

**FAY W. BOOZMAN  
COLLEGE OF PUBLIC HEALTH**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES**

**STUDENT HANDBOOK**

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# TABLE OF CONTENTS

## Introduction

Handbooks of Other Colleges .....	3
Non-Discrimination Policy.....	3

## UAMS History and Organization

University of Arkansas.....	4
Board of Trustees.....	4
Administration .....	4
School of Medicine .....	5
University of Arkansas for Medical Sciences .....	5
Fay W. Boozman College of Public Health.....	6

## Campus Rules and Regulations

Automobile Registration .....	7
Building Use.....	7
Hazing Prohibition.....	8
Housing.....	8
Insurance .....	9
Required Immunizations .....	10
Solicitation .....	10
Student Conduct.....	10
Student Computer and Email Resources.....	10
Policy Statement on Students with Disabilities.....	13

## Academic Information

Student Holidays .....	14
Academic Probation/Dismissal .....	15
Honor Code .....	16
Principles of Ethical Practices of Public Health.....	16
Plagiarism.....	17
Adding/Dropping Courses.....	17
Application Fees .....	18
Definition of “Class Days” .....	18
Administrative Requirements for Graduation .....	18
Convocation Ceremony.....	18
Attendance .....	18
Auditing a Course.....	19
Correction of Student and Alumni Basic Information/Use of Aliases.....	19
Certificate of Resident Status.....	19
Late Registration Fee .....	19
Learner Assistance Program .....	19
Student Health Fee.....	20
Student Technology Fee.....	20
Transfer Credits .....	20
Degree Requirements .....	20
Time Frame for Completion of the Degree.....	20
Grade-Point Average to Receive a Degree.....	21
Grades and Marks .....	21
Grades and Transcripts Withheld.....	23
Non-Degree Seeking Students .....	23

Student Records.....	24
Registrations.....	25
Resident Status for Tuition and Fee Purposes.....	26
Transcripts.....	27
Tuition Waivers .....	27
Withdrawal from School.....	27

**Student Services**

Cafeterias and Campus Food Services.....	27
Campus Governance and Student Associations.....	28
Emergency Information.....	29
Academic Services.....	30
Financial Aid.....	30
Inclement Weather Policy.....	30
Identification Badges .....	30
Webpage of the COPH.....	31
UAMS Library.....	31
Use of COPH Rooms.....	32
Mail Service .....	32
Creative Services.....	32
Parking.....	33
Pastoral Care Services.....	33
Student Health Services.....	33
UAMS Wellness Program .....	34
Rape Crisis Hotline .....	35
University Bookstore .....	35

**Policies and Procedures**

Military Duty Policy.....	36
Smoke Free Campus Policy.....	36
Substance Abuse Policy.....	36
Drug Free Awareness Statement.....	37
Sexual Harassment Policy .....	37
UAMS HIV/AIDS Policy.....	41
HIPAA.....	42
UAMS Confidentiality Policy .....	43
UAMS Confidentiality Agreement.....	45
Grievance Procedures.....	46

# INTRODUCTION

Procedures stated in this handbook require continual evaluation, review and approval by appropriate University of Arkansas for Medical Sciences officials. The Fay W. Boozman College of Public Health operates under applicable University of Arkansas Board and UAMS policies. The policies and procedures in the Student Handbook and Catalog do not supersede or negate Board of Trustee policies, University-wide administrative memoranda, or UAMS campus policies, but supplement such policies. All statements contained herein reflect policies in existence at the time this Handbook went to press, and UAMS and the Fay W. Boozman College of Public Health reserve 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 College affiliates. Students should check the Fay W. Boozman College of Public Health website at [www.uams.edu/coph](http://www.uams.edu/coph) to obtain the most recent information.

**In addition to information in this handbook, all public health students are also responsible for all information contained in the Fay W. Boozman College of Public Health Course Catalog.**

## HANDBOOKS OF OTHER COLLEGES

The handbooks of other UAMS colleges and schools may publish information about the Fay W. Boozman College of Public Health programs relating to their course of study. This is provided as an information service only and in no way replaces or supersedes the UAMS Fay W. Boozman College of Public Health Student Handbook.

## NON-DISCRIMINATION POLICY

The University of Arkansas for Medical Sciences abhors and condemns all forms of bigotry and racism. Such behavior is a violation of an individual's human rights and is also unlawful. UAMS will comply with and enforce Titles VI and VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 (Sections 503 and 504), the Age Discrimination in Employment Act, the Americans With Disabilities Act of 1991, U.S. Federal Court Decree in the Adams Cases of 1973 and Acts 99 and 962 of the Arkansas General Assembly. UAMS shall recruit, retain, promote and graduate students without regard to race, color, gender, age, sexual orientation, religion, national origin or disability status. Specifically, UAMS will not discriminate on the basis of race, color, gender, age, sexual orientation, religion, national origin or disability status as a criterion in deciding against any individual in matters of admission, placement, transfer, hiring, dismissal, compensation, fringe benefits, training, tuition assistance, and other personnel or educationally-related actions. Therefore, the policy of UAMS is that members of the University community neither commit nor condone acts of bigotry, racism, or discrimination. Actions on the part of any employee or official of the University contrary to this policy will be addressed promptly and appropriately, according to current UAMS disciplinary procedures. The Office of Human Relations acts on a campus-wide basis for all students, faculty, and employees regarding such matters and within each college or school, there is an associate or assistant dean designated to assist students of that college in utilizing a special grievance procedure.

Any student who alleges the existence of any policy, procedure, or practice prohibited by Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), and their implementing regulations should contact the Associate Dean for Academic Affairs. Copies of the procedure for addressing such grievances are available from the Fay W. Boozman College of Public Health Office of Student Services and are included in this Handbook.

# **UAMS 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.

The UA has grown during the past century. It is now a system composed of twelve separate campuses: UA, Fayetteville (UAF), UA at Little Rock, UA for Medical Sciences (UAMS), 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, UA Community College at Hope, and the Clinton School of Public Service in Little Rock. Each of the twelve campuses has its own Chancellor or Dean and the system is administered by a President and Board of Trustees.

## **BOARD OF TRUSTEES**

The Board of Trustees is a 10-member body appointed by the Governor with concurrence of the State Senate for 10-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, but all major official acts of the University require Board approval. Official acts include, but are not limited to, the following: 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.

## **ADMINISTRATION**

The chief administrative officer of the campus is the Chancellor, who is responsible to the President of the University. Under his leadership, campus affairs are conducted in keeping with state laws and policies established by the President and the Board of Trustees.

Administrators reporting directly to the Chancellor include the Executive Vice Chancellor and Director, Jones Eye Institute; Vice Chancellor for Academic Affairs and Research Administration; Vice Chancellor for Clinical Programs; Vice Chancellor for Finance and Chief Financial Officer; Vice Chancellor for Administration and Governmental Affairs; Vice Chancellor for Development and Alumni Affairs; Director, Area Health Education Centers and Vice Chancellor for Regional Programs; Vice Chancellor for Campus Operations; Vice Chancellor for Communications and Marketing; Vice Chancellor for Institutional Compliance; Assistant Vice Chancellor for Employee Relations; Director, Myeloma Institute for Research and Therapy; Director, Information Systems; Director, Donald W. Reynolds Center on Aging; Director, Jackson T. Stephens Spine and Neurosciences Institute; Director, Arkansas Cancer Research Center; and the Deans of the Colleges of Medicine, Pharmacy, Nursing, Health Related Professions, and Public Health, and of the Graduate School.

Deans are the chief administrative officials of the various UAMS colleges. The Executive Director of Clinical Programs and the Vice Chancellor for Regional Programs are administrative officers of their respective units. These deans and directors are responsible to the Chancellor. Under certain circumstances, they may be responsible to a Vice Chancellor as deemed appropriate by the Chancellor.

The deans of UAMS and the directors of the clinical programs and AHEC are the executive heads of the respective units. They are responsible for and empowered to execute all University policies applicable to the college, clinical programs, or AHEC. They may establish requirements to be satisfied by members of their faculty and/or staff as may be needed to achieve the goals of their respective organizations. They are responsible for recommending appointments, promotions, and other personnel changes to the Chancellor after consultation with the appropriate Vice Chancellor and appropriate members of the department concerned.

## **SCHOOL OF MEDICINE**

In Little Rock, eight physicians organized a medical school in 1879 under the name of the Medical Department of the Arkansas Industrial University. Although the medical school carried this name for a number of years, it supported itself on fees paid by students and received no assistance from the state. Not until 1911 did the school become a state institution and receive financial support from the legislature.

Located for the first eleven years at 113 West Second Street, it moved to Second and Sherman in 1890, to the Old State House in 1912, and to its own new building on McAlmont Street across from McArthur Park in 1935 where it remained for twenty-two years. This building is now the University of Arkansas at Little Rock William H. Bowen School of Law.

## **UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES**

The School of Medicine's enrollment increased, and there was a corresponding expansion of the faculty and programs. The School of Pharmacy was established at Sixteenth and Lewis Streets in 1951 and the School of Nursing were added to the medical complex in 1953. As the facilities on McAlmont Street became more crowded, a plan was formulated to establish a medical center. The land on West Markham Street was donated by the Arkansas State Hospital and the medical center was begun.

First in the series of buildings were the University Hospital and the Isaac Folsom Clinic in 1956. Shortly thereafter, in 1957, the Education Building (now the Winston K. Shorey Building) was completed to house the School of Pharmacy, the School of Nursing, and the basic science departments of the School of Medicine. Growth continued with the completion of the Jeff Banks Student Union and Residence Hall in 1959, the T. H. Barton Institute for Medical Research in 1961, and the Child Study Center in 1969. The School of Health Related Professions was established on campus in 1971. In 1975 the institution, despite several earlier names, became officially the University of Arkansas for Medical Sciences; with the exception of the Graduate School, all schools were designated colleges. The campus continued to grow. The Education II Building was completed in 1977 which provided an enlarged library, additional lecture and laboratory facilities and space into which the Colleges of Nursing and Pharmacy moved. This was followed by the additions of the Ambulatory Care Center in 1979, the Magnetic Resonance Imaging building in 1986, the Arkansas Cancer Research Center in 1989, and the Donald W. Reynolds Center on Aging in 2000. The Biomedical Research Building I and the Harvey and Bernice Jones Eye Institute were completed in 1993, the Education III Building was completed in 1995 and the Harry P. Ward Tower in 1997. The Jackson T. Stephens Spine and Neurosciences Institute was completed in 2003 and the Biomedical Sciences Research Building II was completed in 2004. With the completion of the six stories atop the Education III Building in fall 2003, that building was renamed the College of Public Health Building and the Education II Building was renamed the Education Building. The College of Public Health was renamed the Fay W. Boozman College of Public Health in 2005. The most significant campus expansion project in the history of the University of Arkansas for Medical Sciences began in 2005. The initial phase doubled the size of the Harvey and Bernice Jones Eye Institute in 2006. Construction on campus

accelerated with the start of an estimated \$200 million project that includes a replacement for the current 50-year-old hospital, a psychiatry facility, two new student residence halls replacing Jeff Banks Student Union and Residence Hall which were imploded in 2006, a parking deck, an expansion of the Outpatient Center and a power plant. Design work for the project will stretch over four years and include UAMS assisting the state with construction of a new state hospital west of campus.

## FAY W. BOOZMAN COLLEGE OF PUBLIC HEALTH

In November 2000, the voters of Arkansas approved the Tobacco Settlement Proceeds Act that created the new Arkansas College of Public Health. In their meeting on February 2, 2001, the Arkansas Coordinating Board of Higher Education approved the establishment of the College of Public Health at the University of Arkansas for Medical Sciences, effective July 1, 2001. Dr. Thomas A. Bruce, MD, was appointed Dean Pro Tem of the College on July 17, 2001, to serve until the Founding Dean could be hired. An Inaugural Faculty meeting was held on July 20, 2001, to approve for forwarding to the Board of Trustees and the ADHE the admission requirements, curriculum, departmental structure and governance for the new College. The first academic programs were approved by the Arkansas Coordinating Board of Higher Education in October 2001. The College held its first day of classes in January 2002. The Founding Dean, James M. Raczynski, PhD, was hired in spring 2002 and moved into a full-time appointment in September 2002. The College now has over thirty full-time faculty, over 200 students, and offers post-baccalaureate certificate, MPH, DrPH and MS programs. The College's newest degree program, a Master of Health Services Administration, transferred from UALR effective July 1, 2006. Two new PhD programs - one in Health Systems Research and one in Health Promotion and Prevention Research – are up for approval by the Arkansas Department of Higher Education in 2006.

The College of Public Health was renamed the Fay W. Boozman College of Public Health in 2005 to honor the late Fay W. Boozman, M.D., M.P.H., who led the Arkansas Department of Health from 1998 until his death in 2005.

As director of the department, which later merged with the Arkansas Department of Human Services, Boozman championed public health efforts that seek to change attitudes and promote healthier lifestyles statewide. The UAMS alumnus also played a key role in steering millions of dollars from a 1998 tobacco industry legal settlement to health-related causes, including the College of Public Health. In addition, he helped create the Arkansas Center for Health Improvement, a partnership between UAMS, the DHHS Division of Health and Arkansas Blue Cross Blue Shield that serves as a resource for improving the health of Arkansans.

During the college's 2002 construction, Boozman said it symbolized a "growing commitment to the citizens of Arkansas that we're no longer going to accept the fact that we're one of the unhealthiest states." The 120,000-square-foot building was paid for mostly with \$15 million from the state's tobacco settlement money.

Dr. Boozman's untimely death in March 2005 moved the Arkansas Legislature to approve a resolution calling for the College of Public Health to be named in his honor. The University of Arkansas System Board of Trustees adopted a resolution naming the college for Boozman. The naming ceremony was held on August 10, 2005.

The mission of the Fay W. Boozman College of Public Health (COPH) at the University of Arkansas for Medical Sciences (UAMS) is to **"improve health and promote well-being of individuals, families, and communities in Arkansas through education, research, and service."** Community-based public health education is the College's foremost tool in securing its long-term vision – "optimal health for all Arkansans." The curriculum for the College is designed to maximize efficiency and avoid duplication while providing students with flexibility in course selection. The COPH academic program is in partnership with all colleges and universities in Arkansas offering graduate level coursework appropriate for a public health education.

# CAMPUS RULES AND REGULATIONS

## AUTOMOBILE REGISTRATION

All faculty, students and staff of UAMS who park on campus (not including War Memorial Stadium) at any time are required to register their vehicles and display a parking decal. Any vehicle parked on campus displaying an expired decal or not displaying any decal will be ticketed. For more information, please visit [www.uams.edu/parking/](http://www.uams.edu/parking/) or call (501) 686-6376.

## BUILDING USE

UAMS building roofs and exterior sides are not intended for general traffic. Personal injuries and damage to roofs and buildings may result from unauthorized use.

The following regulations regarding such sites are to be enforced by University personnel having charge of a building or buildings and by the security officers of the institution:

1. The areas described shall be accessible to University employees, such as Physical Plant personnel, having a need directly associated with their work on behalf of the University. They are to be accessible for members of the faculty and their students in connection with a regularly-scheduled curriculum course which requires such access (e.g., Astronomy class, Electrical Engineering Antennae Laboratory, etc.), but only after establishing with the Director of Physical Plant those areas which may be utilized without damage to roof or structure and in order that proper grounding of lightning hazards may be installed on any equipment erected.
2. Other than those University employees and students specified above, any other persons (including students, employees, or those not associated with the University) found in or on the areas described above shall be removed and arrested for trespassing and/or charged with violation of institutional regulations (subjected to University disciplinary proceedings). It is the duty of University employees to report such violators. Action should also be taken to secure again the points of access used by such violators.
3. Where there is legitimate need for non-University personnel (architects, independent contractors installing or repairing facilities, etc.) to be permitted access to the areas described, their requests should be referred to the Director of the Physical Plant. He shall supervise, and may condition, the access in order to protect the interests of the University in the event he grants the permission. Permission shall be granted subject to execution of the attached release form.
4. No rooftop machinery, equipment, antennae, greenhouses, rappelling anchors (temporary or permanent), or other property shall be installed on roofs or roof edges without express permission from the Director of Physical Plant for the particular campus.
5. Rappelling using University buildings is specifically prohibited.
6. Student handbooks shall contain a summary of this policy, as shall faculty and staff handbooks. University security officers shall enforce this policy.

# HAZING PROHIBITION

GENERAL ASSEMBLY OF THE STATE OF ARKANSAS ACT 75 of 1983

SECTION 1. No student of any school, college, university or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid or assist any other student in the commission of the offense.

SECTION 2. Hazing is defined as follows: (1) Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or

The playing of abusive or truculent tricks on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, upon a student to frighten or scare him; or

Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or

Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, in striking, beating, bruising or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this Section.

The term hazing as defined in this Section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

SECTION 3. No person shall knowingly permit, encourage, aid or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this State to an appropriate administrative official of the school, college, university or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this Section.

SECTION 4. The offense of hazing is a Class B misdemeanor.

SECTION 5. Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

# HOUSING

UAMS is pleased to announce that a new student/guest residence facility will soon replace the Jeff Banks Student Union and Residence Hall which were imploded in February 2006. The new multi-story residence hall is currently under construction and will be completed in fall 2006. The UAMS Residence Hall is designed to

accommodate both single and married students. Studios and apartments are available to singles or married couples. Duplex residence hall rooms are available to same sex occupants only.

The new facility is a unique hybrid of a University-style residence hall and apartment dwelling. Because UAMS is a state sponsored institution, many state government laws apply to the residence hall that would not apply to a private apartment building (such as the no smoking rule). The Residence Hall cannot accept children or pets due to facility limitations.

Information concerning student housing and current costs may be obtained by visiting the housing website at <http://www.uams.edu/studentlife/> or writing the Student Activities and Housing Office, University of Arkansas for Medical Sciences, 4301 West Markham Street, # 536, Little Rock, AR 72205. The phone number is (501) 686-5850.

## **INSURANCE**

All full-time students enrolled at the University of Arkansas for Medical Sciences are required by University of Arkansas Board policy (Policy 1260.1) to have health insurance coverage at all times. The responsibility for obtaining health insurance coverage rests with the student. Students must confirm coverage under an existing plan of insurance prior to registration or, if they do not have any existing insurance, obtain such coverage. Students are urged to investigate and find the policy best suited to their particular needs.

A Student Injury and Sickness plan offered by Student Resources will be available on site at registration. The summary of its coverage, eligibility requirements, and instructions for enrollment of students and their eligible dependents is detailed in the Student Resources brochure or available online at [www.studentresources.com](http://www.studentresources.com).

Students should read the Student Resources Insurance brochure carefully and compare coverage and cost with any existing or contemplated coverage. If covered under an HMO type plan, there may be severe limitations on benefits for expenses incurred outside of the plan's service area. Students should check to see that they have not become ineligible for coverage under another plan due to age limitations for dependents. Students are advised to carefully review current policy's exclusions and limitations.

To apply for coverage with Student Resources, students may choose one of three options:

Enroll at registration, enroll online at [www.studentresources.com](http://www.studentresources.com), or complete an enrollment form.

Students should follow these instructions if choosing to apply by filling out an enrollment form:

1. Obtain a Student Resources Insurance brochure from the Student Activities and Housing Office.
2. Complete both sides of the enrollment form and sign at the bottom.
3. Make checks payable to Student Insurance for the correct premium amount, or fill out the Charge Card Authorization Section of the Enrollment Form.
4. Detach and retain Temporary Identification Card for records,
5. Return the payment and enrollment form to Student Insurance in the return envelope provided.

Students are urged to make a decision early since the insurance cannot become effective until the enrollment form and premium are received. Please call Student Insurance toll-free at 1-800-767-0700, or access their site at [www.studentresources.com](http://www.studentresources.com) for more information. Email inquiries may be submitted to [info@student-resources.com](mailto:info@student-resources.com).

All full-time students are required to sign a "Statement of Health Insurance Coverage" at the time of registration. Registration is not complete until this statement, which affirms that the student has insurance, is on file with the COPH Student Services Office. If any false information is provided on this form, the student may be subject to immediate dismissal from UAMS.

## IN ORDER TO COMPLETE REGISTRATION, THE ABOVE REQUIREMENT MUST BE MET.

If insurance is allowed to lapse after registration, the University will assume no responsibility for expenses incurred for health care services rendered to the student or her/his dependents.

Certain programs may require malpractice/liability insurance of students taking clinical classes.

## **REQUIRED IMMUNIZATIONS**

The Arkansas State Health Department by law requires that all students enrolled in the University of Arkansas System present documentation of receiving the MMR vaccination; and UAMS further requires that all students have an annual TB screening (refer to policy number HR 3.03) Therefore all students currently admitted to or enrolled in the Fay W. Boozman College of Public Health are required to have a current TB screening and provide documentation of a MMR vaccination.

The TB screening and MMR vaccination are provided at no cost to UAMS students. If you choose to receive the TB screening and/or MMR vaccination outside of the UAMS Student Employee Health Services you are to provide the Family Medical Center's Employee Health/Student Preventive Health Services with a copy of the immunization record and/or you may fax the immunization record to the attention of Ms. Regina Gant at 501-296-1230.

A student who does not comply with the policy can be administratively withdrawn from classes.

Services are offered without an appointment, at no cost, at the Family Medical Center Employee Health/Student Preventive Health Services Clinic located on campus at 6th Stephens Drive across from the Jones Eye Center Institute; and/or the satellite clinic located on the 8th floor of the hospital Monday through Friday from 7:00am-4:30PM. (Both locations are closed on holidays and from 12-1PM for lunch). If you have any questions call 501-686-6565.

## **SOLICITATION**

Individual students and/or student groups are not allowed to use UAMS facilities for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a University activity, or for the conduct of private business.

## **STUDENT CONDUCT**

A student seeking a professional degree is considered to be a mature adult whose attitude, conduct, and morals are compatible with the functions and missions of UAMS as an educational institution. Each student is expected to comply with requests of University officials in the performance of their duties; to obey the laws of the city, state, and nation; and to refrain from conduct that would demean the ethics and integrity of the Fay W. Boozman College of Public Health. Unsatisfactory conduct may result in dismissal from the program.

## **STUDENT COMPUTER AND E-MAIL RESOURCES**

**UAMS e-mail is the mode of communication that the Office of Student Services will use to contact students. It is the responsibility of the student to check her/his UAMS e-mail account regularly for official COPH information. To access email from off-campus, go to <http://www.exchange.uams.edu>.**

- A. UAMS e-mail account is the mode of communication that the Academic Faculty Advisor will use to contact students; and it is the responsibility of the student to check her/his UAMS e-mail account regularly for official communications with course instructors and academic advisors.
- B. Network access - Access to the UAMS network, including access to the Internet via the UAMS network and other UAMS computing resources is, generally speaking, restricted to persons having a UAMS network account, i.e. a UAMS network domain logon id and password. All active UAMS students receive UAMS network accounts. Information about network accounts is provided to new students during the registration or orientation processes. Creation of the network account for a student is contingent upon completion of a UAMS Confidentiality Agreement.

A UAMS network account is to be used only by the student. Do not share UAMS network logon identification and password. This is one of the provisions of the Confidentiality Agreement which is required of all persons having access to the network.

- C. Network access passwords - **As a security precaution UAMS network account password automatically expires every 90 days.** As the expiration of a password approaches students will receive warnings when logging onto the UAMS network. Students can change passwords at that time. A student may also change her/his network logon password by visiting <http://resetpw.uams.edu/>. The current (“old”) password will be required. Network logon passwords are case sensitive and must be a minimum of six (6) characters long.
- D. Revocation of access - Privileges to use the UAMS network and other computing resources may be revoked for violation of the Acceptable Use Guidelines which follow. As a member of the UAMS community students are also obligated to observe all UAMS policies including those listed below relating to the use of computer resources. Consult the UAMS Administrative Guide, available at <http://www.uams.edu/AdminGuide/index.html> for the full text of these and other campus policies:

3.1.15	Confidentiality Policy
7.3.01	Security Incident Identification & Handling Policy
7.1.12	E-Mail Access and Usage
7.3.03	Computer Device Custodial Practices to Protect Confidential Information

- E. Acceptable Use Guidelines - Student Use of UAMS Network and Computer Resources - The UAMS network, computer labs, and other computing resources support the teaching, research, and clinical care missions of UAMS. Faculty, staff, and students are encouraged to use these resources as tools for work, learning, communication, and research. It must be recognized, however, that these resources serve a large number of users for a variety of purposes. The following guidelines describe acceptable and unacceptable uses of these resources. They are intended to foster use of these resources which is consistent with their intended purposes and which is responsible, appropriate, efficient, and in accord with legal and ethical standards. These guidelines provide a baseline of acceptable use for UAMS computer resources. For particular facilities or resources, additional restrictions on acceptable use of UAMS computing resources may apply.

Acceptable Uses - Appropriate and acceptable uses include:

- a) Use for UAMS course assignments or any project assigned by a UAMS faculty member.
- b) Use to facilitate UAMS research projects or other UAMS work-related projects.
- c) Communication with faculty, staff, and students at UAMS to share information.
- d) Communication with faculty, staff, and students at other universities for the purpose of exchanging educational or general information.

- e) Exchange of personal information with friends and acquaintances at UAMS 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.
- f) General use of these resources. This may include occasional access to games or simulations if such use is not disruptive and does not interfere with use of resources for education, research, or UAMS work-related tasks.

Unacceptable Uses - Unacceptable uses include but are not limited to:

- a) Unauthorized use of these resources by non-UAMS personnel.
- b) Use for any purpose that violates U.S. or state laws, including copyright laws.
- c) Use which violates any other applicable UAMS policy.
- d) Downloading information from Internet sites to be used in committing a crime or which can result in harm to others.
- e) Use for any commercial enterprise or for outside employment.
- f) Creation or propagation of computer viruses.
- g) Unauthorized entry into other computers or information systems.
- h) Use in a manner that interferes with or disrupts other users, services, or equipment.

Use of these resources for course assignments, education, research, and UAMS work-related projects has precedence over all other uses. Additional rules governing their use may apply in particular facilities. Violation of the Acceptable Use Guidelines may result in loss of student privileges to use these resources and disciplinary action taken by the department or college.

- F. Internet access - Access to the Internet is provided through the UAMS network. Other than in particular cases, such as the public access PC's in the UAMS Library, students must log onto the UAMS network in order to gain access to the Internet. Moreover, further restrictions may be enforced in clinical work areas or other areas in which more stringent security requirements apply.
- G. Email - All students receive UAMS email accounts. Students will receive information about email accounts during the registration or orientation process. The UAMS email system may be used through a standard Web browser or through client software that may be installed on a student's personal computer. This software is free and is available for PC's and Macs. Visit <http://webmail.uams.edu/> for more information about UAMS email. Please contact the UAMS Information Technology (IT) Support Center at (501) 686-8555 with questions about UAMS exchange e-mail.
- H. IT Support Center - For resolution of issues related to the UAMS network or email accounts and computer security provisions contact the UAMS IT Support Center at (501) 686-8555. Staff will answer questions or direct calls to the appropriate support personnel.
- I. Computer labs - The principal computer facilities available to all UAMS students are the public computer access areas in the UAMS Library (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors) and the Library Learning Resource Center (LRC) computer labs (3<sup>rd</sup> and 5<sup>th</sup> floors of the Library). Facilities which are available after work hours require a current UAMS id badge or a key code to enter. The public access computers in the Library provide access to the Library catalog and on-line resources and the Internet. In addition to these services a wide variety of computer-based educational resources as well as word-processing and other software are available in the LRC. See the Library section of the handbook for more information.
- J. Computer classrooms - In order to receive the maximum benefit from classroom instruction and community involvement, students attending classes in the Fay W. Boozman College of Public Health are encouraged to have access to a computer with internet access. In order to assist with this expectation, the COPH maintains two computer classrooms for COPH students in rooms 1230 and 1250 of the COPH Building. These computers are available for student use during the following hours (when not in

use for classes which INCLUDES SOME SATURDAYS and SUNDAY AFTERNOONS or other official COPH activities or on UAMS holidays): Monday through Thursday 7:30a.m. – Midnight; Friday 7:30a.m. – 6:00p.m.; Saturday 9:00a.m. – 6:00p.m.; Sunday 2:00p.m. - Midnight. Also, UAMS educational facilities include several computer classrooms used for scheduled computer-based classes and exams. These computer classrooms are located on the 8th floor of the Ed II building - rooms 8/105, Lab 8A, and Lab 8B. They are equipped with security provisions including card-swipe door access devices, door alarms, and monitored security cameras. Use of these facilities is scheduled through the Office of Academic Services and is ordinarily restricted to UAMS curricular activities or other UAMS sponsored educational programs.

## **POLICY STATEMENT ON STUDENTS WITH DISABILITIES**

The UAMS Fay W. Boozman College of Public Health (COPH) embraces the philosophy of inclusion and strives to reflect diversity in its staff, faculty and student body. Consistent with this philosophy is the belief that students who have disabilities are entitled to equal access and a friendly environment for learning within the College. This policy statement outlines the procedure to be followed by the Fay W. Boozman College of Public Health in order to assist disabled public health students with meeting their career goals thru professional education and training. This policy is a supplement to the UAMS Grievance Policy Related to Discrimination Complaints adopted by the College and contained in the Student Handbook. It is not intended to supplant that policy, and where any conflicts might be deemed to exist, the UAMS Grievance Policy shall be controlling.

### Statement on Accommodation

It is the policy of the UAMS Fay W. Boozman College of Public Health to provide appropriate accommodations to a student with a documented disability in order for the student to be accorded equal access to or participation in the services, programs, and activities of the College.

### Responsibility of Student

If the student intends to seek accommodation for the disabling condition in the class, it is the responsibility of the student to report and to provide documentation that supports the need for an accommodation of the disability to the faculty member at the beginning of the semester. This may be accomplished in one of two ways: a) the student may make an appointment to meet privately with the faculty member; or b) the student may request a meeting with the Associate Dean for Academic Affairs. This meeting must be requested by the student no later than within fourteen (14) calendar days of the first meeting of the class. Students with a known disability who determine after the beginning of the semester to seek accommodation for class work must immediately notify **in writing** the faculty member and the Associate Dean for Academic Affairs of this decision. The student must request a meeting with the faculty member or the Associate Dean for Academic Affairs for further assistance in the development of an appropriate accommodation plan. Any student who develops a previously unknown disability during the semester must obtain documentation of the disability and, as soon as practical, notify **in writing** the faculty member and the Associate Dean for Academic Affairs of the decision to seek accommodation. That student must then schedule an appointment with the Associate Dean for Academic Affairs for assistance in the development of an appropriate accommodation plan.

### Confidentiality

A student seeking accommodation is entitled to confidentiality concerning her/his disability. Under most circumstances, the faculty member and/or Associate Dean for Academic Affairs will respect the student's right to confidentiality and will not mention the request to other students, staff or faculty unless the student has specifically indicated otherwise. However, the Associate Dean for Academic Affairs is authorized to use discretion during unusual circumstances in disclosing information to others on a need-to-know basis for the protection and safety of faculty and students.

## Role of Faculty

At the first class meeting of each class in each semester, the faculty member shall announce to all students in attendance the following:

It is the policy of the UAMS Fay W. Boozman College of Public Health to accommodate students with disabilities pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a documented disability who needs accommodation should request to meet with me or the Associate Dean for Academic Affairs no later than within the next fourteen (14) calendar days to develop an accommodation plan. Any student with a documented disability, who determines later in the semester to seek accommodation, should refer to the procedures outlined in the college catalog. Failure to follow these procedures may be construed as a waiver of your rights under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

In addition, all course syllabi will contain the following statement:

Students with a Disability: It is the policy of the UAMS Fay W. Boozman College of Public Health to accommodate students with disabilities pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a documented disability who needs accommodation should request to meet with the course instructor or the Associate Dean for Academic Affairs no later than within the first fourteen (14) calendar days following the first class meeting to develop an accommodation plan. Any student with a documented disability who determines later in the semester to seek accommodation or who develops a disability during the semester should refer to the procedures outlined in the college catalog. Failure to follow these procedures may be construed as a waiver of your rights under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Faculty members are required by federal law to provide reasonable accommodations when requested. The goal of the accommodation plan is not to change the requirements of any course but to enable the individual with a disability to meet the requirements of each course in a way that is not discriminatory based on disability. In the event an instructor believes a student request is unreasonable, the Associate Dean for Academic Affairs will assist the instructor and student in establishing reasonable accommodations. If an agreement still cannot be reached, the Associate Dean for Academic Affairs will contact the Dean of the Fay W. Boozman College of Public Health to assist in resolution of the issue. Such assistance shall not be considered a violation of student confidentiality.

Faculty should prepare and retain a written record of the meeting with the student seeking accommodation and the accommodation plan that is agreed to and signed by both the student and the faculty member. During the semester, the faculty member should undertake a periodic review of the accommodation plan to determine its adequacy. The student should feel free to request additional appointments with the faculty or the Associate Dean for Academic Affairs if the student believes the accommodation plan needs revision.

## Responsibility of the Associate Dean for Academic Affairs

The implementation of this policy and appropriate faculty development shall be the responsibility of the Associate Dean for Academic Affairs of the UAMS Fay W. Boozman College of Public Health.

# ACADEMIC INFORMATION

## STUDENT HOLIDAYS

Labor Day (first Monday in September)

Thanksgiving and following Friday

New Year's Day

\*Memorial Day (last Monday in May)

Martin Luther King's birthday (3rd Monday in January)

\*Veteran's Day (Nov. 11)

\*Christmas Vacation

President's Day (3rd Monday in February)

\*Independence Day

\*When these holidays fall on Saturday, the preceding Friday is observed as the holiday. When the holiday falls on Sunday, the following Monday is observed. When Christmas Eve falls on Sunday, the preceding Friday is observed. When Christmas Day falls on Saturday, the following Monday is observed. In addition to the above, unscheduled holidays as declared by the Governor of Arkansas are observed.

## ACADEMIC PROBATION/DISMISSAL

A student may be dismissed from further study in the Fay W. Boozman College of Public Health at any time if her/his performance is considered unsatisfactory as determined by either the program faculty or the Dean of the Fay W. Boozman College of Public Health. Academic dishonesty, an Honor Code violation, and/or failure to maintain a specified cumulative grade-point average are considered to be unsatisfactory performance. Policies regarding academic dishonesty are described in the Fay W. Boozman College of Public Health Honor Code.

If an MPH, Certificate, or Non-Degree student has less than a 3.00 cumulative grade-point average (rounded to the nearest 1/100<sup>th</sup>) on nine (9) or more semester credit hours of course work applicable to their degree program, the student will be placed on academic probation. The student will be dismissed from the Fay W. Boozman College of Public Health if the cumulative GPA is not raised to 3.00 at the end of the semester in which the student completes the next nine (9) hours of course work approved by the student's program.

For DrPH students, these rules regarding academic probation and dismissal apply when the cumulative GPA is less than 3.00.

MHSA students who earn less than a 3.00 cumulative grade-point average on nine (9) or more semester credit hours of course work applicable to the MHSA degree program will be placed on academic probation. The student will be dismissed from the College if the cumulative GPA is not raised to a 3.00 on the next nine (9) hours of MHSA course work approved by the student's program. If, at the time a student is placed on probation, it is mathematically impossible for the student to raise her/his GPA to 3.00 on the next nine (9) hours of MHSA course work, the student will be dismissed from the College.

The department faculty of any specialty area or program may establish and state in writing requirements for continuation in that program so long as such are not inconsistent with the requirements set forth above.

Students academically dismissed are NOT eligible to regain student status within the College.

# HONOR CODE

## Code of Professional Conduct

University of Arkansas for Medical Sciences Fay W. Boozman College of Public Health

All academic work in the University of Arkansas for Medical Sciences Fay W. Boozman College of Public Health (COPH) will be conducted under the honor system. COPH students are expected to demonstrate appreciation of the trust placed in them by conscientiously adhering to the principles of the Code of Professional Conduct.

The Code of Professional Conduct applies to all activities and all behaviors that pertain to the academic work of COPH students. All academic assignments, research work and all examinations are encompassed as is the professional character and conduct of students in the COPH.

The COPH Constitution of the Honor Council and Code of Academic Integrity may be found in its entirety at <http://www.uams.edu/coph/students/honorcouncil.asp>.

## Fay W. Boozman College of Public Health Code of Academic Integrity

All academic work at the Fay W. Boozman College of Public Health shall be conducted with academic integrity. Students, faculty, and staff share the responsibility to preserve high standards of personal and professional honesty. As members of the academic community we will not:

1. give or receive aid in quizzes, examinations, or class assignments intended for individual completion;
2. plagiarize any source;
3. falsify research data;
4. fail to comply with the terms or conditions of a Reconciliation Plan developed by the Honor Council or with the final decision of the Appeals Panel.

As members of the academic community we will do our share to uphold the principles of the Code of Academic Integrity and to see that others in our community of scholars maintain our shared Code of Academic Integrity.

# PRINCIPLES OF ETHICAL PRACTICE OF PUBLIC HEALTH

1. Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health
2. Public health should achieve community health in a way that respects the rights of individuals in the community.
3. Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.
4. Public health should advocate and work for the empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.
5. Public health should seek the information needed to implement effective policies and programs that protect and promote health.
6. Public health institutions should provide communities with the information they have that is needed for decisions on policies or programs and should obtain the community's consent for their implementation.

7. Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.
8. Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.
9. Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.
10. Public health institutions should protect the confidentiality of information that can bring harm to an individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.
11. Public health institutions should ensure the professional competence of their employees.
12. Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public's trust and the institution's effectiveness.

(Principles of the Ethical Practice of Public Health, Version 2.2, pg.4

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## **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 COPH Honor Council, and/or being dismissed from the Fay W. Boozman College of Public Health. **Plagiarism is a violation of the COPH Code of Professional Conduct.**

## **ADDING/DROPPING COURSES**

Students are permitted to add courses, if approved by the course instructor and the student's faculty advisor, within the first two weeks of each semester. A course may be dropped during the first 20 class days of a fall or spring semester without having the withdrawal shown on the official record. After the first 20 class days, and before the last 20 class days of a fall or spring semester, a student may drop a course, but a mark of "W", indicating withdrawal, will be recorded. A student may not drop a course during the last 20 class days of a fall or spring semester.

A course may be dropped during the first ten (10) class days of a summer session without having the withdrawal shown on the official record. After the first ten (10) class days and before the last ten (10) class days of a summer session, a student may drop a course, but a mark of "W" indicating withdrawal, will be recorded. A student may not drop a course during the last ten (10) class days of a summer session.

### DROPPING WEEKEND COURSES

A weekend course may be dropped at the end of the first class meeting but a mark of "W" indicating withdrawal will be recorded unless the first class meeting occurs within the first 20 days of a fall or spring semester and/or the first 10 days of a summer session.

**NOTE:** Once a student has completed on-line registration, he or she **must** complete and provide to the Registrar a **COPH Add/Drop Form** in order to officially drop a course; otherwise, the course will remain on the transcript. This form is available on the COPH website at [www.uams.edu/coph](http://www.uams.edu/coph) . **Refunds will NOT be given for dropped courses unless the course is dropped before the REFUND deadline as defined by the COPH Academic Calendar available at [www.uams.edu/coph/students/calendar.asp](http://www.uams.edu/coph/students/calendar.asp).**

## **APPLICATION FEES**

The non-refundable application fee is collected by the Fay W. Boozman College of Public Health from all applicants to offset the administrative costs associated with entering student information into the student database for purposes of generating class rosters, grade sheets, payment of tuition, etc. An applicant who completes the application process and is accepted for admission in a COPH degree program does not have to pay the application fee in subsequent semesters.

The Fay W. Boozman College of Public Health collects a non-refundable application fee from non-degree seeking applicants each semester they enroll, until they complete the formal application process of applying for admission and are accepted into a COPH degree program.

**NOTE:** Applicants who apply to more than one program in a semester are required to pay a non-refundable application fee for EACH program to which she/he applies.

## **DEFINITION OF “CLASS DAYS”**

Class days start on the date listed on the academic calendar as the date on which the semester begins. For purposes of dropping classes, the number of class days specified above refers to the number of calendar days following the day on which classes started (*exclusive of weekends and holidays*) **regardless of how many, if any, class sessions in a particular course were held.**

## **ADMINISTRATIVE REQUIREMENTS FOR GRADUATION**

Application for graduation must be made to the COPH Registrar and fees paid prior to the **last official date of registration for the semester in which degree requirements will be completed and graduation affected.** If a student fails to complete the degree, the student must contact the COPH Registrar (501-526-6747) concerning renewal of the application or withdrawal from the College. Clearance is required from certain UAMS offices (library, parking, etc.) before a student may receive her/his degree.

## **CONVOCATION CEREMONY**

The Fay W. Boozman College of Public Health sponsors a Convocation ceremony for the graduates of all College programs. This ceremony is scheduled on the morning of Commencement in May each year and all graduates are encouraged to attend. Numerous awards are presented to students and faculty by peers, as well as awards to faculty by students.

## **ATTENDANCE**

Students are expected to be diligent in the pursuit of their studies and in their class attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence, if possible. Policies of making up work missed as a result of absence are at the discretion of the instructor and students should verify the policies of their instructors at the beginning of each semester.

## AUDITING A COURSE

When a student takes a course for audit, she/he must register, pay the appropriate fees, and be admitted to class on a space available basis. Instructors will notify students of the requirements for receiving the mark of “AU” for audited courses. If the student is not satisfying the requirements specified by the instructor, the instructor or Dean may drop a student from the course being audited. The student will be notified if this action is taken.

The cost for auditing is the same as taking classes for semester credit. The last day to change from audit to credit is the fifth (5<sup>th</sup>) day of class. Changing credit to audit must be done during the first one-half of the course.

The only successful grade or mark which may be given is “AU” and no course credit will be awarded. Courses completed with grades of “AU” are not counted towards completion of degree requirements.

## CORRECTION OF STUDENT AND ALUMNI BASIC INFORMATION/USE OF ALIASES

Written notice should be filed with the COPH Registrar whenever any basic information in a student or alumni file, such as a name or address, becomes outdated. Students and alumnus should provide the Office of Student Services with any and all names as they may appear on transcripts from undergraduate schools.

## CERTIFICATE OF RESIDENT STATUS

Official policies of the University of Arkansas Board of Trustees provide the basis for classifying students as either “in-state” (resident) or “out-of-state” (non-resident) for the purpose of paying student fees. Out-of-state (non-resident) students who question their residency classification are encouraged to contact the Office of the UAMS Vice Chancellor for Academic Affairs and Research Administration, 1/101 Administration Area, 501-686-5689, [www.uams.edu/academicaffairs/](http://www.uams.edu/academicaffairs/), for more information about residence classification review procedures.

## LATE REGISTRATION FEE

The COPH is authorized to collect a late registration fee from students who fail to register and pay all fees prior to the close of COPH registration each semester.

## LEARNER ASSISTANCE PROGRAM

The Office of Educational Development (OED) Learner Assistance Program provides three types of academic support for students: 1) large group sessions on study, learning and test-taking, conducted by OED faculty; 2) assistance to individual students in reviewing study and learning skills, and 3) small group sessions conducted by peer tutors.

Large group sessions may be scheduled at the beginning of the academic year or semester. These sessions can be in the form of a short presentation at orientation or longer ‘workshop’ type sessions designed in conjunction with course faculty. Individual sessions are available to any UAMS student interested in improving his/her learning skills. “A” students find these types of sessions useful in helping them make better use of their study time and increase retention. These sessions are helpful to other students in improving their grades. To arrange either group or individual assistance, call (501) 686-5720.

A peer-tutorial program staffed by graduate and advanced undergraduate students who are interested in assisting other students is available in some pre-clinical courses. OED tries to locate tutors for courses that historically

represent a major departure from pre-professional courses in terms of either amount or type of content or type of testing. The number of peer tutors varies from year to year depending on student interest in and willingness to tutor. Therefore tutoring in a course is generally available only after the first series of major exams and to students with an unsatisfactory grade (D or F).

Tutorial sessions are not ‘rehashes’ of lectures. Peer tutors help students develop learning skills specific to the demands of a particular course. Tutors prepare for a session by developing (or using instructor-developed) questions designed to check students’ understanding of major concepts.

## **STUDENT HEALTH FEE**

All COPH UAMS students whose permanent address is Little Rock, Arkansas, or within the metropolitan area will be charged a Student Health Fee each fall and spring semester. There is no Student Health Fee charge for the summer session.

## **STUDENT TECHNOLOGY FEE**

All UAMS full-time and part-time students in all programs will be charged a Student Technology Fee each fall and spring semester. There is no Student Technology Fee for the summer session.

## **TRANSFER CREDITS**

The UAMS COPH will permit a student to transfer six (6) hours of semester credit from other programs, subject to approval by the COPH Academic Standards Committee. Courses to be transferred must meet the following criteria:

1. passed with a grade of “B” or better
2. completed within the five years immediately preceding the application deadline of the requested semester for admission
3. was not used to meet the minimum degree requirements for another degree program, and
4. course content and syllabus demonstrates significant relevance to public health.

Students wishing to transfer semester credit hours should contact the COPH Registrar or the Office of the Associate Dean for Academic Affairs for more information about how to submit a review request to the Academic Standards Committee.

Transfer of PBHL courses co-listed with the UAMS Graduate School is currently prohibited. To receive semester credit for these courses in the Fay W. Boozman College of Public Health, current students must register for them using the PBHL course number.

## **DEGREE REQUIREMENTS**

Listed below are the requirements of the UAMS Fay W. Boozman College of Public Health for the awarding of the Post-Baccalaureate Certificate, Master of Public Health, Master of Health Services Administration and Doctor of Public Health degrees.

Time Frame for Completion of Degree. All requirements for a post-baccalaureate certificate, MHSA or MPH degree must be satisfied within six (6) consecutive calendar years from the first registration (whether as a degree candidate or non-degree student) with the Fay W. Boozman College of Public Health. **An offer of acceptance is valid for a maximum of one calendar year from the admitted term of acceptance. Acceptance is defined as enrolling with the COPH.**

Grade Point Average and Semester Credit Hours. Eighteen (18) semester credit hours and a minimum cumulative grade point of 3.00 on all courses are required for the post-baccalaureate certificate. A minimum of forty-two (42) semester credit hours and a minimum cumulative grade point of 3.00 on all courses are required for the MPH degree. A minimum of fifty-one (51) semester credit hours and a minimum cumulative grade point of 3.00 on all courses are required for the MHSA degree. A minimum of sixty-one (61) semester credit hours and a minimum cumulative grade point of 3.00 on all courses are required for the DrPH. Specific course requirements for the Certificate, MPH, MHSA and DrPH programs are listed in detail in the COPH Course Catalog.

Successful Completion of Individual Courses. Courses must be completed with a grade of “C” or above to be considered successfully completed. Only courses that are successfully completed will be used to count towards degree requirements. When a listed requirement for enrollment in a course includes completion of a prerequisite course, the prerequisite course must have been completed successfully.

Degree Application. For students wishing to graduate at the end of a semester, a fully completed degree application must be submitted to the Office of the Registrar by the last official day of registration for that semester.

Campus Clearance. Completion of the campus clearance procedures as directed by the Office of the Associate Dean for Academic Affairs is required prior to the awarding of the degree.

The MS in Occupational and Environmental Health is subject to the rules and regulations of the UAMS Graduate School. Specific information regarding this degree program may be found in the UAMS Graduate School Catalog. Visit their website at <http://www.uams.edu/gradschool/>.

## **GRADE-POINT AVERAGE TO RECEIVE A DEGREE**

To receive a degree, a candidate must present a minimum cumulative grade-point average of 3.00 on all courses required for the degree. Failing to earn such an average on the minimum number of hours, the student is permitted to present up to six additional hours in order to accumulate a grade-point average of 3.00; but in no case shall a student receive a degree who is obliged to offer more than six additional hours of semester credit beyond the minimum. In the computation of grade point, all courses pursued at this institution for semester credit that are part of the degree program (including any repeated courses) and the capstone coursework (preceptorship and integration project) shall be considered. A student who repeats a course in an endeavor to raise his grade must count the repetition toward the maximum of six additional hours. Individual departments may not have higher grade standards.

## **GRADES AND MARKS**

Final grades for courses are “A”, “B”, “C”, “D” and “F”. (No semester credit is earned for courses in which a grade of “F” is recorded.) A final grade of “F” shall be assigned to a student who is failing on the basis of work completed but who has not completed all requirements. The instructor may change an “F” so assigned to a passing grade if warranted by satisfactory completion of all requirements.

A mark of “I” may be assigned to a student who has not completed all course requirements if the work completed is of passing quality. An “I” so assigned may be changed to a grade provided all course requirements have been completed within a maximum of twelve (12) weeks from the beginning of the next semester of the student’s enrollment after receiving the “I” or at the discretion of the instructor, whichever comes first. If the instructor does not report a grade within the twelve-week period, the “I” shall be changed to an “F”. An agreement between student and instructor that defines a date by which the grade of “I” must be resolved shall supersede this twelve-week deadline. Violation of such an agreement may result in a change of grade of “I” to “F” before the twelve-week deadline has passed, based on the dates agreed to by the student and instructor for

completion of incomplete work. When the mark of “I” is changed to a final grade, this shall become the grade for the semester in which the course was originally taken.

A mark of “AU” (Audit) is given to a student who officially registers and successfully completes a course for audit purposes (see Auditing a Course). If an instructor does not wish to award an “AU” to a student who enrolled for audit, the following procedure will be followed:

- a. If the student had no other obligation than to attend lectures, a notation will be made that the course was “Not Completed.”
- b. If the student and instructor had agreed on certain obligations to be fulfilled by the student, the instructor shall write a letter indicating the nature of the arrangements and stating that the student did not complete the obligations. A notation will be made on the Academic Transcript stating, “See letter in file.”

A mark of “CR” (Credit) is given for a course in which the University allows semester credit toward a degree, but for which no grade points are earned. A mark of “CR” indicates that the student registered for the capstone course (preceptorship and integration project) or doctoral dissertation. The mark “CR” is not normally awarded for post-baccalaureate courses but may be granted for independent academic activities. When capstone courses or thesis are completed, although a student may have registered for more than the maximum hours of semester credit hours required, a pass/fail grade is assigned for required semester credit hours only.

For courses designated to be graded on a Pass/Fail basis, “Pass” is given for a course for which a student did work of a passing quality. The grade of “Pass” allows semester credit toward a degree but no grade points are earned. A grade of “Fail” indicates the student did not do work of passing quality, and no semester credit or grade points are awarded. The Fay W. Boozman College of Public Health allows a maximum of three (3) semester credit hours of “Pass/Fail” course work, excluding capstone coursework (preceptorship and integration project), to count towards the minimum course requirements of an MPH degree.

A mixing of course letter grades and the mark “CR”, “Pass”, or “Fail” is not permitted in post-baccalaureate courses and is not to be so reported on the Official Final Grade Report. If a letter grade is reported for any student on the Final Grade Report, then all students listed on that report must receive a letter grade (A, B, C, D, or F) or a mark of “I”. A change of grade (from “CR”, “Pass”, or “Fail” to a letter grade) is not permitted for courses in which “CR”, “Pass”, or “Fail” marks are reported.

A mark of “In Progress” indicates that the student is currently enrolled in coursework for the semester. The mark “In Progress” gives neither semester credit nor grade points toward a degree. When the course(s) are completed, a grade is assigned for required semester credit hours only.

A mark of “Placeholder” indicates that the student needs additional time to complete the preceptorship/integration. Anytime a student receives a mark of “Placeholder” the student must re-register for the course. Once the course work has been completed, a Pass or Fail is assigned. The mark of “Placeholder” will remain on the transcript.

A mark of “R” (Registered) indicates that the student registered for the Doctoral practicum or Doctoral Capstone. The mark of “R” gives neither credit nor grade points toward a degree. Once the coursework has been completed, a Pass or Fail is assigned with the total hours registered. The mark of “R” will remain on the transcript.

A mark of “S” (Satisfactory) is assigned in courses such as special problems and research when a final grade is inappropriate. The mark “S” is not assigned to courses or work for which semester credit is given (and thus no grade points are earned for such work). If semester credit is awarded upon the completion of such work, a grade or mark may be assigned at that time and, if a grade is assigned, grade points will be earned.

A mark of “W” (Withdrawal) will be given for courses from which a student withdraws after the first twenty (20) class days and before the last twenty (20) class days of the semester or after the first ten (10) class days and before the last ten (10) class days of the summer session. (Class days start and end on the date listed on the academic calendar as the date the semester begins or ends. For purpose of dropping classes, the number of class days specified above refers to the number of calendar days following the day on which classes started or preceding the number of calendar days on which classes end (exclusive of weekends and holidays) regardless of how many, if any, class sessions in a particular course were held.)

For numerical evaluation of grades, “A” is assigned four (4) points for each semester credit hour of that grade; “B” three (3) points; “C” two (2) points; “D” one (1) point, and “F” zero (0) points.

## **GRADES AND TRANSCRIPTS WITHHELD**

Grades and transcripts will be withheld and registration refused to any students who fail to return laboratory, library or other university property entrusted to their care; who fail to comply with rules governing the audit of student organization accounts; who have failed to pay any fees, tuition, room and board charges, fines or other charges assessed by UAMS; or who have failed to properly submit all required forms to the COPH Office of Student Services.

## **NON-DEGREE SEEKING STUDENTS**

Individuals may be granted permission, at the discretion of the instructor and/or department, to enroll in classes as non-degree seeking students. Formal admission to the Fay W. Boozman College of Public Health PBC, MPH, MHSA, or DrPH programs is not required; however, students in this category must complete a non-degree seeking application to the College in each semester for which they are seeking non-degree status and are subject to the provisions of the section in the UAMS Fay W. Boozman College of Public Health Course Catalog titled “Non-Degree Seeking Students.”

Non-degree seeking students generally will be allowed to enroll in courses on a space available basis once all degree seeking students have been placed on the class roster. It is important to note that in some instances, courses will be over-enrolled with degree candidates, and when this occurs, no non-degree seeking students will be able to enroll. The application fee will not be refunded.

A student who has not been accepted in a program of study leading to a specific COPH certificate or degree may take **no more than twelve (12) semester hours** of COPH coursework that can be counted toward the requirements for a COPH certificate or degree.

At the time of acceptance into a COPH certificate or degree program, the Academic Standards Committee will recommend to the Fay W. Boozman College of Public Health which courses previously taken, if any, are to be accepted in the certificate or degree program.

**To convert one’s status from non-degree seeking to degree seeking, a student must complete an application to the desired degree program by submitting all of the required documentation by the appropriate deadline in order to be reviewed by the Fay W. Boozman College of Public Health Admissions Committee.**

Non-degree seeking students are subject to all other regulations, policies, and procedures stated in the Fay W. Boozman College of Public Health Student Handbook and Fay W. Boozman College of Public Health Catalog.

# STUDENT RECORDS

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

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review the student's education records, with some exceptions under the Act, within 45 days of the day the University receives a request for access.

Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of her or his right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to withhold consent of disclosure of directory information.

Students may withhold consent of disclosure of directory information which includes: the student's name; address; telephone number; date and place of birth; nationality; religious preference; major field of study; classification by year; number of hours in which enrolled and number completed; parents' or spouse's names and addresses; marital status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance including matriculation and withdrawal dates; degrees, scholarships, honors, and awards received, including type and date granted; most recent previous educational agency or institution attended; and photograph. This information will be subject to public disclosure unless the student informs the Registrar in writing no later than five (5) working days after the last registration for that semester/session that he or she does not want any or all of this information designated as directory information.

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University 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 the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on a official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her or his tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill her or his professional responsibility. Upon request, the University also discloses educational records without consent to official of another school in which a student seeks or intends to enroll. NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records requests unless the institution states in its annual notification that it intends to forward records on request.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

## FAY W. BOOZMAN COLLEGE OF PUBLIC HEALTH STUDENT RECORDS POLICY

Federal regulations and University of Arkansas policy require an annual notice informing students of their rights regarding personally-identifiable records. Questions concerning this policy should be directed to the Office of the Associate Dean for Academic Affairs. The specific policy for student inspection of their personally identifiable records in the Fay W. Boozman College of Public Health is as follows.

1. Academic records directly related to and personally-identifiable with students are maintained in the Office of Student Services. These records include transcripts, grade records, records of academic progress and records of achievement.
2. Maintenance of the educational records is a responsibility of the Registrar under the authority of the Dean of the Fay W. Boozman College of Public Health. The Dean, Associate Deans, and administrative staff have access to these records for administrative purposes.
3. Students may examine their academic records by requesting an appointment with the Office of Student Services. The appointment will be set at a mutually convenient time within two (2) weeks of the date of the request.
4. Students may challenge the content of their records by submitting a request for review to the Dean of the Fay W. Boozman College of Public Health. The request must designate the part of the record(s) to be challenged and the reason(s) for the challenge.
5. Upon receipt of a request by a student for amendment of the records, the Dean or her/his designee will review the requested amendment along with supportive information furnished by the student. The student will be notified of the decision as well as subsequent rights of the student should the request for amendment be denied. This decision will be conveyed to the student within two (2) weeks.
6. Copies of a student's Fay W. Boozman College of Public Health transcript will be provided only at the written request of a student and at a minimal charge.
7. Disclosure of personally identifiable information will comply with the federal and university policies described above.

## **REGISTRATIONS**

Fay W. Boozman College of Public Health registration occurs three times during each academic year - fall, spring, and summer. Students must register during the formal published registration period for each semester. Specific registration requirements for each student such as completion of forms including but not limited to Honor Code Acknowledgement, Handbook/Catalog Acknowledgement, Verification of Student Health Insurance (for full-time students only), HIPAA Student Certification and the UAMS IT Confidentiality Agreement are provided by the Office of the Registrar. Students may complete the on-line registration form available at [www.uams.edu/coph/students/registration.asp](http://www.uams.edu/coph/students/registration.asp).

Students may register for a maximum of fifteen (15) semester credit hours in fall and spring semesters, and a maximum of nine (9) semester credit hours in summer session.

Students must pay a late fee in order to register after formal registration closes. Students who do not register on the published day of registration have five (5) class days after that date to complete the registration process when accompanied by the late fee. Students will not be allowed to register after that date unless permission is granted by the Associate Dean for Academic Affairs of the Fay W. Boozman College of Public Health. This applies to all students regardless of student status, date of first class meeting or class location. (For the purpose of late registration, the number of class days specified above refers to the number of calendar days following the days on which formal registration closes regardless of how many, if any, class sessions in a particular course were held.)

Students whose tuition is to be paid from sources other than personal funds must provide appropriate documentation to the UAMS Office of Student Financial Services (501-686-6128). Students who are on assistantships must contact their advisors regarding obtaining prior approval for tuition payment. Students whose tuition is to be paid by the department must present a memorandum for payment of tuition.

Full-time employees of the University must present a fully executed Employee Discount Form prior to the last official day of registration in order to receive the employee discount. These forms may be obtained from the Office of Human Resources (located in the annex). The completed form must be presented prior to the close of registration in order to receive the Employee Discount.

Students who plan to take COPH courses offered at other campuses, including other state colleges or universities, should check with the COPH Registrar to complete the registration process. These courses must be approved by the student's advisor prior to registration at the non-COPH campus.

Because the various colleges and universities offering electives in the MPH, MHSA, or DrPH program operate on different schedules, it will be necessary for some students to attend classes prior to formal registration. In order to attend classes, these students must, however, be PRE-REGISTERED. Students should contact the program director of their particular program regarding dates for beginning and ending of classes.

Application for graduation must be made to the Registrar and graduation fees paid during registration for the semester in which degree requirements will be completed and graduation affected.

## **RESIDENT STATUS FOR TUITION AND FEE PURPOSES**

Official policies of the University of Arkansas Board of Trustees provide the basis for classifying students as either “in-state” (resident) or “out-of-state” (non-resident) for the purpose of paying student fees. In general, a student must be a bona fide domiciliary of Arkansas for at least six (6) consecutive months prior to registration to be classified as an “in-state” student. Out-of-state (non-resident) students who question their residency classification are encouraged to contact the Office of the UAMS Vice Chancellor for Academic Affairs and Research Administration, 1/101 Administration Area, 501-686-5689, [www.uams.edu/academicaffairs/](http://www.uams.edu/academicaffairs/), for more information about residence classification review procedures. The Vice Chancellor for Academic Affairs and Research Administration determines residency matters arising on the UAMS campus. All pertinent factors indicative of a student’s state of mind regarding domicile will be considered in determining residency. Students who question their residency classification are encouraged to contact the Vice Chancellor for Academic Affairs and Research Administration.

Non-Citizen Status: Students who are not U.S. Citizens must have on file at all times in the Fay W. Boozman College of Public Health Office of Student Services current documentation of an appropriate status with the U. S. Citizenship and Immigration Services (USCIS). It is the responsibility of the student to notify the COPH of any changes in status. Individuals who are out of status with the Immigration and Naturalization Service (INS) will be denied admission, and admitted individuals who become out of status during a period of enrollment will be denied student status for that period of enrollment and will be denied future enrollment.

## **TRANSCRIPTS**

The Registrar of the Fay W. Boozman College of Public Health in the Office of Student Services is responsible for providing official transcripts. The first copy is free; subsequent copies cost extra. Grades and transcripts will be withheld and registration refused to any students who fail to return laboratory, library, or other university property entrusted to their care; who fail to comply with rules governing the audit of student organization accounts; who have failed to pay any fees, tuition, room and board charges, fines or other charges assessed by UAMS; or who have failed to properly submit all required forms to the Office of Student Services.

## **TUITION WAIVERS**

Tuition and fees are waived at UAMS for dependents of Arkansas citizens who have been declared prisoners of war or killed or missing in action. Once a person qualifies as a dependent there shall be no situation such as the return of the parent or the reported death of the parent that will remove the dependent from the provisions or benefits of the act waiving tuition.

All general student fee charges at UAMS are waived for students sixty (60) years of age or older on a space available basis in existing classes. Students, sixty (60) years and older, whose tuition is waived are not entitled to any university services or benefits, other than classroom instruction. These students are not entitled to student health services, reduced student rates to university events or similar services and/or benefits, including the acquisition of a degree/certificate, for which paying students are eligible. These students must meet admission and academic standards and are subject to probation, suspension, and dismissal policies applicable to other students. This waiver is limited to credit courses and the admission and enrollment under these conditions is open only on “a space available” basis in existing classes.

## **WITHDRAWAL FROM SCHOOL**

In order to withdraw from the Fay W. Boozman College of Public Health, students must submit an official letter of voluntary withdrawal to the College. The letter must be addressed to the Registrar and copied to the Associate Dean for Academic Affairs. In addition to the letter, the student is required to complete the “Add/Drop Form” available on the COPH website. The student will be subject to the add/drop deadlines. Therefore, the student **MUST** submit the withdrawal letter and completed add/drop form prior to the last day that students are permitted to drop a course for the semester. Students are not required to give any explanation or reason(s) for withdrawal from the College.

A student who withdraws from school must reapply for admission to continue their studies with the Fay W. Boozman College of Public Health. Only students who have an accepted letter for voluntary withdrawal on file will be considered for re-admission by the Fay W. Boozman College of Public Health.

## **STUDENT SERVICES**

### **CAFETERIAS AND CAMPUS FOOD SERVICE**

#### Snack Cart

Located in the foyer of the Outpatient Center, this convenient snack site is open Monday through Friday at midday, 11:00 a.m. to 1 p.m.

#### Boulevard Bread Company

Boulevard Bread Company operates a satellite site on the first floor of the Fay W. Boozman College of Public Health Building. A copy of the menu and hours of operation are posted in the COPH Building lobby. BBC is closed on holidays and during times when the inclement weather policy is in effect.

### Generations Cafe

D's Catering is now open in the Generations Cafe in the Donald W. Reynolds Institute on Aging Building. The hours of operation are 8 a.m. to 2 p.m., Monday - Friday. Call (501) 526-6441 for more information.

### Gourmet Bean Coffee Shop

The Gourmet Bean Coffee Shop is open from 6:30 a.m. - 4:00 p.m. Monday – Friday, and 9:00 p.m. – 12:00 a.m. It is located on the first floor of Ward Tower. It is closed on holidays.

### Deli Signatures

Located on the ground floor of the hospital near the cafeteria, the “Deli” offers sandwiches, snacks, desserts, ice cream, and soft drinks. Hours are Monday through Friday, 10:45 a.m. to 4:30 p.m.

### Hospital Cafeteria

The cafeteria located on the ground floor of the hospital is open primarily from 6:00 a.m. to 8:00 p.m., but is temporarily closed for next-meal preparations from 10:00-10:45am and 3:30-4:30pm daily. A hot breakfast is served from 6:30 a.m. to 9:30 a.m. and lunch and dinner selections are available from 10:45 a.m. to 2:00 p.m. and 4:30 p.m. to 7:30 p.m. The grill is open from 10:45am to 7:30pm. This includes Chick-Fil-A and the salad bar. The cafeteria is a non-smoking area. Cash and traveler’s checks are accepted; personal checks and charge cards will not be accepted. A twenty percent (20%) discount is given to students who wear a UAMS student ID badge.

### Vending Court

A vending area is open 24 hours a day on the ground floor of the hospital, near the cafeteria.

## **CAMPUS GOVERNANCE & STUDENT ASSOCIATIONS**

### **Associated Student Government**

Students in good standing in one of the five UAMS colleges and Graduate school may participate in the Associated Student Government. The ASG is responsible for publishing the UAMS yearbook, "Caduceus," scheduling social events, and negotiating the student health insurance policy.

### **UAMS Assembly**

The UAMS Assembly has two deliberating bodies, the Academic Senate and the House of Delegates, composed of faculty, students, and staff. The assembly determines and submits guidelines and policies for campus affairs to the Chancellor.

### **COPH Student Council**

The COPH Student Council advances the interests of enrolled students in the COPH and serves as an example of public health values and principles. The **Student Council** organizes a series of events from fundraisers to informal social gatherings. The Council encourages every student to get involved not only at the College level, but also at the community level, the state level, and the national level.

### **Mission:**

The mission of the UAMS Fay W. Boozman College of Public Health Student Council is to advance the interests of enrolled students in the COPH, to serve as an exemplar of public health values and principles, to assist in the development of policies for students, to determine ways to communicate policies to students, to select representatives to appropriate College committees, and to assist in planning student affairs.

### **Service:**

Each Spring, the UAMS Fay W. Boozman College of Public Health student body elects one Student Council (SC) representative for every 10 MPH students, one representative for every 20 Post Baccalaureate Certificate students, and one representative for every 10 MHSA students, one elected representative for every 10 doctoral

students, and one alternate for each degree program. The elected representatives serve a one-year term and work on a variety of projects, both within the College and campus-wide. The SC meets at least three times a semester and currently consists of four officers and five committee chairs. Student Council members function as liaisons between the student body and the administration. One important purpose of the Council is to ensure clear lines of communication among students, staff, and faculty.

Interested students should contact the Student Council **Elections Committee Chair** for more information. Please visit <http://www.uams.edu/coph/students/studentcouncil> for more information about joining student council.

### **Delta Omega-Honorary Society in Public Health**

Delta Omega is the honorary society for graduate studies in public health. The society was founded in 1924 by John Hopkins School of Public Health. On December 20, 2005 the Fay W. Boozman College of Public Health fulfilled the requirements to be granted as a national chapter designated Beta Delta.

### **MHSA Graduate Student Association**

The MHSA student association provides an opportunity for student leadership and representation. The association elects officers each year and coordinates a series of student meetings, educational events and a community service project.

### **MHSA Student Chapter American College of Health Care Executives**

In 1985, the Program was certified as a Student Chapter of the American College of Healthcare Executives. The members of the Chapter elect officers each year and work with the other student associations to coordinate a series of student meetings and educational events. The Chapter coordinates attendance at the annual ACHE Congress on Administration in Chicago.

### **MHSA Student Network American College of Medical Practice Executives**

In 2002, the program became a charter member of the Student Network program of the American College of Medical Practice Executive/Medical Group Management Association.

The members of the Network elect officers each year and work with the other student associations to coordinate education meetings and activities with the Arkansas Medical Group Management Association.

### **Arkansas Public Health Association**

The Arkansas Public Health Association (APHA) is an organization to which any individual may belong. The Arkansas Public Health Association is a private, non-profit organization of health professionals and others interested in public health who aspire to exercise leadership in protecting and promoting personal and environmental health. Visit <http://www.arkpublichealth.org/> for more information.

## **EMERGENCY INFORMATION**

FIRE ASSISTANCE - dial (501) **686-5333**

UAMS POLICE - dial (501) **686-7777**

POISON CONTROL CENTER - dial (501) **686-6161**

Emergency telephones have been installed on campus for immediate access to the UAMS Police Department at any time of the day or night. Revolving blue lights mark the phones on each level of the parking deck and in parking lots across campus. To ask for help or report any unusual situation, open the phone box door and lift the receiver; a UAMS police officer will answer.

## ACADEMIC SERVICES

The Office of Academic Services coordinates support services to faculty, staff and students in the five UAMS colleges, graduate school and University Hospital. Support services provided are related to classroom and laboratory teaching, distance learning and teleconferencing.

Academic Services is composed of six support divisions: Room Scheduling, Audiovisual Services, Laboratory Support, Telecommunications, Biomedical Building Management and Instrumentation Repair.

Please visit <http://www.uams.edu/oas/> for more information.

## FINANCIAL AID

The Financial Aid Office is located in suite 1232 on the first floor of the Fay W. Boozman College of Public Health building. Financial Aid assistance is a shared program among all colleges and schools at UAMS with the exception of the College of Medicine. Office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. It is not necessary to make an appointment to visit with a Financial Aid Officer. Each year the Financial Aid Office publishes a Financial Aid Booklet that provides students and potential students with information on programs available, application procedures, and general processing information. A student must be fully admitted to and enrolled at least half-time (four hours in fall and spring, three in summer) in the Fay W. Boozman College of Public Health to receive financial aid. The Financial Aid Booklet can be obtained at the Financial Aid Office or by calling (501) 686-5451.

## INCLEMENT WEATHER POLICY REGARDING CLASSES

By virtue of the mission of UAMS the campus never closes. However, UAMS recognizes inclement weather may result in hazardous road conditions preventing students from safely traveling to and from classes. Thus when the UAMS inclement weather is in effect, all classroom activities will be cancelled for the remainder of the day. All cancelled classes and examinations will be re-scheduled at the discretion of the faculty instructor affected by the policy. If the inclement weather policy has not been announced by UAMS and you believe it would endanger you to travel to campus please stay home. However the absence policies articulated in the course syllabus will be adhered to under these circumstances

## IDENTIFICATION BADGES

For those students attending classes on the UAMS campus, a picture identification card will be made at the time of orientation. Students who are unable to attend orientation are responsible for contacting Creative Services to schedule an appointment to have badges made prior to the first class day. Students not attending classes on the UAMS campus but who wish to access the University Library or other UAMS resources should arrange at their convenience to have a picture identification card made in Education Building, room G102, Monday, between the hours of 3:00p.m. and 3:30p.m., and Tuesday, between the hours of 8:00am-8:30AM and 3:00p.m.-3:30p.m. At subsequent yearly registrations, a new sticker will be applied to show that the student is currently registered and in good standing. **ID badges must be worn at all times while on campus.** Replacement badges can be obtained by calling Creative Services at (501) 686-5570 and reporting a lost badge. ID badges entitle students to use the UAMS library, obtain tickets to University functions at student rates, and receive a discount in the Hospital Cafeteria or Gourmet Bean.

## WEBPAGE OF THE COPH

The UAMS Fay W. Boozman College of Public Health web page is located at <http://www.uams.edu/coph>. The most recent up-to-date COPH information may be found on the webpage and students are encouraged to visit the webpage regularly.

## UAMS LIBRARY

The UAMS Library (<http://www.library.uams.edu>) serves the faculty, staff, and students of all colleges and the graduate school on the campus as well as the staff of the University Hospital. The collection and services are designed to fill the education, research and patient care needs of all of the Library's users.

### Databases, Clinical Resources and eBooks

Over 40 databases are available for searching the biomedical and social sciences journal literature, evidence-based medicine literature, and medical images. Bibliographic management tools are also available to help students format references for papers. Off-campus availability to these resources is available using a UAMS ID and password. Please consult with reference librarians on the first floor or at [libraryreferencedesk@uams.edu](mailto:libraryreferencedesk@uams.edu) (686-6734) for assistance with choosing a database(s) for a topic or searching tips and strategies.

### Printing

Printing is available from every workstation for a fee. Color printing will cost extra. A reusable copy card is available for purchase on the first floor at the Circulation desk. Wireless printing for laptops is available; please ask for instructions at the Circulation or Reference desk.

### Testing, Audiovisuals and Computer Aided Instruction

The Library Learning Resource Center (LRC) located on the fifth floor (686-6752) and third floor (686-5428) of the Library is a specialized computer lab with course testing, audiovisual material, and computer aided instruction services. Students also have access to a digital scanner, mobile device syncing stations, and specialized course lectures and materials available from the Citrix server.

### eReserves

Electronic Reserve is an online system to retrieve course materials. Instructors provide students with a password to access course materials. Paper reserve materials are available at the Circulation desk for a two-hour check-out with a UAMS ID.

### Checking-out

Books on the third floor are searchable in the online catalog and available for circulation. Books circulate for two weeks and may be renewed twice. Students will be fined for overdue books.

### Library Student Computers and Study Space

Computer workstations are available on every floor of the Library with Internet, email, Microsoft Office products, online literature and clinical resources, and more. Students should login using a UAMS ID and password. Please call the IT Tech Support Center (686-8555) for assistance with campus network ID.

### 24-hour Computer Lab

Sixteen (16) computers and a printer are located in a 24-hour lab (X-Lab) that is accessible from the ED II fifth floor north hallway. A current student ID badge is required for entry.

### Wireless Internet and Printing available for Laptops and Mobile Devices

Laptops, PDAs, and cell phones with Wi-Fi network connectivity can access the Internet throughout the Library. Anyone with wireless enabled devices can connect to the Internet via the UAMS Aruba wireless network by entering her or his email address and signing in as 'Guest'. Students must contact the IT Tech

Support Center (686-8555) to configure their wireless enabled devices before connecting to a UAMS network or Intranet.

#### Laptop Lending

Two laptops are available for use in the Library only at the Circulation Desk, 1st floor. A student badge is required for check-out.

#### Quiet and Group Study Areas

A quiet study room for individuals is available on the first floor, and carrels on the 2nd and 3rd are also available for independent study. Study rooms for group work are available on the 2nd and 3rd floor on the West side of the building on a first come first serve basis. Each room contains a white board and enough space for 3-4 students. Rooms for larger groups or rooms with an internet connection and projector are available. Please ask us!

Contact the UAMS Library at 686-6734 or [libraryreferencedesk@uams.edu](mailto:libraryreferencedesk@uams.edu) for more information.

## **USE OF COPH ROOMS**

Students are not permitted in COPH conference rooms for study purposes. All UAMS students are welcome to use the Student Lounge, the first floor common area, and the common areas on the landings on second, third, and sixth floors, where seating is provided. Furniture provided for these areas may not be removed without prior authorization from the COPH Administration. Students found in violation of this policy will be asked to leave the area immediately and may be subject to disciplinary action by the University.

## **MAIL SERVICE**

There are postal facilities in the UAMS Medical Center in room G900 of University Hospital. The mailroom window is open Monday - Friday between the hours of 8:00 a.m. and 4:00 p.m. Stamps may be purchased at the mailroom or in the Campus Bookstore.

## **CREATIVE SERVICES**

Creative Services is nonprofit. They only charge back what is necessary to pay for the services provided. They provide a full range of production and support services to all UAMS faculty, staff, and students in the print, graphic, photographic, and digital media, including motion media (television). Professional media specialists are available to assist students with a wide variety of support and production functions, for both academic and personal needs. Representative services include:

#### Graphic Design and Medical Illustration Services

Design and production of scientific and general-purpose posters, typesetting services, slide presentation planning and design, anatomical and technical drawing.

#### Photographic Services

Photography of lab set-ups, 35mm slides, sale and processing of 35 mm black and white and color slide films, application and ID photos (can be made quickly from digital ID badge photo on file), publication quality photo prints.

#### Printing Services

Offset printing and high-speed duplication of documents and publications of all descriptions (within normal restrictions of copyright law, hard cover binding of multi-page documents.

### Television Services

Production of television programs and features (including animation), video and audiotape duplication.

### Digital Imaging Services

Production of color copies (including two-sided color copies), high-resolution 35 mm computer-generated slides, PowerPoint presentation materials, web design, and large full color poster prints. As with most Creative Services functions and services, digital imaging work is tailored to the specialized needs of scientific presentation and publication such as labeling gels, figures for publications prints, etc.

### Training

Creative Services offers an extensive schedule of classes on various design and production topics that run the gamut of applications, tailored for biomedical sciences professionals. An assortment of technical publications on a wide variety of biomedical media topics is also available.

Creative Services personnel are available from 8:00 a.m. to 4:30 p.m. daily in the main offices on the B level of Education Two, and can be reached at 686-5570. For additional information about Medical Services functions or products and services, please visit <http://creativeservices.uams.edu/default.asp>.

## **PARKING**

All parking on campus is controlled. Residence Hall residents may park in the specified lot near the residence hall after the payment of a yearly fee. Commuting students may park at War Memorial stadium and ride the shuttle bus to the UAMS campus. For further information call the UAMS Parking Operations Department at (501) 686-6376 or visit their website at [www.uams.edu/parking](http://www.uams.edu/parking).

## **PASTORAL CARE SERVICES**

The Department of Pastoral Care and Education exists within the UAMS Medical Center to provide pastoral care and counseling to patients and family members. Students, faculty, and staff persons may also contact them for personal counseling, spiritual guidance, or referrals.

The non-denominational Samuel Moore Walton Memorial Chapel is open every day from 6:30 a.m. to 8:00 p.m. for quiet prayer and meditation. It is located on Floor 1 of the Hospital (1E90) near the Dental Hygiene waiting room. The Pastoral Care Office is located on the first floor of the Hospital (1E50) across from the Gourmet Bean. The office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday. Please visit or call (501) 686-5410 for more information.

## **STUDENT HEALTH SERVICES**

### Employee Health/Student Preventive Health Services (EH/SPHS)

EH/SPHS provides the following services at no cost to the student:

- Establishment and maintenance of an immunization record
- Tuberculosis skin test
- Measles/Mumps/Rubella (MMR) vaccine
- Tetanus/Diphtheria vaccine
- Hepatitis B vaccine series
- Post-vaccination Hepatitis B antibody testing
- Varicella vaccine series
- Influenza vaccine
- Health Risk Appraisal questionnaire

- Care of needle sticks and blood/body fluid exposures.

EH/SPHS is located in the Family Medical Center across the street from the Jones Eye Building. EH/SPHS has a separate entrance off the parking lot. The clinic is open 8:00 a.m. to 4:30 p.m., Monday through Friday. A satellite clinic is located on the 8th floor of the hospital. The satellite clinic is open 7:00 a.m. to noon and 1:00 to 3:30 p.m., Monday through Friday, and the second Saturday of every month from 7:00 to 11:00 a.m. Both locations are closed on holidays. An appointment is not necessary at either clinic. Call (501) 686-6565 for more information.

### Family Medical Center (FMC)

The Family Medical Center (FMC) is located on the UAMS campus at 521 Jack Stephens Drive. The FMC offers medical care to students and their families who choose one of our Family Practice Physicians as their Primary Care Physician (PCP). The FMC offers a full range of Primary Care including: women's health, newborn, pediatric, and adult care.

Appointments may be made by calling (501) 686-6560.

Students under the UAMS insurance plan, QualChoice of Arkansas, are responsible for the co-payment at the time of check-in at the FMC. Students who have insurance other than QualChoice of Arkansas are responsible for any deductibles or co-payments associated with their insurance.

### Speech, Language and Hearing Services

Speech and hearing evaluations and therapy are available to students at reduced rates. The services are provided through the Speech, Language, and Hearing Clinic located at UALR. Call (501) 569-3155 for further information and for appointments.

### Dental Hygiene Service

Dental hygiene services are available to UAMS students at a nominal fee. Services include teeth cleaning, diagnostic radiographs, and fluoride applications. The Dental Hygiene Clinic is located in room S1/23 of the Shorey Building. Call (501) 686-5733 for an appointment.

### Pharmacy

Students may receive a discount on certain prescriptions filled at the UAMS Outpatient Pharmacy on the first floor of the Outpatient Center. Call (501) 686-5530 for more information. The pharmacy is open from 8:30 a.m. to 6:00 p.m. Monday through Friday. It is closed on Saturday, Sunday and Holidays

## **UAMS WELLNESS PROGRAM**

The UAMS Wellness Program is a preventive service created to provide short term, confidential assistance for students who are actively enrolled at UAMS (Little Rock campus). The purpose of this service is to provide the necessary tools for students to achieve their fullest potential.

Students may seek help for depression, anxiety, grief, relationship conflicts, academic difficulties and numerous other issues interfering with their maximal functioning.

Seeking care through this service is absolutely confidential. The only exceptions to the strict code of confidentiality (as required by law) include homicidality (planning to kill someone else, or being so severely impaired that someone else's life is in jeopardy), suicidality (planning to kill self) and child abuse. Record keeping is also strictly confidential and does not go to the campus-wide UAMS medical record.

For short term treatment, there is no financial cost to students seeking care. The service is made possible through the support of the UAMS Chancellor, the Deans of the Colleges and Graduate School at UAMS and

the student health fee. When utilization reports are generated, the number of students utilizing the service and the types of problems for which students sought help may be reported. Specific identifying information about students is not released.

Due to the high volume of utilization, students are asked to keep an appointment once it is made or cancel as far as possible in advance to allow other students timely access to needed services.

#### Referrals for Long Term Difficulties

Students suffering from major mental illnesses and/or severe substance addiction requiring inpatient hospitalization and/or intensive long-term care will be referred to their community mental health center, the UAMS Psychiatric Clinic, or to appropriate resources in the community. The cost for this level of care is the responsibility of the student (it is important to maintain health insurance coverage without lapse through school).

#### Hours

The UAMS Wellness Program is open from **7:45 a.m. to 4:15 p.m. Monday through Friday**. Students are seen by appointment only. Please call **(501) 686-8408** to schedule an appointment. The staff is trained to confidentially elicit information to allow for effective triage and scheduling with the most skilled clinician for a student's particular problem. In the rare event of an **after-hours emergency, telephone the UAMS operator at (501) 686-7000**, state the emergent problem and request the operator to page the UAMS Department of Psychiatry resident on call.

#### Location

The UAMS Wellness Program Office Suite is located on the first floor of 201 Jack Stephens Drive. Parking is available in front of the clinic in spaces reserved for students during the duration of the appointment. Unauthorized vehicles are ticketed and towed.

## **RAPE CRISIS HOTLINE**

In Arkansas, if a person reports being raped and reports the incident within the first 72 hours to the local police, she or he is entitled to: (1) a free medical/legal exam by a physician from the State Medical Examiner's office that will appear in court, if needed; and (2) free medical care for the first 48 hours.

This service is provided for the Pulaski County area through all local hospitals and in addition serves these counties: Faulkner, Conway, Perry, Pope, Van Buren, and Yell. Call Rape Crisis, (501) 801-2700, for information on rape prevention and services available to rape victims.

## **UNIVERSITY BOOKSTORE**

The UAMS Bookstore serves the campus by providing the most up-to-date medical and public health reference books and textbooks available. A 10% discount on books is given to students for the current semester with proper UAMS I.D. The Bookstore can special order almost anything, including texts not in stock; the only requirement is prepayment. The Bookstore also carries consumer health titles and gift books. In addition to books, other merchandise carried by the Bookstore includes academically-priced computer software, accessories and peripherals; assorted soft goods including T-shirts, sweatshirts, jackets, lab jackets (plain or monogrammed); UAMS insignia gift items; supplies such as notebooks, pens and pencils, etc.; postage stamps; candy; cosmetics; name tags; and prepaid phone cards; prepaid credit cards; prepaid cell phone minutes; and medical equipment. The UAMS bookstore is located at 200 Hooper Drive, west of the Fay W. Boozman College of Public Health, and is open 8:00a.m. – 4:30p.m. Monday - Friday. The Bookstore accepts cash, personal checks with a valid driver's license, Visa, MasterCard, American Express, and Discover. Telephone: (501) 686-6160; FAX: (501) 686-7209; e-mail: [Bookstore@uams.edu](mailto:Bookstore@uams.edu). The bookstore also has online shopping available at [www.uamsbookstore.com](http://www.uamsbookstore.com).

# **POLICIES AND PROCEDURES**

## **MILITARY DUTY POLICY**

Students enrolled in the Fay W. Boozman College of Public Health 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 the semester in which the student is currently enrolled and receive a full refund of all tuition 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 Grades and Marks portion 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.

There are no set “mandates” for what a faculty member must do to assist a student through the process; however, the campus has historically been very respectful of the student in the role of activation. Individual Deans may work with faculty members during this process in order to ensure proper procedures are followed.

Students, as soon as orders are received, are able to take advantage of the policies listed above, within reason, no matter the exact deployment date (even if the deployment date is after the semester has ended) so that personal issues may be resolved before the actual date of deployment. The letter to the Treasurer requesting a refund for courses, should the student choose this option, should articulate the approval for refund as the call to active military duty.

## **SMOKE FREE CAMPUS POLICY**

The UAMS policy is to provide a totally smoke-free work environment. This policy applies to all persons, including employees, faculty, students, patients, visitors, contractors, subcontractors, and others in UAMS buildings, parking lots and ramps.

## **SUBSTANCE ABUSE POLICY**

It is the goal of the University of Arkansas for Medical Sciences to provide the highest quality health care, 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:

It is the underlying philosophy of the campus administration that addiction to alcohol and/or other drugs represents a disease state, and treatment of such problems is a legitimate part of medical practice. Any employee or student with an addiction is encouraged to seek help through the UAMS Student/Employee Health Service. Individuals who seek help through the UAMS Student/Employee Health Service will not be punished for seeking such help. However, appropriate disciplinary procedures linked to performance criteria are not precluded by this policy.

As described in the campus drug-free workplace policy, the use or possession of any illicit drug by any student or employee while on University property and/or on a University affiliated assignment will not be tolerated. The illegal exchange, sale or use of controlled substances by University students or employees will not be tolerated.

Consumption of alcohol on University property will not be tolerated, except within approved areas by individuals over the age of 21 years. (This policy does not preclude the medical or research use of alcohol.)

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.

Violators of this policy will be disciplined up to and including termination.

Approved by Chancellor's Cabinet - 7/28/89

The Fay W. Boozman College of Public Health supports student activities; however, the College does not support or condone the misuse of alcohol, use of illegal drugs, or use of other mind altering substances at any time among the student body.

## **DRUG FREE AWARENESS STATEMENT**

The University of Arkansas for Medical Sciences supports the concept of a drug-free workplace, as enacted in the federal Drug-Free Workplace Act of 1988 and the State of Arkansas Executive Order EO-89-2, issued March 30, 1989.

As a health care institution, employees who abuse drugs on the job pose an imminent danger to patients, visitors, and others we serve. It is the policy of the State of Arkansas, and UAMS, that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while on UAMS premises or during the course of any University assignment is prohibited.

Any employee who illegally uses, gives, sells, or in any way transfers a controlled substance while on the job or UAMS premises will be subject to disciplinary action up to and including termination. This includes employees who report to work under the influence of drugs, if they are not able to perform their jobs in an efficient and safe manner.

Employees who recognize their own disease state of addiction to alcohol and/or other drugs are encouraged to seek assistance as specified in the UAMS Substance Abuse policy. Employees will not be disciplined for seeking such help, although disciplinary procedures linked to performance criteria are still applicable.

## **SEXUAL HARASSMENT POLICY**

The University of Arkansas for Medical Sciences (UAMS) is committed to its mission of providing an academic and employment environment that fosters excellence. Sexual harassment violates the trust and respect essential to the preservation of such an environment, and threatens the education, careers, and well being of its community members. University members have the right to work and study in an environment free of harassment. This right is protected by Title VII of the 1964 Civil Rights Act for employees and Title IX of the Educational Amendments of 1972 for students, which view sexual harassment as a form of sexual discrimination. For these reasons, harassment of any kind will not be tolerated at UAMS. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individual students, faculty, staff, and the UAMS community as a whole.

Sexual harassment is particularly serious when it threatens relationships between teacher and student, or supervisor and subordinate, because it unfairly exploits the power inherent in these relationships. When, through fear of reprisal, a student or employee submits or is pressured to submit, to unwanted sexual attention, the ability of UAMS to carry out its mission is undermined. UAMS strongly encourages all UAMS community members to report incidents of sexual harassment. To that end, reporting and investigating procedures are supportive of and sensitive to the alleged victim. At the same time, they adequately safeguard the rights of the alleged offender.

### Policy

The University of Arkansas for Medical Sciences opposes all forms of sexual harassment, whether subtle or direct, and is committed to the thorough, timely and confidential investigation, in a fair and impartial manner, of all complaints from its students or employees. UAMS shall establish an independent Resource Panel for the purpose of providing counseling assistance for individuals who believe they have been victims of sexual harassment. Additionally, members of the panel may be called upon to investigate complaints of sexual harassment and provide the Assistant Vice Chancellor for Human Services with a written report of their findings. The Chancellor shall appoint a Resource Panel made up of twelve individuals nominated by the Heads of each UAMS Division. The Panel's membership shall reflect the diversity of the campus, and shall be divided into three groups of four members, with each group serving one, two, and three year terms, respectively. After the initial period, members shall be appointed to serve three-year terms. The Panel members shall be trained in issues relating to sexual harassment, as well as in the proper manner of investigating complaints, and shall be certified as to completion of such training by the Assistant Vice Chancellor for Human Services. The Assistant Vice Chancellor for Human Services shall select individuals from the panel to conduct an investigation when a complaint of sexual harassment is received.

All individuals who believe that they have been sexually harassed are encouraged to notify their immediate supervisor, department head, or one of the resource persons from the independent Resource Panel appointed by the Chancellor. Names and contact numbers of panel members shall be published in the UAMS Administrative Guide as part of this policy. All individuals accused of sexual harassment shall be given the opportunity to respond to the complaints prior to any employment decisions. All records of sexual harassment complaints, whether filed by employees or students, shall be maintained in confidential files by the Office of Human Resources. Employees and students who are found guilty of sexual harassment are subject to disciplinary action in accordance with UAMS policies.

### Definitions

Sexual harassment of employees and students is defined as any unwelcome sexual advance, request for sexual favors, or other physical or verbal behavior of a sexual nature either in or out of the work place when:

- (1) Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of employment or status in a course, program, or activity;
- (2) Submission to or rejection of the conduct is used as a basis for an employment or educational decision affecting an individual; or
- (3) Such behavior unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive environment for work or learning.

Incidents that fall within the above defined criteria may occur between individuals of different sex -- male against female, or female against male -- or, between individuals of the same sex. Additionally, incidents may occur between supervisor and employee, faculty member and student, or between fellow-employees and fellow-students; they may also take place between employees and campus visitors and between employees and those who do business with UAMS.

### Examples

The perception of what constitutes sexual harassment may vary from individual to individual; what is offensive to one person may be less so to another. Nevertheless, in both instances, complaints may arise alleging sexual harassment. The following examples are intended as illustrations only; they do not cover all possible situations. Some may be isolated and inadvertent offenses while others may be blatant and serious.

- (1) Isolated and Inadvertent Offenses
  - a) One-time or occasional comments of a sexual nature, or sexually explicit statements -- often unintentional, the perpetrator failing to realize that his/her actions discomfort or humiliate an individual or individuals (e.g., off-color statements, questions, jokes, or anecdotes);
  - b) Spontaneous suggestive whistling, catcalls, or other gestures that call attention to one's sexuality;
  - c) Body language, such as repeated staring, may be interpreted as pressure for sexual attention.
  
- (2) Blatant and Serious Offenses
  - a) Physical assault;
  - b) Repeated and/or intentional behavior that constitutes a pattern where actions seriously discomfort or humiliate an individual (e.g., off-color statements, questions, jokes, or anecdotes) when the perpetrator has been warned previously;
  - c) Persistent, unwelcome flirtations, and outright advances and/or propositions of a sexual nature;
  - d) Unwelcome remarks or actions of a sexual nature about an individual's body or clothing;
  - e) Unnecessary touching, such as patting, pinching, hugging, or repeated brushing against an individual's body;
  - f) Suggestions that submission to or rejection of sexual advances will influence decisions regarding such matters as an individual's employment, salary, academic standing, work assignments or status, grades, award of financial aid, or letters of recommendation;
  - g) Unwarranted displays of sexually suggestive objects or pictures;
  - h) Unwelcome exposure to sexually explicit music, letters, or written notes;
  - i) Descriptions of sexual activity or speculations about previous sexual experiences;

### Special Circumstances

There are special circumstances when a staff member of an academic medical center may be at risk of being sexually harassed by individuals who are not employed by the institution. This might include employees of those who do business with UAMS. Investigative steps should be taken as outlined in this policy and appropriate warnings should be made if the action is found to have occurred. If such is the case, and the inappropriate behavior does not cease, UAMS shall take suitable action.

### Consensual Relationships

Consenting amorous relationships between faculty members and students or between supervisors and employees are of particular concern to UAMS and are strongly discouraged. The relationship between faculty member and student or supervisor and employee should be one of trust and mutual respect, thus fostering an atmosphere of professionalism. Faculty members exercise power over students, as do supervisors over employees, whether in evaluations, recommendations, study, duties, grades, assignments, or other benefits. This differential in power increases the opportunity for abuse of power, thus endangering the professional environment. In addition, faculty or supervisors who have chosen to enter consensual relationships with subordinates should be aware of the possible difficulty in defending a future sexual harassment charge on the grounds of mutual consent.

### Procedure (Informal Complaints)

UAMS recognizes that it is advantageous, where possible, to resolve complaints informally. The informal process is intended as a means of addressing misunderstandings between individuals that have resulted in a complaint of sexual harassment. Employees with complaints are encouraged to notify their immediate supervisor, department head, or one of the resource persons from the independent Resource Panel. Students should report incidents of sexual harassment to the appropriate College's Student Affairs Office. Some

complaints may be addressed informally by speaking directly with the accused to make them aware that the conduct is perceived as unwelcome. The informal process may also include referral of either or both parties in the complaint to confidential counseling through UAMS' Employee Assistance Program (EAP). The complainant or administrator may elect to refer the complaint into the formal campus procedure at any time during the process, as they deem necessary to resolve the complaint in an appropriate and timely manner.

#### Procedure (Formal Complaints)

Where the informal process fails to resolve the complaint, or in instances where the alleged harassment is blatant, the University's formal complaint process will be used. The Director of Employee Relations in the Office of Human Resources or the University's Director of Human Relations may assist the complainant in preparing their complaint in writing, as necessary. The complaint will be directed to the Assistant Vice Chancellor for Human Services. Upon receipt of the written complaint, the Assistant Vice Chancellor for Human Services will notify the appropriate Dean, Vice Chancellor, or Executive Director, and appoint two members of the Resource Panel to investigate the facts of the complaint.

The assigned resource persons will interview the complainant to review facts presented in their complaint, and to determine any additional information pertinent to evaluating the complaint. The resource persons will also interview the accused, and present them with a written copy of the complaint. Each party will be asked to identify other individuals who may have direct pertinent knowledge relating to the complaint. The accused will also be given the opportunity to respond in writing to the complaint prior to completion of the investigation. The resource persons will attempt to interview all individuals identified by either party. Every effort will be made to ensure a thorough and timely investigation of the complaint.

Following completion of the investigation of the complaint, the resource persons will meet with the Assistant Vice Chancellor for Human Services and the appropriate division Dean, Vice Chancellor, or Executive Director to present the facts. A written report, outlining data collected in the interview process, will be presented at that time. The Dean, Vice Chancellor, or Executive Director will be responsible for the timely disposition of the complaint. The Assistant Vice Chancellor for Human Services will be available to consult with the division head regarding policy issues relating to the disposition of the complaint.

Employees may appeal any employment decision through the campus grievance procedure. Students who are found guilty of sexual harassment may appeal the decision, and any subsequent action taken, through the grievance procedure of their respective college. Individuals found to have intentionally filed false complaints of sexual harassment will be subject to disciplinary action in accordance with UAMS' policies on employee/student conduct. Complainants may not appeal administrative decisions regarding sexual harassment complaints through the UAMS grievance processes. Any specific questions regarding the process for making a complaint may be directed to the Office of Human Resources ext. 6-5300, or the Office of Human Relations ext. 6-5945.

#### Education

The aim of education on sexual harassment is not just to end specific harassment but also to help create a positive climate for working and learning within the UAMS community. The presentation of information develops awareness and acceptance of major differences among the members of this community. Therefore, this policy on sexual harassment shall be disseminated to all individuals associated in any way with the University of Arkansas for Medical Sciences. This shall include all full and part-time employees and students, as well as all businesses and their representatives who are involved with UAMS.

An educational program will be developed through the Office of Human Resources and presented to all current members of the UAMS community. This program shall be mandatory for all, and documentation of attendance will be placed in each member's file. This same program will be incorporated into the existing orientation programs for new employees and students. Each UAMS division director (Vice Chancellors, Deans, and Executive Directors) will be responsible for disseminating this educational program to his or her respective organizations.

# UAMS HIV/AIDS POLICY

## Introduction

The Policy Guidelines herein are of a generic nature and deal with students who are infected with the Human Immunodeficiency Virus (HIV). They apply to all students enrolled in programs at UAMS. Due to differences in the various educational programs, individual UAMS colleges or programs may have specific rules and/or guidelines that are modifications of those in the generic policy. The specific policies of the various colleges will, however, be consistent in their intent with the guidelines noted herein. Many reference sources were consulted in the preparation of this document (the major ones noted herein), and in all cases the proposed guidelines are consistent with those of The University Hospital of Arkansas Policy and Procedures Manual.

## Admission and Retention

**Admissions:** The HIV status of an applicant should not enter into the application process. It should also not be determined in the admissions physical examination nor should routine serological assays be performed to determine the HIV status of applicants. Applicants applying for health care programs should, however, be informed that certain diseases may necessitate either a modification of their programs, or in the extreme, may necessitate their dismissal from a program if they cannot perform procedures and/or tasks that are considered essential to their educational experience.

**Retention:** If it is determined that a student is sero-positive for HIV and/or is clinically manifesting AIDS, that student should receive counseling, both as to their own health care and their interaction with others, especially patients. Students should be seen by a physician(s) relative to treatment and disease management and by a designated faculty member in their respective programs. The function of the designated faculty member is to counsel the student as to whether their program of education should be modified, or in the extreme, whether the student should be dismissed from a program because of their inability to perform procedures and/or tasks crucial to their educational program. Also, the health risks to the student must be considered because of the enhanced susceptibility of individuals to infectious disease. For this reason, and to protect our patients from HIV exposure, the faculty advisor must work closely with the student's physician in order to determine whether the condition of a student warrants program modification. HIV sero-positive students should be cognizant of the fact that they pose a very low but potential risk to patients in the performance of invasive procedures and that they should seek advice as to protocols that will limit the likelihood of HIV transmission. These protocols are defined in The University Hospital of Arkansas Policy and Procedures Manual. The student should be cognizant that HIV sero-positivity alone may mitigate against performance of certain procedures. The confidentiality of this process is to be maintained in accordance with The University Hospital of Arkansas Policy and Procedures Manual.

Since programs within the UAMS system differ relative to curriculum, it is recognized that differences will exist as to the need for program modification or dismissal from a program. The key points as to whether a student's program should be modified or whether the student should be dismissed include the ability of the student to perform tasks and/or procedures essential to their educational experience and the health risks that are imposed for the student should they continue in their program. At all times, the health management of the student and the health of our patients are of paramount importance.

## Counseling

Students who are HIV sero-positive (symptomatic or asymptomatic) shall be counseled relative to their own health, and how their health status will impact on their performance as students at UAMS. Each affected student shall be counseled by the Medical Director of Student/Employee Health or a designated medical faculty member, his/her personal physician if he/she has one, and the dean or his/her designee of the student's college concerning the appropriate safeguards and behavior expected. The student will be counseled on his/her future plans relative to education, which may include withdrawal from their program if essential degree requirements cannot be met. Counseled students will sign a document attesting to the fact that they received counseling.

Counseling of the student concerning his/her continued academic endeavors will follow the policy outlined in the University Hospital of Arkansas Policy and Procedures Manual, including the confidentiality statement.

### Housing

Data accrued over the last twenty (20) years clearly indicate that transmission of HIV from an infected to an uninfected non-sex partner as a function of co-habitation is extremely unlikely. This being the case, housing assignments involving HIV sero-positive students shall be handled in the same manner as for sero-negative students. The question of a roommate's right to know the HIV serological status of his/her roommate may occur. Release of information dealing with the HIV serologic status of students to other students is forbidden because disclosure of such information would breach the confidentiality rights of the student. Should a student become aware that his/her roommate is HIV sero-positive, the student may request a room assignment change. It is recommended that such requests be granted if appropriate housing can be provided. In any case, all students should observe universal precautions for body fluids at all times. The question of sexual activity in the student housing facility is also a point of concern. All students are required to attend, as part of their orientation program, a seminar on AIDS (please see, AIDS Education below). This seminar will deal with the many facets of AIDS including the mechanisms of transmission of HIV, as well as, ways that students can protect themselves from being infected with HIV, both in terms of their profession and in terms of their sexuality.

### Classroom and Extracurricular Activities

The extent to which HIV sero-positive students can participate in classroom and extracurricular activities is defined by the same parameters as for continuation of employment of Hospital employees; see University Hospital of Arkansas Policy and Procedures Manual. The key question is that of potential exposure to HIV-contaminated body fluids. Student classroom activities that involve potential exposure of students and faculty to HIV-contaminated body fluids should probably not be carried out if there is a strong likelihood that exposure to HIV will occur; however, in the event that it becomes necessary that a student perform invasive procedures on patients that are HIV sero-positive, the faculty member in charge must determine a priori that the student has the skills necessary to ensure that he/she is not exposed to HIV as a result of a compromise in the procedure or protocol being used. The question of potential exposure of patients to HIV as a result of interaction with an HIV sero-positive student is discussed in the University Hospital of Arkansas Policy and Procedures Manual.

HIV sero-positive students should be counseled concerning their participation in extra-curricular activities that by their very nature involve trauma and potential injury leading to bleeding. All students should be advised as to the precautions that they should take in the treatment of cases of trauma. This information should be provided as part of the student orientation program.

## **HIPAA**

The UAMS workforce and students will abide by the Health Insurance Portability and Accountability Act of 1996, also known as HIPAA, and will conduct themselves in accordance with the UAMS policies and procedures relating to the HIPAA Privacy Regulations. Any known or suspected violations of the HIPAA Privacy Regulations must be reported.

UAMS workforce who report in good faith such violations or suspected violations shall not be subjected to retaliation or harassment as a result of their report.

Violations of this policy, including failure to report, may be grounds for sanctions ranging from disciplinary to termination.

# UAMS CONFIDENTIALITY POLICY

## Scope

UAMS physicians, faculty, employees, students, contract personnel, vendors, volunteers, and official visitors.

## Policy

UAMS prohibits the unlawful or unauthorized access, use or disclosure of confidential and proprietary information obtained during the course of employment or other relationship with UAMS. As a condition of employment, continued employment or relationship with UAMS, UAMS workforce shall be required to sign the UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel. UAMS will provide training for each of its workforce members on the importance of maintaining confidentiality and the specific requirements of state and federal law, including the HIPAA Privacy Regulations and laws protecting the privacy of students and employees.

For purposes of this policy, "Confidential Information" includes information concerning UAMS research projects, confidential employee information, information concerning the UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. "Confidential Information" shall include "Protected Health Information" which is any information about a UAMS patient, including demographic information, which relates to the past, present or future health of the patient, the health services provided to the patient, or payment for health services and which reasonably can be used to identify that patient. Protected Health Information (PHI) includes the following examples of information about a patient, each of which, standing alone, constitutes PHI subject to this Policy: name, address, telephone or fax numbers, email address, date of birth, social security number, name of employer, admission or discharge dates, medical record number, medical diagnosis or health condition, health beneficiary, license number, or photographs.

This policy applies to information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

## Procedures

Confidentiality Agreement - As a condition of employment, continued employment, or a relationship with UAMS, UAMS will require such individuals to sign the UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel. The Confidentiality Agreement shall include an agreement that the signing party will abide by the UAMS policies and procedures and with federal and state laws, governing the confidentiality and privacy of information.

All new employees, students, or vendors requiring access to electronic Confidential Information (computer systems) must have a current Confidentiality Agreement on file in the IT Security Office. The UAMS IT Security Office will maintain signed Confidentiality Agreements and furnish a copy to the individual signing the agreement. It is the responsibility of the manager hiring individual vendors or consultants or receiving sales representatives or service technicians (who do not require electronic access but who may have access to Confidential Information) to require execution of the appropriate confidentiality agreements approved by the UAMS Office of General Counsel and to send those documents to the UAMS IT Security Office.

Restriction on Access, Use and Disclosure of Confidential Information - UAMS limits and restricts access to Confidential Information and computer systems containing Confidential Information based upon the specific duties and functions of the individual seeking or requiring access. UAMS will restrict access to Confidential Information to the minimum necessary to perform his/her job functions or duties. UAMS will further limit and control access to its computer systems with the use of sign-on and password codes issued by the IT Security Office to the individual user authorized to have such access. Authorization to access, use or disclose Protected Health Information also is governed by the UAMS Use and Disclosure Policy.

UAMS will control and monitor access to Confidential Information through management oversight, identification and authentication procedures, and internal audits. UAMS managers and heads of departments will have the responsibility of educating their respective staff members about this Policy and the restrictions on the access, use and disclosure of Confidential Information, and will monitor compliance with this Policy.

Sales Representatives and Service Technicians - Must register in the appropriate area (Refer to UAMS Vendor Policy), sign and complete the Confidentiality Agreement prior to any exposure to UAMS confidential information.

Media - All contacts from the media regarding any Confidential Information must be referred to the UAMS Office of Communications and Marketing.

Violation of Confidentiality Policy - Individuals shall not access, use, or disclose Confidential Information in violation of the law or contrary to UAMS policies. Each individual allowed by UAMS to have access to Confidential Information must maintain and protect against the unauthorized access, use or disclosure of Confidential Information. Any access use or disclosure of Confidential Information in any form - verbal, written, or electronic - which is inconsistent with or in violation of this Policy may result in disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS.

All UAMS employees and others subject to this Policy must report any known or suspected incidents to access, use or disclose Confidential Information in violation of this Policy or in violation of the law.

**NUMBER: 3.1.15**

**DATE: 03/05/2002**

**REVISION: 04/01/2003**

**PAGE: 3 of 4**

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### CONFIDENTIALITY AGREEMENT

I, the undersigned, acknowledge that I received a copy of and read the UAMS Confidentiality Policy.

As a condition of my employment, continued employment or relations with UAMS, I agree to abide by the requirements of the UAMS Confidentiality Policy and with federal and state laws governing confidentiality of a patient's Protected Health Information, and I agree to the terms of this Confidentiality Agreement.

I understand and agree that if I access, use or disclose Confidential Information in any form verbal, written, or electronic – in a manner that is inconsistent with or in violation of the Confidentiality Policy, UAMS may impose disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS.

- I understand that when I receive a sign-on code to access the UAMS Network and Systems, I have agreed to the following terms and conditions:
- The sign-on and password codes assigned to me are equivalent to my signature, and I will not share the passwords with anyone.
- I will be responsible for any use or misuse of my network or application system sign-on codes.
- I will not attempt to access information on the UAMS Network and Systems except to meet needs specific to my job or position at UAMS.

I acknowledge that I have read the terms of this Confidentiality Agreement, and that I have received a copy.

Signed: \_\_\_\_\_ SSN# \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ College: \_\_\_\_\_

# GRIEVANCE PROCEDURES

It is the policy of UAMS that a student may have prompt resolution of her or his student grievances and that this is accomplished under orderly procedures.

## Definitions:

A "student" who may process a grievance under this procedure is defined to mean a currently enrolled student of the University of Arkansas for Medical Sciences.

A "grievance" means a dispute concerning the status, rights, benefits, obligations and responsibilities of a student, including the availability of services for that student, under established UAMS programs and activities pursuant to regulations, policies and practices of the university. Not included are alleged violations of traffic and parking regulations, Honor Codes, or issues for which other procedures exist.

There are two types of grievances. One type is classified as discriminatory (because of race, sex, age, color, religion, national origin, disability or retaliation). Procedures for this type of grievance are contained on the following pages under the heading of "Grievance Procedures Relating to Section 504, Title II, Title IX and Other Discrimination Complaints Brought by Students at the University of Arkansas for Medical Sciences (UAMS)." The other type is classified as nondiscriminatory (no alleged discrimination based on race, sex, age, color, religion, national origin, disability or retaliation.). Policies pertaining to this type of grievance are listed below under the sections titled "Appeals Committee" and "Procedures." The section title "Definitions" applies to both types of grievances.

A "decision" means a determination that the grievance issue or issues were, or were not, in violation of rights, benefits, obligations and responsibilities of a student, including the availability of services for that student. An analysis of the issues and the reasons for the determination shall be included in the decision.

## Appeals Committee:

An appeals committee will include six faculty members drawn at random from a list of those full professors in the college who do not serve as departmental chairs and shall exclude persons in academic departments, units or student classes, where the issue arose.

## Procedure:

Anyone (faculty, staff or student) having a complaint concerning terms and conditions of his status with UAMS may present this matter to and discuss it with the person in charge of that part of the University where the issue arises (e.g., Course Director, Department Chairman, Assistant Dean, Dormitory Director, etc.). Such presentation and discussion shall be entirely informal. The person in charge shall attempt to resolve the complaint. A complaint may, but need not, become a grievance.

Where the student's informal complaint is not satisfactorily resolved within five (5) working days following the date presented, the student has the right to reduce the complaint to writing as a grievance and to forward it to the Dean of the Fay W. Boozman College of Public Health. The Dean of the Fay W. Boozman College of Public Health will investigate the matter and if it is felt warranted will refer the matter to an Appeals Committee that will be appointed and charged by the Dean. The membership of the panel will conform to the description defined earlier in this document. The panel shall have access to witnesses and records, may take sworn testimony, and make a record by taping the hearing if the student or the person in charge where the issue arose so desires. Its charge is to develop all pertinent information through informal inquiry in which fair procedures are used. Its written recommendations to the Dean shall be received within ten (10) working days following receipt of the appeal. The decision of the Dean shall be made in writing, with copies to the student and the person in charge, within five (5) working days thereafter.

GRIEVANCE PROCEDURES RELATING TO SECTION 504, TITLE II, TITLE IX AND OTHER DISCRIMINATION COMPLAINTS BROUGHT BY STUDENTS AT THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES (UAMS)

I. PURPOSE AND SCOPE

- A. Policy Statement: UAMS prohibits discrimination on the basis of race, color, national origin, disability, sex, or age.
- B. Purpose: The purpose of this procedure is to provide the process for addressing student grievances alleging discrimination based on race, color, national origin, disability, sex or age.

II. DEFINITIONS

- A. Grievance: Grievance means a complaint of a student alleging any policy, procedure, or practice prohibited by Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 (Title II), and their implementing regulations.
- B. Procedure: The steps set out in this procedure shall constitute the grievance procedure for discrimination complaints brought by students based on race, color, national origin, disability, sex, or age.
- C. Grievant: Grievant means a student who submits a grievance alleging violation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and their implementing regulations.
- D. UAMS: UAMS means any college, department, subunit, or program operated by the University of Arkansas for Medical Sciences. When used in this Agreement, the term “college” shall be deemed to include the Graduate School.
- E. Coordinator: The person serving as the designated Title IX and/or Section 504/Title Coordinator.
- F. Respondent: Respondent means a person alleged to be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
- G. Associate Dean Responsible for Student and Academic Affairs: Refers to the Associate or Assistant Dean in the college where the grievant is enrolled as a student
- H. Dean: Refers to the Dean of the college where the grievant is enrolled as a student.

III. FILING OF GRIEVANCE

- A. Eligibility for Filing: Any UAMS student may file a grievance alleging discrimination on the basis of race, color, national origin, disability, sex, or age.
- B. Pre-Grievance Meeting: Prior to the filing of a written grievance, the grievant(s) should first consult with the appropriate Associate Dean responsible for student and academic affairs, who shall attempt to resolve the grievance informally by agreement between the grievant and the respondent alleged to be directly responsible for the possible violation, and/or persons with immediate supervisory authority related to the grievance.  
If the matter cannot be resolved at this level, a written grievance should be submitted to the appropriate Associate Dean responsible for student and academic affairs for subsequent processing in accordance with the procedures for formal grievances outlined below.
- C. Filing a Grievance: Grievances filed with the appropriate Associate Dean shall be in writing and shall provide the following information:
- name and address of the grievant(s);
  - nature, date and description of alleged violation;
  - names(s) of persons responsible for the alleged violation;
  - requested relief for corrective action; and
  - any background information that the grievant believes to be relevant.

- D. Time Limit for Grievance Filing: A grievance must be filed within twenty (20) calendar days of the occurrence of the alleged violation or within twenty (20) calendar days of the date the grievant became aware of the alleged violation. If the last day for filing a grievance falls on a Saturday, Sunday, or a day on which the University is closed for business, then the grievance may be filed on the first day following the Saturday, Sunday, or date when the University is closed.
- E. Notification of Respondent(s): Immediately upon receipt of a formal grievance, the appropriate Associate Dean will give the respondent a copy of the grievance, and will direct the respondent to submit a written response to the charges within (10) calendar days. If the last day for filing a response falls on a Saturday, Sunday, or a day on which the University is closed for business, then the response may be filed on the first day following the Saturday, Sunday or date when the University is closed. The respondent will be specifically warned not to retaliate against the grievant in any way. Retaliation will subject the respondent to appropriate disciplinary action.
- F. Response: The response should include any denial, in whole or in part, of the charges. Failure to respond may subject the respondent to disciplinary action by the Dean of the appropriate college or other appropriate UAMS official.
- G. Notification of Appropriate Administration Officers: The appropriate Associate Dean will notify the appropriate administrative officers to whom the respondent reports of the existence of the complaint. However, all administrative officers will attempt to maintain the confidentiality of the information during the grievance process.
- H. Role of the Associate Dean Responsible for Student and Academic Affairs in Discrimination Grievances Filed by Students: The appropriate Associate Dean responsible for student and academic affairs must conduct a preliminary investigation of the complaint, and take one of the following steps, within thirty (30) calendar days after its receipt:
- (1) dismiss the grievance on the grounds that the evidence submitted in support of the complaint or developed in the preliminary investigation does not warrant a detailed investigation or a formal hearing (for example: grievant failed to articulate that factual basis for his or her belief that discrimination occurred; the grievance is so weak, attenuated, or insubstantial that it is without merit or so replete with incoherent statements that the grievance, as a whole, cannot be considered to be grounded in fact; the grievance anticipates discrimination that has not yet occurred);
  - (2) refer the grievance to a hearing before the Grievance Panel; or
  - (3) allow the parties to sign a written statement resolving the grievance. It should be understood that without the approval in writing by the appropriate Associate Dean, any agreement between the parties does not preclude further action by the University against either party.

It is the responsibility of the Associate Dean responsible for student and academic affairs of each College to insure the effective implementation, maintenance, processing, record keeping, and notifications required by the grievance procedures.

If an appeal of a dismissal of a grievance is filed, (see Section I below) the Associate Dean will forward a copy of the investigative report and determination to the Dean. If the Associate Dean refers a grievance to a hearing before the Grievance Panel, the Associate Dean will forward a copy of the investigative report to the Panel.

- I. Appeal of Grievance Dismissal: A student may appeal the dismissal of his/her grievance by submitting a written request for review with his/her Dean. The request for review must be submitted within five (5) calendar days of the receipt of the decision to dismiss. Upon receipt of an appeal of the dismissal of a grievance, the Dean shall carefully consider the relevant information contained in the appeal as well as the investigative report and determination of the Associate Dean, to ascertain that the evidence either submitted in support of the complaint or developed in the preliminary investigation did not warrant a detailed investigation or a formal hearing. The Dean will notify the student of her/her decision in writing within ten (10) calendar days of receipt of the request for review. The decision of the Dean will be final.

- J. Notification of Dean: Upon receipt of a formal grievance from a student, the appropriate Associate Dean shall send a copy of the grievance to the Dean of the appropriate College. The Associate Dean or his/her designated representative shall be notified of any hearing and shall be required to attend all student grievance hearings pertaining to alleged discrimination on the basis of race, color, national origin, disability, sex, or age to serve as a University resource person. This individual shall not have a vote as the hearing, nor be present during deliberations of the Grievance Panel.

#### IV. PREHEARING PROCEDURES

- A. Selection of Grievance Panel: When a grievance is referred to the Grievance Panel, the appropriate Associate Dean shall forward a copy of his/her investigative report to a six member Grievance Panel. The Grievance Panel shall be selected as follows: A Grievance Committee will be appointed by each College Dean, consisting of nine (9) faculty and nine (9) students. For every hearing held under this procedure, the person filing the grievance and the appropriate Associate Dean or designee jointly will meet within ten (10) calendar days after the decision to refer the grievance to the Grievance Panel, and review the members of the Grievance Committee, removing from consideration any member who may with reason be considered inappropriate for the hearing (e.g., a faculty member directly involved in the issue being grieved should not sit on the Panel for that grievance). The names of the remaining members will then be written on tabs of paper, folded, placed into separate containers for faculty and students, and randomized by mixing. The grievant will draw three names from each container. The first six names will constitute the Grievance Panel, which shall be composed of three faculty and three students. The remaining names shall be drawn alternatively from each container until all names are drawn in order to develop a list of alternate members. Should a Panel member be removed for any reason during the process, the member shall be replaced by an alternate having the same status (faculty or student).
- B. Scheduling of Hearing of Grievance: Hearing before the Grievance Panel will be conducted no sooner than ten (10) calendar days and not later than twenty (20) calendar days after the selection of the Grievance Panel. The date of the hearing must be adhered to except for unusual circumstances that must be reported in writing as soon as possible to the appropriate Associate Dean. The hearing shall be conducted in accordance with the procedure set forth in Section V, A through G of this procedure.
- C. Representation: The grievant and the respondent have the right to be assisted by no more than two representatives, including attorneys, at any point during the initiation, filing, processing, or hearing of the formal grievance; however, no representative may examine witnesses or otherwise actively participate in a hearing. The Panel may also be assisted and advised by an attorney or other representative at its discretion.
- D. Evidence: The grievant and respondent shall provide the appropriate Associate Dean with all documents to be used and relied on at the hearing, and with the name, address and telephone number of their representative(s) and witnesses no later than seven (7) calendar days prior to the date of the hearing. There will be a simultaneous exchange of this information between the parties, which will be facilitated by the Associate Dean five (5) calendar days before the date of the hearing.

#### V. HEARING PROCEDURES

- A. Record of Hearing: The hearing will be recorded by recording devices supplied by UAMS. These recordings shall be maintained for a period of three years after resolution of the grievance. The grievant or respondent may obtain a copy of the tapes from any recorded hearing, at the requesting party's expense. The deliberations of the Grievance Panel will not be recorded.
- B. Counsel: The grievant and respondent shall have the right to advice of counsel of his/her choice; however, counsel may not examine witnesses or otherwise actively participate in any hearing.
- C. Private Hearing: The hearing shall be conducted in private. Witnesses shall not be present during the testimony of any party or other witness. Witnesses shall be admitted for testimony only and then asked to leave. The parties may hear and question all witnesses testifying before the Grievance Panel.

- D. Presentation of Case: The grievant and respondent shall be afforded reasonable opportunity for oral opening statements and closing arguments and/or presentation of witnesses and pertinent documentary evidence, including sworn, written statements.
- E. Grievance Panel Rights: The Grievance Panel shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses or review other documentation as the Panel deems necessary.
- F. Grievance Panel Deliberation: After the hearing is concluded, the Grievance Panel shall convene to deliberate in closed session and arrive at a majority recommendation.
- G. Transmittal of the Recommendation: Within five (5) calendar days after the hearing is concluded, the Grievance Panel shall transmit a written copy of its recommendation to the appropriate Associate Dean responsible for student and academic affairs, who will then mail, by certified mail, return receipt requested, a copy of the written document to the grievant and respondent at addressed previously provided by the grievant and the respondent.
- H. Appeal of Recommendation of the Grievance Panel: If no appeal is received by the appropriate Associate Dean within seven (7) calendar days of receipt of the recommendation by the grievant and the respondent, any recommendations by the Grievance Panel shall be forwarded to the appropriate Dean for consideration. The Dean may accept the Grievance Panel recommendation, reverse it, or refer the grievance back to the Panel for reconsideration. If the last day for filing an appeal falls on a Saturday, Sunday, or a day on which the University is closed for business, then the appeal may be filed on the first day following the Saturday, Sunday or date when the University is closed.  
 If the grievant or respondent wishes to appeal the recommendation of the Grievance Panel, the respondent and/or grievant shall, within seven (7) calendar days of the receipt of the recommendation, appeal the grievance recommendation to the Dean through the Associate Dean. The appeal shall be in writing.  
 If an appeal is submitted, it will be transmitted to the appropriate Dean. The Dean shall review the appeal and notify the parties of his/her determination within ten (10) calendar days from the date of his/her receipt of the appeal. The decision of the Dean is final and may not be appealed further.  
 The Dean's review is the final institutional step in matters of discrimination grievances. However, nothing precludes the grievance or respondent from filing a complaint with any external agency that handles discrimination complaints.

VI. OTHER

- A. Grievances Involving a Grievant and Respondent from Different Units of UAMS: Whenever a grievance is instituted by a student grievant in one college against a respondent in another college or unit, the grievance shall proceed through the Associate Dean, Dean and Grievance Committee from the college in which the student is enrolled.
- B. Maintenance of Written Grievance Records: Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by law, and shall include, at minimum: the written grievance complaint filed by the grievance, the written response filed by the respondent, the investigative report of the Associate Dean, the recording and documents of the hearing, the written recommendation of the Grievance Panel, the results of any appeal, the decision of the Dean, and any other material designated by the Associate Dean responsible for Student and Academic Affairs. A file of these records shall be maintained in the Office of the Associate Dean responsible for Student and Academic Affairs for each college.  
 For purposes of the dissemination of grievance precedents, separate records may be created and kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.
- C. Retaliation: No person shall be subjected to retaliation for having utilized or having assisted other in the utilization of the grievance procedure.