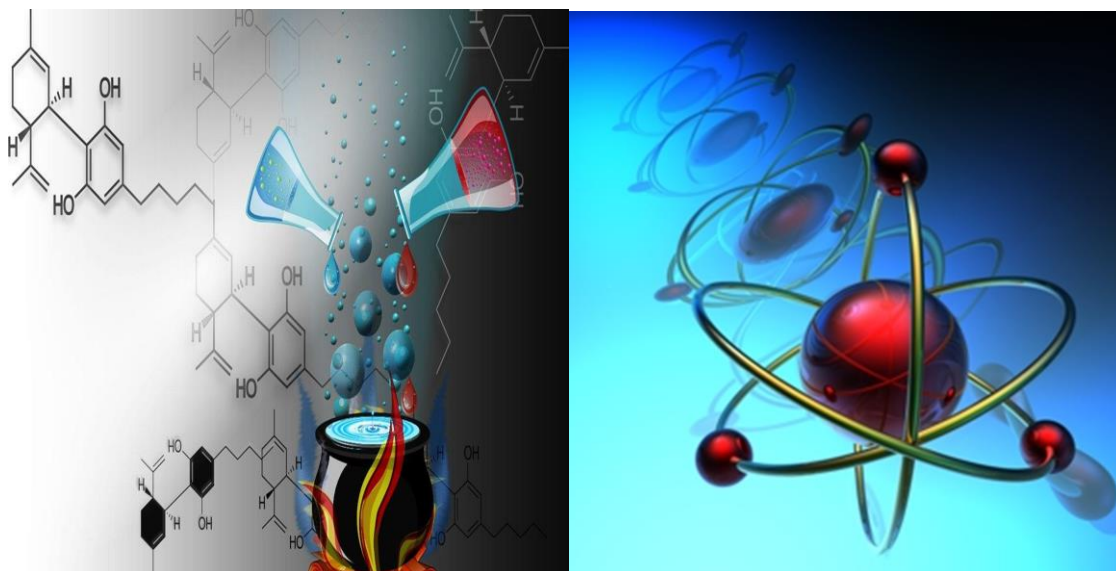


UNIVERSITY OF ARKANSAS AT PINE BLUFF

**DEPARTMENT OF CHEMISTRY
AND
PHYSICS**



HANDBOOK

2018-2019

Policies in this Handbook are in effect July 1, 2018 thru June 30, 2019

TABLE OF CONTENTS

Welcome	1
Introduction	2
Policy Statement Regarding Handbook.....	2
Arkansas Assessment of General Education	2
Information and Contacts.....	3
Statement of Having Read Handbook	4
University History & Development, Mission.....	5
Department Mission, Education, Scholarships	6
Admission	6
Admission Requirements	
Progression Policies	7
Options for Completing General Education Courses	7
CLEP Examination	
Student Transfer Policy	7
Position Statement	
Transfer Students	
Policy Statements	
Procedures	
Curriculum Requirements.....	8
Academic Advisement	8
Introduction	
Advisement Procedure	
Academic Advisors	9
Academic Policies, Regulations & Guidelines	9
Policy Changes	
Suspension Policy	
Dismissal Policy	
Withdrawal	
Class Attendance	
Examination Policies	
Grading Policies.....	10
Standards for Written Assignments.....	11
Plagiarism Policy	
Plagiarism Policy	11
Affirmative Action Policy.....	12
Social Networking Policy	12
Policies Governing Student Responsibilities & Student Life	12
Essential Functions & Standards of Performance in the Classroom & Lab Setting	13
Student with Disabilities	14
Student’s Bill of Rights at UAPB	14
Student Record Access	15
Student Health & Welfare	15
Drug Free Learning Environment & Workplace Policy	16
Personal Reference Library	16
Uniform Regulation & Personal Care	16
Student Employment	16
Reference/Letters of Standing	17
Student Academic Grievance Procedures	17
Student Activities, Organizations & Services.....	17
Graduation Requirements	18
Scholarships for Chemistry & Physics Students.....	18
Appendix	19
Acknowledgement of Receipt	

**UNIVERSITY OF ARKANSAS AT PINE BLUFF
DEPARTMENT OF CHEMISTRY AND PHYSICS**

Dear Biochemistry, Chemistry, Forensic Chemistry, and Physics Majors and Minors,

Welcome to the Department of Chemistry and Physics at the University of Arkansas at Pine Bluff. Faculty are honored that you have chosen University of Arkansas at Pine Bluff to facilitate the pursuit of your educational goals. We are proud to be a part of your journey toward academic excellence and specialization in the major or main you have chosen that will lead you into direct employment, graduate or professional school.

This handbook has been assembled to help current students and those interested in learning more about the department's programs and curricula, so that you can navigate the sometimes-complex nature of completing a degree at a modern university. Whether you are wondering how to declare your major, thinking about what classes you will need to take next year, or want to know about certain departmental policies and procedures, this handbook should be able to provide you with the help and answers you seek. If not, it should at least be able to point you to someone who will be able to help you out. Every effort has been made to provide you with the latest, up-to-date information about the department, its curriculum, and its policies and procedures. The department handbook is updated yearly around May 15th in tandem with the university's catalog. If you happen to notice any errors in the handbook, or would like to suggest additional material to include in it, please send a message to wangilag@uapb.edu or rossk@uapb.edu.

All majors in the Department of Chemistry and Physics are encouraged to schedule conferences with their respective advisor prior to each registration period and during each semester of active enrollment to: (1) address issues associated with academic standing and progression; (2) discuss departmental or professional issues applicable to their majors; and (3) assure information in their student file is current.

The Department of Chemistry and Physics is committed to providing educational opportunities that will prepare graduates for entry in work force (industry, research, etc.) or professional schools (pharmacy, medicine, dental, engineering etc.). To enhance professional development, students are expected to be active participants in all learning experiences associated with the department programs and the American Chemical Society or American Physics Society. In addition, students are expected to participate in activities planned for all students by the University.

We extend best wishes for your success at the University of Arkansas at Pine Bluff and within the academic discipline of chemistry and physics.

INTRODUCTION

This Handbook has been developed as a guide for policies and procedures, thus, a copy is provided to each student enrolled in chemistry and physics program courses or to any student by request. It presents information regarding University and Department academic regulations and guidelines plus various student services and activities. This document in no way diminishes the student's responsibility for knowing and complying with information in the *University Catalog* and the current *University Student Handbook (The ROAR)*. *The Department of Chemistry & Physics policies relating to admission and progression supersede university policies.*

Effective advising is a two-way street, not only requiring careful guidance on the part of knowledgeable faculty & staff, but diligent preparation by students as well. Each undergraduate student is expected to:

- a) Be familiar with the degree requirements for your current academic track.
- b) Be familiar with the basic university requirements.
- c) Know how to contact your advisor.
- d) Make contact with your advisor once every quarter.
- e) Be on time for meetings with you advisor and bring relevant materials such as updated course planning sheets and unofficial transcripts.
- f) Notify your advisor if an advising meeting needs to be cancelled.

The goals of the Baccalaureate Chemistry or Physics Program at the University of Arkansas at Pine Bluff are to prepare students to:

1. Take proper courses required to obtain degrees in chemistry and physics.
2. Take necessary courses in chemistry and physics required for those seeking admission to graduate or professional schools.
3. Receive necessary background in the physical sciences for those students preparing to become secondary science teachers.
4. Take courses in the physical sciences as an integral part of their curricula in other majors.
5. Receive general scientific knowledge for non-science majors.
6. Receive continuing educational opportunities for teachers and other professionals requiring advanced courses in the physical sciences.

POLICY STATEMENT REGARDING HANDBOOK

The Department of Chemistry & Physics reserve the right to make changes, at any time, in individual courses and curriculum leading to the degree and any policies contained in this handbook after receiving appropriate approval.

ARKANSAS ASSESSMENT OF GENERAL EDUCATION

Act 1874 passed by the Arkansas Legislature in 1993, require all college students to be tested on their learning in the general education curriculum. The first phase of this testing began during the spring semester of 1995. Students completing 45-60 hours in the Associate of Arts degree programs will be tested in the areas of mathematics, writing, reading and scientific reasoning on the Arkansas Assessment of General Education test. Other assessments of writing skills and the fine arts will occur as well. Students eligible for the test will be notified of testing dates and times.

INFORMATION AND CONTACTS



For further information and questions regarding our program please contact:

University of Arkansas at Pine Bluff
Department of Chemistry and Physics
1200 North University, Slot 4941
Pine Bluff, AR 71601
Telephone: 870-575-8382 or 870-575-7154

For information and questions concerning counseling and testing services, please contact:

University of Arkansas at Pine Bluff
Student Assessment and Development Center
1200 North University, Slot 4962
Pine Bluff, AR 71601
Telephone: 870-575-8290

For information and questions regarding the Army ROTC program and scholarship opportunities for chemistry students, please contact:

University of Arkansas at Pine Bluff
Military Science Department
1200 North University, Slot 4944
Pine Bluff, AR 71601
Telephone: 870-575-8445

For information and questions regarding financial aid, please contact:

University of Arkansas at Pine Bluff
Office of Student Financial Services
1200 North University, Slot 4985
Pine Bluff, AR 71601
Telephone: 870-575-8302

For information and questions regarding admission to the University, please contact:

Office of Admissions
P. O. Box 4983
Pine Bluff, Arkansas 71601
870-575-8492
1-800-264-6585

STATEMENT OF HAVING READ THE DEPARTMENT HANDBOOK

It's important that every biochemistry or chemistry or forensic chemistry or physics major reads this Handbook. This Handbook contains all pertinent information needed to be familiar with the policies and procedures of the Department Chemistry and Physics.

I have read the information contained in the department of Chemistry and Physics student Handbook.

Student's Signature/Date

Witness Signature/Date

THE UNIVERSITY OF ARKANSAS AT PINE BLUFF

History and Development

The University of Arkansas at Pine Bluff (UAPB) is a land grant, residential institution founded in 1873 as Branch Normal College, a branch of the University of Arkansas. The University opened to students on September 27, 1875. UAPB is also the second oldest institution in Arkansas and the oldest public institution with a black heritage. Since 1873, the institution has grown and changed its official name on two occasions: 1927 - Arkansas Agricultural, Mechanical and Normal College (Arkansas AM&N, also known as Arkansas State College); and 1972 - University of Arkansas at Pine Bluff. UAPB's first degree was awarded in 1882. The institution operated primarily as a junior college until 1929 when it was granted permanent four-year degree status. The University was later certified as a four-year degree college in 1933.

Mission

While the University of Arkansas at Pine Bluff continues to maintain a special sensitivity to the needs, aspirations, problems, and opportunities of its historic constituents, it shall expand its mission with a high degree of excellence and with a sense of constantly improving quality.

The new social context that is emerging as a result of integration requires that this mission be expanded, extended, and enriched so as to become consonant with the needs and demands of a more culturally heterogeneous student clientele – a clientele differing academically, socially, racially, ethnically, and culturally.

To fulfill its mission of service to this heterogeneous clientele, UAPB shall develop creative and innovative activities that produce new curricular models in the fields of aesthetics, social and political institutions, and scientific technical development. New instructional designs and professional staff capable of implementing such programs will accompany this.

The thrust of this new and expanded mission could and should result in the re-examination and improvement of value systems and moral behavior of political institutions and of the economic system. Such mission does not merely support the advancement of science and technology; it uses science and technology to help solve economic, physical, social, political, racial, and cultural problems.

The Institution's ultimate goal is to assist America in building a new social organism that will accommodate racial, ethnic, and cultural pluralism in a manner that will enhance the quality of lives and patterns of living, and weld the nation into one people, a mission which seems essential to the future security and health of the nation.

THE DEPARTMENT OF CHEMISTRY AND PHYSICS

Mission: The mission of the Department of Chemistry and Physics is to provide basic knowledge of chemical and physical principles, quality science education and training and enriched learning experiences in the disciplines of chemistry and physics.

The Department offers Bachelor of Science degrees in Chemistry and Physics with options of biochemistry, chemistry, forensic chemistry and physics. These degrees are designed to prepare graduates to work as professional biochemists or chemists or forensic chemists or physicists, or to pursue advanced degrees in graduate or professional schools. An enhanced curriculum is available to students preparing for graduate school in the biomedical sciences. The Bachelor of Science Education degree in Chemistry Education is offered for persons preparing to teach at the high school level.

The department also started offering an Associate Science degree in chemistry from fall 2017, this program gives a student leverage to either enter job market or continue with the bachelor's degree program.

Furthermore, many other career options are available to those obtaining degrees in Chemistry or Physics. Prospective majors should prepare their course of study in consultation with their academic advisor.

Education: The Department of Chemistry and Physics is committed to providing a meaningful, relevant, high quality academic program for students. The faculty seeks to make available the benefits of chemistry and physics education to all students at University of Arkansas at Pine Bluff; to ensure the quality of the instructional program in chemistry and physics; and to achieve a more economical use of educational resources; and provide lifelong learning. The faculty continues to define those areas in which it can make the most effective contribution to the total educational process, to research and to the community in solving physical science related problems.

Scholarship: Chemistry and physics faculty are highly encouraged to be involved in research. Students majoring in chemistry and physics are required to take 4-hours of research for course credit. This is a valuable experience for students, which help prepare them for employment, or graduate studies. Research Assistantships with stipends are sometimes available to students depended upon the availability of extramural funds.

ADMISSION

Admission Requirements: In order to be considered for admission to chemistry or physics programs, the applicant (chemistry or physics major) must initially satisfy the following criteria:

1. Gain admission to the University by submitting a formal application and all supporting materials; including official transcripts or GED test scores, ACT or SAT test scores, health forms, and immunization records to the Office of Admissions and Academic Records by the appropriate deadlines. For more information contact:

University of Arkansas at Pine Bluff
Office of Admissions

1200 N. University, Slot 4983
Pine Bluff, Arkansas 71601
(870) 575-8492

2. Declare chemistry or physics as an intended major.

Progression Policies:

1. Students must successfully complete every course within a level to progress to the next level. If a student fails a course, they must wait until it is offered again and repeat the course with a successful outcome to progress.
2. Students must take the CAAP exam during their junior year.
3. Students must pass all science and mathematics course with grade of C or better.
4. Student must pass the senior comprehensive examination with a grade of 60% or better.

OPTIONS FOR COMPLETING GENERAL EDUCATION COURSES

CLEP Examination: Credit can be earned through the College Level Examination Program (CLEP). CLEP registration guides are available from the Student Assessment and Development Center located in the Student Service Building, Phone # 870-575-8290)

STUDENT TRANSFER POLICY

For Advanced Placement (Generic)

Position Statement: Reality mandates the necessity for educational mobility among chemistry or physics education programs and within the discipline of chemistry or physics. Although each chemistry or physics education program is unique within itself, the faculty at UAPB's Department of Chemistry and Physics recognizes that a common knowledge base exists. The faculty believes that the student, the general public, and the chemistry or physics disciplines are best served by policies and procedures that promote educational mobility.

Transfer Students: Students transferring from another college or university must meet the same admission criteria as all other students. After a transcript evaluation has been made by the Admission/Registrar's office, the Department of Chemistry and Physics administration will determine which courses are applicable to the requirements for the B.Sc. degree prior to admission.

Policy Statement: To facilitate efficient and effective mobility of students, the Department of Chemistry and Physics has established policies and procedures for transfer of courses from other institutions. The student's portfolio will be evaluated to ensure that continuity exists in the areas of course content, participatory experiences, purposes and outcomes between programs.

Procedures:

1. The student must meet all application, admission, and degree requirements of UAPB and the Department of Chemistry and Physics.
2. The student must provide a copy of the course syllabi and university catalog for evaluation of each course submitted for transfer credit.
3. Each student transcript and transferable courses will be evaluated on an individual basis.
4. The student must complete at least thirty (30) credit hours above the 1000 level at UAPB. Twenty-seven (27) of these credits will be UAPB senior level courses.

6. The student must submit an official and current letter of standing from the Chairperson, Dean, and/or Director of the program/school from which the student is transferring.

CURRICULUM REQUIREMENTS

Curriculum requirements for chemistry, physics and science education majors are found in the University catalog.

ACADEMIC ADVISEMENT

Introduction: Advising is viewed by the Department of Chemistry and Physics as an integral part of each student's education. Upon admission to the University, each student will be assigned a chemistry or physics faculty member as an academic advisor. This faculty member will advise the student regarding University procedures such as drop-add, prerequisites, repeating courses, etc., and will also explain academic regulations and its relationship to the student's program. Each student enrolled in chemistry and physics courses will be advised and/or counseled throughout the semester in relation to academic performance. **Appointments should be made for advising.** All faculty members will post office hours at the beginning of each semester. Students must meet with the assigned faculty advisor a minimum of twice each semester.

NOTE: The ultimate responsibility rests with the student to make and keep appointments with their faculty advisors.

Advisement Procedure:

1. Each semester the faculty advisor and student will review and revise the proposed plan of study prior to registration, as appropriate.
2. Student advisement will be recorded on the designated advisement form during each meeting, dated and signed by both parties.
3. When student policies are revised or new policies are generated, copies will be distributed by the faculty advisor to the assigned advisee. The student will sign the form documenting receipt of the policy.
4. Each student must contact and schedule an appointment with his/her assigned faculty advisor prior to adding/dropping or impending jeopardy status in enrolled course(s). All course changes made by the student should be approved and signed by the faculty advisor on designated university forms.
5. Upon completion of each academic year, each student must schedule an appointment with his/her assigned faculty advisor prior to registration for subsequent courses to review a plan of study and required credits for graduation. The student and faculty advisor will review both University general requirements and Department of Chemistry and Physics requirements in documenting the current status of the student. If the student has any deficiencies of required courses or credits, progression to subsequent courses will be deferred until evidence is provided by transcript that the deficiencies have been removed.
6. The advisor and the student will review the student's progression to sequential courses and the GPA.

Academic Advisors:

Name	Specialty	Office	Phone	e-mail
Dr. Miah Adel	Space Physics	AC II RM 344	870 575 8788	adelm@uapb.edu
Dr. Aslam Chowdhury	Physics	AC II RM 337	870 575 8777	chowdhurya@uapb.edu
Dr. Abul Kazi	Organic Chemistry	AC II RM 336	870 575 8979	kazia@uapb.edu
Dr. Mansour Mortazavi	Physics/Nanoscience	Admin Bd. 208	870 575 8214	mortazavim@uapb.edu
Dr. Richard Walker	Biochemistry	AC II RM 335	870 575 8894	walker@uapb.edu
Dr. Grant Wangila	Analytical/Inorganic	AC II RM 342	870 575 8382	wangilag@uapb.edu
Dr. Daoyuan Wang	Applied Chemistry	AC II RM 343	870 575 7155	wangd@uapb.edu
Dr. Seyed Ghetmiri	Photonic/Optoelectronics	AC II RM 347	870 575 8759	ghetmiris@uapb.edu
Dr. Aboozar Mosleh	Nano-Physics	AC II RM 340	870 575 8789	mosleha@uapb.edu
Dr. Qinglong Jiang	Nano-Material Chemistry	AC II RM 307	870 575 8754	jiangq@uapb.edu
Dr. Zeeshan Habeeb	Physical Chemistry	AC II RM 308	870 575 8755	habeebz@uapb.edu
Ms. Janee' Adams	Physical Science	AC II RM 346	870 575 7156	adamsj@uapb.edu
Ms. Shaheen Khan	Laboratories	AC II RM 345	870 575 8048	khans@uapb.edu
Ms. Kimberly Ross	Administrative Specialist	AC II RM 334	870 575 7154	rossk@uapb.edu
Mr. Lafayette DeRamus	Laboratories	-	-	deramusl@uapb.edu
Ms. Ashley Askew	Laboratories	-	-	askewa9061@uapb.edu
Ms. Kiwana Norwood	Laboratories	-	-	norwook7988@uapb.edu

ACADEMIC POLICIES, REGULATIONS, AND GUIDELINES

Policy Changes: Students will be notified of policy changes via written addendums to course syllabi and/or to the student handbook. Policy changes will be announced in class and a copy posted on the student information board. Written notification will be mailed to active students who missed the announcement.

Suspension Policy: At present the department of Chemistry and Physics has no formal suspension policy other than that of the university. However, students who are not performing well academically and fail to respond to advisement may be counseled to consider a change in the major.

Dismissal Policy: At present the department of Chemistry and Physics has no dismissal policy other than that of the university. Refer to the University Undergraduate Catalogue

Withdrawal: See University Catalog for withdrawal policies.

Class Attendance: Class attendance policies are described in the university catalog.

Examination Policies: Refer to the *UAPB Catalog* and the *ROAR Student Handbook* (current issue) for a review of policies related to dishonesty, classroom freedom and responsibility. In addition, the following rules and regulations have been adopted by the Department of Chemistry and Physics to assist in governing classroom conduct during examinations, test reviews and quizzes.

1. Any student caught exchanging information with other students, talking or in possession of information other than that provided by the faculty during any exam will be dismissed from the testing area. The student will be given a score of "0" for the examination in question and could be dismissed from chemistry or physics class and/or program.
2. No books, class notes, cell phones, or other materials will be allowed at the student's desk area during exams or test reviews unless approved by the course faculty.

3. No test or test related materials are to be taken out of the testing area unless approved by faculty.
4. Test booklets, answer sheets and work should be submitted to the instructor prior to leaving the room.
5. To facilitate individual test review needs, students will be allowed a period of one week after the examination and scheduled examination review to make appointments for additional individual test reviews and/or conferences. After the special review and conference, all grades will be final. Any adjustment in policy that provides unlimited reviews will be at the discretion of course faculty.
6. To avoid distracting classmates during an examination, students should follow the protocol established by course faculty relative to conduct, communications and activity in the testing area.
7. Only in special circumstances and with prior approval by the instructor will the student be allowed to make up a missed examination. If a student misses an examination because of an unexcused absence, a grade of zero will be given.
8. Quizzes may be given unannounced. If the student is absent and misses a quiz, a score of zero (0) points will be recorded.
6. Grades will not be posted in the office or electronically nor given over the telephone.

Note: Refer to each course syllabus for specific course requirements.

Senior Comprehensive Examination: The Senior Comprehensive examination is administered as part of Chemistry Seminar course, which is taken during the second semester of the senior year. A minimum passing score of 60% on the Senior Comprehensive Examination is required for passing the Chemistry Seminar course. Students who fail to achieve this score will be allowed one more attempt to pass this examination. Students who fail the second attempt will receive a failing grade in the Chemistry Seminar course and will not be allowed to graduate.

Grading Policies:

Review of Graded Material: Students should make an appointment with faculty to review any graded material, including but not limited to, quizzes, exams, papers, and homework within **5 working days** from the date the student receives the score for the graded material. After 5 working days, graded material may not be reviewed and the earned grade will be considered final. There is no provision for group review following a final exam. Grades for unit and final exams will be released to the student following faculty evaluation of the Item Analysis. The student may not redo any graded materials for a better grade.

Students must satisfactorily meet the objectives in lecture materials and laboratory work in order to pass the course. Lecture components and laboratory components within each course are evaluated independently. The lecture component must be successfully completed with a grade of "C" or above. The laboratory component must be completed with a "C" and above. If either the lecture or laboratory component is below a "C" the final course grade will reflect a failing grade. The grading scale approved for the Department of Chemistry and Physics is as followed:

100%	-	90%	=	A
89%	-	80%	=	B
79%	-	70%	=	C

69%	-	60%	=	D
Below	-	60%	=	F

Students **MUST** see their advisors to establish remediation plans if:

- a) The final grade in the previous Chemistry and Physics course was below 70%.
- b) At any time the course grade falls below 70%.

Student Records Access: Students have the right to review or obtain a copy of their student file. Review of the record should occur with the faculty advisor.

STANDARDS FOR WRITTEN ASSIGNMENTS

1. All written work must be typed or legibly written in black ink on standard size paper (8 ½ X 11) unless otherwise directed by faculty or a different form is provided. All material must be paginated.
2. For purposes of orderliness, binders or three fastener covers are desirable. Papers should be stapled if unbound.
3. Assignments will be graded for form and grammar, as well as content.
4. All written work must follow the appropriate edition of the APA format. The format must be used consistently throughout the assignment and in the bibliography.
5. Only one side of the paper should be used in any written work, excluding bibliography unless otherwise stipulated by the instructor. Margins must be maintained on all sides of all papers and bibliography.
6. Papers **must** be error free. Corrections should be retyped or written in ink before the paper is submitted. Papers in which such errors are numerous, or which are defaced by many corrections will be returned to the student for rewriting. This rewriting can affect the overall grade of the paper.
7. All materials, such as references, quotations, and quoted statistics should be carefully checked for accuracy and cited in the paper.
8. A grade of "0" will be assigned to any paper that indicates evidence of plagiarism and may result in dismissal from program.
9. All written work must be handed in by the date assigned. No student should expect full credit for material completed after this date unless a request for delay and the reason for it, have been made and granted by the instructor. A penalty of 5% of the total value of the paper will be assessed for every school day past the due date to a maximum of 20%. No paper will be accepted five (5) days past the due date.
10. Faculty maintains the right not to grade papers that do not conform to the "Standard for Written Assignments."

Plagiarism Policy:

Plagiarism is defined as the adoption, appropriation for one's own use and/or incorporation in one's own work, passages from the writings or works of others without acknowledgement, including presenting parts of passages of other's writing as products of one's own mind. Any student who plagiarizes may be subject to: 1) receiving a zero on the written work; 2) failing the course; and 3) dismissal from the Chemistry and Physics Program.

Use the following general guidelines when referencing material:

1. The use of exact words from the works of others must be quoted directly. Quotes must have an appropriate reference using scientific notations.
2. Paraphrasing is defined as restatement of a text, passage or work, i.e., not the use of the original writer's exact words. Paraphrasing requires an appropriate reference using scientific notation.
3. Tables, photographs, models, figures, and illustrations, as well as written text, constitute "works of another" must be footnoted.
4. Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned in grading.

AFFIRMATIVE ACTION POLICY

The University of Arkansas at Pine Bluff and the Department of Chemistry and Physics are committed to providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of disability, race, color, sex, creed, veteran status, age, marital or parental status, sexual orientation, or national origin or ancestry.

SOCIAL NETWORKING POLICY

The Department of Chemistry and Physics at UAPB recognizes that social networking websites such as Facebook, MySpace, Twitter, LinkedIn, etc. are an importance and timely method of communication. Students must be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. Punishment for violations may include fines, and imprisonment. Offenders may also be subject to adverse academic actions that range from a letter of reprimand, probation, or dismissal from the chemistry or physics program and/or the university. The following actions are forbidden;

1. Students may not report private (protected) academic or financial information of another student or trainee. Such information might include: but is not limited to: course grades, narrative evaluations, examination scores, adverse academic actions, or financial aid information.
2. In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for the University of Arkansas at Pine Bluff, their school, department or program.
3. Students may not represent themselves as another person.
4. Student may not utilize websites and/or applications in a manner that interferes with educational or work commitments.
5. Display vulgar language.
6. Display of language or photographs that imply disrespect for any individual or group because of age, gender, ethnicity, sexual orientation, or disability.
7. Presentations of photographs that may reasonable be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual misconduct.

Students are strongly encouraged to:

1. Use privacy settings to limit the unknown or unwanted access to the student's profile or application.
2. Use a personal email address (not a uapb.edu address) as the primary means of identification.

POLICIES GOVERNING STUDENT RESPONSIBILITIES AND STUDENT LIFE

Professionalism: Accountability refers to responsibility. Students enrolled in the academic program of the Department of Chemistry and Physics are responsible and accountable for their actions inside and outside of the classroom, at departmental and university-based functions, and for their actions related to chemistry and physics discipline. As science discipline, the student is expected to develop and practice high standards of achievement and conduct defined as professional behavior. The behavior of the professional student extends beyond the Department of Chemistry and Physics classroom and laboratory facility.

In addition, students should be aware that appropriate or inappropriate personal behavior and/or attire represent self as well as one's identified school. The student who consistently demonstrates inappropriate or "non-professional" behavior will be counseled and subject to disciplinary action. It is expected that each student will come to class and lab prepared and present themselves as sincere and motivated learners.

Cautionary Notice: The faculty and administration of the Department of Chemistry and Physics expect an acceptable quality of work and self-directed behavior from students. Each student is regarded as an adult and responsible for his/her own learning. The faculty member is a facilitator in the teaching-learning process. The facilitators will utilize their expertise to create an environment that is conducive to learning and will develop educational opportunities that will enable the responsible student to acquire the needed knowledge, skills and attitudes. No student will receive special consideration on the basis of a plea of ignorance of scholastic status or academic policy.

ESSENTIAL FUNCTIONS AND STANDARDS OF PERFORMANCE IN THE CLASSROOM AND LABORATORY SETTING

Cognitive: The student must be able to thoroughly, efficiently and reliably;

1. Recall information from reading material, lecture, discussion, and scientific data evaluation.
2. Interpret and extrapolate information from reading material, lecture, discussion and general evaluation of scientific data.
3. Apply information from reading material, lecture, discussion, and scientific data evaluation.
4. Analyze information from reading material, lecture, discussion, and scientific data evaluation.
5. Synthesize information from reading material, lecture, discussion, and scientific data evaluation.
6. Evaluate or form judgments about information from reading material, lecture, discussion, and scientific data evaluation.

Affective: The student must be able to;

1. Establish professional, trusting, empathetic relationships with a variety of individuals;
2. Demonstrate respect and engage in non-judgmental interactions regardless of individuals' life-styles and cultures;
3. Accomplish work effectively in groups;

4. Meet externally determined deadlines;
5. Be present at required activities in classroom and lab settings;
6. Attend to cognitive, communication and psychomotor tasks for as long as three hours at a time.

Communication: The student must be able to;

1. Hear the spoken word;
2. Attend selectively and in a controlled manner to various types of communication, including the spoken and written word and non-verbal communication;
3. Speak intelligibly in English;
4. Communicate in writing, intelligibly in English;
5. Relay information in oral and written forms reliably, thoroughly and intelligibly to individuals and groups;
6. Read English (typed and hand-written).

STUDENTS WITH DISABILITIES

It is the policy of UAPB to accommodate students with disabilities pursuant to federal and state laws and the university's commitment to equal educational opportunities. Any student with a disability who needs accommodation, for example, in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. The chair of the Chemistry and Physics department is also available to assist with accommodations. To ensure successful matriculation through UAPB, all students with disabilities should contact:

Mr. Michael Bumpers
Office of Disability Services and Veteran Affairs
Caldwell Hall, Room 206
870 – 575 – 8552

STUDENT'S BILL OF RIGHTS AT UAPB

1. Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom. Students will exercise their freedom in a responsible manner.
3. Policies and procedures that provide and safeguard the student's freedom to learn are intrinsic to the philosophy of UAPB Department of Chemistry and Physics.
4. Under no circumstances will a student be barred from admission to UAPB on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
5. Students are free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students have protection through the grievance procedure against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which an instructor acquires in the course of their work or otherwise, are considered confidential and

not released without the knowledge or consent of the student, and are not used as a basis of evaluation.

8. Students have the right to have a responsible voice on the following departmental standing committees:
 - a) Curriculum
 - b) Admission and Academic Standing
 - c) Research and Professional Development
 - d) Recruitment/Retention
 - e) Grievance
9. Information, which is part of a student's permanent educational record, includes the transcript, official grade reports, and evaluation forms. These files are open to faculty members and available for further disclosures only upon written request of the student whose documents are in the file.
10. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately, with due respect for their peer's right to class time and short public sessions.
11. Students are allowed to invite and to hear any person of their own choosing, thereby taking the responsibility of furthering their education. Input into scheduled class time can be discussed with faculty. The final decision remains with the faculty.
12. Students have a right to participate in the formulation and application of institutional policy affecting academic and student affairs and student life. The Student Government Association clearly defines means of student participation in the formulation and application of institutional policy affecting academic and student affairs.
13. The student has a right to have clarified those standards of behavior that are considered essential to the Chemistry and Physics Department's educational mission in course objectives, laboratory evaluation objectives, and program objectives.
14. Disciplinary proceedings are instituted for the following:
 - a) Violations of standards of the safety and practices in the disposal of materials, and
 - b) Student misconduct in the classroom and/or the laboratory setting(s).
 It is the responsibility of the student to know these regulations. Grievance procedures are available for every student.
15. Students have the right to belong or refuse to belong to any organization of their choice.
16. Students have the right to make suggestions for changes in the student laboratory clothing/shoes code so that the highest professional standards are maintained as well as take into consideration the comfort and practicality for the student.
17. Grading systems are carefully reviewed each semester with students and faculty for clarification and better student-faculty understanding.
18. The student has the right to evaluate the course instructor(s) and laboratory faculty at the end of each semester.

Adapted from the *Bill of Rights and Responsibilities for Students of Nursing* (available at <http://www.nsna.org/pubs/billofrights.asp>) as revised by the NSNA House of Delegates in 1991.

STUDENT RECORD ACCESS

Students have the right to review or obtain a copy of their student file. Review of the record should occur with the Faculty Advisor.

STUDENT HEALTH AND WELFARE

The Department of Chemistry and Physics complies with policies set forth by the University in providing health care (see *UAPB Catalog*). All students must comply with University policies relating to health. These policies are devoted to promotion and maintenance of high standards for students.

Poor health may be reflected in performance. It is recommended that students maintain optimum sleeping and eating habits. Maintenance of standard weight for height is desirable. Frequent absenteeism due to illness in chemistry or physics courses can result in course failure. When frequent illness occurs, a doctor's statement should be filed with the Department of Chemistry and Physics office.

All pregnant students **MUST** notify the Chairperson of the Department of Chemistry and Physics and her course coordinator that she is pregnant and expected date of delivery. If a student elects to remain in school, she must submit a written statement from her physician indicating her due date and that she is physically able to continue her course of study.

Any student requiring physician-mandated laboratory experimentation limitations or other restrictions related to pregnancy or other medical conditions must submit evidence in writing to the Chemistry and Physics department. The student may be referred to the Disability Office and/or Student Health Services for assistance and follow up.

DRUG FREE LEARNING ENVIRONMENT AND WORKPLACE POLICY

All students within the Department of Chemistry and Physics are governed by the Drug Free Workplace policy statement of the University of Arkansas at Pine Bluff (Refer to the *ROAR Student Handbook, 2017-2018*).

PERSONAL REFERENCE LIBRARY

The student is expected to purchase textbooks and lab materials/supplies for all chemistry or physics courses. These should be retained after completing the courses. They serve as excellent resource books throughout the chemistry or physics career. It is a much easier job to study for the MCAT, PCAT, GRE, and DAT from books that are familiar and to review chemistry or physics theory once engaged in advanced education, chemistry or physics work related practice. Chemistry and physics journals make an excellent addition to a student's personal reference library.

UNIFORM REGULATION AND PERSONAL CARE

Professional Dress Code: Students are expected to dress in appropriate manner for an academic environment. Clothing worn should not be distracting to faculty or other students. Laboratory coats are to be worn in the laboratory when required.

Student Employment: Chemistry and physics are demanding academic discipline that requires that a chemistry or physics student devote many hours of study and practice to gain proficiency in the art and science of chemistry or physics.

Students who are employed are expected to insure that their employment does not interfere with

their successful achievement in the chemistry or physics program. The Department of Chemistry and Physics uses a formula of two (2) hours of preparation for every enrolled credit hour in estimating the minimum study hours per week, which should be allotted for each course. An employment schedule, which does not permit adequate time for class preparation will necessitate reduction in either the work schedule or academic schedule, whichever the student prefers.

Students should be aware that:

1. The department of Chemistry and Physics assumes no responsibility for their activities as employees of an agency;
2. The student is personally responsible and liable for an activity in which he/she participate while employed;

Reference/Letters of Standing: Upon request, the Department of Chemistry and Physics will supply a letter of reference/standing to an agency employing a student or other requesting agency provided the student has signed a waiver for the information to be released. The waiver may be obtained from the department's Secretary. If a waiver has not been signed, a letter is sent to the requesting party stating that the school does not have written permission to release information.

The student must submit the request for the letter of reference standing seven (7) working days prior to the date it is needed. The student should be aware that information contained in the student's file might be included in the letter or verbal reference.

STUDENT ACADEMIC GRIEVANCE PROCEDURES

Student academic complaints or grievances within the Department of Chemistry and Physics will be in accordance with the grievance policies found in *The ROAR Student Handbook*, *UAPB Catalog* and the *Department of Chemistry and Physics Faculty/Staff Handbook*.

STUDENT ACTIVITIES, ORGANIZATIONS AND SERVICES

There are many culturally enriching activities on the University campus. Attendance at these activities for personal enrichment and social growth is strongly recommended (See the *University Catalog*, *The ROAR*, 2017-2018 for listings).

UAPB American Chemical Society Student Chapter: The Student American Chemical Society (UAPB-ACS) was adopted as an official organization in 2007. The organization was designed to contribute to the student's chemistry education by promoting their interest in fundamental and current professional concerns and to prepare them to participate effectively in professional organizations. Membership in the UAPB-ACS affords students the following:

1. An opportunity to develop leadership skills;
2. Access to printed resources, which are free, or at a nominal cost;
3. Discounts from American Chemical Society (ACS) supply and publishing companies;
4. Travel and hotel discount for ACS meetings.

All chemistry majors are eligible for ACS membership and are encouraged to participate actively.

Changes of Address: It is student's/graduate's responsibility to keep the Department of Chemistry and Physics informed of current address, telephone number and email address. Important information is frequently mailed to students/graduates. A permanent address, school

address, a local telephone number, and email address should be on file in the Chemistry and Physics Office and updated as necessary.

Bulletin Boards: Many items of interest to students are posted on bulletin boards. Course faculty always notifies students of important information posted on the bulletin board and the locations to students. Articles such as employment opportunities, application, and information on financial aid, notices from faculty, policy changes, course assignments, etc., are posted.

GRADUATION REQUIREMENTS

Prior to graduation, candidates must file in the Registrar's Office an application for graduation on the form provided. Graduation fees must be paid at the cashier's office during registration. See the University Catalog and *The ROAR, 2017-2018* for additional graduation requirements. Attendance and participation in the Pinning ceremony and graduation are mandatory.

SCHOLARSHIPS FOR CHEMISTRY AND PHYSICS STUDENTS

All recipients must be enrolled in 12 or more credit hours during the fall and spring semesters to be eligible to receive a scholarship. Scholarships which are available to chemistry and physics majors are listed in university catalog.

APPENDIX

Note: STUDENTS WILL NOT BE ABLE TO REGISTER FOR CHEMISTRY AND PHYSICS COURSES IF THE ABOVE INFORMATION HAS NOT BEEN PROVIDED.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Department of Chemistry and Physics

(Acknowledgement of receipt of the 2018-2019 Chemistry and Physics *Student Handbook*)

I _____, acknowledge that I have received, read and understand the policies, guidelines and expectations documented in the University of Arkansas at Pine Bluff *Department of Chemistry and Physics Student Handbook* dated 2018-2019. I have been given an opportunity to ask questions and to seek clarification.

Signature: _____
(Student)

Date: _____