

**2016 – 2018  
GRADUATE  
STUDENT  
HANDBOOK**

**Accredited by:  
Higher Learning, Commission  
230 South LaSalle Street  
Suite 7-500  
Chicago, Illinois, 60604**

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Dear Graduate Students:

The University of Arkansas at Pine Bluff is committed to providing the opportunity for you to develop into a productive professional during your matriculation at UAPB. It is our desire that each of you will enjoy an appropriate environment and the necessary resources to fully develop your potential. All professional endeavors are framed within sets of policies and procedures that ensure both the highest standards of professional conduct and an orderly environment conducive to advanced scholarship. This handbook codifies the policies and procedures for graduate study at the University of Arkansas at Pine Bluff.

Best wishes for a successful university experience.

Sincerely,

Dr. Laurence B. Alexander  
Chancellor

LA:s

UNIVERSITY OF  
ARKANSAS PINE BLUFF™

OFFICE OF THE CHANCELLOR

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An equal opportunity/affirmative action university

## **INTRODUCTION**

The Division of Graduate Studies and Continuing Education publishes the UAPB Graduate Student Handbook to provide students, faculty, and staff with an official record of the policies and procedures that may affect graduate students. The guidelines contained in this publication apply to the University of Arkansas at Pine Bluff campus, only. It is the responsibility of each student to become aware of the contents of this document as well as the documents referred to herein.

The University reserves the right to make changes in curricula, degree requirements, course offerings, and all regulations at any time, when, in the judgment of the faculty, the Chancellor, and/or the Board of Trustees, such changes are in the best interest of the University.

The University of Arkansas at Pine Bluff is committed to a policy of affirmative action which assures equal opportunity in education and employment to all qualified persons regardless of race, sex, age, religion, creed, disability, veteran status, national origin, or ancestry.

The University of Arkansas at Pine Bluff offers equal opportunity in its employment, admission, and educational activities. The University does everything reasonably possible in an attempt to accommodate each student in the attainment of their academic objectives.

The University reserves the right to administratively interpret and/or alter any policy, regulation or procedure stated or referred to herein through normal channels.

Final authority for all aspects of content of UAPB Graduate Student Handbook rests with the Office of the Dean of Graduate Studies and Continuing Education.

## **SECTION I: GENERAL UNIVERSITY HISTORY AND TRADITION**

### **UNIVERSITY HISTORY AND MISSION**

#### **Historical Sketch**

The University of Arkansas at Pine Bluff 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 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.

#### **Mission**

The University of Arkansas at Pine Bluff is a public comprehensive HBCU 1890 Land-Grant Institution. The University embraces its land-grant mission of providing cutting edge research, teaching, outreach, and service programs that respond to the social and economic needs of the state and region. Its mission is to promote and sustain excellent academic programs that integrate quality instruction, research, and student learning experiences responsive to the needs of a racially, culturally, and economically diverse student population. Ultimately, the University is dedicated to providing access and opportunity to academically deserving students and producing graduates who are equipped to excel through their contributions and leadership in a 21st century national and global community.

Approved by the Higher Learning Commission  
December 2015

#### **1890 Institution**

UAPB is the fourth oldest institution in the nation designed as 1890 under the Second Morrill Act. Land Grant Colleges have evolved into technical and scientific institutions, and in keeping with the provisions of the Morrill Act, provide education in “classical studies” – arts, humanities, social sciences, business, education and training in military science. UAPB is one of two land grant institutions and the only 1890 institution in Arkansas.

#### **Accreditation**

UAPB is accredited by the Higher Learning Commission CAEP Council for the Accreditation of Educator Preparation, National Association for Schools of Music, American Home Economics Association, National Council on Social Work Education, Accreditation Council for Business Schools and Programs.

#### **Chief Administrators**

The University’s first chief administrator was J.C. Corbin, Principal, 1875-1902. Chief administrators during modern times are: Lawrence A. Davis, Sr., President/Chancellor, 1943-1973; Earl Evans, Acting President, 1959-1960; Johnny B. Johnson, Interim Chancellor, 1973-1975; Herman B. Smith, Jr., Chancellor, 1974-1981; Lloyd V. Hackley, Chancellor, 1981-1985; Johnny B. Johnson, Interim Chancellor, 1985-1986; Charles A. Walker, Chancellor, 1986-1991;

Carolyn F. Blakely, Interim Chancellor, 1991; Lawrence A. Davis, Jr., Chancellor, 1991-2012; Calvin Johnson, Interim Chancellor, 2012-2014; and Laurence B. Alexander, Chancellor, 2014-Present.

### **Philosophy**

*“The end of education is to know God and the laws and purposes of His universe, and to reconcile one’s life to these laws. The first aim of a good college is not to teach books, but the learning of books is only a means to this end. We develop power and courage and determination and we go out to achieve Truth, Wisdom, and Justice. If we do not come to this, the cost of schooling is wasted.”*

John B. Watson  
First President, AM&N College  
1928-1942

### **UNIVERSITY TRADITIONS**

The life of every student is enriched by the traditions which have become a part of the University through the years. Some of the University of Arkansas at Pine Bluff’s traditions include:

#### **Band Concert**

Annually, the Music Department presents the University Band in Concert.

#### **Black History Month**

During the month of February, Black History Month is observed in order to pay tribute to noted African Americans who have made significant contributions to the progress of mankind as a whole and to African Americans in particular.

#### **Chancellor’s Benefit for the Arts**

This is a formal affair presented with elegance. The proceeds from this event support the visual and performing arts at UAPB, the “Keepers of the Spirit” Exhibit, and historical review of Branch Normal/AM&N College/University of Arkansas at Pine Bluff.

#### **Chancellor’s Convocation**

An all-school assembly, originally established by President L.A. Davis, Sr., as the “family chat hour,” is held at the beginning of each semester.

#### **Founder’s Day**

Each year the University pauses on the Sunday closest to April 25<sup>th</sup> (the date of the founding of the institution) to pay tribute to those whose services and sacrifices have made the University’s achievements possible. The event includes a sunrise service, a family breakfast and the Founders Day Convocation.

**Handel's Messiah**

Each year the University choir performs Handel's Messiah during the Christmas season. The Vesper Choir is assisted by the University Concert Band and by a string ensemble from the Arkansas Symphony Orchestra. The Messiah is considered to be the best oratorio in music history. Traditionally, the presentation of the Messiah marks the official opening of the Christmas season on the campus. The event is sponsored by the Department of Music.

**Homecoming**

Annually, the University sets one weekend during The Fall Semester for the celebration of its Homecoming activities. Plans are made under the direction of the Homecoming Committee, which consists of faculty/staff and students, to extend the traditional UAPB hospitality to alumni, former students, guests, and friends.

The campus is beautifully decorated and various student organizations and academic departments prepare floats for the annual Homecoming parade on Main Street in the city of Pine Bluff. Other events during Homecoming are: the football game, the Coronation and Ball, and victory dance or concert.

**Honors and Awards Day**

Students are recognized for academic achievement and contributions to the University through scholarships and awards.

**Lion Fever Day**

During the Fall and Spring semesters, high school students throughout the state of Arkansas and adjoining states are invited to the campus for a day of information and activities.

**Spring Emphasis Week**

Each spring, usually in March or April, one week is devoted to honoring different components of the University family: students, faculty, staff, the community, parents, women, and all others who contribute to the life-blood of the University.

**Spring Unity Fest**

An activity designed to bring together the University and the community through entertainment, food, games, vendors, information booths, novelty attractions and contests.

**Vesper Choir Concert**

The Friday before Commencement, the University Choir performs its annual concert on the steps of the J.B. Watson Library.

## **SECTION II: CAMPUS EMERGENCY SERVICES AND PROCEDURES**

Note: Detailed information related to campus Health Services, see the ROAR Student Handbook 2015-2016 p.p. 81-84

Students should review and familiarize themselves with the following emergency procedures in order to safeguard their health and welfare during a campus emergency.

### **Medical Emergency Procedures**

#### **A. For situations that are life-threatening:**

1. Call 911 if immediate attention is needed, and complete the following:
  - a. Identify self as a member of the UAPB faculty, staff, or student body;
  - b. Identify exact location of victim; and
  - c. Describe victim's illness or injury.
2. Contact University police and give the following information:
  - a. Identify self and give location;
  - b. Identify victim by name and other information as requested;
  - c. University police will call 911 to confirm validity of previous call and as a back-up to make sure the first call was received and is valid; and
  - d. University police will direct paramedics or other emergency care provider to the scene of the medical emergency.
3. Apply multi-media first-aid if necessary.
4. Contact Health Services if during operating hours and comply with the following:
  - a. Identify self and give location of emergency;
  - b. Identify victim, giving name and other information requested;
  - c. Describe the situation, and
  - d. Call 911 back if the situation warrants off-campus emergency medical.
  - e. Health Services nurse will go to the scene to provide assistance.



5. Health Service staff member will remain with the victim until paramedics, Health Center personnel, or other medical care providers arrive.
6. Health Services staff member will complete an emergency referral form and give to victim (if a student) in need of medical attention.
7. Residence Hall Specialist will file an incident with the Residential Life Office not later than 9:00 a.m. the following workday with a copy forwarded to The Dean of Student Life.

**B. For non-life threatening medical situations, the Health Services staff member, Residence Hall Specialist, or other staff member contacted should do the following:**

1. Go to the scene of the accident, injury/incident
2. Assess the situation; and
3. Render assistance.

**C. For non-life threatening medical situations, the individual should:**

1. Contact Health Services if during normal hours of operation;
2. Identify oneself, the victim, and give location;
3. Describe the situation and provide other information requested; and
4. Escort the victim; if ambulatory, to Health Services. If the student is not ambulatory, a member of the Health Services staff will go to the scene of the incident.

**Note: The University is exploring health insurance for full time graduate Students.**

## **Campus Safety and Security**

### **A. Closed Circuit TV Security System**

For safety and security enhancements, the University has installed surveillance cameras throughout the campus. These cameras provide Campus Police, and other designated offices on-site surveillance areas on campus, such as parking lots, building entrances and streets. Over 150 cameras have been installed giving Campus Police surveillance of the entire campus. The digital images can be retrieved and reviewed for investigative and other official purposes.

### **B. Wall Mounted Emergency Blue Light Phone System**

The University has also installed emergency phones in various locations across campus. These emergency phones dial directly to Campus Police, giving them instant notification of the caller's location in the event of an emergency. The individual activating the system will be able to communicate with Campus Police through a speakerphone located in the unit.

Currently, these emergency phones are located in nine (9) different areas, including the Student Union, Administration Building, Harold Complex, Hunt Hall, Stadium, Academic Center I, JBJ Housing Complex and the Library. Please note, these Blue Light Emergency Phones are for emergencies only. Individuals tampering or playing with these phones will be subject to disciplinary action.

### **C. Pine Bluff Arsenal Emergency Response Plan**

An assembly area will be established at the HPER Complex, located in the NW portion of the campus at 1500 North L. A. "Prexy" Drive (#26 on campus parking map included at the end of the manual). Students/staff/faculty without transportation should go there if evacuation is recommended. The evacuation map shows the location of zone G that contains UAPB. The primary evacuation route is the quickest way to Hwy 79N to Stuttgart, and destination reception center is Grand Prairie War Memorial Auditorium, 600 W. 20<sup>th</sup> Stuttgart, AR. The alternate evacuation route is the quickest way to Hwy 79S to Rison, and destination reception center is Rison Public School, 700 Main (Hwy 35S), Rison, Arkansas.

The Chancellor, in coordination with Jefferson County officials, has overall responsibility and authority for decisions relative to sheltering, evacuation, and school closing during an incident at UAPB. In the event an evacuation is necessary, UAPB will offer to assist in matching students/staff/faculty without transportation with those who are willing to car pool in an emergency.

The Traffic Control Coordinator will identify control points to be implemented and assign security staff to perform this function. The Transportation Coordinator will determine the need for additional resources and secure them, through the Chief of University Police, from the county. Also, coordination of resources, staff, and activities at the assembly area is a part of the Transportation Coordinator's function.

See ROAR Student handbook p.p. 84-85: Student Counseling, Assessment and Development. p.p. 85-86 for Disability Services and Veterans Affairs.

## **SECTION III: GENERAL UNIVERSITY POLICIES**

For this section please refer to the ROAR student handbook 2015-16

### **A. Non Discrimination Policy: Title IX Coordinator**

1. Discrimination, Harassment, Retaliation and Sexual Misconduct Complaints p.p. 4-6
2. Complaint/Grievance Procedure p.p. 6-15
3. Definitions of terms related to this policy p.p. 15-18

### **B. Drug-free workplace Policy Statement p.18**

### **C. Board Policy 405.2**

Authorization to offset amounts due the University by an employee against amounts owed by the University to that employee.

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

### **Procedure for Disseminating Student Information**

"Family Educational Rights and Privacy Act of 1974 (FERPA) - A federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

In accordance with the Family Educational Rights and Privacy Act of 1974, certain information pertaining to students may not be released to a third party without the written consent of the student. Therefore, the University of Arkansas at Pine Bluff hereby designates the following categories of student information as public or "Directory Information".

Such information may be disclosed by the institution for any purpose, at its discretion:

#### **CATEGORY I**

Name, address, telephone number, dates of attendance, and classification.

#### **CATEGORY II**

Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).

#### **CATEGORY III**

Past and present participation in officially recognized sports and activities, physical factors (height/weight of athletes), date and place of birth.

**NOTE:** Information pertaining to the students' academic status is **CONFIDENTIAL**, and should not be released without the written consent of the student (Example: transcripts, grade reports, grade point average, ACT scores, class rank and academic status.)

Currently enrolled students may withhold disclosure of any category of information under the Family Educational rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of Academic Records/Registrar's Office prior to the last day to complete registration. Forms requesting the withholding of "Directory Information" are available in the Office of Academic Records/Registrar's Office located in the Administration Building. The University of Arkansas at Pine Bluff assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

The University of Arkansas at Pine Bluff may disclose educational records without written consent of students to the following groups who have a "legitimate educational interest":

- Employees within the University of Arkansas at Pine Bluff who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal

with the student and carry out education studies, and employees designated by them to assist in these tasks.;

- Any university employee, or person acting on behalf of the university, may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities.;
- Officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;
- Organizations conducting studies approved by the University having educational value or concerning financial aid.
- Accrediting organizations approved by the University carrying out their accrediting functions;
- Parents who submit to the Registrar a copy of the first page of their most recent federal income tax form, indicating that their child/student is a dependent as defined by the internal revenue service.;
- Persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student;
- Persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person.
- In addition, the University would release education records if ordered by a subpoena.
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported educational programs or enforcing Federal laws which relate to those programs;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The information disclosed has been appropriately designated as directory information by the school.

### **Disciplinary Records**

Provisions of the Family Educational Rights and Privacy Act of 1974, as amended by the Higher Education Amendments of 1998, govern access to a student's disciplinary file. The student and/or those College officials who demonstrate a legitimate educational need for disciplinary information may have access to the student's disciplinary file. Parent(s), who provide proof that a student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954 can have access to the student's disciplinary file without written consent of the student. An example of such proof would be a copy of the last federal income tax return listing the student as a dependent. In this case, parents may also have access to a disciplinary file, even if the student has requested otherwise.

In addition, parent(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol and drugs.

The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (murder, robbery, aggravated assault, burglary, motor vehicle theft) the results of the conduct proceedings conducted by the institution against an alleged perpetrator with respect to such crime. The Campus Security Act also requires that both accused and the accuser must be informed of campus conduct proceedings involving a sexual assault.

Additionally, the Higher Education Amendments of 1998 permit disclosure of the final results of disciplinary cases in which a student has been found responsible for a violation involving violence or for a sex offense.

### **Parental Access to Children's Education Records**

At the post-secondary level, parents have a right to inspect their dependent child's education records. However, the University cannot assume the dependency status of all of our students and thus requires one of the following to release records to a student's parents:

- Written consent of the student; and/or
- Submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152).

The Office of Academic Records/Registrar's Office has been designated as the official office to verify enrollment, release transcripts and grade reports, and to certify any information pertaining to the student's academic record.

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

University-wide Administrative Memorandum 515.1 is available on request in the main library on campus.

### **TECHNICAL SERVICES APPROPRIATE/ACCEPTABLE USE POLICY**

Information technology (IT) has the ability to distribute and examine a vast array of material with unprecedented speed. One requirement however, remains constant: all information technology use must fully respect the rights of the University IT community members. This policy is designed to guide faculty, staff and students in the acceptable use of network and information systems provided by the University of Arkansas at Pine Bluff (UAPB). More importantly, it is meant as an application of principles of respect using UAPB computer resources, other computer users, and for the medium itself.

The UAPB community is encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom as well as to protect the resources of the University.

The University campus network is an open network and therefore cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they

find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the distribution of personal information.

IT and network facilities of the University are finite and limited. These facilities should be used wisely and carefully with consideration for the needs of others. When used inappropriately or unlawfully, these tools can infringe on the rights of others.

Current use of IT parallels familiar activities in other media and formats and existing University policies already provide guidance. Using electronic media in the place of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor will it alter the nature of the communication, nor will it alter the guiding policies. University policies, which already apply to freedom of expression, privacy and related matter, apply to electronic expression as well. This IT Appropriate Use Policy addresses circumstances, which are new or at least unfamiliar in the IT arena and augments rather than replace other applicable University policies.

### **Definitions**

UAPB IT Systems include the computers, terminals, printers, networks, and related equipment, as well as data files or documents residing on disk, tape, or other media, which are owned, managed or maintained by Technical Services and/or faculty/staff of UAPB. For example, IT Systems include institutional and departmental systems, IT systems managed UAPB Technical Services, faculty research systems connected to the campus network, the campus telephone system, and the University's campus network (which is designed and managed by Technical Services). Privately owned equipment, such as laptops, PDA's and home computers are considered IT System if attached directly or remotely to the campus network and/or is used to access UAPB campus network.

A User is any person, whether authorized or not, who makes any use of any IT System from any location. For example, this definition includes persons who access IT facilities via an off campus electronic network, as well as those who use UAPB's VPN access to connect a personal machine to any other networked system or service. An IT User is a user with authorization to access a UAPB IT System(s). IT Users include UAPB students, faculty members, staff members, and alumni or alumnae with accounts on IT systems.

A System Administrator is an individual with the authority to determine who is permitted access to a UAPB department system or server. For example, the UAPB Director of Technical Services is the UAPB campus network system administrator.

Network Security Officer (NSO) is an individual charged with maintaining the security of the UAPB campus network and as such, has the authority to investigate security violations to ensure that security policy is compiled with.

### **Purpose**

The purpose of IT is to further the research, education, and administrative function of UAPB. To achieve this purpose, these policies intend:

1. To ensure the integrity, reliability and performance of UAPB IT systems and network.
2. To ensure that the UAPB community of IT users utilize the campus IT facilities in a fair and equitable manner with respect for the rights of the community at large.
3. To ensure that IT systems and network are used for their intended purposes.
4. To establish sanctions and processes for addressing violations.

### **Scope**

The IT Policy applies to all UAPB IT Systems owned, managed or administered by UAPB faculty, staff and students and any use of those systems. Many particular IT systems (UAPBs News and World Wide Web sites, campus email services, etc.) have service-specific policies, which apply in addition to this policy.

The policies described herein are those that the University uses in the normal operation of IT facilities and network. This document does not waive any claim that UAPB may have to ownership or control of any hardware, software, or data created on, stored on, or transmitted through UAPB IT systems and network.

## **Use of Information Technology Systems**

### **Proper Authorization**

Use of UAPB IT systems is restricted to authorized UAPB faculty, staff, alumni and students. The administrator of a campus system, server, and/or campus network component is the responsible **authority**, which grants authorization for system and access.

### **Appropriate/Acceptable Use**

**UAPB IT Systems** and network may be used only for their intended authorized purposes. For example, privately owned computers may not host sites for non-UAPB organizations across the IT manage UAPB network without specific authorization.

### **Commercial Use**

Without specific UAPB administration authorization, activities using IT Systems and network for non-UAPB commercial purposes are prohibited. This is not meant to restrict normal communications and exchange of electronic data, consistence with the University' education, clinical, and research roles, that may have an incidental financial or other benefit for an external organization. For example, it is appropriate to discuss products or services with companies doing business with UAPB or to contribute to fact focused discussion relating to commercial products.

## **Vendor Contracts**

All use of UAPB IT Systems and network must be consistent with all contractual obligations of the University, including limitations defined in software and other licensing agreements.

## **Privileges for IT Users**

### **Free Inquiry and Expression**

**UAPB IT Users** are afforded free inquiry and expression consistent with the purposes of the University.

### **Reasonable Confidentiality**

**UAPB IT Users** can expect reasonable confidentiality for particular data. Systems Administrators will identify categories of data, which will be managed as confidential on a particular IT system and they will make all reasonable efforts to maintain the confidentiality. However, limited risks do apply to confidentiality of that data, for example to technical limitations, software bugs, and system failures. System Administrators will take reasonable steps to inform IT Users of the limit to confidentiality for their respective IT Systems. IT Users are expected to become familiar with those limits and risks of confidentiality and to manage their confidential data accordingly. Confidentiality of data must comply with the State of Arkansas Freedom of Information Act. **UAPB IT USERS SHOULD HAVE NO EXPECTATION OF PRIVACY.**

## **Responsibilities for All Users**

### **Unauthorized Use**

Users must not permit or assist any unauthorized person to access IT Systems. For example, any non-UAPB organization or individual without appropriate authorization may not use UAPB IT Systems. Each campus user must have and use a unique logon/password to a campus IT system. Multiple user logons or passwords are in violation of this policy.

### **Security**

Users must not defeat or attempt to defeat any UAPB IT System's security, for example, by "cracking" or guessing user identifications or passwords, utilize software that will probe a network user system, or a sniffer gathering logon/password data.

### **Unauthorized Data Access**

Users must not access or attempt to access data on an UAPB IT System they are not authorized to access. User must not make any deliberate, unauthorized changes to data on an IT System. Users must not intercept or attempt to intercept data communications not intended for that user's access, for example network sniffing or wiretapping.

### **Concealed Identity**

Users must not conceal their identity when using UAPB IT Systems. Users must use their own login ID and password.



### **Denial of Service**

Users must not deny or interfere with or attempt to deny or interfere with service to other users, on campus or off campus, by means of “resource hogging,” deliberate distribution of computer worms or viruses, or modification of any IT system. Knowing or reckless distribution of unwanted mail or other messages is prohibited.

### **Copyright**

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software, licensing, and electronic forms of information.

### **Modification of Data or Equipment**

Without specific authorization, users of UAPB IT Systems must not cause, permit, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. “Specific authorization” refers to permission by the owner or Systems Administrator of the equipment.

### **Personal Account Responsibility**

Users are responsible for the security of their IT System accounts and passwords. Any user change of passwords must follow published guidelines. Accounts and passwords are assigned to single users and are not to be shared with any other person without authorization by the Systems Administrator. Changing another person’s password is considered a form of harassment and unethical behavior.

Users are presumed to be responsible for any activity carried out under their IT System accounts.

### **Responsibility for Content**

Representatives of IT publish “official” information in a variety of electronic forms. A statement of the Certifying Authority publishing the information will normally identify such official information. A Certifying Authority is that IT department or individual who certifies the accuracy of an electronic document and IT appropriateness for the conduct of IT business.

Users also publish information in electronic forms on IT equipment and/or over UAPBs networks. UAPB does not have any intention or opportunity to screen such private material and thus cannot assure IT accuracy or assume any responsibility for this material. Any electronic publication provided on or over UAPB equipment and/or networks, which is not legitimately identified by a Certifying Authority, is the private speech of an individual.

Offensive content is to be reported to Technical Services for investigation.

### **Email Use**

The University’s electronic mail facilities should not be used:

1. To send unauthorized mass mailings of any type.
2. To send rude, obscene, harassing, or illegal material, or material that in any way conflicts with the regulations of the University.

3. To send any material that in any way conflicts with state or federal laws.
4. To perform an operation or activity that degrades the performance of the UAPBs IT system and/or network.

### **Threat and Harassment**

Users may not use a UAPB IT System to threaten or harass any person. A user must cease sending messages or interfering in any way with another user's use of IT Systems if the aggrieved user makes a reasonable request for such cessation.

### **Removal of Equipment or Documents**

Without specific authorization by the System Administrator, users must not remove any University-owned or administered equipment or documents from an IT System.

### **Foreign Devices**

Without specific authorization by the System Administrator, users must not physically or electrically attach any foreign device (such as an external disk, printer, network sniffer, sniffer software, network monitoring software, modem, or video system) to an IT System.

### **Violations**

Users must not conceal or help to conceal or "cover up" violations by any party.

Users are expected to report any evidence of actual or suspected violation of this policy to the Systems Administrator of the facility most directly involved. In case of doubt, the report should be made to Technical Services.

### **Information Technology Rights**

#### **Personal Identification**

Users of IT Systems must show identification, including University affiliation, upon request by a System Administrator, Technical Services or other University authority.

#### **Access to Data**

Users must allow systems administration personnel access to data files on IT Systems for the purpose of making backups, diagnosing systems problems and investigating policy and/or campus network security violations.

#### **Oversight Authority**

Technical Services is authorized to investigate alleged or apparent violations of UAPB IT policy or applicable law involving IT Systems and/or network using whatever means appropriate. Technical Services will maintain a log and incident reporting of all such incidents. Any emergency action will be logged and security incident appropriateness reviewed after the fact.

#### **Enforcement Procedures**

The University may restrict the use of IT and network systems when faced with evidence of violation of University policies, federal or local laws. The University reserves the right to limit access to its networks and IT systems. The University may limit access to material posted on

University owned IT systems that is deemed inappropriate or not in keeping with the educational, research and community service missions of this University.

Systems Administrators are authorized to apply certain penalties to enforce applicable policies. Such penalties include temporary or elimination of access privileges, which may apply to networks and other IT services or facilities.

When a Systems Administrator believes it necessary to preserve the integrity of facilities, user services, or data, he or she may suspend any account, whether or not the account owner (the user) is suspected of any violation. The System Administrator will attempt to notify the user of any such action.

If, in the opinion of the Systems Administrator, the violation warrants action beyond a System Administrator's authority, he or she may refer the case to other authorities, such as the University disciplinary body appropriate to the violator's status, or to an employee's supervisor.

## **SECTION IV: RESOURCES FOR GRADUATE STUDENTS**

### **CHILD CARE SERVICES**

The UAPB Child Development Center is a state licensed child care facility providing services for children 18 months through preschool. The Center has also been designated a Level Three State Better Beginning program, which is reserved for Centers that exceed minimum standards and operate at the highest level of quality recognized in the State. The center conducts research and serves as a laboratory facility for students majoring in Human Development and Family Studies and other disciplines on campus.

The early childhood services are available for students, faculty, and staff, as well as the general public on a first come first serve basis. The cost for toddlers is \$75.00 per week and the preschool program is \$70.00 per week. Students and parents who believe they might qualify for childcare assistance should check with the Department of Human Services. We do accept vouchers from the State paid services.

The Child Development Center is also fortunate to have free slots to offer children who are at least three years old prior to the State Education Department's cutoff date for kindergarten. These slots are provided by the Arkansas Better Chance (ABC) funding. Families qualify for these slots based on the household income.

Applications may be picked up in the Child Development Center, located directly behind the Human Sciences Building, or the main Human Sciences Office. The hours of operation are 7:30 a.m. to 5:30 p.m., Monday-Thursday and 7:30 a.m. to 4:00 p.m. on Fridays.

**UNIVERSITY POSTAL SERVICES**

The University Post Office is located northwest of the L.A. Davis Student Union Building.

**Hours of Operation:**

Service Window hours are:

9:00 a.m.-2:00p.m.

Lobby Hours are:

8:00 a.m.-5:00 p.m. –Monday-Friday

Outgoing mail is usually picked up daily

by Main Post Office between

1:30 and 2:00 pm.

Rental of mail slots: your address will be

**Name**

**1301 L.A. Prexy Drive**

**Mail Slot \_\_\_\_\_**

**Pine Bluff, AR 71601**

You are required to have your mailbox key to receive mail. We are no longer passing mail through the window. Also, if packages are not picked up within two weeks they will be returned to sender.

**USEFUL TELEPHONE NUMBERS**

**(870 area code unless otherwise stated)**

|   |              |
|---|--------------|
| Academic Affairs .....                                      | 575-8475     |
| Academic Records .....                                      | 575-8487     |
| Addiction Studies Graduate Coordinator.....                 | 575-5346     |
| Admissions.....   | 575-8492     |
| Agriculture Regulations Graduate Coordinator .....          | 575-8543     |
| Alumni Affairs .....  | 575-7150     |
| Aquaculture/Fisheries Graduate Coordinator .....            | 501-676-3124 |
| Bookstore .....   | 575-8857     |
| Campus Police/Student IDs .....                             | 575-8101     |
| Career Services .....                                       | 575-8461     |
| Cashier .....   | 575-8279     |
| Chancellor .....  | 575-8470     |
| Computer Science and Technology Graduate Coordinator .....  | 575-8774     |
| Cooperative Extension .....                                 | 575-8131     |
| Disability Services .....                                   | 575-8552     |
| Division of Graduate Studies and Continuing Education ..... | 575-8315     |
| Health Services .....                                       | 575-8508     |

|   |          |
|---|----------|
| Library.....  | 575-8411 |
| Post Office .....   | 575-7159 |
| Registrar.....  | 575-8491 |
| Residential Life.....                                     | 575-8079 |
| School of Agriculture, Fisheries, and Human Sciences..... | 575-8529 |
| School of Arts and Sciences .....                         | 575-8210 |
| School of Business and Management .....                   | 575-8577 |
| School of Education.....                                  | 575-8256 |
| School of Education Graduate Programs.....                | 575-8246 |
| Student Affairs.....                                      | 575-7702 |
| Student Counseling, Testing, and Development.....         | 575-8290 |
| Student Financial Services.....                           | 575-8302 |
| Student Life.....   | 575-8360 |
| Student Support Services .....                            | 575-8380 |
| Student Union .....                                       | 575-8926 |
| University College .....                                  | 575-8335 |
| Veterans Affairs .....                                    | 575-8089 |

## **SECTION V: ACADEMIC POLICIES FOR GRADUATE STUDENTS**

**PLEASE NOTE: For further information and guidelines, Ph.D. students are asked to reference the Department of Aquaculture/Fisheries Graduate Students Orientation Guide, 2013**

### **Policies Governing Conduct of Research**

Research and creative work are basic to graduate education. At the University of Arkansas at Pine Bluff, a well-defined procedure has been established for research administration and implementation. Policies and procedures are described in detail in the Handbook of the Office of Research and Sponsored Programs (ORSP) (Appendix G). The document describes the UAPB Institutional Review Board (IRD) which reviews projects and activities that involve human subjects. The role of UAPB’s Institutional Animal Care and Use committee (IACUC) that oversees the University’s animal research programs, facilities and procedures is also presented. The Handbook defines research misconduct and the role of the university-wide Research Committee in handling misconduct issues. Additional research policies included in the ORSP Handbook are: Institutional Biosafety Committee (for review of recombinant DNA research and compliance with National Institute of Health (NIH) Guidelines), laboratory safety, hazardous waste disposal, and information related to inventions, copyrights and patents.

### **Academic Dishonesty**

Academic Dishonesty involves acts which may subvert or compromise the integrity of the educational process at the University of Arkansas at Pine Bluff. Included is any act by which a student gains or attempts to gain an unfair academic advantage in fulfilling the requirements. These acts include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or other official records;
2. Using any material not authorized by the instructor during an examination;
3. Unauthorized copying from another student's paper during an examination;
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor;
5. Stealing, buying, or otherwise obtaining information about an unadministered examination;
6. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently;
7. Substituting for another person or permitting any other person to substitute for one's self to take an examination;
8. Submitting as one's own any theme, report, term paper, essay, computer program or other written work prepared totally or in part by another;
9. Submitting work to one professor that has been previously offered for credit in another course;
10. Plagiarizing, that is, the offering as one's own work the words, idea(s), or arguments of another person without appropriate attribution by quotation, reference, or footnote;
11. Sabotaging another student's work;
12. Falsifying or committing forgery on any University form or document;
13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research;
14. Committing any willful act of dishonesty that interferes with the operation of the academic process;
15. Facilitating or aiding in any act of academic dishonesty;

**Withdrawal from the University; see ROAR student Handbook 2015-16 p. 38**

Dismissed students may appeal this decision as stated below.

**Academic Grievance Procedure for Graduate Students**

Graduate Studies of the University of Arkansas at Pine Bluff recognize that there may be occasions when a graduate student, as a result of dissatisfaction with some aspect of his/her academic involvement, has a grievance. It is a declared objective of this University that such a graduate student may have prompt and formal resolution of his/her personal academic grievances and that this be accomplished according to orderly procedures. To this end are hereby established and stated below the procedures to be utilized when a graduate student has a grievance concerning some aspect of his/her academic involvement.

**Definition of Terms**

Graduate Student

Under this procedure, a graduate student is any person who has been formally admitted into a graduate degree program at the University of Arkansas at Pine Bluff and who is/was enrolled as a graduate-level student at the time the alleged grievance occurred.

### Grievance

A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or violates the student's rights established through formal or informal prior agreement. "Grievance" under this procedure shall also include all alleged violations of the affirmative action plans of the University as related to academic policies and regulations, as well as disputes over grades, graduate assistantship employment agreements, course requirements, graduation/degree program requirements, and thesis and dissertation committee or advisor decisions.

### Decision

A "decision" means a written determination that the grievance issue or issues were, or were not, in violation of the graduate student's legitimate expectations of fair practice and/or academic rights. An analysis of the issues and the reasons for the determinations shall be included in the written decision. If a dissatisfied party finds either the decision or the response to a decision unsatisfactory, he/she may appeal that decision or the lack of an effective response to a decision, to the next level of review as stated in these "Procedures". Decisions are to be considered as recommendations and are not binding on the parties involved.

### Appeal

An "appeal" is made when one of the parties to the grievance is dissatisfied with the most recent decision and wishes to have the grievance considered at the next level of review as outlined in these "Academic Grievance Procedures". All appeals must be made within ten working days of the dissatisfied party's receipt of that decision and must be made by means of a written request presented by the dissatisfied party to the person whose decision is being appealed. It is then the responsibility of the person whose decision is being appealed to forward the request for further review and all pertinent information to the person(s) being appealed to, at the next level of review.

### Working Days

Working days shall refer to Monday through Friday, excluding official University holidays.

These procedures confer authority to include with a grievance, or within a recommendation or decision concerning the grievance, any amendment, deletion, addition to or modification in or to existing department, Graduate Studies, or University academic regulations, policies and practices as such. Any such recommendation or request for consideration of existing departmental, Graduate Studies, or University academic regulations, policies and practices should be forwarded in writing to the appropriate University committee or office, and should include reference to the grievance which may have prompted such recommendation or request.

### **Procedure**

Individuals should attempt to resolve claimed grievances first with the person(s) involved, within the department, and, wherever possible, without resort to formal grievance procedures. A graduate student having a grievance regarding academic concerns is entitled to have the issue considered in the following manner:

Step 1. Informal Procedure: The graduate student discusses the grievance with the Graduate Coordinator of the degree program, the chairperson, or other immediate administrative superior of the department in which the alleged violation has occurred (hereafter called “the respondent”) and if pertinent, with any relevant departmental faculty member or committee. If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, the graduate student is encouraged to discuss it with the academic dean of the school in which the alleged violation has occurred (hereafter called the “academic dean”) or with the Dean of Graduate Studies and Continuing Education. If the grievance is satisfactorily resolved by any of the above discussions, the terms of the resolution shall be reduced to writing and signed by the graduate student, and respondent, the person(s) involved in the alleged violation and the dean (s), if he/she was involved, if any one of the involved parties desires to have such a written statement.

Step 2. Formal Procedure: If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing promptly by the graduate student and sent immediately to the respondent, who will forward copies to the Dean of Graduate Studies and Continuing Education, the academic dean (for information only), and to any person(s) involved in the alleged violation or named in the grievance. Within ten working days after receipt of the written statement, the person(s) involved in the alleged violation shall provide the respondent with a copy of his/her written response. Within ten working days of receipt of this response the respondent shall prepare a written decision on the matter and forward copies to the graduate student and to the person(s) involved in the alleged violation. The respondent is at liberty to and is encouraged to use any appropriate method of investigation, including personal interviews and/or referral to an appropriate departmental committee or departmental graduate faculty committee for recommendations.

Step 3. If the grievance is not resolved satisfactorily by the decision of the respondent, the dissatisfied party (hereafter used to refer to either the graduate student or the person(s) involved in the alleged violation) may make a request, in writing, to the respondent within 10 working days, to have the matter considered by the Dean of Graduate Studies and Continuing Education or the academic dean

If a dissatisfied party chooses not to request consideration, he/she relinquishes any further consideration. Full departmental review is available to the dissatisfied party. Persons making an appeal under these “Procedures” are strongly encouraged to use the right to review.

If the dissatisfied party so requests, the respondent shall refer the request, together with all statements, documents, and information gathered during the investigation, to the Dean of Graduate Studies and Continuing Education with a written appeal to that office. The Dean of Graduate Studies and Continuing Education, after consultation with the academic dean, shall determine whether the grievance should be referred to the academic dean or to a Graduate Faculty Ad Hoc Grievance Committee. If the grievance is primarily concerned with matters which the academic dean normally has direct responsibility, the



appeal shall be referred to the appropriate academic dean. All other appeals will be considered by the Dean of Graduate Studies and Continuing Education.

Step 4. Appeals referred to the academic dean. The academic dean shall make an effort to resolve the grievance in a mutually satisfactory manner, but in any event shall, within ten working days after receipt of the file, prepare a written decision on the matter and forward copies to the Dean of Graduate Studies and Continuing Education, the graduate student, the respondent, and the person(s) involved in the alleged violation. The academic dean may refer the matter to an appropriate school committee for advice.

If such a referral is made, the ten-day period is extended to twenty working days. The committee may make a written report on the matter which is included with the report on the dean's decision to the Dean of Graduate Studies and Continuing Education, graduate student, respondent, and person(s) involved in the alleged violation.

If the grievance is not resolved satisfactorily through this appeal, the dissatisfied party may appeal the Academic Dean's decision to the Vice Chancellor for Academic Affairs. The Vice Chancellor's decision may be appealed to the Chancellor. Such appeals must be submitted as described in step six (6) below.

Step 5. Appeals to be reviewed by the Dean of Graduate Studies and Continuing Education. Upon receipt of an appeal, the Dean shall, within ten days, appoint and convene an ad hoc Grievance Committee to investigate the matter and to make a decision regarding the appeal. The committee shall consist of the Dean of Graduate Studies and Continuing Education (or his/her designated representative) as chairperson, without vote; a secretary appointed without vote by the Dean of Graduate Studies and Continuing Education from among the voting members of the Graduate Council; and five members of the Graduate Faculty, two to be voting members of the Graduate Council and three to be selected at large, but excluding persons from the department in which the alleged violation has occurred. The committee shall have access to witnesses and records, may take sworn testimony, and make a record by taping the hearing if it so desires. Its charge is to develop all pertinent factual information through informal inquiry in which fair procedures are used and, on the basis of this information, to issue a decision which either supports or rejects the appeal. The committee's written decision and a copy of its complete written record shall be forwarded to the person(s) making the appeal within twenty working days from the date the committee was first convened; copies shall be sent simultaneously to all other parties involved in the grievance, to the Coordinator of Programs in which the alleged violation occurred and to the respondent; a copy shall be retained in the student's permanent Graduate Studies file.

Step 6. Campus Administration - If the grievance is not satisfactorily resolved through Step 5, an appeal in writing and with all relevant materials may be submitted for consideration and a joint decision by the Chancellor of the University of Arkansas at Pine Bluff, and the Vice Chancellor for Academic Affairs. Any appeal at this level shall be on the basis of the complete written record only. The Chancellor of the University of Arkansas at Pine Bluff, and the Vice Chancellor for Academic Affairs shall make a decision on the matter within

twenty working days from the date of receipt of the appeal. Their decision shall be forwarded in writing to the same persons receiving such decision in Step 5, including the Dean of Graduate Studies and Continuing Education.

Step 7. System Administration - If the grievance is not satisfactorily resolved through Step 6, an appeal may be made in writing to the Chancellor requesting that all relevant materials be submitted for final consideration to the President of the University of Arkansas System. Any appeal at this level shall be on the basis of the complete written record only. The President shall make a decision within twenty working days from the date of receipt of the appeal and his decision shall be final pursuant to his delegated authority from the Board of Trustees. His decision shall be forwarded in writing to the same persons receiving such decision in Step 6, including the Dean of Graduate Studies and Continuing Education.