hearing Panel may recommend and the Dean or his/her designee may determine that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

At such time that the appeal process is exhausted, the Title IX Coordinator will determine the final accommodations to be provided to the victim, if any, and the Title IX Coordinator will communicate such decision to the victim and the Respondent to the extent that it affects him/her.

The Title IX Coordinator will also take steps to prevent any harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing training for the campus community, and providing counseling for the Respondent. The Title IX Coordinator will also take steps to prevent the harassment of or retaliation against the Respondent.

Furthermore, the Title IX Coordinator will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further violation of this Policy or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the UACS community. The Title IX Coordinator will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

*Final Outcome Letter.* Within ten (10) calendar days following the conclusion of the hearings, the Hearing Panel will issue a written decision letter (the "Final Outcome Letter") concurrently to the Respondent and the alleged victim. The Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible, if any, (3) the recommended sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent to such inclusion.

In order to comply with FERPA, the letter will not include information considered part of a party's "education record" (as that term is defined by FERPA) that is not otherwise exempt from disclosure under the Act, or other information about sanctions that do not relate to the victim.

*Confidentiality and Disclosure.* In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearings (including the Complaint, the Investigative Report, the notices of hearing, and the pre-hearing submissions referenced above) and documents, testimony, or other information introduced at the hearings may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

#### Time Periods

UACS will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as timely and efficient a manner as possible. UACS's investigation and resolution of a Complaint (including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances. Hearings, if at all, will take place after the conclusion of the investigation. If hearings have taken place, both the alleged victim and the Respondent generally will receive a Final Outcome Letter within ten (10) calendar days of the conclusion of the hearing.

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

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and UACS closings. Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. The Title IX Coordinator may also modify any deadlines contained in this Policy as necessary and for good cause.

#### Acknowledgement of Responsibility

At any time prior to the issuance of the Investigative Report or the date of his/her designated hearing, the Respondent may elect to acknowledge his/her actions and take responsibility for the alleged policy violation. In such situation, the Title IX Coordinator will propose sanction(s). If either the alleged victim or the Respondent objects to the proposed sanction(s), they may appeal the sanction pursuant to this Policy.

#### No Retaliation

Retaliation against any person who files a Complaint, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible.

### False Reports

Willfully making a false report of sexual harassment is a violation of UACS policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.

### Office of Civil Rights Complaint

Although Complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR. You may call 1-800-421-3481 to obtain further information about filing a complaint with OCR.

### Effective Date

UACS reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the community. However, the Policy in force at the time that a Complaint is filed will be the Policy used throughout the investigation, hearing and any appeals that are heard.

### Documentation

UACS will retain documentation (including but not limited to the written Complaint, notifications, the Investigative Report, any written findings of fact, petitions for appeal, hearing transcripts or recordings (if any), and any written communication between the parties), for at least three (3) years. Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

### Definitions

1. *Complainant:* Any party who makes a Complaint against a student, employee, staff member or campus visitor.
2. *Consent:* Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

3. *Coercion:* Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

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

Under Arkansas law, the age of consent varies with the degrees of assault, the age of the actor, and the relationship of the actor to the other party. For specific information, please refer to Arkansas statutes (e.g., Arkansas Code Annotated § 5-14-125, Sexual Assault in the Second Degree).

Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, or someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this Policy.

This Policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this Policy. More information on these drugs can be found at <http://www.911rape.org/>. Use of alcohol or other drugs will never function as a defense to a violation of this Policy. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

4. *Dating Violence*: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. It includes any unwelcome physical violence such as hitting, pulling, shoving, kicking, biting or throwing things; and sexual assault, sexual exploitation and sexual harassment.
5. *Discrimination (general definition)*: Conduct that is based upon an individual's race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, gender identity, age, pregnancy, physical or mental disability or genetic information that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a UACS program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
6. *Discriminatory Harassment*: Detrimental action based on an individual's race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, gender identity, age, pregnancy, physical or mental disability or genetic information. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Gender-based harassment includes sexual harassment.
7. *Domestic Violence*: Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between family or household members; or any sexual conduct between family or household members, whether minors or adults, that constitutes a crime under the laws of this state. Family or household members means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, any children residing in the household, persons who presently or in the past have resided or cohabited together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together. See also, Arkansas Code Annotated § 9-15-103—"Domestic Abuse").
8. *Hostile Environment*: A hostile environment exists when there is harassing conduct based on race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, gender identity, age, pregnancy, physical or mental disability or genetic information that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities or activities; or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment. Harassment that creates a hostile environment ("hostile environment harassment") violates this Policy.
9. *Non-Consensual Sexual Contact*: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a male or female upon a male or a female that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or

making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

10. **Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, by a male or female upon a male or a female that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
11. **Respondent:** The person(s) against whom a Complaint has been made.
12. **Retaliation:** Action taken by an accused individual or by a third party against any person because that person has opposed any practices forbidden under this Policy or because that person has filed a Complaint, testified, assisted or participated in any manner in an investigation or proceeding under this Policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment or sexual misconduct. Retaliation includes intimidating, threatening, coercing or in any way discriminating against an individual because of the individual's Complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.
13. **Sexual Assault:** An actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to involvement in any sexual contact when the victim is unable to consent; intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast); and sexual intercourse without consent, including acts commonly referred to as "rape."
14. **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:
  - invading sexual privacy;
  - prostituting another person;
  - non-consensual video or audio-taping of sexual activity;
  - going beyond the boundaries of consent (e.g., allowing others to watch consensual sex without that party's knowledge or consent);
  - engaging in voyeurism;
  - non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
  - exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals; or
  - possessing, distributing, viewing or forcing others to view illegal pornography.
  - sexually-based stalking and/or bullying may also be forms of sexual exploitation.
15. **Sexual Harassment:** Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the University's educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation.

For the purpose of this Policy, sexual harassment includes stalking or repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication,

social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. Sexual harassment also includes *quid pro quo* sexual harassment which exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

Not all workplace or educational conduct that may be described as “harassment” affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or limits a student’s ability to participate in or benefit from the University’s educational programs or activities.

16. *Sexual Misconduct*: includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation and dating and domestic violence.
17. *Stalking*: is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking.
18. *Status*: A full-time employee of the University will be considered an “employee” for the purposes of this Policy, regardless of whether he/she is also enrolled as a student. Any student who is a part-time employee will be considered a “student” for the purposes of this Policy unless the incident under consideration occurred in connection with his/her employment.

### **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).

### **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 Jonathan Dunkley, Director of Operations.

### **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**

**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 UACS 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

**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 than 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.

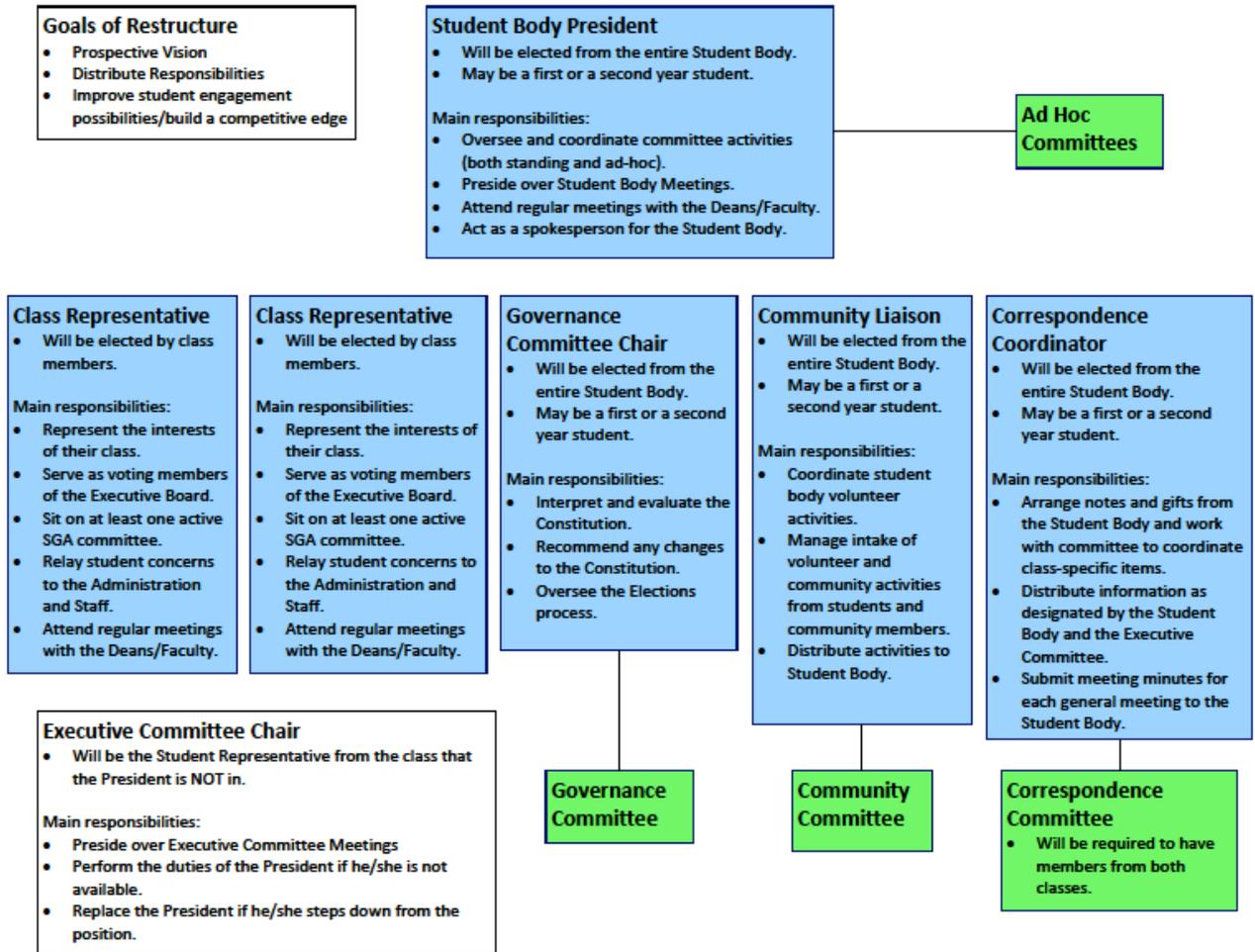
Section 2. Publication of Proposals for Amendment. The President and Class Representatives shall take reasonable measures to notify the membership of the content of the proposed amendment.

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



## Clinton School Student Government Association Honor Code