



MASTER OF PUBLIC SERVICE

STUDENT HANDBOOK

2026-2027

POLICY STATEMENT REGARDING HANDBOOK

Under the consortia agreement, UACS students are enrolled in the UA Little Rock Graduate School and are subject to its policies and procedures. This handbook is based in part on those policies; however, when a topic is addressed in this handbook, students should follow the policies described here.

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.

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VISION, MISSION, AND VALUES

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 fairness, 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 varied groups, compromise and build alliances and take strategic and decisive action to advance the common good.

Mission

The mission of the 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 fairness, confront injustice and effect positive social change.

Values

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

HISTORY AND ORGANIZATION

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 Clinton School's degree programs operate under a consortium agreement with UA Fayetteville, UA Little Rock, and UAMS and is accredited by the Higher Learning Commission through UA Little Rock. The in-person Master of Public Service program was accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) in 2026.

Administration

The chief administrative officer of each campus generally is the Chancellor, who is responsible to the President of the University of Arkansas System. Under each Chancellor's leadership, campus affairs are conducted in keeping with general UA policies established through the President and the Board of Trustees.

Although the Clinton School's degree program operates under a consortium agreement with UA Fayetteville, UA Little Rock and UAMS, the Dean of the Clinton School of Public Service is the chief administrative officer of UACS and oversees all campus affairs and aspects of the School, reporting to the President of the UA System. The governance of the Clinton School therefore is unique within the UA System, and the administrative and academic policies are spelled out in this handbook.

Faculty and Staff

For the most up-to-date list of faculty and staff, please visit [the UACS campus directory](#).

MASTER OF PUBLIC SERVICE

In-Person MPS Program

The in-person MPS degree requires 46 credit hours for graduation: 20 credit hours of core courses; 17 hours of public service field projects consisting of the two-semester Practicum sequence, the International Public Service Project, and the two-course Capstone sequence; 9 hours of elective credit. Students are required to complete the entire curriculum within 5 years of first enrolling.

Core Courses

For core course descriptions, visit [UA Little Rock's Course Catalog](#).

In-Person MPS Course Map	
1ST YEAR	2ND YEAR
FALL	FALL
Foundations of Public Service (2 credit hours)	Capstone Proposal (3 credit hours)
Communication Process and Social (Ex)Change (3 credit hours)	Elective 1 of 3 (3 credit hours)
Practicum I (3 credit hours)	Elective 2 of 3 (3 credit hours)
Field Research Methods (3 credit hours)	
Program Planning and Development (3 credit hours)	
SPRING	SPRING
Practicum II (3 credits)	Capstone (3 credit hours)
Program Evaluation (3 credit hours)	Elective 2 of 3 (3 credit hours)
Data Analysis (3 credit hours)	Elective 3 of 3 (3 credit hours)
Theory and Practice of Global Development (3 credit hours)	
SUMMER	
International Public Service Project (5 credit hours)	

Electives (9 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.

Certificate Programs

UACS has three certificate programs that in-person students can enroll in - the Certificate in Program Planning and Evaluation for Social Change, the Certificate in Communication for Social Change, and the Certificate in Social Entrepreneurship (pending approval). Note that students must be admitted to these certificate programs. The deadline for applying to the certificate programs is the last day of regular Fall registration for second-year students.

Certificate in Program Planning and Evaluation for Social Change (12 credit hours)

To earn the certificate, students must earn at least a B in the following courses:

- CSPA 73303 - Program Planning and Development
- CSPA 73403 - Program Evaluation
- CSPA 71543 - Data Analysis
- CSPA 72043 - Capstone focused on program planning and/or evaluation (Advisor approval required)

Certificate in Communication for Social Change (12 credit hours)

To earn the certificate, students must earn at least a B in the following courses:

- CSPA 70303 - Communication and Social Exchange
- CSPA 78303 - Professional Communication and Civic Engagement
- Choose One Elective:
 - CSPA 71403 - Advocacy in Public Service or CSPA 72303 - Policy Development (pending approval)
 - CSPA 72043 - Capstone focused in the area of communication (Advisor approval required)

Certificate in Social Entrepreneurship (14 credit hours) - Pending Approval

To earn the certificate, students must earn at least a B in the following courses:

- CSPA 73075 - IPSP social entrepreneurship project (Advisor approval required)
- CSPA 73163 - Social Entrepreneurship
- CSPA 74203 - Public Service Finance
- CSPA 72043 - Capstone focused in the area of social entrepreneurship (Advisor approval required)

Certificate Enrollment Process

1. Students complete the [Application for Certificate](#) form.
2. Advisors will review the application with the student. If approved, advisors will add the certificate to the student's program of study in Workday Student.

Concurrent Degree Programs

There are four [concurrent degree programs](#) in-person students can pursue. You can earn your Master of Public Service concurrently with a Juris Doctor (JD), Master of Public Health (MPH), Master of Business Administration (MBA), or Master of Social Work (MSW) with our University of Arkansas partner schools. Each degree program offers the potential to simultaneously achieve overlapping credits for your separate degrees. You must be admitted to both programs and declare your intent to pursue concurrent degrees by submitting the [declaration form](#).

Please note: Concurrent degree options are only for the in-person MPS program and are not available through Clinton School Online.

Online MPS Program

Clinton School Online (CSO) is the asynchronous online MPS degree program that requires 36 credit hours for graduation. Students are required to complete the entire online curriculum within 5 years of first enrolling.

Core Courses

Online MPS Course Map	
1ST YEAR	2ND YEAR
SUMMER Foundations of Public Service (3 credit hours) Communication Process and Social (Ex)Change (3 credit hours)	SUMMER Leadership in Public Service (3 credit hours) Elective (3 credit hours)
FALL Field Research Methods (3 credit hours) Data Analysis (3 credit hours)	FALL Capstone Proposal (3 credit hours) Philanthropy Leadership & Non-Profit Sector (3 credit hours)
SPRING Program Planning and Development (3 credit hours) Program Evaluation (3 credit hours)	SPRING Capstone (3 credit hours) Advocacy in Public Service (3 credit hours)

Electives (3 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.

ACADEMIC POLICIES

Presumptive Knowledge of Policies and Announcements

1. A student is presumed to know all UACS policies.
2. A student is under an obligation to regularly read the notices delivered to the student's UACS and UALR email accounts (we **strongly** encourage students to forward their UALR email accounts to their Clinton School email accounts). Students will be presumed to have knowledge of any matter announced by either 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.

Academic Policy for Students with Disabilities

If you are a student with a disability, or if you simply want to discuss resources that might help you learn more effectively, you can contact UA Little Rock's Disability Resource Center at any time. Please inform the Center staff that you are enrolled at the Clinton School. You are welcome to drop in or call 501-916-3143 to make an appointment. Their staff will work with you to discuss accommodations and identify resources on campus or in the community that might be helpful for you.

Accommodations are established through an interactive process. For more information, [visit the DRC website](#) or review the [steps to request accommodations](#). We want you to know you are valued, welcome, and wanted at the Clinton School.

Student Responsibility

In all instances, it is the student's responsibility to notify the staff of the Disability Resource Center at UA Little Rock that they need an accommodation for a disability or a course substitution based on a disability, and to provide all required documentation.

The Family Educational Rights and Privacy Act (FERPA)

UACS complies with [UA Little Rock FERPA policies and processes](#).

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) UACS by a vote of 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 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 shall be included on the course syllabus.

Grading Policies

1. Grading Scale
 - a. 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.

2. Transfer Credits
 - a. Transfer credits are not calculated in a student's cumulative or semester grade point average.
 - b. Students may transfer up to 6 graduate semester hours of core credit and 6 graduate hours of elective credit from other programs, subject to advance approval by the Dean.
 - c. The courses must meet the following requirements:
 - i. Must have been taken at an accredited higher education institution
 - ii. Have been passed with a grade of 'B' or higher
 - iii. Have been taken within the previous 5 years
 - iv. Have course content relevant to the MPS degree
3. Transferring within UACS programs
 - a. A student may transfer to the MPS in-person program or to the MPS online program only if they have a cumulative grade point average of 3.0 in their current program.
4. Incomplete and/or In Progress Grades
 - a. A student may be assigned an incomplete grade ("I") at the discretion of the instructor. Incomplete grades may only be assigned when both of the following criteria are satisfied:
 - i. A student held a passing grade in a course based on all prior assignments and other requirements.
 - ii. After the semester's individual course drop deadline, unanticipated circumstances beyond the student's control prevented the timely completion of remaining course requirements prior to the end-of-term grade submission deadline.
 - iii. If the instructor chooses to assign an incomplete grade, the instructor shall determine a revised submission deadline that shall not exceed 90 days from the original grade submission deadline for the course. For elective courses taken on the consortium University campuses, their rules apply on receiving and resolving "I" grades.
5. Credit/No Credit Courses
 - a. Students may take one course each semester on a credit/no credit basis with instructor approval arranged at the time of registration. The selection of courses is limited to electives.
6. Auditing of Courses
 - a. UACS students are not allowed to audit any UACS courses.
7. Sequence Courses
 - a. Students have two (2) consecutive semesters to complete the Practicum sequence once they enroll in CSPA 74103 Practicum I.
 - b. Students have three (3) consecutive semesters to complete the Capstone sequence once they enroll in CSPA 72203 Capstone Proposal.
8. Limits on Attempts at Passing Courses
 - a. A student may be allowed a 2nd attempt to pass a core course. If a student receives a D or an F twice in the same core course, they will be dismissed from the program.
 - b. A withdrawal from a course before receiving a grade isn't considered an attempt.
9. Semester grades are available in students' Workday records after they are posted.

Grade Appeal Policy

1. Any student seeking to appeal a grade shall make their appeal to the Associate Dean and Dean. No change in the grade will be made unless the Dean and Associate Dean agree that the grade was arbitrary and capricious.
2. Students must file their appeal in writing with the Associate Dean or 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.

Appeal Procedure

1. The student shall submit to the Associate Dean or Dean a written statement setting forth in detail the basis for the appeal.
2. The student's statement will be provided to the faculty member, then the faculty member shall submit to the Associate Dean or Dean a written statement setting forth the basis for the grade given.
3. The decision reached shall be provided in writing to both the student and the faculty member.
4. If the grade appeal is directed against the Associate Dean, 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.

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. 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.
3. If a student withdraws from a course after the add/drop deadline for any reason, a "W" (withdraw) will appear on the transcript.
4. 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.

Academic Probation

1. If a student's semester GPA is less than a 3.0, they will be placed on academic probation.
2. In order to be removed from academic probation, a student's cumulative GPA at the end of the semester must be a 3.0 or above.

Academic Dismissal from School

1. If a student fails (D or F) a core course, they may be dismissed from UACS on academic grounds.
2. If a student's semester GPA is below a 3.0 for two semesters (consecutive or nonconsecutive), they may be dismissed from UACS on academic grounds.
 - a. Summer does not count as a semester if a student is taking less than 5 credit hours.
3. If a student's cumulative GPA drops while on academic probation, the student may be dismissed on academic grounds.

Student Status

Full time status

1. MPS In-Person Program:
 - a. Students must be enrolled in at least 12 CSPA credit hours each term in the first year.
 - b. Students must be enrolled in at least 6 CSPA credit hours each term in the second year.
2. MPS Online Program:
 - a. Students must be enrolled in at least 6 CSPA credit hours each term.
3. Certain opportunities are reserved for students in their first two years of initial enrollment.
4. *Note: For financial purposes only, UACS follows UA Little Rock's policy regarding student status.*

Leave of Absence (LOA)

1. UACS follows [UA Little Rock's Leave of Absence policy](#).
2. Students must complete the [UACS Leave of Absence Request form](#), and it must be signed by the student's advisor and Dean.
 - a. A Leave of Absence cannot be granted until the request form has been signed by all parties.
3. While on LOA, the student will not have access to UACS resources.

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. If at the end of five years the student's cumulative GPA is above 3.0 **and** they have enrolled in Capstone and only need to complete Capstone to complete the MPS requirements, they may be allotted one additional semester to finish with the approval of the Capstone advisor and Associate Dean or Dean.
2. A failure to register for courses across three consecutive semesters will result in a student's record being switched to inactive status, and the student must apply for readmission.
 - a. This does not apply to concurrent students or students taking a leave of absence.
3. 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.

Program Withdrawal

1. UACS follows [UA Little Rock's Withdrawal Policy](#).

Readmission

1. A student who has been dismissed on academic grounds may apply for readmission provided that the student's cumulative GPA was 2.50 or higher when they were dismissed.
2. If a student's record is listed as "inactive," the student must apply for readmission.
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 readmission.

Graduation

Graduation Requirements

1. Students must receive a grade of "C" or better in all core courses.
2. Students admitted to the UACS in-person or online program must successfully complete all required coursework and requirements with a cumulative grade point average of 3.00 or better to receive the MPS degree.

Graduation Regalia

All students must be in UACS approved regalia to participate in the graduation ceremony.

Transcripts

UA Little Rock houses UACS transcripts. Visit the [UA Little Rock Records website for more information](#).

STUDENT CONDUCT

The Clinton School of Public Service 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 traveling 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.

Academic Integrity

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 Associate Dean or Dean or recommended at the conclusion of violations of academic integrity. Acts prohibited by the UACS policy on academic integrity include but are not limited to the following:

1. Cheating: This includes the following:
 - a. copying from another student's work;
 - b. using prepared materials, notes, or text other than those specifically permitted by the professor during an examination;
 - c. collaborating with another student during the examination;
 - d. 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;
 - e. substituting for another person during an examination or allowing such substitution for oneself;
 - f. bribing any person to obtain examination information.

2. Plagiarism: This 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.
 - a. Any student who plagiarizes may be subject to **any or all** of the following sanctions:
 - i. receiving a zero on the written work;
 - ii. receiving a reduced grade for the course in which the plagiarism occurred;
 - iii. being suspended from registering for one or more semester(s);
 - iv. being required to enroll in a short course on graduate level writing;
 - v. being required to comply with any other appropriate remedy as proposed by the Associate Dean or Dean;
 - vi. and/or being dismissed from UACS.
3. Collusion: To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.
4. Duplicity: To offer for credit identical or substantially unchanged work in two or more courses, without specific and advance approval of the professors involved.

In addition, the use of ChatGPT, Grammarly, or any other artificial intelligence tool to complete course assignments, without advance express permission of the instructor or unless as part of a course assignment that expressly authorizes the use of such tools, will be considered a violation of academic integrity (specifically, a violation of the prohibition against passing off someone else's work as your own, or "Collusion"). See the Clinton School of Public Service's full policy on [Artificial Intelligence](#).

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 or 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.

Because 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(s) 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, virtually, or via 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 or 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 or 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. A student may appeal the decision of the Associate Dean or Dean by proceeding with a formal complaint at UALR.
4. In the event a grievance is directed against the Associate Dean, 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.

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.

Unprofessional behavior includes, but is not limited to, inappropriate communication and interactions with students, faculty, and staff. This includes all forms of communication (i.e. in-person, virtual, in-writing, electronically).

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 virtual or conference call that includes the student, the Associate Dean or 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 or Dean.

Once the process has been initiated, the following procedures will apply:

1. The advisor will provide written notification of the PRC meeting to the student, the members of the committee, and the Associate Dean or Dean. The PRC meeting shall occur within two weeks after the initiation of the performance review unless good cause exists.
2. 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 virtual 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.

3. 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.
4. 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 or 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.
5. 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.
6. 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).

Student Complaints

1. Students are encouraged to seek informal resolution of any complaint before deciding to file a formal complaint.
2. For nonacademic grievances, students may connect with the Executive Director of the Office of Student Affairs and Admissions. For academic grievances, students may connect with their faculty advisor or another faculty member.
3. After exhausting the informal complaint process, students may file [a formal complaint with UA Little Rock](#).

Policy Against Discrimination, Harassment, Retaliation and Sexual Misconduct

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. Regarding complaints of discrimination, UACS follows the

[policies, processes, and procedures of UA Little Rock.](#)

Title IX

1. Regarding Title IX, UACS follows the policies, processes, and procedures of UA Little Rock. Please see UA Little Rock's [Title IX Policy for Complaints of Sexual Assault and Other Forms of Sexual Harassment](#) for additional information, including Incident Report Forms and contact information for the Title IX Coordinator.
2. All complaints or reports about sex discrimination (including sexual harassment) should be submitted to UA Little Rock's Title IX Coordinator.

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 student with an addiction is encouraged to seek help through their own physician or through a Student 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 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 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. Students may not 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.

Weapons and Carrying Concealed Handguns on Campus

UACS follows the [University of Arkansas System Policy 290.1](#).

Hazing

UACS follows [UA Little Rock's policies and procedures in regard to hazing](#).

ADDITIONAL POLICIES

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 by completing the [Advisor Change Form](#).

Tuition and Fees

Visit the [Clinton School of Public Service website](#) to see in-person and online tuition and fees.

Other Costs

Other costs of the program include books and course materials. These generally run between \$100 - \$250 per course.

Working for the Clinton School

1. Based on availability and funding, certain positions are available for only Clinton School students to work, including certain graduate or teaching assistantships, work-study or research positions. Student jobs will be first offered to second-year full-time enrolled students (up to 20 hrs per week). If additional positions are available, first-year students will be able to apply to these positions (up to 10 hrs a week). Second-year students considered part time may be eligible for student jobs up to but not surpassing 10 hrs a week.
2. *Note: UACS's policy on graduate assistantships supersedes UA Little Rock's policy on graduate assistantships.*

Financial Aid

Students apply for financial aid through [UA Little Rock's Office of Admissions and Financial Aid](#).

Scholarships and Fellowships

Only CSPS courses, (CSPS in course #), are eligible for tuition scholarships. Clinton School scholarships may not be used for concurrent programs or electives taken at other institutions.

Any scholarship package that exceeds the tuition costs for the program will be divided into two equal amounts and distributed into the student account in the first fall semester and the second fall semester that the student is full-time enrolled at the Clinton School. Information about refunds is available through the [UALR Bursar's Office](#).

Awards

Any institutional award with a financial stipend by UACS will be deposited into the student account of the student. A student not able to receive the award through their student account is not eligible.

Tutoring

Certain student services offered by the CSPS, including the writing mentor, are limited in availability and frequency of use. Tutoring is only provided for CSPS coursework for a maximum of 8 hours per academic year. Additional tutoring services may be approved by the Dean.

Registered Student Organizations

Students interested in establishing Registered Student Organizations must consult with the Office of Student Affairs and Admissions.

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.

Notice to Students of Registered Sex Offenders

UACS follows [Board of Trustees Policy 525.1](#), Notice to Students of Registered Sex Offenders.

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 they are 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.

School Holidays

Labor Day (first Monday in September)

Fall Break (the week of Thanksgiving)

Dr. Martin Luther King, Jr. Birthday Observed (third Monday in January)

Spring Break (scheduled to coincide with the Little Rock School District)

Memorial Day (last Monday of May)

July 4th

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.

Facilities

Reserving Space

1. If available, students may reserve designated rooms for coursework-related meetings with partners. Conference rooms may not be reserved for private study.
2. The One World campus has various spaces for studying and student gathering (i.e., study carrels, cubicles, student lounge, etc.). Those spaces are available first come, first serve.

Narcan

Clinton School has installed two opioid overdose kits on the second floor—in the kitchen and in the Dean's Suite. Additionally, a defibrillator is located outside the Bridge Conference Room.

The opioid overdose kits provide Naloxone, an opioid overdose reversal medication. These will improve the capacity of bystander rescuers to save the lives of victims of opioid overdose. Instructions are provided in the kit, and all CSPS staff, faculty, and students are also encouraged to review the 20-minute SafeColleges [Opioid Overdose Kit training](#) (search for Opioid Overdose Response Awareness).

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 for closing information.

Night classes: 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 due to inclement weather conditions, online courses will continue to meet as scheduled. Classes that usually meet on campus may shift online at the discretion of the instructor. Faculty will put their inclement weather policy in their syllabi.

If the weather alert sirens indicate dangerous weather, students should seek protective shelter immediately.

Building Access

1. Students who are currently enrolled in UACS courses have 24/7 building access to the second floor of 1 World Ave.
2. Access is issued to your phone.
3. Misuse of access may result in suspension of privileges.

Emergency Procedures

UACS is located on the grounds of the William J. Clinton Presidential Center at 1 World Ave. All facilities remain locked during regular operating hours.

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.

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.

Library

UACS has no library of its own, however, the libraries of UALR and UARK campuses and the Central Arkansas Library System are freely available to UACS students. You will be given information on how to access these online.

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.

Free Speech and Expressive Activities In Outdoor Areas of Campus

UACS follows UA Little Rock's [Free Speech and Expressive Activities policy](#).

The Clinton School campus at 1 World Ave. is located in the Clinton Presidential Park, and outdoor areas are governed by the City of Little Rock in collaboration with the Clinton Foundation.

IT POLICIES

STUDENT LEARNING GOALS AND OUTCOMES

Student Learning Goal #1: Students will be proficient in the body of knowledge related to public service

Learning Outcome 1.1

Students will be familiar with and make connections among the major concepts, theoretical perspectives, empirical findings, and historical trends relevant to public service.

Learning Outcome 1.2

Students will understand the complexities of public service work in local, regional, national, and international contexts.

Student Learning Goal #2: Students will facilitate participatory social change that advances social and economic justice.

Learning Outcome 2.1

Students will identify, develop, and/or mobilize resources (e.g., human, social, economic, political, physical, civic, etc.) to facilitate social change.

Learning Outcome 2.2

Students will understand social change models and how to apply them appropriately.

Student Learning Goal #3: Student will be proficient in field research

Learning Outcome 3.1

Students will conceptualize issues to be studied and formulate appropriate research questions.

Learning Outcome 3.2

Student will apply extant field research to public service work.

Learning Outcome 3.3

Students will use appropriate information gathering techniques and methods in field research.

Learning Outcome 3.4

Students will conduct appropriate data analysis.

Learning Outcome 3.5

Students will critically analyze methods, results, and implications.

Student Learning Goal #4: Students will be proficient in field project work.

Learning Outcome 4.1

Students will design projects using appropriate methods.

Learning Outcome 4.2

Students will implement an action plan appropriate to the context.

Learning Outcome 4.3

Students will evaluate the implementation, outcome, and impact of a project.

Student Learning Goal #5: Students will be professional and ethical public servants.

Learning Outcome 5.1

Students will be aware of their own personal values and how they affect their public service work.

Learning Outcome 5.2

Students will use critical thinking skills to address ethical and professional dilemmas.

Learning Outcome 5.3

Students will understand public service values, principles and behaviors.

Learning Outcome 5.4

Students will be able to work with diverse populations.