

*2019-2020*  
*Graduate School*  
*Student Handbook*



*University of Arkansas for Medical Sciences*

Dear Student:

Welcome to the University of Arkansas for Medical Sciences (UAMS) Graduate School. We are very pleased you chose UAMS for your continued education. All Graduate School students are responsible for the information contained in this handbook, therefore, read it carefully and refer to it often during your course of studies. An updated handbook is produced each academic year. You may access the UAMS website ([www.uams.edu](http://www.uams.edu)) for valuable information concerning this campus and its policies and ([gradschool.uams.edu](http://gradschool.uams.edu)) to view the Graduate School Handbook and Catalog and access other Graduate School information.

In addition, you should familiarize yourself with the requirements of the department or division in which you will be working.

The Office of the Graduate School is located in the Administration West building in Room 1.213. The Office is open Monday through Friday, 8:00 a.m. - 4:30 p.m. If you have questions, please feel free to call (501) 686-5454 or come to the office for help.

Sincerely,

Robert E. McGehee, Jr., Ph.D.  
Dean of the Graduate School

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## POLICY STATEMENT REGARDING HANDBOOK

Procedures stated in this handbook require continuing evaluation, review and approval by appropriate University of Arkansas for Medical Sciences officials. **All statements contained herein reflect policies in existence at the time this Handbook was posted online, and UAMS reserves the right to change policies at any time and without prior notice.**

## HANDBOOKS OF OTHER COLLEGES

The handbooks of other UAMS colleges may publish information about the graduate programs relating to their undergraduate course of study. This is provided as information only, and in no way replaces or supersedes the UAMS Graduate School Student Handbook other than for program specific provisions relating to academic progression. The Graduate School has established minimum requirements for academic progression; however, the graduate faculty of any degree program may establish and state in writing additional requirements for continuation in that program.

## TITLE IX NON-DISCRIMINATION STATEMENT

It is the policy of UAMS that members of the University community neither commit nor condone acts of bigotry, racism, or discrimination. Specifically, the University of Arkansas for Medical Sciences fully supports, both in spirit and practice, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, the Rehabilitation Act of 1973 (Sections 503 and 504), Titles I and II of the Americans with Disabilities Act of 1990, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. Therefore, the University prohibits discrimination on the basis of race, gender, gender identity, gender expression, sexual orientation, color, national origin, religion, age, marital status, ethnic origin, disability, and veterans including disabled veterans and veterans of the Vietnam Era with respect to all aspects of the student experience, including but not limited to, acceptance and admission, enrollment, financial aid, and access to student resources and support.

A student having a complaint concerning terms and conditions of their student status or experience with UAMS is encouraged to present this matter to and discuss it with, the person in charge of that part of the university where the issue arises (e.g. Course Director, Department Chair, Associate Dean for Academic Affairs, Dorm Director, etc.). Such presentation and discussion shall be entirely informal. The person in charge shall attempt to resolve the complaint. A complaint may, but need not, become a grievance.

However, if informal dialog does not resolve the issue, and the student believes that he or she has encountered a policy, procedure, or practice that constitutes discrimination, he or she should contact the Administrator at his/her respective college, who is specifically designated to assist students in the matter of filing a grievance through the UAMS Student Grievance Procedures process.

Academic, disciplinary, administrative action and grievance procedures are presented in the student handbook of each college. Copies are available both online and through the respective Associate Dean's Offices responsible for student/academic affairs.

Actions on the part of any employee or official of the University contrary to this policy will be addressed promptly and appropriately, according to the UAMS **Grievance Procedure for Alleged Discrimination**. The Office of Human Relations acts on a campus-wide basis for all students, faculty, and employees regarding such matters and will coordinate with the appropriate Administrator to examine issues of alleged discrimination, and to communicate when ameliorative or punitive actions are deemed necessary.

## RESPONSIBILITY FOR STUDENT HANDBOOK AND CATALOG

All graduate students are responsible for all information contained in the current catalog and student handbook. The Graduate School Associate Dean will send an annual email notification of student responsibility. This notification states that both the handbook and catalog are available either on the web site ([gradschool.uams.edu](http://gradschool.uams.edu)) or in the Graduate School Office.

## ACADEMIC CALENDAR FOR GRADUATE SCHOOL

**\*Please visit the UAMS website for updates. This calendar is current as of 6-14-19**

### Fall Semester 2019

Orientation	August 14
Classes Begin	August 19
Last day to register for Fall Semester	August 23
Labor Day Holiday	September 2
Veterans Day Holiday	November 11
Last day to drop a class	November 20
Thanksgiving Holiday	November 28
Early Registration for Spring Semester	October 28 – November 8
Regular Registration for Spring Semester	December 2 – January 11
Late Registration for Spring Semester	January 12 – 17
Last Day of Semester	December 20
Degrees Conferred	December 21

### Spring Semester 2020

Classes Begin	January 13
Last day to register for Spring Semester	January 17
Martin Luther King's Birthday	January 20
President's Day Holiday	February 17
Spring Break	March 23 – 27
Last day to drop a class	April 17
Early Registration for Summer Session	April 1-24
Regular Registration for Summer Session	May 11 – 25
Late Registration for Summer Session	May 26 – June 1
Last Day of Semester	May 16
Commencement**	May 22

### Summer Session 2020

Classes Begin	May 26
Last day to register for Summer Session	June 1
Independence Day	July 4
Last day to drop a class	July 20
Summer Session Ends	August 4
Degrees Conferred	August 5

### Holidays

Labor Day (First Monday in September)  
\*Veteran's Day (Nov. 11)  
Thanksgiving and following Friday  
\*Christmas Vacation  
\*New Year's Day  
\*Martin Luther King's Birthday (3<sup>rd</sup> Monday in January)  
President's Day (3<sup>rd</sup> Monday in February)  
\*Memorial Day (Last Monday in May)  
\*Independence Day

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

## **UAMS HISTORY AND ORGANIZATION**

### **UNIVERSITY OF ARKANSAS**

The University of Arkansas was established in Fayetteville in 1871 under provisions of the Federal Land- Grant Act of the same year. The purpose of this act was to provide a public system of higher education for all qualified persons, regardless of their economic or social status. The University of Arkansas remains committed to this policy. Its basic aim is to provide the finest educational opportunities to all students, irrespective of handicaps, sex, race, color, creed or national origin.

Originally named the Arkansas Industrial University, it enrolled its first students in January of 1872 and graduated the first class of five men and four women in 1876. The institution was renamed the University of Arkansas in 1899.

The University of Arkansas has grown during the past century. It is now a system composed of seven separate campuses: the University of Arkansas at Fayetteville (UAF), the University of Arkansas at Little Rock (UALR), the University of Arkansas for Medical Sciences (UAMS), the University of Arkansas at Pine Bluff (UAPB), the University of Arkansas at Monticello (UAM), Phillips Community College of the University of Arkansas (PCCUA), and the University of Arkansas Community College at Hope (UACCH). Each of the seven campuses has its own Chancellor, and the system is administered by a President and Board of Trustees.

### **SCHOOL OF MEDICINE AND GRADUATE SCHOOL**

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

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

The Graduate School of the University of Arkansas was established in 1927, and its only programs were in Fayetteville. The Department of Biochemistry in the School of Medicine was given permission to offer graduate education in 1943, and the first Master of Science degrees were granted in 1945 and the first Ph.D. in 1954. In the meantime other programs were added, and by 1959 the number justified the appointment of an Assistant Dean of the Graduate School.

The School of Medicine's enrollment increased, and there was a corresponding expansion of the faculty and programs. The School of Pharmacy was established at Sixteenth and Lewis Streets in 1951, and the School of Nursing was added to the medical complex in 1953. The School of Health Related Professions was established on campus in 1971. As the facilities on McAlmont Street became more crowded, a plan was formulated to establish a medical center. The land on West Markham Street was donated by the Arkansas State Hospital, and the medical center was begun.

First in the series of buildings was the University Hospital and the Issac Folsom Clinic in 1956. Shortly thereafter in 1957 the Education Building (now the Winston K. Shorey Building) was completed to house the School of Pharmacy, the School of Nursing, and the basic science departments of the School of Medicine. Then followed the Jeff Banks Student Union and Residence Hall in 1959, the T. H. Barton Institute for Medical Research in 1961, the Child Study Center in 1969, the Education II Building in 1977 which provided an enlarged library, additional lecture and laboratory facilities and space into which the Colleges of Nursing and Pharmacy moved, the Ambulatory Care Center in 1979, the Magnetic Resonance Imaging building in 1986, the Arkansas Cancer Research Center in 1989 which was renamed Winthrop P. Rockefeller Cancer Institute, and the Donald W. Reynolds Institute on Aging in 2000. The Biomedical Research Building I and the Harvey and Bernice Jones Eye Institute were completed in 1993, the

Education III Building was completed in 1995 which was renamed Ray W. Bozeman College of Public Health, the Harry P. Ward Tower in 1997. The Jackson T. Stephens Spine and Neurosciences Institute was completed in 2003 and The Biomedical Sciences Research Building II was completed in 2004. The Residence Hall was completed in 2006, the I. Dodd Wilson Education Building, the Psychiatric Institute and the new UAMS hospital were completed in 2008.

In 1975 the institution, despite several earlier names, became officially the University of Arkansas for Medical Sciences. With the exception of the Graduate School, all schools were redesignated colleges.

The Graduate School on the campus of the University of Arkansas for Medical Sciences has continued to grow to its present size under the direction of a succession of deans. Faculty of the College of Medicine offer graduate training leading to master's and doctoral degrees with a major field of study in Biochemistry and Molecular Biology, Bioinformatics, Cellular Physiology and Molecular Biophysics, Interdisciplinary Biomedical Sciences, Interdisciplinary Toxicology, Microbiology and Immunology, Neurobiology and Developmental Sciences, and Pharmacology,. Faculty of the College of Nursing offer graduate training leading to a doctoral degree with a major field of study in Nursing Science. Faculty of the College of Pharmacy offer graduate work leading to the master's and doctoral degrees with a major in Pharmaceutical Sciences. Faculty of the College of Health Professions offer master's degrees with a major field of study in Clinical Nutrition and a doctoral degree in Communication Sciences and Disorders and the College of Public Health offers a program leading to a Certificate in Regulatory Sciences.

In the Spring of 1996 graduate programs at UAMS were separated from the Graduate School at UAF, and the Associate Dean of the Graduate School, UAF, assumed the role as Dean of the Graduate School, UAMS.

### **BOARD OF TRUSTEES**

The Board of Trustees is a 10-member body appointed by the Governor with concurrence of the State Senate for 10-year terms with one term expiring each year. One member is appointed from each congressional district, the remainder being appointed at-large. The at-large members must be alumni of the university. The Board has constitutional status and exercises those powers and duties prescribed by state statutes.

The Board is the ultimate legal authority within the University. The Board functions primarily as a policy-making body, but all major official acts of the University require Board approval. Official acts include, but are not limited to, the following: sale or purchase of property, authorization of new building programs, annual operations and maintenance budget, granting of degrees, legislative requests, new degree-granting programs and faculty promotions.

### **ADMINISTRATION**

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

Directly responsible to the Chancellor are the Vice Chancellor for Academic Affairs and Sponsored Research, the Vice Chancellor for Administration and Fiscal Affairs, the Vice Chancellor for Institutional Advancement, the Director of the Winthrop P. Rockefeller Cancer Research Center, the Director of the Institute on Aging, the Director of the Harvey and Bernice Jones Eye Institute, the Executive Director of Campus Operations, the Director of Human Relations, the Vice Chancellor for Regional Programs, the Executive Director of Clinical Programs, the Vice Chancellor for the UAMS Northwest Campus and the Deans of the Colleges of Medicine, Pharmacy, Nursing, Public Health, Health Professions and the Graduate School.

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

Chancellor.

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

### **GRADUATE COUNCIL**

In the Spring of 1996, at the time of the separation of graduate programs on the UAMS campus from graduate programs at the University of Arkansas at Fayetteville, a separate governance structure was established for the UAMS Graduate School. This structure is in the form of a Graduate Council. The Council is composed of a voting representative from each graduate program and the Graduate Student Association. It has a statement of organization and bylaws approved by the UAMS Academic Senate and the University of Arkansas Board of Trustees. Copies of these documents are available for review in the Graduate School Office.

### **GRADUATE SCHOOL OFFICE**

The Graduate School Office provides administrative support for the academic programs housed in the Graduate School. The office is located in the Administration West building. The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The telephone number is 501-686-5454.



## **CAMPUS RULES AND REGULATIONS**

### **AUTOMOBILE REGISTRATION**

All faculty, students and staff of UAMS who park on campus at any time are required to register their vehicles and display a parking decal. Requirements for registration are a completed registration form, a State Motor Vehicle Registration (pink slip) and payment of a fee. Enforcement of registration will begin September 1st, and any vehicle displaying an expired decal or not displaying any decal will be ticketed.

### **BUILDING USE**

The University has a concern about improper use of the roofs of its buildings and their exterior sides. Such portions of buildings are not intended for general traffic. Personal injuries and damage to roofs and buildings may result from their unauthorized use.

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

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

## HAZING PROHIBITION

### GENERAL ASSEMBLY OF THE STATE OF ARKANSAS ACT 75 of 1983

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

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

- 1) The playing of abusive or truculent tricks on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, upon a student to frighten or scare him; or
- 2) Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or
- 3) Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, in striking, beating, bruising or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this Section.
- 4) The term hazing as defined in this Section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

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

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

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

## **STUDENT HOUSING**

Campus housing is available to students at the UAMS Residence Hall. For information regarding room descriptions, housing application process, or rental rates visit the Campus Life and Student Support Services website at [www.uams.edu/studentlife](http://www.uams.edu/studentlife) or call the Housing Office at 501-686-5850.

## **STUDENT INSURANCE**

UA Board Policy #1260.1 requires all UAMS students to have health insurance coverage at all times. The responsibility for obtaining health insurance coverage rests with each student. Students are urged to research for themselves the policy best suited to meet their individual needs.

All students (full-time and part-time) are required to [provide proof of comprehensive health insurance](#) coverage each semester in which he/she is enrolled at UAMS. For information regarding minimum standards of coverage or the health insurance on-line system, visit the Campus Life and Student Support Services website at [www.uams.edu/studentlife](http://www.uams.edu/studentlife).

Academic Health Plans (AHP) is the university sponsored health insurance provider. General information regarding AHP application, benefits or premium costs can also be found on the Campus Life and Student Support Services website, [www.uams.edu/studentlife](http://www.uams.edu/studentlife). For questions about AHP benefits or claims, call (855) 844-3021. For questions concerning the UAMS verification process, call the Campus Life department at 501-686-5850.

## **SOLICITATION**

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

## **STUDENT CONDUCT**

Graduate students are expected to conduct themselves in a manner compatible with the function and mission of UAMS as an educational, research and healthcare institution. Each student is expected to comply with campus policies and procedures, requests from University officials in the performance of their duties, and accepted ethical scientific conduct. In addition, students are expected to obey the laws of the city, state and nation; and to refrain from conduct that would demean the ethical ideals and integrity of the Graduate School, the campus and their faculty and programs. Unsatisfactory conduct may result in dismissal from the Graduate School.

## **ACADEMIC INFORMATION**

### **ACADEMIC DISMISSAL**

A student may be dropped from further study and dismissed from the Graduate School by the Dean of the Graduate School if at any time his/her performance is considered unsatisfactory as determined by the program faculty. Academic dishonesty (including cheating, plagiarism and forgery) and/or failure to maintain a specified cumulative grade-point average are considered to be unsatisfactory performance.

If a degree seeking graduate student has less than a 2.85 cumulative grade-point average on 9 or more semester credit hours of course work applicable to a graduate degree program, the student will be placed on academic probation. The student will be dismissed from the Graduate School if the cumulative GPA is not raised to 2.85 or above on the next nine hours of graduate course work approved by the student's program. If at the time a student is placed on academic probation, it is mathematically impossible for the student to raise their GPA to 2.85 on the next nine hours of graduate coursework, the student will be dismissed from the Graduate School.

The graduate faculty of any degree program may establish and state in writing additional requirements for continuation in that program.

### **ADDING/DROPPING COURSES**

Graduate students are permitted to add/drop courses whenever approved by the instructor, their advisor, program or track director and the Dean. A course may be dropped during the first 20 class days of the semester without having the withdrawal shown on the official record. After the first 20 class days, and before the last 20 class days of the semester, a student may drop a course, but a mark of "W", indicating withdrawal, will be recorded. A student may not drop a course during the last 20 class days of the semester. Students may not withdraw from a course during the last 20 class days of the semester.

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

### **TRANSFER CREDIT**

The University of Arkansas for Medical Sciences will permit a student to transfer six hours of graduate credit from another accredited graduate school in the United States, provided that the grades are "B" or better and the subjects are acceptable to the department concerned, as a part of the student's program. The Dean of the Graduate School should be petitioned for requesting transfer of credit hours and may be petitioned on a case by case basis to consider additional transfer credits. A form available on the Office of the University Registrar must be completed and submitted along with the request.

### **NON DEGREE SEEKING STUDENTS**

A student who has not been accepted in a program of study leading to a specific graduate degree may take no more than 12 semester hours of graduate-level courses that can be counted toward the requirements for a graduate degree. At the time of acceptance in a degree program, the graduate program director of the appropriate department will recommend to the Graduate School which courses previously taken, if any, are to be accepted in the degree program.

Subject to the approval of the Dean of the Graduate School, individuals may be granted permission by the instructor and department to enroll in classes as non-degree seeking students. Formal admission to the Graduate School is not required. However, non-degree seeking students are subject to all other regulations, policies, and procedures stated in the Graduate Student Handbook and Graduate School Catalog.

### **DEFINITION OF “CLASS DAYS”**

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

### **DEFINITION OF FULL-TIME STATUS**

Students taking nine or more semester credit hours in either the fall or spring semester are considered to be full time students. For the summer session students on assistantships are considered full time for the Graduate School with one hour of enrollment (not full time for financial aid purposes). For students not on an assistantship full time status for the summer session is five or more semester credit hours. Students on assistantships, in their terminal semester, will be considered full-time with one credit hour (not full time for financial aid purposes).

### **ADMINISTRATIVE REQUIREMENTS FOR GRADUATION**

Application for graduation must be made to the Office of the Registrar and the graduation fee paid (Ph.D. students will also pay the Dissertation Archiving Fee) during registration for the semester in which degree requirements will be completed and graduation projected. If a student fails to complete degree requirements in the projected semester of graduation, the student must contact the Office of the University Registrar and the Graduate School Office. The graduation fee is a one- time payment and if the student does not graduate as projected, the fee will carry over to the next semester. A minimum grade point of 2.85 is required for completion of a Certificate, Master of Science and Doctor of Philosophy.

### **ATTENDANCE**

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

### **EXTENDED ABSENCE**

The Graduate School does not have a formal leave of absence policy. Any degree seeking student who has not been enrolled for two consecutive calendar years will be considered inactive and will not be allowed to register for subsequent graduate classes. Reinstatement may be granted by the Dean following written request from the student's program. The Dean of the Graduate School may grant an extended absence only upon receiving a written request from the student's program. An extended absence in no way negates the requirement that the M.S. degree must be completed in six consecutive calendar years from the first enrolled semester and the Ph.D. degree must be completed within seven consecutive calendar years from the date the candidacy exam is passed.

## **WITHDRAWAL FROM GRADUATE SCHOOL / CAMPUS CLEARANCE**

A student who leaves graduate school before the end of a semester or summer session must file and have accepted by the Dean an application for voluntary withdrawal. Application forms for withdrawing are available on the Graduate School and Office of the University Registrar websites. Students withdrawing from Graduate School must clear campus. Departments that students must clear will appear as service indicators/holds on the student's account in GUS. Grades and transcripts will be withheld for withdrawing students who fail to clear campus.

For students who receive student loans, if he/she withdraws/separates prior to completing the enrollment period, a Title IV Return of Funds will be processed regarding the Stafford and Grad PLUS Student Loans. Based on federal regulations, funds will be returned to the lender if he/she terminates prior to the end of the enrollment period. The student will be billed for the amount UAMS returns to the lender on the student's behalf.

## **AUDITING A COURSE**

When a graduate student takes a course for audit, he/she must register and pay tuition and fees. Admission to class is subject to approval by dean of the graduate school, and the course director, on a space available basis. The instructor shall notify the student of the requirements for receiving the mark of "AU" for the course being audited. The student is responsible for understanding the requirements for receiving an audit in a class. The instructor and the Dean may drop a student from a course being audited if the student is not satisfying the requirements specified by the instructor. The student will be notified if this action is taken. Cost for auditing is the same as taking classes for credit. The last day to change from audit to credit is the fifth day of class. Changing credit to audit must be done during the first one-half of the course. The only grade or mark which may be given is "AU", unless changed to credit.

## **CORRECTION OF STUDENT'S BASIC INFORMATION**

Whenever any basic information in a student's file, such as a name or address, becomes outdated, the student is responsible for notifying the Office of the University Registrar.

## **STUDENT TECHNOLOGY FEE**

All UAMS students in all programs will be charged a Student Technology Fee for the Fall and Spring semesters. There is no Student Technology Fee charged for the Summer Session unless that is the first semester a student enrolls. Students only need to pay this fee two semesters each academic year.

## **STUDENT HEALTH FEE**

All UAMS students in all programs will be charged a Student Health Fee for the Fall and Spring semester unless enrolled in an degree program that is delivered 100% online (away from the UAMS main campus or other UAMS site). Degree programs must be approved as 100% online in order for students to qualify for this exemptions. Students only need to pay this fee two semesters each academic year. This fee covers expense related to Student and Employee Health services, the Student Clinic and the Student Wellness Program.

## **UNIVERSITY SERVICES FEE**

All UAMS students in all programs (except those enrolled in less than 5credit hours) will be charged a University Services Fee for the Fall and Spring semesters. There is no University Services fee charged for the Summer Session unless that is the first semester a student enrolls. Students only need to pay this fee two semesters each academic year. This fee cover the academic affairs fee, student insurance administration fee, library fee, ID badges, and the Caduceus yearbook.

### **TRANSPORTATION FEE**

All students will be charged a parking/transportation fee for Fall, Spring and Summer sessions unless enrolled in an degree program that is delivered 100% online (away from the UAMS main campus or other UAMS site). Degree programs must be approved as 100% online in order for students to qualify for this exemption. Students who already pay for UAMS parking are charged the fee but that amount is refunded after the parking fee payment is confirmed.

### **STUDENT ACTIVITY FEE**

All UAMS students in all programs will be charged a Student Activity fee for the Fall and Spring semesters unless enrolled in an degree program that is delivered 100% online (away from the UAMS main campus or other UAMS site). Degree programs must be approved as 100% online in order for students to qualify for this exemption. There is no Student Activity fee charged for the Summer Session unless that is the first semester a student enrolls. Students only need to pay this fee two semesters each academic year.

### **DISSERTATION ARCHIVING FEE**

All Ph.D. students will be charged a dissertation archiving fee when they submit their graduation form.

### **GENERAL FEES**

Students enrolled may incur other fees associated with specific courses or programs.

## DEGREE REQUIREMENTS

### CERTIFICATE

A minimum grade point of 2.85 and completion of all certificate requirements is required for certificate completion.

### MASTER OF SCIENCE

Listed below are the requirements of the UAMS Graduate School for the awarding of the Master of Science degree. Individual graduate programs may have additional program specific requirements for the awarding of the degrees.

Time Frame for Completion of Degree. All requirements for a master's degree must be satisfied within six consecutive calendar years from the date of the first registration.

Grade Point Average and Semester Credit Hours. A minimum of thirty (30) semester credit hours and a minimum cumulative grade point of 2.85 on all graduate courses are required. If a student is submitting a thesis, he/she must register for a minimum of six (6) semester credit hours of thesis. When a thesis is completed a letter grade will be reported for six (6) hours of thesis regardless of the total number of thesis hours for which the student registered.

Non Thesis Option. A comprehensive examination is required for students enrolled in a program's non thesis option. The format of the examination is at the discretion of the program. Immediately following successful completion of the examination, the program will submit to the Graduate School Office a written statement indicating that the student passed the examination and that all program degree requirements have been completed.

Thesis Option. A comprehensive examination and public thesis defense are required for students submitting a thesis; the format of the examination is at the discretion of the program. Students submitting a thesis will have a Thesis Advisory Committee consisting of a minimum of three UAMS graduate faculty members. At the time the committee is appointed, notification of the committee membership must be forwarded to the Graduate School Office. After a student presents a written thesis to the Thesis Advisory Committee the committee chair (with the concurrence of the committee) will schedule a thesis defense. Not less than ten days prior to the date of the thesis defense, public notices will be posted by the program announcing the title of the thesis, and the date, time and place of the defense. Two copies of the thesis must be submitted to the library for approval no less than ten class days before the degree is conferred. All signatures on the final copies must be original, and two copies must be submitted unbound. After approval the UAMS library retains two copies.

Notification of Thesis Defense. Once the defense is scheduled, the Graduate School Office should be notified of the date, time and place of the defense. This will be posted on the Graduate School website

The thesis must be submitted in accordance with the guidelines contained in a manual, Regulations for Preparing Theses and Dissertations, which is available and on the Graduate School website.

A copy of the thesis title page and committee signature page must be submitted by the library to the Graduate School Office prior to the conferring of the degree. The committee signature page must have verification by the UAMS Library that the thesis has been accepted.

Degree Application. A graduation application form must be submitted to the Office of the University Registrar and a graduation fee paid during registration for the semester in which degree requirements will be completed and graduation is projected. The student must contact the UAMS Office of the University Registrar and the Graduate School Office concerning their projected graduation date. If a student fails to complete the degree requirements on the projected date, the program must contact the Office of the University Registrar and the Graduate School office. The student will need to complete another graduation application for the new graduation term.



Campus Clearance. The Office of the University Registrar will apply service indicators/holds in GUS on graduates notifying them of the departments requiring clearance of students for each semester/session. The student will be contact each office to complete each item, and the service indicator/hold will be removed. The Office of the University Registrar will not issue a diploma and/or requested transcripts for graduates who are not cleared by these departments.

Grades and Transcripts Withheld. Grades and transcripts will be withheld and registration refused to students who fail to return laboratory, library or other university property entrusted to their care; who fail to complete the campus clearance procedure; who fail to comply with rules governing the audit of student organization accounts; or who have failed to pay any fees, tuition, room and board charges, fines or other charges assessed by UAMS.

## **DOCTOR OF PHILOSOPHY**

Listed below are the requirements of the UAMS Graduate School for the awarding of the Doctor of Philosophy degree. Individual graduate programs may have additional program specific requirements for the awarding of the degree.

Doctor of Philosophy Candidacy Exam. Candidates for the Doctor of Philosophy degree must pass a candidacy examination administered by their program. This examination is normally administered after approximately two years of graduate study; however, the date of the examination is at the discretion of the program. The program will submit the results of the examination to the Graduate School Office immediately following the examination. After the student has passed the Doctor of Philosophy Candidacy Examination, the student must register for at least one credit hour of dissertation for each semester and one credit hour of dissertation for each summer session until the degree is awarded. If a student is receiving a stipend, they may be required to take additional credit hours each semester. Registration for a minimum of eighteen semester credit hours of dissertation is required of doctoral degree candidates.

Time Frame and GPA Required for Completion of Degree. After passing the candidacy examination the degree must be completed within seven consecutive calendar years. A minimum cumulative GPA of 2.85 on all course work is required for completion of a degree (Nursing Science Ph.D. students see College of Nursing Handbook).

Doctoral Advisory Committee. A Doctoral Advisory Committee must be appointed immediately after the student passes the candidacy examination, if such a committee has not been previously established. At the time the committee is appointed, notification of the committee membership must be forwarded to the Graduate School Office. The committee will include no fewer than five (5) UAMS Graduate Faculty members, one of whom will be designated as chair. By the program completing the application for outside dissertation committee member and submitting to the Graduate School Office for the Dean's consideration and approval, one person who is not a UAMS Graduate Faculty member may serve as a required committee member but not as chair.

Notification of Dissertation Defense. After a student presents a written dissertation to the Doctoral Advisory Committee, the committee chair (with the concurrence of the committee) will schedule a dissertation defense. Not less than thirty days prior to the date of the dissertation defense, the program should notify the Graduate School and post public notices announcing the title of the dissertation, and the date, time and place of the defense. The Graduate School website will be the official posting mechanism for the thirty day public announcement for all Ph. D. dissertation defenses (Nursing Science Ph.D. students see College of Nursing Handbook).

Approval of Dissertation. Approval of 80% of the Doctoral Advisory Committee is required for acceptance of the dissertation.

Dissertation on File. Three final copies of the dissertation, together with three copies of an abstract of not more than 350 words, must be submitted to the library for approval no less than ten class days before the

degree is conferred. All signatures on the final copies and abstracts must be original, and the three copies must be submitted unbound. After approval two copies are retained by the UAMS Library.

The dissertation must be submitted in accordance with the guidelines contained in a manual, Regulations for Preparing Theses and Dissertations, which is available on the Graduate School website.

Verification of Dissertation Acceptance. A copy of the dissertation title page and committee signature page must be submitted to the Office of the University Registrar prior to the conferring of the degree. This will be sent by the library once the dissertation has been accepted following review of the dissertation formatting. The committee signature page must have verification by the UAMS Library that the dissertation has been accepted.

Degree Application. A graduation application form must be submitted to the Office of the University Registrar and a graduation fee paid during registration for the semester in which degree requirements will be completed and graduation projected. If a student fails to complete the degree requirements on the projected date, the program must contact the Graduate School and the Office of the University Registrar. The student must contact the UAMS Graduate School and the Office of the University Registrar concerning their projected graduation date. The student will need to complete another graduation application for the new graduation term.

Campus Clearance. The Office of the University Registrar will apply service indicators/holds in GUS on graduates notifying them of the departments requiring clearance of students for each semester/session. The student will be contact each office to complete each item, and the service indicator/hold will be removed. The Office of the University Registrar will not issue a diploma and/or requested transcripts for graduates who are not cleared by these departments.

Grades and Transcripts Withheld. Grades and transcripts will be withheld and registration refused to students who fail to return laboratory, library or other university property entrusted to their care; who fail to complete the campus clearance procedure; who fail to comply with rules governing the audit of student organization accounts; or who have failed to pay any fees, tuition, room and board charges, fines or other charges assessed by UAMS.

## GRADES AND MARKS

Final grades for courses are "A", "B", "C", "D" and "F" (No credit is earned for courses in which a grade of "F" is recorded.)

A final grade of "F" shall be assigned to a student who is failing on the basis of work completed and/or who has not completed all requirements. The instructor may change an "F" so assigned to a passing grade if warranted by satisfactory completion of all requirements.

A student who repeats a course in an endeavor to raise a grade must count the repetition toward the GPA. The grade received for repeated courses will not replace the previous grade received in that course.

A mark of "I" may be assigned to a student who has not completed all course requirements if the work completed is of passing quality. An "I" so assigned may be changed to a grade provided all course requirements have been completed by the end of the next enrolled semester after receiving the "I". If the instructor does not report a grade when grades are due at the end of the semester/session of the student's enrollment, the "I" shall be changed to an "F." When the mark of "I" is changed to a final grade, this shall become the grade for the semester in which the course was originally taken.

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

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

A mark of "CR" (Credit) is given for a course in which the University allows credit toward a degree, but for which no grade points are earned. The mark "CR" is not normally awarded for graduate-level courses but may be granted for independent academic activities. With departmental (or program area) approval and in special circumstances, up to a maximum of six semester hours of "CR" may be accepted toward the requirements for a graduate degree.

For courses designated to be graded on a Pass/No Pass basis, a mark of "P" (Pass) is given for a course for which a student did work of a passing quality. The mark of "P" allows credit toward a degree but no grade points are earned. A mark of "NP" (No Pass) indicates the student did not do work of passing quality, and no credit or grade points are awarded.

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

A mark of "R" (Registered) indicates that the student registered for master's thesis, or doctoral dissertation. The mark "R" gives neither credit nor grade points toward a graduate degree. When the thesis is completed, although a student may have registered for more than the maximum of credit hours required, a letter grade is assigned for 6 credit hours only.

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

A mark of "W" (Withdrawal) will be given for courses from which a student withdraws after the first 20 class days and before the last 20 class days of the fall and spring semesters or after the first 10 class days and before the last 10 class days of the summer session. (Class days start and end on the date listed on the academic calendar as the date the semester begins or ends. The number of class days specified refers to the number of calendar days following the day on which classes started or preceding the number of calendar days on which classes end (exclusive of weekends and holidays) regardless of how many, if any, class sessions in a particular course were held.) Students may not withdraw from a course during the last 20 class days of the Fall and Spring semesters. Students may not withdraw from a course during the last 10 class days of the Summer semester.

For numerical evaluation of grades, "A" is assigned 4 points for each semester hour of that grade; "B", 3 points; "C", 2 points; "D", 1 point and "F", 0 points.

## **GRADUATE STIPENDS**

It is the policy of the University of Arkansas for Medical Sciences to promote graduate study by offering financial assistance to qualified students. These graduate stipends will be awarded subject to the availability of funds without regard to race, color, sex, creed, or national origin. Students receiving stipends from extramural sources or grants will be allowed to have their tuition paid by their stipend source at the resident rate.

It is the duty of the institution to administer the Graduate Stipend Program in a manner that: (1) insures that students make satisfactory progress toward their degrees; (2) insures that these students render appropriate service; (3) rewards the most diligent, dedicated, and qualified students; and (4) makes effective use of funds available to support graduate education.

In order to implement the spirit of the foregoing stated policy, the following rules and regulations shall be followed:

### **1. Nature of Support**

- A. Stipends are provided to by the program of their appointment or by designated extramural sources. The awarding of stipends and the amounts to be paid are determined by the program or source granting the stipend.
- B. For those individuals receiving an institutional, departmental or program stipend, tuition and fees may be paid, subject to the availability of funds, by the Graduate School Office at the resident graduate tuition rate. Fees may be paid by extramural grants, if allowed by the granting agency. Only one credit hour is paid by the Graduate School Office for the summer semester.

### **2. Administration of Funds**

- A. The administration and payment of stipend funds are the responsibilities of the program employing the student with the exception of institutional stipends which are administered by the Graduate School. The term "administration" refers to all processing required by the UAMS Human Resources Department and any extramural source providing payment to the student.
- B. The administration of tuition payment for those individuals receiving departmental or program stipend support is the responsibility of the Graduate School Office at the direction of the Dean of the Graduate School.
- C. Since departmental or program stipend amounts may vary, the Dean of the Graduate School defines the stipend level necessary for payment of tuition by the Graduate School Office.

### 3. Obligations of Those Receiving UAMS Tuition Payments

- A. Students are assigned duties by the program of their appointment. The program and the Dean of the Graduate School determines what constitutes an appropriate assignment.
- B. All recipients of departmental or program stipends are required to be full time students for each Fall and Spring Semester for which they are receiving funds. Full time status is 9 or more credit hours. Recipients will be considered full-time with one credit hour in their terminal semester (not for financial aid though).
- C. All recipients of stipends are required to register for a minimum of one semester hour each Summer Session, which is considered full time for the Summer Session by the Graduate School. However, students who are receiving financial aid will not be considered full time for the purpose of receiving aid if only taking one summer semester hour.
- D. Recipients of departmental or program stipend support who resign or are terminated from their graduate assistantship appointments, whether or not they withdraw from UAMS, may be required to reimburse the appropriate UAMS account for the tuition paid on their behalf proportionate to the length of time remaining during the current semester.

### 4. Eligibility for Initial Tuition Payment for Students Receiving Departmental or Program Support

- A. To be eligible for initial tuition payment, an entering graduate student receiving a departmental or program stipend must have a cumulative undergraduate GPA of 2.85 (A=4.0) and be on a doctoral degree track.
- B. If for whatever reason an individual pays their own tuition at the beginning of their studies, it is at the resident or non-resident rate as determined by the residency status of the student under the University of Arkansas Board of Trustees policy.

### 5. Eligibility for Continued Tuition Payments for Students Receiving Stipends from Departmental or Program Sources

- A. Tuition payment for subsequent semesters requires that the student maintain a cumulative G.P.A. of at least 2.85 after at least ten semester hours of UAMS coursework.
- B. Individuals who fail to meet the 2.85 G.P.A. requirement may still receive a stipend from their program; however, tuition payment is the responsibility of the students and/or their programs.
- C. Individuals whose departmental or program stipends are terminated will assume the responsibility for payment of their tuition at the appropriate resident or non-resident rate. As with students in all other colleges, the Vice Chancellor for Academic Affairs determines residency status for tuition payment purposes under the University of Arkansas Board of Trustees policy.

### 6. Limits on Number of Tuition Payments for Individuals Receiving Graduate Stipends from Departmental or Program Sources

- A. Students possessing a master's degree (in a related field) who are enrolled in a doctoral track and receiving departmental or program support may receive tuition payments for a total of no more than 8 semesters, excluding summer sessions.
- B. Students possessing a baccalaureate degree who are enrolled in a doctoral track and receiving departmental or program support may receive tuition payments for a total of no more than 12 semesters, excluding summer sessions.

- C. Students who receive the maximum number of UAMS Graduate School tuition payments may still receive a stipend from their program or extramural source; however, tuition payment is the responsibility of the student, the program, or the extramural source. If for whatever reason an individual pays their own tuition, it is at the resident or non-resident rate as determined by the residency status of the student under the University of Arkansas Board of Trustees policy.

7. Responsibilities for Implementation and Administration

With guidance from the UAMS Graduate Council, these policies and procedures shall be implemented and administered by the Dean of the Graduate School and the Graduate School Office. Graduate Program Directors, with the assistance of the Graduate School Office, are responsible for monitoring eligibility requirements, course registration requirements, and the limits on the number of UAMS Graduate School tuition payments. Exceptions to these policies can be made only by the Dean of the UAMS Graduate School.

8. External Support

Students enrolled in College of Medicine basic biomedical science programs who are receiving financial support from an external source in lieu of a departmental or program stipend are required to be enrolled as a full time student. Full time is defined as 9 or more semester credit hours each Fall and Spring and a minimum of one semester credit hour each Summer.

## REGISTRATION

Graduate school registration occurs three times during each academic year - Fall, Spring and Summer. Currently enrolled students are expected to register during the registration period for each semester and pay tuition and fees by dates specified on the Academic Calendar. Specific registration requirements are posted on the Graduate School website.

Students will not be allowed to register after the last day to pay with a late fee unless permission is granted by the Dean of the Graduate School. This applies to all graduate students regardless of student status, date of first class meeting or class location.

For deadlines regarding dates and fees, see the Academic Calendar on page 2.

The program must submit the Request for Tuition Payment form for students whose tuition is to be paid from sources other than personal funds. For full-time employees of the University to receive the Employee Discount, a completed Employee Discount Form must be received in the Office of the University Registrar prior to each registration. These forms may be found on the Office of Human Resources website. Students who plan to register for courses at other universities must have prior approval by the student's advisor.

Since the various colleges on the Little Rock campuses operate on different schedules, it will be necessary for some students to attend classes prior to the last day to pay. In order to attend classes, these students must, however, have registered. Students can pay registration fees on or before the last day to pay. Students should contact the program director of their particular program regarding dates for beginning and ending of classes.

The Degree Application must be submitted to the Office of the University Registrar and the graduation fee paid during registration for the semester in which degree requirements will be completed and graduation is projected.

## STANDARDS AND PROCESSES FOR DETERMINING STUDENT RESIDENCY STATUS FOR TUITION PURPOSES

### Purpose

This document provides standards and procedures for making residency determinations of applicants and students of the University of Arkansas for Medical Sciences' (UAMS) in accordance with University of Arkansas Board of Trustees policy 520.8<sup>1</sup>.

### Intent

The intent of this policy is to provide a pathway for reclassification of non-residents to establish themselves as permanent residents in order to participate in and contribute to, the professional, economic, and socio-cultural enterprise of the state. This pathway cannot be extended to non-residents whose sole or primary purpose for being in the state is to enroll in one of UAMS' education programs and who are likely to exit the state after graduation/completion. This category of non-resident will be classified as a non-resident and will be charged the non-resident tuition rates of the respective program.

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<sup>1</sup> University of Arkansas Board Policy 520.80, "*Student Residency Status for Fee Purposes.*"

## Initial Classification of Residency Status

### Process

1. Initial classification is made based on the applicant's responses to questions on the application for admission. The address (legal state of residence) at the time of application is the key determinant, provided that the individual is a U.S. citizen or has been granted permanent resident status through the U.S. State Department.<sup>2</sup>
2. For applicants who apply through a national application service (e.g., AMCAS, PharmCAS, or SOPHAS), the legal state of residency provided on the application will be used to determine residency status. Any change in the status of an applicant applying through these services requires that the student also change the state of residency in the application service database.
3. By signing the application for admission form, the applicant attests (swears) that all information is true and accurate and that the applicant is responsible for notifying UAMS of any changes which might affect residency status. An applicant who knowingly gives erroneous information or fails to present corrected or updated information may be subject to dismissal from the University's application process or programs.
4. Routine initial classifications will be made by the college's admissions personnel based on the information provided in the application to the program and according to the rules for determining resident status established in this policy. Non-routine classifications will be reviewed and decided by the Student Residency Classification Committee.

### Requests for a Change of Residency Status

Applicants or continuing students may request a change in their classification by completing an *Application for Change of Residency Status*, when they can provide written documentation to the college's Admissions Office(s) by the prescribed deadline<sup>3</sup> published by the colleges. Applicants or continuing students should be aware that completing an application for reclassification is not a guarantee that a change in resident status will be granted.

Any change in the status of an applicant applying through a national application service requires that the applicant also change the state of residency in the application service database.

The burden of proof of reclassification is on the applicant/continuing student seeking a change in status. To be eligible to be considered for reclassification all documentation in support of the request must be notarized and submitted by the applicant/student by the prescribed deadline.

An application for reclassification is considered complete when all categories below have been addressed. All documentation must be submitted with the application and must be in the form of photocopies clearly showing the relevant date(s). To establish parent's residency, documents are to be provided by the parent (see categories 3.b. and 3c in Appendix A – Additional Guidelines to Determine Residency Status).

Incomplete applications will be returned to the applicant and will not be considered.

### Standards to Establish Residency

A student/applicant who is financially independent will be evaluated based on his/her own circumstances. A student who is a dependent of a parent or guardian will be evaluated based on the parent(s)/guardian(s) circumstances. One parent or guardian must qualify as an Arkansas resident in order for a dependent student/applicant to claim state residency.

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<sup>2</sup> Specifically, permanent and/or legal residence or state of (legal) residence, depending on the application form or service used by the college.

<sup>3</sup> Deadlines may vary by college and program.



Each of the following standards must be met in order for state residency status to be granted. The applicant/student has:

1. Physically resided in Arkansas for at least twelve consecutive months in the permanent home (a bona fide domicile) and was not a student at any Arkansas higher education institution during those twelve months.

Documentation required:

Housing agreement (deed, lease, etc.) with applicant's name listed. A dormitory room in a campus residence hall or a PO Box does not qualify as a bona fide domicile.

2. Maintains a permanent connection to the state and has an expectation of remaining in the state beyond graduation.

Documentation required:

- a. The applicant/student must prepare a written justification supporting his/her assertion of a permanent connection (e.g., family, social or professional ties, job opportunities), and post-graduation plans as part of the application.
  - b. Arkansas driver's license, if applicable
  - c. Arkansas voter registration
  - d. Arkansas vehicle registration, if applicable
3. Earned a minimum of \$4000 gross taxable income in the state during the twelve consecutive months prior to application.

Documentation required: Pay stubs or other verification of Arkansas wages or salary earned.

Guidelines to address additional issues and circumstances, such as marriage to an Arkansas resident, are contained in Appendix A – Additional Guidelines to Determine Residency Status. Definitions of key terms used in this policy are provided in Appendix B.

### **Effective Date for Initial Classification**

Classification determinations are annual and will apply to the entire academic year in which the determination is made. Once the initial classification is determined (including any appeals) by the established deadlines set by the colleges,<sup>4</sup> the classification will be in effect for the academic year to which the students is applying/enrolling. Eligible students may apply for reclassification for the next year.

One exception to the effective date of change will be marriage to an Arkansas resident. Proof that the spouse is an Arkansas resident will be the same as requirements specified for the applicant/student. If approved, the resident tuition rate will take effect in the following term or in the College of Medicine, for the following academic year.

### **Reclassification of Continuing Students in Subsequent Years**

A continuing student who has been classified as out-of-state for his/her first academic year may apply to be reclassified for subsequent academic years using the same standards identified above in the section Requests for a Change of Residency Status.

The *Application for Change of Residency Status*, which includes the supporting documentation, must be returned by the established deadlines prior to the Fall semester in which the change in residency status is to take effect.

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<sup>4</sup> Typically, the same as the deadline to apply for the program. Deadlines may vary by college.

An application for reclassification is considered complete when all requirements have been met, accurately documented, notarized and submitted to the student's home college by the published deadline. All documentation submitted with the application must be in the form of photocopies clearly showing the date of each action. If establishing proof of parent's residency, documents are to be provided by the parent(s).

### **Procedures -- Student Residency Classification Committee (SRCC)**

This Committee will review non-routine applications for initial classification and all applications for reclassification from continuing students. The committee is chaired by the Classification Review Officer and will include one representative from each of the colleges and the Graduate School. For initial classifications, the college representatives will typically be a person with responsibility for the admissions process. For reclassification of continuing students, the college may appoint a different representative, for example, those with responsibility for student registration, records, and/or services.

#### ***Non-routine Initial Residency Classification***

1. When a college official receives an initial classification request that cannot be immediately resolved, he or she may forward the request (including relevant documentation) to the SRCC.
2. Reviews may be conducted electronically, and will occur as needed, and will be scheduled to meet significant deadlines of the colleges.
3. The SRCC may request additional information or clarification from the college and/or applicant.
4. The SRCC reviews the application against the standards for in-state residency status and determines the final residency status by a vote of the majority.
5. The SRCC communicates its findings, along with the rationale for its decision, in writing to the applicant and admissions officer within 10 business days of the meeting.
6. If an applicant's request to be classified as in-state is denied by the SRCC, the applicant is informed that he/she may appeal to the Classification Appeal Officer per the procedure described below.
7. Applicants reclassified as in-state residents by the SRCC or through its related appeals process (see below) will pay in-state resident tuition for the Fall semester following the committee's decision.

#### ***Reclassification of Continuing Students***

1. College staff collects the completed *Application for Change of Residency Status* and all supporting documents and forwards to the SRCC. Only completed applications will be accepted and reviewed.
2. The SRCC will meet once each year (typically Spring or Summer) to review the complete applications against the established criteria and to determine the final residency status.
3. The SRCC may request additional information or clarification from the student in addition to those specifically included in the application.
4. The SRCC communicates its findings, along with the rationale for its decision, in writing to the student and admissions officer within 10 business days of the meeting.
5. If a student's request to be reclassified as in-state is denied by the SRCC, the student is informed that he/she may appeal to the Classification Appeal Officer per the procedure described below.
6. Students reclassified as in-state residents by the SRCC or through its related appeals process (see below) pay in-state resident tuition beginning with the Fall semester following the committee's decision.

### **Appeals**

The Vice Chancellor for Academic Affairs serves as the University's Classification Appeal Officer.

1. If an applicant's request/application to be classified or reclassified as an in-state resident is rejected, the applicant or student will be informed that they may appeal to the Vice Chancellor for Academic Affairs.

2. To implement the appeals process, the student must send a letter to the Vice Chancellor for Academic Affairs requesting a review. The letter must be received by the Vice Chancellor for Academic Affairs within 10 business days of the student receiving the official notice that the request or application was denied.
3. The Vice Chancellor for Academic Affairs reviews the information considered by either the college admissions personnel or the SRCC and may, at his/her discretion, make investigations, receive additional evidence, and conduct informal hearings.
4. After considering the case, the Vice Chancellor for Academic Affairs renders a decision and notifies the applicant or student and the admissions officer in writing within 10 business days of the decision.
5. Any decision may be appealed to the Vice President for Academic Affairs of the University of Arkansas System, who shall recommend final disposition to the President of the University.

### **Outcomes for Reclassification**

When applicants and students are (re)classified as Arkansas residents through this policy, Student Financial Services, Academic Computing and the appropriate college will be notified of the change, and the applicant's status will be changed in all relevant data systems, including those for applicants, admissions, enrollment, financial aid and student accounts. This change of permanent status has implications beyond granting a waiver of the out of state tuition rate, and may for example, effect financial aid awards. Establishing permanent residency in Arkansas also means that students cannot typically claim residency in another state. Applicants are encouraged to familiarize themselves with the rules and consequences related to seeking residency status through discussion with college admissions officers and financial aid counselors.

### **Appendix A – Additional Guidelines to Determine Residency Status**

1. **Resident Status Classification by Other Institutions:** UAMS is not bound by the decision of any other college or university to award a waiver or scholarship to offset tuition owed by a student. Board policy directs each campus to develop its own guidelines on what constitutes residency (“articulate standards which will be applied in making the determination of residence”), and also authorizes executives on each campus to set its own rules governing the tuition for education programs.”
2. **Past Residency:** Whether the applicant/student or parents have lived in the state in the past does not establish in-state resident status, regardless of the length of prior residency. The relevant time period is the twelve month period prior to application.
3. **Relocation:** In cases involving relocation in and out of the state, the critical element necessary to claiming state residency is that there is record of continuous domicile (residency) in the state by the applicant/student, the spouse of the applicant/student, or at least one parent of an applicant/student when the applicant/student is a dependent.

#### **Examples:**

- a. If the student/applicant's parent(s) have retained residency, AND the student/applicant is a dependent, then he/she may also claim resident status. This may occur frequently with an applicant/student whose parents are divorced and live in different states.
- b. If the student marries an Arkansas resident, and the spouse maintained a residence in the state while the student/applicant lived elsewhere, then in-state resident status may still be granted on the basis of the spouse's status.
- c. For applicants/students who are dependents of their parent(s) and the parents are Arkansas residents at the time of application: the applicant/student will be classified as in-state.
- d. An Arkansas resident who leaves the state solely to attend an out-of-state school retains residency in Arkansas, since residing in a state solely to pursue an education does not establish residency – therefore, the student does not lose his/her status as an Arkansas resident.

4. **Relocated for Job, Non-School Purposes:** The twelve-month requirement for any student/applicant, their spouse, or their unmarried dependents to establish a bona fide domicile may be waived – and in-state residency established immediately – when:
  - a. The primary reason for moving to Arkansas was for reasons other than moving to attend college, e.g., moving to take a job, retire, or other life changing circumstances.
  - b. The applicant or his/her parent(s) were deployed to Arkansas as an active member of any branch of the U.S. Military.
  
5. **Emancipated Status:** The residence of the applicant/student who is an emancipated minor will be considered and not that of the parent/guardian. Applicants are to be considered emancipated from their parents when they meet one or more of the following criteria:
  - a. Reach 23 years of age.
  - b. Are not a legal dependent on parent(s) or spouse, as defined by the IRS.
  - c. Are married.
  - d. Minors emancipated through a judicial decree.
  
6. **Unemancipated Status:** The domicile of an unemancipated applicant is that of his or her parent or guardian. Unemancipated students of divorced parents shall be classified "in-state" when one parent or guardian, regardless of custodial status, resides in Arkansas.
  
7. **Spouse of a State Resident:** The spouse of a student classified as "in-state" shall also be classified "in-state" for all U.S. citizens. However, it is the responsibility of the applicant to inform college officials of marital status. If the applicant self-identifies on the application for admission as a non-Arkansas resident, and fails to inform college officials of marriage to an Arkansas resident, he/she will be classified as a non-resident. Applicants are also responsible for meeting classification deadlines. If an applicant notifies a college after the established deadline that he/she is married to an Arkansas resident, the college will change the classification for the term following the term in which the decision is made, or for the COM, the subsequent year.
  
8. **Non-U.S. Citizens:** Non-US citizens will be classified as out-of-state residents for tuition purposes as well as admission purposes, including those with a temporary visa which allow an applicant to study in the U.S.
  
9. Only non-U.S. citizens who are granted permanent resident status through a green card AND who have established a permanent (bona fide) domicile in Arkansas for a period of twelve months or more are eligible to apply for resident status.
  
10. Spouses of international students will be classified as out-of-state students.

## Appendix B – Definitions

Whenever used in these regulations or guidelines:

1. **Initial Classification** is the classification assigned to persons applying to be accepted into an education program as either an in-state or out-of-state resident.
2. **Bona fide Domicile** shall mean a person's true, fixed, and permanent home and place of habitation for all purposes of living; it is the place where he/she intends to remain; and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. A post office box address, or a college or university residence hall are not bona fide domiciles for the purposes of this policy.
3. **Good Faith Acts** – Actions taken that support the applicant's claim that he or she has established a bona fide domicile (see #2 above). Some common examples are obtaining an Arkansas driver's license, registering to vote or buying a home.
4. **Residence** shall mean continuous physical presence and maintenance of a bona fide domicile within the State, provided that absence from the State for short periods of time shall not affect the establishment of residence.
5. **Emancipated student** means a person who is no longer in care, custody, and control of his or her parent. Typically emancipated persons are those 18 years or older, however, minors can be

emancipated through judicial degree (emancipated minors). Minors who are married are considered emancipated.

6. **Unemancipated student** means a person under the age of 18 who is considered a dependent of his/her parent(s).
7. **Parent** shall mean a person's father or mother. If there is a non-parental guardian or legal custodian of an unemancipated person, then "parent" shall mean such guardian or legal custodian; provided that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an instate student on such emancipated person.
8. **Continuing student** – A student who has completed at least two terms at UAMS, or for the College of Medicine, one academic year.

### REMOTE STATUS

There may be occasions when dissertation research and/or writing are completed at another location, - e.g., after a faculty member moves to a new position. Under these circumstances, and with the approval of the Dean of the Graduate School, the student may formally enter "remote status." A document titled "An Accord Involving a Graduate Student or Faculty Member in Remote Status" which delineates the specifics of this status is available in the Graduate School Office.

### REFUND POLICY

Payment by Check: If Student Financial Services receives an authorized refund request, the refund will not be processed until 30 days from the date the check was deposited.

Payment by Credit Card: If Student Financial Services receives an authorized refund request, the refund will be processed within 24 hours provided the student furnishes his/her credit card information.

All other forms of payment: If Student Financial Services receives an authorized refund request, the refund will be processed within 24 hours.

#### Definition of Class Days

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

#### Refunds for Dropping a Course or Program of Study

The refund amount for students who drop a course or withdraw from a program of study is based on the following schedule for tuition and fees:

<u>1-5 Class Days</u>	<u>6-10 Class Days</u>	<u>11th Class Day and After</u>
100%	50%	0%

#### Students Withdrawing from UAMS – Non Financial Aid Recipients

The refund amount for students withdrawing from UAMS shall be based on the following schedule. The schedule applies to both tuition and fees paid.

##### Refund for Tuition and Fees Only

<u>1-5 Class Days</u>	<u>6-10 Class Days</u>	<u>11th Class Day and after</u>
100%	50%	0%

## **Students Withdrawing from UAMS – Financial Aid Recipients**

According to Federal Regulations, a Title IV Return of Funds calculation will be processed for those students who withdraw after receiving federal financial aid (Pell Grant, SEOG, subsidized Stafford Loan, unsubsidized Stafford Loan, parent PLUS loan or Perkins). The calculation is based on the number of days the student attended divided by the number of days in the term. The results of the calculation determine how much financial aid the student has earned. After 60% of the term has passed, the student is considered to have earned 100% of his/her aid. If the student has not earned 100% of his/her aid, the portion of the “unearned” aid is returned to the Title IV programs stated above. After the Return of Title IV financial aid calculation is processed, a student may owe a balance to UAMS. It is the student’s responsibility to make arrangements for payment of the balance with the Bursar’s Office.

### **Refund for Tuition and Fees Only**

Any student who officially withdraws or drops a class from the University of Arkansas for Medical Sciences during any semester shall be entitled to a refund as follows:

<u>1-5 Class Days</u>	<u>6-10 Class Days</u>	<u>11<sup>th</sup> Class Day and after</u>
100%	50%	0%

### **TUITION WAIVERS**

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

All tuition and fees except special fees related to a specific course at UAMS are waived for students 60 years of age or older on a space available basis in existing classes. With approval of the Dean, students, 60 years and older, whose tuition is waived are not entitled to any university services or benefits, other than classroom instruction. These students are not entitled to student health services reduced student-rate admissions to athletic or other university events, or similar services and benefits for which fee paying students are eligible. These students must meet admission and academic standards, and are subject to probation, suspension and dismissal policies applicable to all other students.

### **NON CITIZEN STATUS**

Students who are not U.S. citizens must have current documentation of an appropriate status with the U.S. Citizenship and Immigration Services (USCIS). Individuals who are out of status with the USCIS and individuals who become out of status during a period of enrollment must make an appointment with the International Student Adviser, Graduate School Office.

### **TRANSCRIPTS**

The Office of the University Registrar provides official transcripts. The transcript request form is posted on the Office of the University Registrar website. Grades and transcripts will be withheld and registration refused to any student who fails to clear departments, who fails to return laboratory, library or other university property entrusted to their care; who fails to comply with rules governing the audit of student organization accounts; or who has failed to pay any fees, tuition, room charges, fines or other charges assessed by UAMS.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords all students in higher education institutions certain rights with respect to their education records. Some of these rights are only applicable to students over 18 years of age.

A. UAMS observes FERPA regulations through the following rights:

1. The right to inspect and review the student's education records within 45 days after the day that the University of Arkansas for Medical Sciences (UAMS) receives a request for access. A student should submit to the dean's office or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. This right refers to information that the student feels has been documented incorrectly, and is not an avenue to challenge whether a grade or other form of evaluation is appropriate. A student should submit to the Associate Provost for Academic Administration a written request that identifies the information the student believes to be incorrect as well as the reasoning behind the perceived inaccuracies. The appropriate College official will make arrangements to review and, if necessary, correct the information in question.

The College will notify the student in writing of its decision and provide information regarding the student's right to a hearing regarding the request for amendment if that request was denied. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

UAMS discloses education records without student prior written consent to university officials outside the college who have a legitimate educational interest in some or all of the information. A university official is a person employed by UAMS in an administrative, supervisory, academic, research, or support staff position. Generally, the UAMS officials who will have most routine access are those in Academic Affairs, Student and Employee Health, Campus Security, Student Affairs and Information Technology. Officials will have access to student PII only on an as needed basis, and not necessarily the entire student record. UAMS will also grant access to other university officials who require the information in order to fulfill his or her professional responsibilities as authorized by FERPA.

Other officials who may require access to some or all of the student record include officials at the University of Arkansas System, a person serving on the University of Arkansas Board of Trustees; or a student or faculty member serving on an official committee, such as a disciplinary or grievance committee. UAMS may also share student records with a volunteer or contractor outside of UAMS who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an IT contractor, attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UAMS 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, SW  
Washington, DC 20202

5. The right to restrict disclosure of directory information. Directory information includes but is not limited to now or in the future, the student's name; address; telephone listing; UAMS electronic mail address; photograph; date and place of birth; major field of study; grade level; year in program, enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received; date of graduation, and the most recent educational agency or institution attended.

Directory information of students at UAMS is subject to public disclosure until and unless the student presents a signed Hold Directory Form (see attachment), indicating the he/she does not authorize such disclosure. The student must select RESTRICT on the form, sign and date it, and submit it to his/her respective dean's office. The restriction will remain in effect until the student signs a release.

## B. Notification and Disclosures

UAMS will provide an annual notification to students regarding its FERPA policy and instructions on how to restrict the disclosure of directory information. UAMS reserves the right to disclose PII from students' records without consent for the following reasons, as outlined in FERPA regulations:

1. To other university officials, including teachers, within UAMS whom the university has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the university has outsourced institutional services or functions.
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to requirements of 99.35 in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To organizations conducting studies for, or on behalf of, the university, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
8. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))



9. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
10. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
11. To appropriate officials in connection with a health or safety emergency.
12. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21.

**Procedure:**

1. UAMS will release directory information for all students unless otherwise instructed by a student through a signed Directory Hold Form that restricts disclosure of information. It is the student's responsibility to complete and submit the signed form.
2. A student may submit a hold directory information request at any time during the academic year; however, the request can only be honored for future publication and cannot be applied retroactively.
3. Each college will provide a copy of UAMS' FERPA Policy to all enrolled students on an annual basis.
4. Colleges will include the UAMS FERPA Policy in their Catalogs or Student Handbooks.
6. A student's acknowledgment of their responsibility to the information contained in the catalog or handbook serves as annual notice of UAMS' FERPA policies.



UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
Family Educational Rights and Privacy Act (FERPA)

HOLD DIRECTORY INFORMATION

Please Print:

Name \_\_\_\_\_
First Last MI

College \_\_\_\_\_ UAMS ID \_\_\_\_\_

Pursuant to the "Family Education Rights and Privacy Act of 1974" (FERPA), I request that the information classified as "directory information be withheld by UAMS from public disclosure.

includes, but is not limited to, the student's name; address; telephone listing; UAMS electronic mail address; photograph; date and place of birth; major field of study; grade level; year in program, enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors and awards received; date of graduation, and the most recent educational agency or institution attended.

I am aware that any information which has already been published cannot be removed from that publication.

I understand that my picture and name will appear in the annual UAMS Caduceus (yearbook); the UAMS global e-mail list, class schedules, and graduation materials unless I contact my college personally to make arrangements to exclude this information.

I understand this request will remain in effect until I revoke it in writing.

RESTRICT

Date:

Sign here to RESTRICT information

RELEASE

Date:

Sign here to RELEASE information previously restricted

## STUDENT RESOURCES

### UAMS TEXT EMERGENCY NOTIFICATIONS

UAMS maintains a text notification system that is used to send messages during specific emergency events. Students can designate 3 cell numbers for Code Black alerts and 1 for Code Gray and Code Pink. Inclement Weather notifications are not included in the system. To sign up, visit [http://www.uams.edu/campusop/Forms/ENSText\\_Notify.aspx](http://www.uams.edu/campusop/Forms/ENSText_Notify.aspx)

#### Student Computer and Email Resources

A. Network access - Access to the UAMS network, including access to the Internet via the UAMS network, on-line reference and information resources provided through the UAMS Library, and other UAMS computing resources is, generally speaking, restricted to persons having a UAMS network account, i.e. a UAMS network domain logon id and password. All active UAMS students receive UAMS network accounts. Information about network accounts is provided to new students during the registration or orientation sessions.

Everyone granted access to the UAMS network must review and sign the UAMS Confidentiality Agreement ([http://www.uams.edu/AdminGuide/PDFs/3\\_1\\_15\\_Confidentiality\\_Policy.pdf](http://www.uams.edu/AdminGuide/PDFs/3_1_15_Confidentiality_Policy.pdf)). This requirement will also be dealt with during registration or orientation.

Your UAMS network account is to be used only by you. Do not share your UAMS network logon identification and password. This is one of the provisions of the Confidentiality Agreement.

#### B. Network access passwords

- Passwords for UAMS network accounts are case sensitive and must be a minimum of 8 characters long. They can be up to 240 characters long.
- Passwords must include 3 of the following: upper case letter, lower case letter, number, and / or a symbol, e.g. #4Gh1bcd or jOke51mn.
- Passwords should not be overtly based on personal information such as family members' or pets' names, birth dates, or similar information.
- Network passwords can include spaces. A good way to define an effective password is to use a nonsensical phrase such as "The sky is blue and orange but never on Sunday."
- Your UAMS network account password expires every 120 days. As the expiration of your password approaches you will receive warnings when you log onto the UAMS network. You can change your password at that time. You can also change your password at any time by clicking on "Reset Your UAMS Domain Password" at <http://webmail.uams.edu/>.
- Sharing your logon information or using someone else's logon information to gain access to the UAMS network or information systems violates UAMS policy and the UAMS Confidentiality Agreement.
- Change your password if you suspect any problems. If you suspect someone else has used your account notify the IT Technical Support Center (Help Desk) at 501-686-8555 ASAP 24x7.

#### C. Acceptable Use Guidelines for student use of UAMS network and computer resources

The UAMS network, computer labs, and other computing resources support the teaching, research, clinical care, and service missions of UAMS. Faculty, staff, and students are encouraged to use these resources as tools for work, learning, communication, and research. It must be recognized, however, that these resources serve a large number of users for a variety of purposes. The following guidelines describe acceptable and unacceptable uses of these resources. They are intended to foster use of these resources which is consistent with their intended purposes and which is responsible, appropriate, efficient, and in accord with legal and ethical standards.

Appropriate and acceptable uses include:

- Use for UAMS course assignments or any project assigned by a UAMS faculty member.
- Use to facilitate UAMS research projects or other UAMS work-related projects.
- Communication with faculty, staff, and students at UAMS to share information.
- Communication with faculty, staff, and students at other universities for the purpose of exchanging educational or general information.
- Use of Internet access for personal information research and personal communication with others at UAMS and elsewhere is acceptable if such use is not excessive, does not interfere with use of resources for education or research, and does not violate any other acceptable use provisions or UAMS policies.

Unacceptable uses include but are not limited to:

- Use of Internet access or other resources for mass transfers of personal files or other materials or for any other personal purpose which consumes a large amount of network bandwidth or other network or computing resources is unacceptable.
- Unauthorized use of these resources by non-UAMS personnel.
- Use for any purpose that violates U.S. or state laws, including copyright laws. (See the Guidelines for UAMS Faculty, Staff, and Students Using Copyrighted Materials at <http://www.library.uams.edu/policy/copyguide.aspx>.)
- Use which violates any other applicable UAMS policy.
- Downloading information from Internet sites to be used in committing a crime or which can result in harm to others.
- Use for any commercial enterprise or for outside employment.
- Creation or propagation of computer viruses.
- Unauthorized entry into other computers or information systems.
- Use in a manner that interferes with or disrupts other users, services, or equipment.

Use of these resources for course assignments, education, research, and UAMS work-related projects has precedence over all other uses. Additional rules governing their use may apply in particular facilities.

D. As a member of the UAMS community you are also obligated to observe all UAMS policies relating to the use of network and computer resources. Consult the UAMS Administrative Guide at <http://www.uams.edu/AdminGuide/index.html> to review UAMS policies.

See in particular...

Confidentiality Policy

<http://www.uams.edu/AdminGuide/PDFs/3.1.15.pdf>

Email Access and Usage

[http://www.uams.edu/AdminGuide/PDFs/7\\_1\\_12\\_Email\\_and\\_Access\\_Usage.pdf](http://www.uams.edu/AdminGuide/PDFs/7_1_12_Email_and_Access_Usage.pdf)

Wireless Networking

<http://www.uams.edu/AdminGuide/PDFs/7.1.13.pdf>

Access to Internet

<http://www.uams.edu/AdminGuide/PDFs/7.2.11.pdf>

UAMS Wiki and Blog

<http://www.uams.edu/AdminGuide/PDFs/7.02.02.pdf>

Mobile Device Safeguard

[http://www.uams.edu/AdminGuide/PDFs/hipaa\\_3.1.17.pdf](http://www.uams.edu/AdminGuide/PDFs/hipaa_3.1.17.pdf)

Information Security & Password Mgt

[http://www.uams.edu/AdminGuide/PDFs/hipaa\\_7.3.08.pdf](http://www.uams.edu/AdminGuide/PDFs/hipaa_7.3.08.pdf)

E. Revocation of access - Violation of the Acceptable Use Guidelines or other UAMS policies may result in loss of your privileges to use the UAMS network and computing resources and/or disciplinary action by your department or college.

F. Internet access - Access to the Internet is provided through the UAMS network. Other than in particular cases, such as the public access PC's in the UAMS Library or guest access through the UAMS wireless network, you must log onto the UAMS network using your own UAMS network account in order to gain access to the Internet. Moreover, further restrictions may be enforced in clinical work areas or other areas in which more stringent security requirements apply.

G. Email - All students receive UAMS email accounts. You will receive information about your email account during the registration or orientation process. Email services for UAMS students, faculty, and staff are provided through Microsoft Exchange and Outlook. You can access your email account via the web at <http://webmail.uams.edu/> using an up-to-date Web browser. This requires that you have an active UAMS network logon id and password. See <http://www.uams.edu/email/outlook2003/> for more information.

H. Access to clinical information systems is only available after appropriate training. Logon ids and passwords for access to clinical information systems will be made available to students when training has been completed.

I. Technical Support - For resolution of issues related to your UAMS network or email accounts, access to clinical information systems, and computer security provisions contact the UAMS Technical Support Center by

- 1) calling 501-686-8555,
- 2) using self-service website <http://itss.uams.edu> (if logged into UAMS network) or
- 3) emailing [techsupportcenter@uams.edu](mailto:techsupportcenter@uams.edu) or selecting "Help Desk/Tech Support Center (501) 686-8555" from the Webmail Address book (Global Address List). Technical Support Center staff will answer your questions or direct your call or request to the appropriate support personnel.

J. Computer labs - The principal computer facilities available to all UAMS students are the public computer access areas in the UAMS Library (1st, 2nd, and 3rd floors) and the Library Learning Resource Center (LRC) computer labs (3rd and 5th floors of the Library). The public access computers in the Library provide access to the Library catalog, on-line resources, the Internet, and Microsoft Office applications. In addition to these services a wide variety of computer-based educational resources and other software are available in the LRC computer labs. Library computer facilities available after work hours are equipped with security provisions including card-swipe door access devices, door alarms, and monitored security cameras. See the Library section of the handbook for more information.

K. Computer classrooms - UAMS educational facilities include several computer classrooms used for scheduled computer-based classes and exams. These computer classrooms are located on the 8th floor of the Ed 2 building. They are equipped with security provisions including card-swipe door access devices, door alarms, and monitored security cameras. Use of these facilities is scheduled through the Office of Academic Services and is ordinarily restricted to UAMS curricular activities or other UAMS sponsored educational programs.

L. Confidential Information – Confidential Information including ePHI must never be stored on personal devices or media (laptop, thumb drive, CD or DVD).

## **PROCEDURES**

### **1. Confidentiality Agreement.**

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

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

### **2. Restriction on Access, Use and Disclosure of Confidential Information.**

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

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

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

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

### **5. Violation of Confidentiality Policy.**

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

## **ASSOCIATED STUDENT GOVERNMENT**

Students in good standing in one of the UAMS colleges or the Graduate School may participate in the Associated Student Government. The ASG is responsible for scheduling social events.

## **GRADUATE STUDENT ASSOCIATION**

The Graduate Student Association (GSA) is an organization to which any individual who is enrolled in the UAMS Graduate School may belong. Associate membership is available to interested faculty and staff.

The GSA was organized to 1) promote fellowship and the sharing of ideas in research and teaching; 2) represent the graduate students in the UAMS organization; and 3) act as a means of communication between students and the Graduate School Office.

The officers, who are elected annually, plan and execute the affairs of the organization as directed by the membership. The President serves as a member of the Graduate Council.

## **THE UAMS ASSEMBLY**

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

## **GRADUATE COUNCIL**

The UAMS Graduate Council is the governing structure for graduate education on the UAMS campus. It operates under a formally approved statement of organization and bylaws that can be found on the Graduate School website.

## **STUDENT ACTIVITIES POLICY**

The Graduate School supports student activities; however, does not support or condone the use of alcohol, drugs, or other mind altering substances at any time among the student body.

## **CRIME STATISTICS**

For current crime statistics, please refer to the UAMS Police Department website: [www.uams.edu/police](http://www.uams.edu/police) to view the annual security report.

## **EMERGENCY PROCEDURES Emergency Telephone Numbers**

FIRE ASSISTANCE - **686-5333**

POLICE - **686-7777** (UAMS Police Department)

UNIVERSITY HOSPITAL EMERGENCY ROOM - **526-2000**

POISON CONTROL CENTER - **686-6477**

## ACTIVE SHOOTER

### ACTIVE SHOOTER Campus Violence Plan

#### PURPOSE/INTRODUCTION OF PLAN:

In the event of a violent occurrence on Campus, special procedures are needed to ensure maximum safety and prevention of injury / loss of life. As a result, multiple responses are necessitated by all components of UAMS. Law enforcement is paramount in securing the situation, but the rest of the campus must work to ensure patient, student, visitor, and staff safety. Violent actions on campus could include an active shooter, hostage situation, terroristic threatening and other scenarios not depicted here. While this is primarily a law enforcement operation; incident management, sheltering in place and crisis communications are integral to the safety and security of the Campus.

#### PART I: ACTIVATION OF ACTIVE

#### SHOOTER

##### UAMS Notification

Notification may come by way of reports of violent actions or potential for violence from staff /employees, students, visitors, patients, or by UAMS Police. All reports should be transmitted to the UAMS Police Department (UAMSPD) by calling 686-7777 or personally notifying an officer.

The persons providing the initial notification should immediately notify the UAMSPD Dispatch Center, providing as much information of the event and person(s) involved as possible. UAMSPD Dispatch will immediately notify the Shift Commander as well as Captain of Patrol and the Chief. Shift Commander will determine the level of response needed. After determining the event is beyond the **ordinary capacity** of the PD and poses an imminent danger to life and property, Dispatch and the Shift Commander will follow the Implementation protocol, *to activate the Emergency Notification System (ENS) and the Emergency Incident Command System (EICS) – Active Shooter.*

#### Implementation of ACTIVE SHOOTER

After being advised that a potential emergency situation exists, in which violent means have been employed or are threatened, the **UAMSPD Dispatcher in conjunction with the Shift Commander:**

1. Determine the level of response needed;
2. UAMSPD Dispatcher activates both the Emergency Notification System (ENS) which notifies the UAMS Tactical Team, Code Black EICS Command Structure – UNIFIED COMMAND, The Chancellors Cabinet, all Building Managers; and other designated personnel, as well as the WAVES system which triggers all internal and external speakers;
3. ENS notifies Communications & Marketing;
4. Communications & Marketing immediately initiates email and list serve notifications to all personnel on global email as well as enrolled on the student or other list serves.
5. Unified Command assumes overall command of the law enforcement and disaster response;
6. Notifies Little Rock Police Department and Pulaski County Sherriff's Office if warranted;
7. Notifies MEMS and metropolitan hospitals that UAMS is temporarily closed and cannot receive ambulance traffic. MEMS STAR Teams and Little Rock Fire Department Bomb Squad will be automatically placed on standby as well as regular MEMS and LRFD assets will be alerted to possibly respond and assist with triage, treatment and potential transport of any victims as designated by Unified Command;
8. Delegates roles/responsibilities per organizational chart as deemed necessary for the specific situation.

Once the decision to implement the EICS is made and ENS, in addition to the activation of internal and external messaging; all decision making devolves to the UNIFIED COMMAND (Incident Commander, Hospital Administrator, Chief of Police, and Vice Chancellor of Campus Operations). This



may initially be the ADON (Assistant Director of Nursing) and the PD Shift Commander after hours and the accepted hierarchy listed above during normal business hours. The After Hours Activation Policy command staff will be utilized until Hospital Administration, VC for Campus Operations and Chief of Police are available and briefed.

### **Transmission of Emergency Information**

When instructed by either the **UAMSPD Dispatcher/Shift Commander** and/or **UNIFIED COMMAND** to implement the Code BLACK Plan, *the automated internal/external warning system will make the following announcement continuously over the public address system in all buildings and through the external sirens outside:*

***"THE UAMS CAMPUS IS NOW IN A ACTIVE SHOOTER STATUS. EVERYONE SHOULD IMMEDIATELY MOVE OUT OF ANY HALLWAY OR OTHER OPEN AREAS INTO THE NEAREST OFFICE, PATIENT ROOM, OR CLASSROOM. CLOSE AND LOCK THE DOOR. DO NOT LEAVE THE BUILDING. DO NOT ENTER STAIRWELLS OR HALLWAYS UNTIL FURTHER NOTICE. IF YOU ARE CURRENTLY OFF CAMPUS, DO NOT COME TO CAMPUS"***

*The announcement will be repeatedly played until either an update is provided, or until the "all clear" has been called by the UAMS Police Department.*

### **Recall of UAMS Police Officers**

If the UNIFIED COMMAND determines additional personnel are needed, above and beyond that already on campus, UAMSPD Dispatch will begin a call out to all officers of the Department.

### **Assembly of Employees, Staff and Students**

All UAMS employees, staff, and students should be aware that all public assembly or transit throughout any campus area during an Active Shooter is strictly prohibited. All UAMS personnel *are instructed follow their departmental plans, if in place or in lieu of, to shelter in place or immediately find a place of shelter and secure themselves until further notice or suspension of law enforcement operations.*

Off duty employees should not return to the hospital, unless a Code Green (mass casualties) is called in response to the Active Shooter and only as directed by their departmental plan or as requested by Code Green officers or their Department's chief. Each department should keep a current recall list of all employees and call in additional personnel as needed, in consultation with the Incident Commander.

### **Law Enforcement Communications**

All internal UAMS communications will be conducted on radio channels Disaster 1, 2, and 3 as determined by the UNIFIED COMMAND. Any outside communications with other law enforcement and responding agencies will utilize an AWIN "LAW" Frequency as assigned by the Arkansas Department of Emergency Management (ADEM) at the time of the event.

## **PART II: EMERGENCY INCIDENT FACILITIES**

Specific locations of support functions during an Active Shooter event are as follows:

- Command Center is to be in one of the following locations, depending upon activity of the event and if a particular area is compromised
  - Hospital Administration Conference Room
  - UAMS Police Department / Distribution Center
  - Little Rock Fire Station #7
  - Any other location as determined by the UNIFIED COMMAND
- Media Vehicle Staging will be the gravel lot adjacent to Bio Med Building II

- Media Conference Center will be in the first floor lobby of the Boozman College of Public Health Building
- Law Enforcement Staging will be as determined by the UNIFIED COMMAND

### **PART III: VITAL/SPECIALCONTINGENCIES & RESPONSIBILITIES Community Law Enforcement**

#### **Response**

Law Enforcement personnel from other agencies may be responding either at the request of UAMSPD or in support of investigative or response operations. During Active Shooter operations all outside Law Enforcement officers must check in with the UAMSPD Staging Officer for assignment and instructions. Upon termination of Active Shooter Operations, investigative measures may be necessary. All investigative teams will need to check in with and report to UAMSPD designated staff.

#### **Hospital & Campus Operations**

Upon the activation of Active Shooter, certain clinical procedures, treatments and therapies will not be able to be immediately ceased. The Unified Command will endeavor to provide relief and support based upon the incident needs and capability on hand at the time of the incident.

#### **Deceased Victims**

Upon Active Shooter activation, the Morgue will serve as the Treatment Area for deceased/expectant patients. It will be staffed by Pathology Staff and operate in the following manner:

- Complete list of bodies/remains and identities will be kept.
- Crime Scene Technicians will be allowed to work within the morgue or other spaces
- Communication with the Patient Information & Family Services Officers will be maintained for contacting next-of-kin.
- Situational Reports to Command Staff as appropriate.
- Coordination with Pulaski County Coroner and investigative bodies as dictated by Arkansas Law.

#### **Staff Identification / Hospital Access**

#### **ALL PERSONNEL MUST DISPLAY PROPER UAMS CREDENTIALS**

#### **NO CAMPUS ACCESS WILL BE ALLOWED UNTIL DETERMINED BY THE UNIFIED COMMAND.**

#### **In the event Active Shooter becomes a Code Green event:**

- Only ED employees and those assigned to the Red Treatment Area are allowed access to the ED;
- All other employees are encouraged to access the Hospital, through the Central Building on the first floor/A level of Parking 2 (*formerly the North Deck*);
- All assigned Treatment Area Leaders and other Officers will be identifiable by vests or colored tape. They have authority to grant or limit access to their respective area; Elevators are to be used only for transport of Patients and necessary supplies;
- Staff should use stairs in the event of a Code GREEN;
- Phone Calls should be limited to Official Use ONLY.

#### **Metro Hospital & MEMS Communications**

Communications between first responders and other Hospitals will be accomplished by the METRO Hospitals dedicated phone line and the METRO Hospitals Radio Talk Group / AWIN System. Reports may be transmitted via the Hospital Communications Radio located in the ED.

#### **PART IV: DISCONTINUING THE PLAN**

Upon determination by the UNIFIED COMMAND the campus no longer needs to operate within Active Shooter status, the Incident Commander will notify the Call Center to cancel Active Shooter. *The automated system will then announce overhead three (3) times:*

**"ACTIVE SHOOTER ALL CLEAR, ACTIVE SHOOTER ALL CLEAR,  
PLEASE RETURN TO NORMAL OPERATIONS."**

*(Repeated three (3) times)*

The UAMS Police Dispatcher will activate the Lockdown All Clear in the Emergency Notification System. The all clear message: "**Active Shooter ALL CLEAR, Active Shooter ALL CLEAR, please return to normal operations.**" will be sent to the same list as above. The UAMS Police Dispatcher will direct Communications & Marketing to send out a campus-wide email with the same scripted message as above.

#### **PART V: RESUMING NORMAL OPERATIONS**

Following the conclusion of any Active Shooter plan activation, the effectiveness of the response will be evaluated. Changes to the plan will be initiated as necessary to correct any problems identified during the response. Resources used during the response will be inventoried and replaced in conjunction with the usage of the UAMS Disaster Recovery Checklist.

**Initiated: December 2008**

**Revised August 2009**

**Revised June 2012**

## CODE RED

### CODE RED FIRE PLAN

#### ***Purpose and Procedures***

The fire plan for the University of Arkansas for Medical Sciences and the University Hospital is referred to as CODE RED. CODE RED will be put in effect when fire and/or smoke are reported within the University Hospital (E, F, and H wings, Central Building, and other buildings on campus).

The purpose of this plan is to outline the general procedures to be followed in the event of a fire so that all staff, employees, and students will know what is expected of them in a fire and/or smoke situation. Remember that patient safety is an integral part of patient care. It is your responsibility to understand CODE RED.

Code Red: The phrase shall be used as the code for announcing a fire emergency or a fire drill. Under no circumstances should anyone shout "Fire!"

#### Reporting Fire or Smoke

City and state fire codes require that any fire and or smoke be promptly reported. The following steps are to be followed when fire and/or smoke are discovered within University Hospital or the Ward Bed Tower:

1. Activate the nearest FIRE ALARM PULL STATION.
2. Dial 686-5333 and tell the Control Center that there is a CODE RED situation in your area. Also, tell the Control Center which building, floor, room, and, if possible, what is burning. Tell other personnel of the situation.

NOTE: Only the moving of a patient from immediate danger shall take priority over reporting fire and/or smoke.

When advised of a CODE RED situation, the Control Center will alert the Little Rock

Fire Department. The Control Center will then repeat the following announcement three times over the public address system:

"ATTENTION ALL PERSONNEL - CODE RED" (Location)

The word "RACE" can be used as a reminder of the four primary steps to taken in the event of a fire. Steps to be taken in case of fire or smoke are as follows:

**RESCUE:** Help anyone in immediate danger from the fire. This should be carried out before sounding the alarm, closing doors, or attempting to extinguish a fire.

**ALARM:** Pull the nearest fire alarm pull station and report by phone (Control Center - 686-5333). Time is critical.

Always sound the alarm before attempting to extinguish a fire.

**CONTAIN:** Close doors where the fire/smoke is located to isolate and contain. Smoke is the biggest killer in the event of fire. Be sure no one is inside the area.

**EXTINGUISH:** Attempt to extinguish the fire. Use whatever means available: fire extinguishers, water, blankets, pillows, etc. Do not put yourself at risk. Remember that help is on the way.

#### ***Fire Extinguishers***

All fires are classified A, B, and C according to the combustible product involved:

Class A Ordinary solids such as wood, paper, textiles, rubber, etc.

- Class B Flammable and combustible solvents such as gasoline, acetone, alcohol, grease, xylene, etc.  
Class C Electrical such as motors, fuse boxes, appliances, etc., anything energized with electrical current.

The two types of fire extinguishers in common service on the UAMS campus are the all-purpose A-B-C dry chemical and the carbon dioxide (CO<sub>2</sub>). The all-purpose dry chemical extinguisher is effective on Class A, B, and C fires. The carbon dioxide extinguisher is effective on class B and C fires only and is generally placed in laboratories where flammable solvents and electrical equipment are used. Knowledge of extinguisher locations in your area is essential. In a fire emergency valuable time is lost if you have to hunt for an extinguisher. Each lost moment gives the fire a chance to grow. To operate all types of portable extinguishers, remember the word PASS:

- P**ull the metal pin.
- A**im the nozzle
- S**queeze the handle
- S**weep the fire area from a distance of five to fifteen feet.

### ***Fire Prevention***

Smoking – UAMS is a tobacco-free campus.

Space Heaters – Space heaters are a fire hazard if all safety precautions are not followed. The Department of Occupational Health and Safety (OH&S) must approve use of all space heaters in all UAMS facilities. Space Heaters are not allowed in any patient care areas.

Microwave Ovens – Food, popcorn, etc., that is over-cooked seldom produce flames but do emit smoke which is the immediate danger in case of fire. Use the correct timer setting. Do not leave food unattended.

Decorations – UAMS policy limits the type allowed on campus. Lighted candles and any heat generating decorations are prohibited. Decorations must not obstruct an exit. [Ref. UAMS Policy 11.4.03]

Electrical Safety – Check coffeepots and other appliances before the end of the day. Place coffeepots, when in use, on a non-combustible surface. Use of extension cords is prohibited. [Ref. UAMS Policy 11.4.07]

Reporting Hazards – Report potential fire and safety hazards promptly. Call the Control Center at 686-5891 or  
OH&S at 686-5536

### ***General Safety Precautions***

Obstructions – Keep corridors, halls, aisles, doors, and stairs free of obstructions. Never block an emergency exit. Fire Doors – As a general rule, doors in and along corridors, stair doors, and doors to the outside are fire rated.

These doors must not be left propped open. Do not place anything in the swing of these doors because most are self-closing. Call 686-5891 to report inoperable doors immediately.

Fire Exit Stairways – Exit stairs are designed to provide safe passage in a fire emergency. Stairs must be kept free of obstructions at all times and exit doors must remain closed when not in use. Do not prop doors open. Elevators – Do not use elevators in a fire emergency. Use the exit stairs. In the hospital and bed tower, activation of a fire alarm automatically returns all elevators to the first or alternate floor.

Elevators are considered an unreliable means for exiting the building:

- (a) They are electrically operated and fire can affect their power source.
- (b) The elevator shafts are similar to a chimney and can draw smoke and heat into them causing probable asphyxiation to elevator passengers.

### ***Fire Drills***

Fire drills are carried out as if there were a real fire. Refer to the campus fire plan policy for specific instructions for your building. To qualify as an accredited and licensed hospital, The Joint Commission, and the Arkansas State Health Department require fire drills. Each drill is to be evaluated and documented, and all personnel are required to participate.

***Area Specific Instructions:***

Residence Hall: Evacuate the building.

Hospital and Bed Tower: Patients must be moved to or kept in their room. Close patient room doors. If evacuation becomes necessary your first move is lateral [horizontal]. Move patients down the hall through at least one set of fire doors. Fire department personnel will decide when evacuation of the entire building is necessary. Evacuate as a last resort.

Outpatient Clinics: OPC, WPRCI, Jones Eye Institute, Center on Aging, Stephens and MRI/GAMMA Knife; upon initial notification, evacuate the floor of fire origin. All other floors continue patient care until further instructions are received (i.e., "all personnel evacuate the building immediately").

Campus Buildings: Barton, Biomedical Research I & II, Bioventures, COPH, CHRP, CARTI, Shorey, EdII, IDW Education, Ed South, Physical Plant, Computer Building, Bookstore, Residence Halls, houses, apartments, temporary buildings and Westmark must be evacuated immediately upon activation of the alarm.

***Generic Instructions for All Areas:***

The magnitude of a fire, heat, or smoke will determine the need for evacuation as to area, floor, or the entire building. In the event that more than one floor needs to be evacuated, it will be announced over the paging system.

It should be remembered that our patients are not familiar with the building exits and will need direction from our personnel if evacuation becomes necessary.

The "ALL CLEAR" will be given over the paging system, only by direction of the Fire Department or Campus Fire Marshal.

## OTHER EMERGENCY CODES

There are several other Emergency Codes that you may hear while on campus. In general, unless you are a student on the third and fourth year clinical services and are given a specific assignment by the service on which you are rotating, you should not come into the hospital, and you should definitely not go to the Emergency Room. If you find yourself in the hospital and don't know what to do, go to the cafeteria. A Labor Pool of undesignated individuals will mass in the cafeteria and can then be dispatched to any area in which they are needed. Here are some specific codes and what you need to do:

A **MEDICAL EMERGENCY** is called a **Code Blue** – If you are in the UAMS Medical Center Hospital, the Central Building, the Shorey Building, the MRI building, or the Bridge to the VA Hospital up to the VA doors, call a Code Blue by dialing 686-7333 and give the location (Building, floor, and room number). If you are in the Out-Patient Building, the Jones Eye Clinic or the Arkansas Cancer Research Center, you should call 686-7333 to alert our Code Blue Team, and also call “911” to notify the community “911” Paramedics. For medical emergencies that occur outdoors and in all other buildings not listed above, call the community “911” number to obtain emergency assistance, and notify UAMS Polices at 686-7777

A **MASS CASUALTY INCIDENT** is reported as a **Code Green**. If you hear the announcement for a Code Green, do not go to the emergency room, as confusion will ensue. As noted above, unless you are a third or fourth year student and are given a specific assignment by the service on which you are rotating, you should proceed to the Labor Pool, located in the cafeteria. A pool of undesignated individuals will mass in the cafeteria and can then be dispatched to any area in which they are needed. If you are at home and hear the announcement of a Code Green, do not come to the hospital unless a media announcement is made “Recalling University Hospital employees, staff and students.”

A suspected bioterrorism event is designated as a **Code Pathogen**. It will not be announced overhead. If you become aware of a Code Pathogen in progress, do not report to the Emergency Room. Those individuals with responsibility for this Code will be notified by the hospital operator.

When victims are received who are contaminated with chemical or biological agents that require decontamination, a **Code Yellow** may be activated. It will not be announced overhead, but if you become aware of it, do not go to the Emergency Room. The employees with direct responsibility will be notified through the Emergency Notification System.

A **Code Gray** is called for severe weather. If you are on campus, you should proceed to the basement, or to a protected internal hallway and away from windows. If you are working in a patient care area, you should close windows, doors, and drapes in patient care and visitor areas and direct visitors and patients away from windows to a protected internal hallway. If patients cannot be moved to safe areas, they should be moved as far from windows as possible and covered with blankets and pillows, at the direction of the medical and nursing staff.

If you become aware that it may be necessary to evacuate a location for any reason, you should contact the Hospital Administrator on Duty, or the supervisor of the location (if these individuals cannot be located, then call the UAMS Police). That individual will determine if the area should be evacuated. If so, the UAMS police will then be called (686-7777) for assistance. They will assist in the evacuation of those in immediate danger and then activate a **Code Exodus**. It will be announced overhead. Obviously, if you are not in the area being evacuated, you should sit tight and await further instructions.

Every precaution is taken to protect infants and children in our facility. However, if an infant or child cannot be located, the **Code Pink** Plan is activated. It will be announced overhead and the police will be called. All staff and students should abandon non-urgent tasks and place themselves in hallways, stairwells, exits and entrances to watch for a potential abductor. You should check containers, empty rooms, or any other spot where a baby or child could be hidden or abandoned. If a potential abductor is observed, you should attempt to delay or detain them in a **non-threatening** manner, such as asking if they need help and informing them that a Code Pink is in effect and asking them to remain until it is cleared. UAMS police should be informed of the description of the individual and their location. If possible, a staff

member should follow at a safe distance to determine where they are going should they continue to leave. Do not attempt to physically hold or stop the person. The abductor may panic and harm the infant or child if they feel cornered. Based on national statistics, child abductors are usually: female, in the middle thirties in age, often appear heavysset, are usually the same race as the baby being taken, may use a duffel bag, baggy clothes or a coat to hide the baby, and often pose as an employee to gain access.

A bomb threat is called a **Code Amber**. In most cases, Code Amber will not be announced overhead. UAMS Police and other personnel will assist with evacuation and isolation of the area, if needed. However, if you hear a Code Amber overhead in your building, listen for specific instructions to follow. If you actually receive a bomb threat call, signal someone nearby to call the UAMS Police at 686-7777. Attempt to keep the caller on the line.

## **EMERGENCY TELEPHONES**

Emergency telephones have been installed on campus for immediate access to the Public Safety Office at any time of the day or night. Revolving blue lights mark the emergency phones. If you need help or want to report any unusual situation, open the phone box door and lift the receiver; a public safety dispatcher will answer.

## **OFFICE OF THE UNIVERSITY REGISTRAR**

The Office of the University Registrar (OUR) is the chief repository for legacy and current student records at UAMS. The office's chief responsibilities are to: maintain enrollment records and related procedures, maintain UAMS course catalog and administer the course numbering protocol, maintain transfer credit data (requirements, rules, external organizations) necessary to conduct transfer credit evaluation, work with other academic units to plan and maintain academic, session and term calendars, plan and manage registration calendars, generate transcripts, enrollment verifications, official and unofficial degree audits and student planners, maintain program/plan/sub-plan data on all UAMS degrees and certificates, maintain academic advisement data at the plan and sub-plan level; administer FERPA and student Record Retention policies, prepare and disseminate class rosters, faculty and student advisor information, and record final grades. The office participates in procedures designed to ensure various institutional compliance requirements are met by students.

## **OFFICE OF EDUCATIONAL DEVELOPMENT**

The transition from pre-professional to graduate school can be difficult due to background knowledge deficits, more content-dense courses and an increased emphasis on applying information. The Office of Educational Development (OED) provides learning skills consultations to help graduate students develop skills such as identifying condensing and organizing relevant information and using practice test questions as learning tools. Call 686-5720 to schedule a learning skills consultation. OED is located in Shorey 8/13.

## **ACADEMIC SERVICES**

The Office of Academic Services coordinates support services to faculty, staff and students in the five UAMS colleges, graduate school and University Hospital. Support Services provided are related to classroom and laboratory teaching, space management and scheduling, and instrumentation repair. Academic Services is composed of three support divisions: Room Scheduling, Laboratory Support, and Instrumentation Repair. For information concerning the Office of Academic Services, please call (501) 686-5575. Students may obtain lockers from Academic Services in the Education II Building by filling out the locker signup form located at <http://oas.uams.edu/request-a-locker/>. Lockers are issued on a first-come, first-serve basis at the beginning of the academic year. All lockers must be emptied prior to graduation. Any items left in the lockers will be disposed of at the end of the semester after graduation.



## STUDENT FINANCIAL SERVICES

In order to better serve you, Student Financial Services consists of three areas: Bursar's Office, Debt Management Office, and the Financial Aid Office.

The role of the Bursar's Office is to coordinate the disbursement of awarded financial aid, process tuition payments and manage UAMS federal and institutional student loan programs. Please visit <http://studentfinancialservices.uams.edu> for information on paying your tuition, setting up a payment plan, or receiving your financial aid refund. You may also visit their office located in the Admin West Building Room 1.106, Monday-Friday 8-4:30, or call 501-686-6128 for more information.

The role of the Debt Management Office is to counsel students on managing and budgeting their financial aid. Please visit <http://studentfinancialservices.uams.edu> for information to schedule a one-on-one counseling session. You may also visit this office located in Admin West Building Room 1.107, Monday-Friday 8-4:30, or call 501-686-7832 for more information.

The role of the Financial Aid Office is to actively assist the students in seeking and securing financial resources. Please visit <http://studentfinancialservices.uams.edu> for information on determining financial aid eligibility and the application process. You may also visit their office located in Admin West Building Room 1.120, Monday-Friday 8-4:30, or call 501-686-5451 for more information.

## UAMS BOOKSTORE

The UAMS Bookstore is accessible online at <http://www.uams.textbookx.com/institutional/index.php>.

## IDENTIFICATION BADGES

A picture identification card will be made for students at the time of first registration. Badges need to be worn at all times by students, staff, and faculty while on campus.

## WEBPAGE

The Graduate School webpage can be accessed through the UAMS homepage on the Internet. The homepage web site is [www.uams.edu](http://www.uams.edu). The UAMS Graduate School web site is [gradschool.uams.edu](http://gradschool.uams.edu).

## UAMS LIBRARY

501.686.5980

Library Web site: [www.library.uams.edu](http://www.library.uams.edu)

[The UAMS Library web site](#) serves as the gateway to all of the Library's resources including databases, journals, eBooks, and catalog, services, and information. To access resources use the following:

- Computers on all floors of the UAMS Library
- Networked computers and Wi-Fi access at all UAMS campuses
- Remote access from off campus to Library web site with some resources restricted to UAMS via network account and password
- Nearly all UAMS Library online resources may be accessed from Arkansas Children's Hospital medical library and Regional Center libraries via the UAMS Library web site and/or their respective web sites

### **UAMS Library:**

- Location: Education II Building, 1st, 2nd, 3rd, & 5th Floor
- Phone: 501-686-5980

Students are invited to take advantage of library computers, comfortable seating, [group study rooms](#), [and quiet spaces](#) located around the Library. [Library Policies](#) include general policies for [food and drink](#) in the Library, [library use and conduct](#), [children in the Library](#), use of library [computers](#), and other policies and procedures.

### **Regular Library Hours:**

Monday-Thursday	7:30 am – 10:00 pm
Friday	7:30 am – 6:00 pm
Saturday	9:00 am – 6:00 pm
Sunday	12:00 pm – 10:00 pm

The Library web site and main phone have current information on hours.

Consult the [Holiday Calendar](#) on the web site for scheduled closings and holiday hours

**After Hour Access:** After hours access (24 hours a day/7 days a week) to the Library 1<sup>st</sup> floor study areas is restricted via card swipe to current UAMS students and residents only.

READ IMPORTANT [AFTER HOURS ACCESS PROCEDURES AND POLICY](#).

**Inclement Weather:** When “Inclement Weather” is declared at UAMS, the Library will be closed and will not be staffed. However, access to online resources will continue through Library website and the after-hours access area on 1<sup>st</sup> floor will be available for students and residents.

### **Library Services**

The [Circulation Desk](#) (staffed during all regular library hours) on the 1<sup>st</sup> floor can help you with:

- [Registering to check out books](#)
- Printing, Photocopying, Print Cards, & Scanning Services
  - Print charges are \$0.10/per page (Black/White) and \$0.20/page (Color)
- Check-Outs, Renewals, & Overdue fines
  - fines are charged for overdue items, materials not returned and/or damaged
- There is no charge for [interlibrary loans](#)

### **Education and Reference Services:**

- Librarians are available from 8:00 a.m. - 5:30 p.m. Monday – Friday
- In person, visit the Reference Office (1st floor of the Library-West side)
- By phone – 501.686.6734
- By email – [libraryreferencedesk@uams.edu](mailto:libraryreferencedesk@uams.edu)

In addition to helping with using databases, accessing eBooks, and locating journal articles and other information resources, reference librarians provide assistance with:

- Locating Tests and Instruments
- [RefWorks citation management software](#)
- [Assistance With Copyright Questions](#)
- [Understanding and Avoiding Plagiarism](#)
- [Help and Guides page](#)

### **Research and Clinical Search Services: 686-6743**

The Library’s Research and Clinical Search Services (RCSS) unit offers individual and informal small group instruction in the use of bibliographic databases (e.g., PubMed) and the RefWorks citation management software. RCSS expert searchers also offer consultations to students around issues such as selecting databases for specific search topics, building search strategies, and setting up auto-alerts/current awareness searches on topics of continuing interest.

### **Historical Research Center**

**Hours Monday – Friday 9:00am – 4:30 pm.**

**Phone: 501-686-6733**

**Location: Library – 5<sup>th</sup> Floor**

The Historical Research Center (HRC) is the archival division of the UAMS Library. Its mission is to acquire, preserve, and provide access to books and materials that document the history of UAMS and of medicine and the health sciences in Arkansas. All materials available for research are included in the library’s online catalog and many of the Center’s photographs have been digitized and placed online at [Historical Research Center Digital Collections](#).

**Copyright information for graduate students:**

- [Copyright information](#)
- [Guidelines for students using copyrighted materials](#)
- [Copyright law](#)
- [Avoiding Plagiarism](#)

***Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws***

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), and especially their FAQs at [www.copyright.gov/help/faq/](http://www.copyright.gov/help/faq/).

## **STUDENT SUCCESS CENTER**

The Academic Affairs Student Success Center opened October 1, 2014 in order to address academic needs for all students in one central location. The purpose is to be a one-stop-shop for information, assistance, and resources. The Academic Affairs Student Success Center is located on the north end of the 3<sup>rd</sup> floor of the UAMS Library.

### **EDUCATION AND INSTRUCTIONAL SERVICES**

#### **Peer Tutoring**

Students that are experiencing academic difficulty can arrange to work with a peer tutor. Peer tutors are usually upper classmen of the same college that are paid a nominal fee to prepare and tutor under classman that need assistance. SSC Staff work with colleges to arrange for peer tutors and to identify students that need assistance.

#### **Academic Coaching**

Services are available to help students with note taking skills, study skills, time management skills, test taking skills, overcoming test anxiety and a host of other issues that interfere with a student's academic pursuit. Students can either be referred by a faculty member or seek assistance on their own. Referrals are made to other UAMS services such as the Student Wellness Center when needed.

#### **Writing and Presentation Center**

Students in need of help with writing a paper, thesis, CV, personal statement, can contact the Writing and Presentation Center. Students will receive help with editing their writing, but proofreading is not offered. Students can also come to the Writing and Presentation Center for help with presentation skills as well as recording and uploading presentation to their courses in Blackboard.

#### **Laptop and Mobile Device Support**

Students needing assistance with their laptop and/or mobile device support can receive the necessary support either in person or remotely from the Student Success Center. Support can range from connecting to the wireless network to virus removal.

### **TESTING SERVICES**

Testing services are available to students for window-of-opportunity testing when their instructor schedules tests/exams with the Student Success Center. Testing in small groups is also available.

#### **Special Testing**

Students that need special testing accommodations need to work with their respective college to decide what accommodations will be granted. Instructors will then work with the staff of the Student Success Center to schedule a time in which a student may test.

### **WEB PRESENCE**

In recognition of today's students, the Student Success Center will have a very timely, robust website that will give students access to information, links, modules, videos, etc. that will help them when the Student Success Center is closed. It will also act as a beginning point for students seeking assistance that are not ready for a face-to-face encounter.

### **MAIL SERVICE**

Interdepartmental Campus Mail - Campus mail can be sent free of charge by dropping the letter or package at the Mail Room G900 near the Hospital Cafeteria or in any departmental office. The Mail Room window is open daily between the hours of 8:00 AM – 4:00 PM Monday through Friday.

U.S. Mail - Mail addressed to Dormitory residents is delivered directly by the USPS to be collected by the student.

## **POLICE DEPARTMENT AND PARKING OPERATIONS**

The UAMS Police Department and UAMS Department of Parking Operations welcomes you to the University of Arkansas for Medical Sciences Campus.

This information has been designed to provide you with guidelines for parking and driving on Campus. These guidelines have been established to best utilize our facilities and maintain orderly parking and safe traffic flow. We appreciate your cooperation in observance of these guidelines and wish you the best in your UAMS endeavor.

By authority of the Board of Trustees, and in accordance with Act 328 of 1967, the rules and regulations for the operation and parking of motor vehicles on the Campus of UAMS, Little Rock, are binding on all members of the faculty, staff, student body, and others utilizing the lands owned or controlled by the University of Arkansas.

For the purpose of these regulations, the term motor vehicle includes public or private automobiles, trucks and buses, motorcycles, motor scooters, motor bicycles and any other motor powered vehicle operating on land.

### **UAMS Police Department**

The UAMS Police Department is focused on providing quality service and protection to all on or about the UAMS Campus. Officers of the UAMS Police Department are Certified Police Officers of the State of Arkansas under Act 328 of 1967 and possess full investigative and arrest powers.

The UAMS Police Department, in compliance with the "Student Right-to-Know and Campus Security Act of 1991", compiles and distributes an annual security report. These reports are available and can be obtained by request from the UAMS Police Department. For current crime statistics please refer to the UAMS Police Department website: [www.uams.edu/police](http://www.uams.edu/police) to view the annual security report.

The UAMS Police Department provides 24 hours, 7 days a week service and can be contacted at 686-7777

### **Emergency Phones**

Assistance from the police department can also be summoned by pushing any call button on the numerous Emergency phones located throughout campus. The Emergency phones are indicated with solid blue or blue flashing light and provide a direct line to the police dispatcher. If you see anything suspicious or need assistance from an officer, please use one of these phones.

### **Driving Regulations**

All drivers on and about the UAMS campus area shall observe all the rules of the State of Arkansas pertaining to motor vehicle registration and operation including the special rules and regulations as stated below:

1. Yield the right of way to all pedestrians in campus crosswalks.
2. Maintain a safe speed at all times and at no time drive faster than posted limits.
3. Obey regulatory signs and barricades established by the UAMS Parking and Police Departments.
4. No vehicle will be operated on the campus without required safety equipment prescribed by the vehicle code of the State of Arkansas.
5. All drivers will observe and obey orders of the UAMS Police Officers while such officers are engaged in the performance of their respective duties. This includes rendering and producing identification and permits as requested.
6. All campus vehicle accidents will be reported to the UAMS Police Department, 686-7777.

## **UAMS Department of Parking Operations**

Whether you are a student, staff member, faculty, patient or visitor, we are glad you are here. UAMS Parking Operations is committed to providing safe parking and quality assistance. Parking is a limited resource and to ensure that this resource can efficiently serve as many people as possible, we ask that you observe all parking regulations on campus.

- The Department of Parking Operations can be contacted by phone at 526-PARK (7275) or by email at [parking@uams.edu](mailto:parking@uams.edu)
- Parking Operations is located on the 2nd floor of the Distribution Center - Room 204
- Parking Office hours are 7:30 a.m. to 4:00 p.m. Monday through Friday.
- Additional information can be found on the Parking Operations Web Site <http://www.uams.edu/campusop/depts/po/>

## **Enforcement of Parking Regulations**

Parking regulations apply on all streets, roads, alleys, sidewalks, walkways, parking spaces, parking areas, and parking lots on or about the UAMS Campus. Penalties for violations include ticketing and fines, booting, towing, and revocation of parking privileges. Drivers are advised to not rely on hearsay or other unofficial sources when parking a vehicle on campus. If any doubt in legally parking a vehicle, contact the UAMS Department of Parking Operations.

The UAMS Department of Parking Operations, along with the assistance of the UAMS Police Department, is directly responsible for the enforcement of the regulations. Any person who refuses to accept a notification of violation issued by a duly constituted authority shall be in violation of these regulations. For questions regarding citations, please call UAMS Parking Operations at 526-PARK (7275).

## **Appeals**

An independent Parking and Traffic Committee has been delegated to serve as an advisory and appeals group supplementing the enforcement responsibilities of UAMS Parking Operations. Any person charged with a parking violation shall have the right to appeal to the UAMS Parking and Traffic Committee within seven (7) calendar days of the date of violation. An official appeal form can be found on the UAMS Parking Operations web site. The administrative charge for the parking violation will be postponed until the complaint has been heard and acted upon. The appeal form must be completed in its entirety and received within the Department of Parking Operations within 7 days or it will not be reviewed.

## **Parking Regulations**

1. Vehicles are considered parked when left unattended for any period of time
2. Lack of space is not a valid excuse for a parking violation
3. Parking lots are signed and parking in designated lots is allowed only to those vehicles with a current parking decal or an authorized parking permit for that particular lot
4. Vehicles will be parked within designated parking boundaries and in no case overlapping into or onto a roadway or crosswalk / Parking in any manner to impede the normal flow of vehicular or pedestrian traffic is not allowed
5. The University does not assume the responsibility for the care and protection of any vehicle or its contents while said vehicle is operated or parked on the campus area
6. The fact that a vehicle may not receive a violation notice while the vehicle is parked or operated in violation of any regulation does not mean or imply that the regulation is no longer in effect

## **No Parking Zones**

1. All posted areas
2. All areas marked with red or yellow paint -- solid or intermittent
3. All driveways; these will not be posted
4. Any part of a traveled roadway
5. Within 15 feet of any fire hydrant
6. Within 20 feet of any major intersection

7. Double parking is prohibited on any street and/or lot - authorized service vehicles of the university are exempt from this rule provided such parking does not constitute a hazard to traffic
8. All commercial load zones (zones will be utilized by commercial vehicles)
9. All sidewalks and/or crosswalks
10. All cultivated areas, grass or other growth

### **ADMINISTRATIVE CHARGES**

The responsibility for charges incurred shall rest with the registrant, and in the event of the lack of registration, with the owner and/or operator of the vehicle in all cases (charges are subject to change without notification):

1. For failure to accomplish vehicular registration, and obtain proper permit within authorized period - \$25.00
2. Permits must be permanently affixed (per violation) - \$25.00
3. For moving violations (per violation) - \$30.00
4. For parking in a handicapped space (marked) (per violation) - \$100.00
5. For all other violations (per violation) - \$25.00
6. Failure to remit or appear within seven (7) calendar days from date of notification of violation will subject the person receiving the notification of violation to an additional \$5.00 administrative charge.
7. Habitual violators of these regulations will be referred to a Dean or other administrative official for action deemed appropriate.
8. An accumulation of \$100 in unpaid citations will result in the vehicle being booted. An additional \$60 boot removal fee will be assessed and due in full in addition to all unpaid fines.
9. Failing to adhere to parking regulations could result in the vehicle being towed. Towing fees will be the responsibility of the registrant.
10. Visitors to the Campus are subject to these regulations. Persons operating a motor vehicle on this Campus in violation of institution rules and regulations or State Law may be summoned to appear before the Municipal Court of Pulaski County.

### **Student Parking**

1. There are currently 2 student dedicated parking lots (Lot 10) located at West 7<sup>th</sup> Street across from the VA Hospital and on Cottage Drive. Currently, there is no charge for this parking, however a decal is required.
2. Students can purchase an evening decal that allows them to park on A-level of Parking 2 deck after 4:30 p.m. during the week, and anytime on weekends for \$21.00 per year. NOTE: Students may not enter A-level prior to 4:30 p.m. and must exit the deck by 7:30 a.m.
3. Free parking options:
  - a. Lot 1 (located on Markham Street with access off Hooper Drive) between 4:30 pm and 10:30 pm Monday through Thursday and on weekends (Friday at 4:30 pm through Sunday 10:30 pm). Vehicles without a permit should be off the lot prior to 7:15 am.
  - b. Lot 18 (located on 7<sup>th</sup> Street south of the VA Hospital) after 4:30 pm. Vehicles without a permit should be off the lot prior to 7:15 am.
  - c. Lot 6 (located at 5<sup>th</sup> and Cedar) between 4:30 pm and 10:30 pm Monday through Thursday and on weekends (Friday at 4:30 pm through Sunday 10:30 pm). Vehicles without a permit should be off the lot prior to 7:15 am.
4. Free parking is also available any time at Ray Winder Field and Ricks Armory. War Memorial is available Monday through Friday excluding any previously scheduled events.
5. Students are subject to all parking regulations, enforcement and administrative charges. Failure to comply with regulations or to settle outstanding traffic penalties may result in the withholding of academic records.

### **Patient and Visitor Parking**

Students, faculty, and staff are not permitted to park in patient/ guest designated areas. If you are a UAMS student or employee and have a clinic appointment as a patient or are visiting a friend or relative receiving inpatient care, call 526-PARK (7275) or email [parking@uams.edu](mailto:parking@uams.edu) and provide the information referenced below prior to parking in a patient/visitor area. Following this process will prevent you from

receiving a ticket.

1. Time of your appointment
2. Patient parking area
3. Make and model of the car
4. License plate number

There are three main parking areas for patients and visitors at UAMS.

Parking 1 is located under the hospital

Parking 2 is located on the north side of the UAMS complex

Parking 3 is located on the east side of campus across the street from the Outpatient Clinics, Cancer Institute and Stephens Spine Institute

Free parking is available at Ray Winder, Ricks Armory and War Memorial

All decks require customers to pay as they leave for the time they were parked. The prices are \$1.00 for the first hour and \$1.00 for each additional hour up to the maximum of \$7.00 per day. Patients and their visitors may purchase weekly parking pass at a discount of \$10.00 for 7 days.

### **Patient Pick Up**

Patient pick-up will be allowed in front of the hospital, but persons picking up patients must first park in a visitor's area to do the paperwork, to get the patient released, etc. No parking will be permitted at the front of the hospital longer than to load the patient.

### **Handicapped Parking**

Vehicles parked in Handicapped parking spaces must display a current disability license plate or placard issued by the State Department of Finance and Administration. A UAMS parking permit will also be required to park in handicap spaces located in controlled lots. To apply for a parking permit, the information referenced below is required and should be submitted to the UAMS Parking Office.

1. A completed UAMS Parking Application
2. Official hanging handicap placard or license plate
3. Driver's license
4. License plate number on car

### **Motorcycles and Bicycles**

Bicycles must obey all rules of the road. Bicycles parked in access ways, on sidewalks, in areas that may obstruct access, or any other improper locations will be subject to a citation and/or impounded.

Bicycles racks are available at Residence Hall, Ed II and Bio Med II Buildings.

Motorcycles and Mopeds can be parked on D-level of Parking 2, and east of the Family Medical Center. An appropriate decal must be displayed. If you have questions regarding bicycle or motorcycle parking, please contact the Parking Office.

### **Free Shuttle Service**

Free Shuttle service is provided to and from Ray Winder, Ricks Armory and War Memorial to various locations around campus. Please see the Parking Operations website for current stops, routes, and times.



## STUDENT AND EMPLOYEE HEALTH SERVICES

The Arkansas Board of Trustees Policy 1260.1 requires all students enrolled in the Colleges of the University of Arkansas for Medical Sciences to be covered by hospitalization/surgical/medical insurance.

### **Student and Employee Health Services (SEHS)**

SEHS is located on the ground floor of the Central Building rooms G600 or G820. The hours are 7:00am to 4:30pm Monday through Friday and closed all UAMS holidays. Our phone number is 686-6565 or you may e-mail us at [studentandemployeehealth@uams.edu](mailto:studentandemployeehealth@uams.edu). Student and Employee Health Services provides the establishment and maintenance of the student's immunization and TB records as well as the student's annual flu vaccination and a Td/Tdap booster if needed. SEHS will provide case management for any blood/body fluid or TB exposures. No appointment is necessary.

### **Pre-enrollment Medical Examination Form**

This form is found online and submitted to SEHS at the address noted on the form or uploaded into GUS. Failure to return this form 30 days before registration date may cause a delay in completion of the UAMS health requirements. The Pre-Enrollment form no longer requires an exam by a physician. The completed form should be signed and upload into GUS along with documentation of immunizations and TB screening. If a student is not up to date with each of the immunizations indicated, UAMS POEM or FMC clinics can provide these for the student for a charge, or they may obtain these from a physician. Students who have questions or feel that they have received a bill in error, should call 686-6565 and ask to speak to a Coordinator or Manager.

### **Student Health Clinic (SHC)**

SHC is for students with acute medical conditions that require prompt evaluation. This clinic is available to all UAMS students who pay the clinic fee at registration. Students that subscribe to the Academic Health Plan will have their deductibles and co-pays waived. The clinic is located in the same location as Student and Employee Health on the ground floor of the Central Building room G600. The hours of the clinic are 8:00am to 4:30pm Monday through Friday and is closed on all UAMS holidays. Appointments are encouraged, but not required. An appointment is necessary for students seeking routine medical care in the SHC clinic. See website for details on covered services.

For questions, to schedule an appointment, or billing concerns you may call 686-6381.

### **Family Medical Center (FMC)**

The FMC is located on the UAMS campus on the corner of 6th and Jack Stephens Drive on the first floor of the Family Medicine building. The FMC offers medical care to students and their families who choose one of the Family Practice Physicians as their Primary Care Physician (PCP). The FMC offers a full range of Primary Care including women's health, newborn, pediatric, and adult care. FMC does perform pre-enrollment student exams.

Appointments may be made by calling (501) 686-6560. When calling, **please identify yourself as a UAMS student to receive preference in scheduling.** Students are responsible for the co-payment at the **time of check-in** at the FMC clinic.

Call (501) 686-6560 and ask to speak with a manager if you have questions regarding service or billing.

## UAMS Student Wellness Program

### **Introduction**

The UAMS Student Wellness Program (SWP) is a service created to promote Wellness and provide confidential assistance to actively enrolled UAMS students and their spouses who are experiencing emotional, psychological, and psychiatric problems in a timely manner. The purpose of this service is to provide the necessary tools for students to achieve their fullest professional and personal potential.

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

Seeking care through the service is **absolutely confidential**. The only exceptions to the strict code of confidentiality (as required by law) include homicidal (planning to kill someone else or being so severely impaired that someone else's life is in jeopardy), suicidal (planning to kill self), and child abuse. Record keeping is also strictly confidential within the SWP Clinic and is **not** a part of the UAMS hospital medical records system.

There is **no financial cost** to students seeking care, except for the cost of prescription medications. The service is made possible through the support of the UAMS Chancellor, the deans of the colleges at UAMS, and a portion of the student health fee. The Student Wellness Program is staffed by a board certified psychiatrist and two clinical social workers.

When utilization reports are generated, the number of students utilizing the service and the types of problems students seek help for may be reported. Specific identifying information about students is NOT released.

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

### **Hours**

The Student Wellness Clinic hours are: **7:30 a.m. – 4:30 p.m. Monday – Friday**

Students are seen by appointment only. To schedule a confidential appointment, telephone **(501) 686-8408**. The office staff are trained to confidentially elicit information to allow for effective triage and scheduling with the most skilled clinician for a student's particular problem.

In the rare event of an **after-hour emergency, please visit the UAMS Emergency Room.**

### **Location**

The Student Wellness Office Suite is located at 227 Jack Stephens Drive, on the street level, next to Biomed II and across from the Burger King off Markham. Parking is available in front of the clinic in spots reserved for the "Student Wellness Program" for the duration of the appointment. Unauthorized vehicles are ticketed and towed.

### **Referrals for Long Term Difficulties**

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

### **Paperwork**

Students need to arrive 15 minutes prior to their appointment to complete paperwork. Alternatively, they can stop by and pick up the paperwork or access it on the SWP website. Alternatively, the paperwork can be emailed to the student after making the appointment.

### **Mailing Address**

**UAMS Student Wellness Program**  
4301 W. Markham # 789  
Little Rock, AR 72205

For more information on the student wellness program please visit the SWP website

<http://studentwellness.uamsonline.com/>

## **Dental Hygiene Services**

Dental hygiene services are available to UAMS students at a nominal fee. Services include teeth cleaning, diagnostic radiographs, and fluoride applications. The Dental Hygiene Clinic is located in room S1/23 of the Shorey Building. The clinical receptionist and working area entrance are just off the main hallway of the Ward Hospital Tower. For appointments, call 686-5733.

#### **Pharmacy**

Students receive discounts on prescriptions filled at the Ambulatory Care Center Pharmacy. Call 686-5530.

#### **Psychiatric Services**

Psychiatric consultation and therapy are available to UAMS students through the Student-Employee Health Service and the Department of Psychiatry. All services are strictly confidential. Call 686-5900.

#### **Speech, Language, and Hearing Services**

The CHP cooperatively sponsors a clinic for clients with communicative disorders. Speech and hearing evaluation and therapy are available to students at reduced rates. The Speech, Language, and Hearing Clinic is located at the University of Arkansas at Little Rock. For information, call 569-3155.

#### **Rape Crisis Hotline**

If you are sexually assaulted, notify the police. Do not bathe, douche, brush your teeth, or change your clothes. Go to the nearest hospital emergency room to be examined to assess for injuries and to collect evidence for use in court by a physician or sexual assault nurse examiner who will appear in court, if needed. Fees for evidence collection will be paid directly to the hospital by the Attorney General's office as well as reimbursement for treatment of injuries. Information about this service is available by calling the Attorney General's office at 682-3656. Call Rape Crisis at 663-3334 or Family Service Agency Sexual Assault Center at 801-2700 for crisis services or for information on rape prevention and services available to rape victims

**POLICIES AND PROCEDURES**  
**STUDENT REQUEST FOR ACADEMIC**  
**ACCOMMODATIONS**

**PURPOSE**

UAMS is subject to the requirements of Section 504 of the Rehabilitation Act of 1973, which states: *“No otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”*

Additionally, UAMS is subject to the requirements of the American with Disabilities Act (ADA), Title II, Subpart B, as amended September 15, 2010, which states: *“No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.”*

UAMS recognizes its obligations under Section 504 and the ADA, as amended. In addition, UAMS embraces the philosophy of inclusion and consistent with its overall vision, mission, and core values, strives to reflect diversity in its staff, faculty and student body. Inherent to this philosophy is the belief that all students, including those with disabilities, are entitled to equal and appropriate access in the educational experience and a welcoming and supportive environment for learning.

The purpose of this policy is to define the process students should follow if accommodations in an academic setting are needed due to a disability.

**SCOPE**

This policy applies to all academic programs, facilities, housing, co-curricular and extra-curricular activities that affect students in all UAMS colleges and the Graduate School. The ADA/Title IX Coordinator (Coordinator) is granted authority on behalf of all UAMS colleges and the Graduate School to serve as the central point of contact for students seeking accommodations.

**DEFINITIONS**

**Auxiliary aids:** services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities (34 C.F.R. § 104.44)

**Disability:** a physical or mental condition that substantially limits one or more of the major life activities; a record of such a condition, or the individual is regarded as having such a condition (34 C.F.R. § 104.3)

**Qualified individual:** a student with a disability who, with or without reasonable accommodation, meets the same eligibility requirements, academic, and technical standards required for admission or participation in UAMS educational programs or activities (34 C.F.R. § 104.3)

**Reasonable accommodation:** a modification of rules, policies, or practices; adjustments to environments or facilities, or the provision of auxiliary aids and services which do not result in undue financial hardship or administrative burden. Accommodations that pose a threat to the health, safety and/or comfort of patients or others; or result in a fundamental alteration of a program, technical, or professional standard are not considered reasonable.

**Temporary condition:** a change in a person’s physical, mental, or emotional condition that is of limited duration; and significantly impacts one’s ability to access educational programs, activities, or facilities. Temporary conditions do not rise to the level of disability in that they are expected to resolve

within a predictable period of time. Examples of temporary conditions include, but are not limited to: broken limbs or other bodily injuries, short-term illness such as the flu, or medical complications due to pregnancy.

## **DOCUMENTATION REQUIREMENTS**

The rationale for seeking documentation about a student's condition is to support the Coordinator in establishing that a disability or temporary condition exists, understanding how the disability or condition impacts the student, and making informed decisions about accommodations. The evidence of disability or temporary impairment and the need for a specific accommodation should be logically connected. Interim accommodations may be granted for apparent disabilities/conditions pending the receipt of formal documentation. Documentation should not be so dated that it no longer reflects the student's current level of functioning.

Students should be aware that documentation requirements for standardized testing administered by third parties may vary significantly from UAMS requirements. Therefore, the provision of accommodations in the academic setting should not be construed as a guarantee of accommodations on a standardized test administered by a third party. Students are responsible for understanding and following all policies or procedures related to those tests.

Student records of disability and documentation are educational records and protected under the Family Educational Rights and Privacy Act. The ADA/TIX Office will hold confidential personally identifiable health information.

## **PROCEDURE**

The accommodation process begins when a student identifies themselves to their instructor or to the Coordinator as an individual with a disability and asks for assistance. If the instructor recognizes that the structure of the course presents a barrier to equal access, the student should be referred to the Coordinator for consultation and assistance. The student should complete and submit a Student Request for Accommodation form (Attachment 1) to the ADA/TIX Office. Students are encouraged to submit their requests prior to the beginning of the academic year/semester as accommodations are not retroactive.

The university will make reasonable efforts to consider and accommodate late requests, however fewer options may be available once the semester or rotation is underway.

Upon receipt of the accommodation request, the Coordinator will:

1. Conduct a preliminary review of the request and any associated documentation
2. Make an initial determination of disability
3. Meet with the student in order to fully identify barriers in the student's learning environment and discuss potential accommodations
4. Develop a proposed accommodation plan

The Coordinator will then notify the appropriate Associate Dean (AD) of the request and through consultation/collaboration with the AD, as well as any other appropriate faculty and or staff members with a legitimate need to know of the student's condition or disability, make a final determination regarding reasonable accommodations. The Coordinator will prepare and provide a written notice of the formal accommodation plan to the student and AD.

Upon receipt of the accommodation plan, the AD will ensure faculty members responsible for implementation of the approved accommodations are notified in a prompt manner of the accommodations and understand their responsibility to implement the approved adjustments. Faculty members expressing concerns with the reasonableness of the approved accommodations should immediately contact their AD and the Coordinator. Accommodations should be implemented pending further review by the Coordinator and the appropriate AD regarding the reasonableness of the approved accommodations.

## APPROVED ACCOMMODATIONS

Approved accommodations will be valid until the student completes the degree program or until the student notifies the Coordinator that the accommodation is no longer necessary. Short-term, temporary accommodations will be valid for a specific duration as documented in the notification letter. Students may seek additional accommodations or request a modification to an existing accommodation at any point in time.

If a requested accommodation cannot be approved, every effort will be made to implement an alternate adjustment that will provide the student with equal access. The rationale for denied accommodations will be formally documented and provided to the student. Students may request reconsideration of denied accommodations by submitting an additional request accompanied by new substantive supporting documentation.

## NOTICE OF NON-DISCRIMINATION

UAMS Academic Affairs Policy, 2.1.3, **Non-Discrimination Statement**, prohibits members of the University community from committing or condoning acts of bigotry, racism or discrimination. Furthermore, the University prohibits discrimination on the basis of race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation with respect to all aspects of the student experience, including but not limited to, acceptance and admission, enrollment, financial aid, and access to student resources and support.

## GRIEVANCE PROCEDURE

Any student who believes they have been subjected to discrimination on the basis of disability or has been denied access or accommodations required by law, has the right to file a grievance in accordance with Academic Affairs Policy 2.2.1, **Grievance Procedure for Students Alleging Discrimination**. Generally, the following concerns may be addressed under the procedure:

1. Disagreements or denials regarding requested services, accommodations, or modification to University practices or requirements;
2. Alleged lack of access to a University facility, program or activity;
3. Alleged harassment or discrimination on the basis of a disability; and
4. Any other alleged violations of the ADA/Title IX and/or Section 504.

Although students are encouraged to attempt to resolve complaints pertaining to disabilities by using this grievance procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR):

Office for Civil Rights, Dallas Office  
U.S. Department of Education  
1999 Bryan St., Suite 1620  
Dallas, TX 75201-6810  
Telephone: 214-661-6900  
TTD: 877-521-2172  
Fax: 214-661-9587  
E-mail: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

Students may also contact the ADA Coordinator with complaints or concerns:

Ms. Liz Means  
Academic Affairs Administration / Student Services Division  
4301 W. Markham St. #586, ED II / 111B  
Little Rock, AR 72205-7199  
Office: 501-526-5641  
Fax: 501-686-6745  
[eameans@uams.edu](mailto:eameans@uams.edu)

## REFERENCES

- Section 504 of The Rehabilitation Act of 1973
- Title II of The Americans with Disabilities Act, as amended September 15, 2010
- The Family Educational Rights and Privacy Act
- The Code of Federal Regulations, Title 34 – Education, Subtitle B, Part 104 - Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
- UAMS Academic Affairs Policy – 2.1.3, Non-Discrimination Statement
- UAMS Academic Affairs Policy – 2.2.1, Grievance Procedure for Students Alleging Discrimination

## SERVICE AND EMOTIONAL SUPPORT ANIMALS IN CAMPUS HOUSING

### PURPOSE

UAMS is committed to compliance with state and federal laws requiring the provision of reasonable accommodations to individuals with disabilities. Consistent with the requirements of the Americans with Disabilities Act (ADA), as amended, and the Fair Housing Act, UAMS will consider on a case-by-case basis requests for service animals or emotional support animals in university owned housing. The purpose of this document is to describe the policy and procedures for students requesting service or emotional support animals in campus housing as a reasonable accommodation.

### DEFINITIONS

**Emotional support animal (ESA):** any animal that provides emotional support comfort for the benefit of a person with a disability, or that alleviates one or more identified symptoms or effects of a person's disability.

An emotional support animal cannot be classified as a service animal, unless it is also individually trained to perform work or tasks.

**Handler:** the individual who utilizes the service or emotional support animal, or is responsible for the handling of the animal.

**Reasonable accommodation:** a modification of rules, policies, or practices; adjustments to environments or facilities, or the provision of auxiliary aids and services which do not result in undue financial hardship or administrative burden. Accommodations that pose a threat to the health, safety and/or comfort of others, or result in a fundamental alteration of a program are not considered reasonable.

**Service animal (SA):** a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Service animals in training are included in the definition of service animal for the purpose of this policy.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals under this definition; however, a miniature horse may qualify in some situations. Animals, including dogs that serve solely to provide a crime deterrent effect, or to provide emotional support, companionship, or comfort are not service animals under this definition.

**Work or tasks:** the work or tasks performed by a SA that are directly related to the individual's disability (e.g., guiding an individual who is blind, alerting an individual who is deaf, pulling a wheelchair, or reminding a person with a mental illness to take prescribed medications.)

### POLICY

Service animals are permitted in all university areas, including campus housing, with the exception of those areas where specifically prohibited due to safety or health restrictions, where the service animal may be in danger, or where use of the service animal may compromise the integrity of research.

If it is not obvious what service an animal provides, university employees may only ask two questions of the handler:

1. Is the animal required because of a disability; and
2. What task or work is the animal trained to perform?

The handler may not be asked to describe the nature and extent of their disability, be required to provide medical documentation of their disability, be asked or required to produce a special identification card or training record/documentation for the animal, or have the service animal demonstrate its ability to perform the designated work or task.

An ESA may be permitted in campus housing if:

1. The handler has a disability
2. There is a direct correlation between the handler's disability and the need for the animal

Students planning to bring their SA or ESA to live with them on campus should complete and submit a request to the ADA/Title Coordinator by completing (form TBD) and submitting all required documentation at least 30 days in advance of the animal's anticipated presence in campus housing.

## **DOCUMENTATION**

The rationale for seeking documentation about a student's condition is to support the Coordinator in establishing that a disability exists, understanding how the disability impacts the student, and making informed decisions about accommodations. Documentation supporting the need for an ESA should be dated within the last six months and contain the following:

1. Nature of the impairment and how it substantially limits the individual
2. Provider's history with the individual
3. Symptoms that are reduced by the presence of the ESA, and
4. The importance of the ESA to the student's overall well-being

Supporting documentation is not required from a student seeking to have their SA live with them in campus housing; however, the ADA Coordinator may require the student to answer the relevant questions as outlined in this policy.

Current immunization records must be provided to the Coordinator prior to moving an approved SA or ESA into campus housing.

## **RESPONSIBILITIES**

The handler must:

1. Attend to and be in control of the SA or ESA at all times, including care and supervision of the animal. Care and supervision of the animal includes, but is not limited to, costs of care necessary for the animal's well-being, regular feeding and watering, regular bathing and grooming, and regular exercise.
2. Keep the animal under their control at all times. A harness, leash, or tether is required unless the handler is unable to use any of these restraints. In such cases, the animal must be under the handler's control by another effective means such as voice control, signals, or other effective means.
3. Assure that the animal does not display any behaviors or noises that are unduly disruptive to others, as determined by the university.
4. Abide by Little Rock ordinances related to the licensing and control of animals.
5. Assume financial responsibility for the animal's actions, including any bodily or property damage, or cleaning and extermination costs.
6. Immediately notify the ADA Coordinator and Director, Campus Housing if the animal is no longer needed or is no longer in residence.
7. Additionally, the handler is encouraged, but is not required, to have the animal wear some type of commonly recognized SA identification symbol.

The animal's approved status is specific to that animal. An additional request must be submitted and approved in accordance with this policy prior to bringing a different animal into university housing.

University students, employees, and visitors must:

1. Allow service and support animals to accompany the handler, as permitted under this policy.
2. Not touch, feed, harass, or deliberately startle service or support animals.
3. Not attempt to separate the animal from the handler.
4. Avoid discussing the handler's disability.



## **HANDLERS' RESPONSIBILITIES IN CAMPUS HOUSING**

1. The handler is responsible for the behavior of the approved animal in accordance with all university rules, regulations, and applicable community laws.
2. The handler is responsible for the care and supervision of the approved animal at all times. If the handler will be away for an extended period of time, arrangements must be made to board the animal off campus; the animal may not be left in University housing to be cared for by another person.
3. The handler is responsible for cleaning up all animal waste and disposing of that waste in outdoor dumpsters. Animal waste is not to be disposed of in indoor trash receptacles. The Director, Campus Housing will designate specific animal relief areas.
4. The handler's residence may be inspected regularly for fleas, ticks, or other pests. The Director of Campus Housing/designee will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved methods by a university approved pest control service. The handler will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
5. Animals must be fed and watered inside of the handler's room. Food and water for the animal are not to be left outside of the handler's room.
6. The handler is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there.
7. All approved animals must continue to be in overall good health. Immunization records must be updated annually and provided to the ADA Coordinator.
8. The university has the authority to temporarily or permanently exclude an assistance animal from the grounds or facilities if the animal's behavior is unruly or disruptive, in ill health, or habitually unclean.
9. The handler is responsible for the cost to repair any damage to any person or property caused by the approved animal at the time of the damage. Property includes, but is not limited to, furniture, carpet, window, walls, or other items. The university shall have the right to bill the student's account for unmet obligations.
10. An approved animal must be removed from university housing after a single occurrence of biting or other aggressive behavior.
11. All other housing contract terms remain in full force and effect. Should the animal be removed from the premises for any reason, the handler is expected to fulfill their housing obligations for the remainder of the contract.

## **CONFLICTING HEALTH CONDITIONS**

Individuals living on campus with medical conditions(s) who are affected by an approved animal (for example, respiratory diseases, asthma, severe allergies) and that would rise to the level of a disability as defined by the ADA, are asked to contact the ADA Coordinator/designee if they have a health or safety related concern about exposure to a SA or ESA.

The ADA Coordinator/designee will consider the conflicting needs and/or accommodations of all persons involved so as to provide reasonable accommodations to all individuals with disabilities.

## **REFERENCES**

Little Rock Municipal Code, Chapter 6 - Animals  
The Fair Housing Act, 42 U. S. Code, § 3604  
The Americans with Disabilities Act, 42 U. S. Code, § 12132

## STUDENT HEALTH SCREENING

### PURPOSE

The purpose of this policy is to help minimize potential exposure to infectious disease for UAMS students who are enrolled in classes at UAMS.

### SCOPE

All UAMS students who are enrolled in classes at UAMS.

### DEFINITIONS

- 1) **UAMS Student:**
  - a) **New Student** — A student not previously enrolled in an education program / plan at UAMS. This includes applicants who have been accepted by their program and/or college.
  - b) **Continuing Student** — A student who is in an active status and has not officially withdrawn from his/her academic program.
- 2) **MMR**--The MMR vaccine is a "3-in-1" vaccine that protects against measles, mumps, and rubella.
- 3) **SEHS**—Student and Employee Health Services
- 4) **Tdap**—The Tdap vaccine protects against Tetanus-Diphtheria-Pertussis
- 5) **GUS** – The student information system at UAMS: Gateway for UAMS Students.

### I. NEW STUDENTS' PRE-ENROLLMENT PHYSICAL EXAMINATION, TB TEST, AND IMMUNIZATION REQUIREMENT

- A. All newly enrolled students are required to submit Student Pre-Enrollment Medical Examination Form (PREN) to Student and Employee Health (SEHS). The PREN includes pre-enrollment physical examination results\*, information on TB tests/screenings, and immunizations. This documentation must reflect the student's current health information: therefore the PREN must be dated no more than 180 days prior to the first day of class for the program in which the student is enrolled, and must be submitted to SEHS via the GUS portal no less than 30 days prior to the first day of class\*\*, for the program in which the student is enrolled. Student who do not submit documentation may be blocked from enrollment and are subject to dismissal.

**\*Physical Examination:** The physical examination portion of the PREN is required for new students entering the Graduate School, College of Nursing, and the College of Pharmacy for Fall 2018. The physical examination portion is not required for students in other UAMS colleges. The physical examination portion is not required for College of Nursing student entering Spring 2019 and after.

**\*\*Late Admission Students:** Those students admitted into a program less than 30 days prior to matriculation must submit documentation to SEHS within 30 days of matriculation. Student not in compliance with these requirements within 30 days of matriculation are subject to disciplinary action up to an including dismissal.

- B. The effective date for immunization documentation for visiting students may be longer than 180 days, but must be the most current documentation available. For the College of Medicine Visiting Student program, students may be deemed eligible and be accepted as visiting students but also be subject to updated immunizations.
- C. TB Test and Immunization required are:
  1. Two (2) MMR vaccines after first birthday (at least one month apart) or documentation of physician-diagnosed measles or laboratory evidence of positive measles, mumps, rubella titers.

2. Tdap vaccine given within the last ten (10) years.
3. All students are required to provide three (3) Hepatitis B vaccines or laboratory evidence of hepatitis B surface antibody (anti-HBs). Those students who perform tasks that may involve exposure to blood and body fluids are required to provide serologic testing of hepatitis B surface antibody (anti-HBs). For those recently vaccinated testing should occur one to two months after dose #3. If serologic testing is negative student should receive an additional 3 doses followed by serologic testing. Those who are negative for the second serologic testing should be considered non-responders.
4. Students must show documentation of two (2) doses of Varicella vaccine (at least one month apart), or laboratory evidence of positive varicella titer.
5. IGRA (T-spot or Quantiferon-Gold) or a TB skin test within three (3) months of the anticipated date of matriculation.

Additional information regarding TB testing procedures including steps for positive results includes:

- a. New students with a positive IGRA or Tuberculin Skin Tests within three months of enrollment must provide documented proof and a current health card from a public health entity dated with 3 months of the anticipated date of matriculation.
- b. New students with a reported positive IGRA or Tuberculin Skin Tests three months prior to enrollment must provide documented proof of the positive screening and a current health card from the public entity dated within three months of the anticipated date of matriculation. SEHS will obtain a current symptom screening checklist.
- c. Students with a positive IGRA or TB skin test will be asked if they have completed an adequate course of treatment for latent TB infection.
- d. Student with radiographic finding consistent with active TB disease will be required to seek additional evaluation and/or treatment to ensure the student does not pose a risk of TB infection to others. The student will be notified by UAMS Infection Prevention department and or Student Employee Health Services and instructed to remove themselves from the workplace/classroom until, a) a diagnosis of TB is ruled out, OR b) a diagnosis of TB is established, the student receives treatment, and a determination has been made that the student is non-infectious. **Only** the Tuberculosis Control for the State of Arkansas, or is designee, may determine the adequacy of a course of treatment or documentation of treatment for an active case of TB

## 6. Exceptions to Health Screening Requirements

Students with existing medical conditions which prohibit them from participating in the TB test or immunizations should contact SEHS. Arrangements will be made to complete the annual medical screening requirements or waive the requirement. If a student disagrees with the decision of the SEHS, he/she may elect to secure a second opinion at his or her own expense. Results must be presented to SEHS within two weeks of notification to SEHS of the student's request for a second opinion. If the two medical opinions disagree, Student and Employee Health's Medical Director will make the final determination on the medical status of the student. The determination of the Medical Director will be reported to the student in writing, within two weeks following receipt of the second opinion.

## **New Students Responsible for Costs of Health Screenings**

Students are responsible for the costs associated with initial TB tests, and all immunizations except the annual influenza immunization. These services can be provided at the Preventative Occupational Environmental Medicine (POEM) clinic but students will be charged.

### **II. CONTINUING STUDENTS' IMMUNIZATIONS AND TB TESTS**

1. Annual medical screenings will minimally consist of a review of immunization compliance and TB screening for all students whose college has indicated they will work in patient care areas. Student and Employee Health Services will provide annual TB skin test to active students involved with patient care at no charge. SEHS will enter information into GUS and will audit compliance status. Students not in compliance may be blocked from enrollment and are subject to dismissal.
2. Students who have withdrawn and re-enrolled at UAMS within the last ten (10) years and whose health records are on file at SEHS are regarded as "continuing students" for the purpose of this policy as long as their student health record is on file at SEHS.
  - a. Continuing students are expected to stay up to date on health screening requirements described in this policy. Students who do not comply will be blocked from future enrollment, including pre- and early enrollment.
  - b. Student and Employee Health will notify all students monthly who are not compliant with health requirements.
  - c. Student who fail to comply will be subject to dismissal from their college. Colleges may elect to issue code of conduct violations against the student, up to and including dismissal from the program.

### **III. INFLUENZA – ALL STUDENTS**

1. Seasonal influenza vaccine (or novel influenza vaccine if so recommended by the Center for Disease control) (INACTIVATED) will be required annually for all UAMS students. Student and Employee Health will provide inoculations free of charge to UAMS students according to a published schedule each academic year. Typically, flu shots become available in the Fall (October).
  - a. Students unable to comply for specific reasons may be subject to special requirements such as wearing protective masks and/or coverings during influenza season or other infectious outbreaks. Influenza season and other infectious outbreaks will be defined by the UAMS University Hospital Infection Control Committee chair or his/her designee.
  - b. Those unwilling to comply with special requirements may be reassigned or suspended from class at the discretion of the appropriate hospital division director, clinical director, education program director, or at the request of Hospital administration for a period to be determined by the chairman of the Infection Control Committee.
  - c. **Exceptions:** Those who have had anaphylactic reaction to a previous dose of influenza vaccine. Risk of influenza infection from the INACTIVATED vaccine is zero for any person, pregnant or otherwise. Individuals who received live flu vaccine should not have contact with immunocompromised patients for seven days. Those who have not received the vaccination due to medical or religious exemption will be required to wear a mask.

#### **IV. OTHER FACILITIES THAT PROVIDE STUDENT INSTRUCTION**

Health care facilities that provide instruction to UAMS students may require additional tests or immunizations. Because the use of these facilities is a part of the curriculum and essential to health professions education, students should be prepared to comply with the policies and procedures at any facility where they engage in rotations or learning experiences at their own expense. Students are expected to attend all training sites as assigned and to comply with all applicable policies of each respective site. Failure to attend or to adhere to all applicable policies may be cause for dismissal from the program.

#### **V. RECORDS**

All medical records, including the results of all medical screenings are considered confidential by SEHS. A copy of the medical record may be requested by the student by contacting the SEHS office. All medical records will be updated by SEHS within 30 days after matriculation. These medical records are not considered a part of the student's academic record but will be maintained permanently as a medical record by SEHS.

#### **VI. STUDENTS AT OFF-CAMPUS**

Students located outside of Pulaski County may not have access to the SEHS offices on the UAMS main campus. These students may visit a local AHEC/Regional Programs unit or with their private physician at their own expense. All required documentation must be provided to SEHS.

- A. Those who remain non-compliant will be blocked from enrolling in any future coursework by the Office of the University Registrar, including pre- or early registration opportunities. Colleges may elect to issue a code of conduct violations against the student, up to and including dismissal from the program.
- B. Students who fail to comply will be subject to disciplinary action from their college.

#### **VII. ADDITIONAL INFORMATION**

If a student disagrees with a medical screening report he or she may elect to secure a second opinion at his or her own expense. Results must be presented to SEHS within two weeks of notification to SEHS of the student's request for the second opinion. If the two medical opinions disagree, UAMS Medical Center's Medical Director will make the final determination on the medical status of the student. The determination of the Medical Director will be reported to the student and SEHS, in writing, within two weeks following receipt of the second opinion.

#### **VIII. STUDENTS WITH KNOWN BLOOD BORNE PATHOGENS**

Students with a known Blood Borne pathogen are required to disclose information to their college's dean office and follow the procedures and disclosure forms laid out in the Academic Affairs Policy 2.2.6 Non-Discrimination in Admission and Retention of Students Known to be infected with a Blood Borne Pathogen (With or Without symptoms).

#### **STANDARDS**

Health screening standards at UAMS will reflect recommendations set by the Centers for Disease Control, found in its Recommended Adult Immunization Schedule for Health Care Workers and Hospital Infection Control Practices Advisory Board.

## REFERENCES

- Academic Visitor Policy, Administrative Guide #12.1.01
- Medical Screening Policy, Administrative Guide, #4.5.28
- UAMS Policy of Non-Discrimination in Admission and Retention of Students Known to be infected with a Blood Borne Pathogen (With or Without symptoms), Academic Affairs Policy, #2.2.6

## MILITARY DUTY POLICY

Students enrolled in the Graduate School who are members of National Guard or reserve units and are called to active military duty as a result of activation may elect one of the following options:

1. The student can officially withdraw from the Graduate School and receive a full refund of all tuition and nonconsumable fees for the term involved. A copy of the activation orders must be attached to the official withdrawal for the student to receive the full tuition and fee adjustment and refund. Students electing this option will receive a grade of "W" for the courses in which they were enrolled.
2. The student can arrange for a mark of "Incomplete" for each class for which he or she is enrolled, provided the work to date is of passing quality. In order to receive a mark of "Incomplete" in any course, the student must obtain agreement from the instructor of the course. After the mark of "I" is awarded the provisions to the mark of "I" in the Grades and Marks portion of this handbook are applicable.
3. An instructor who believes a sufficient portion of a course has been completed may assign an appropriate final grade in that course at the time the student leaves.

## SUBSTANCE ABUSE POLICY

### PURPOSE

It is the goal of UAMS to provide the highest quality health care, education and services available. To achieve this goal it is important that administrators, faculty, staff, and students be able to fulfill their respective roles without the impairment produced by intoxication or addiction to alcohol or other drugs.

The unlawful manufacture, distribution, dispensation, sale, possession or use of any controlled substance (as defined in the UAMS Drug-Free Workplace Policy) by any employee or student of UAMS while on University property or on a University affiliated assignment will not be tolerated. Consumption of alcohol on University property will not be tolerated, except within approved areas by individuals over the ages of 21 years. It is the policy of UAMS to provide a drug-free workplace. To support our goal of a drug-free environment, the UAMS drug testing program has been established and consists of (1) pre-employment drug testing, (2) for cause drug testing, and (3) random drug testing.

### POLICY

No employee or student of UAMS may report for their assignments and/or classes impaired by the use of alcohol or controlled substances. Nothing in this policy will preclude the medical or research use of alcohol or controlled substances. Violators of this policy will be disciplined up to and including termination.

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

## USE OF SOCIAL NETWORKING SITES

The University of Arkansas for Medical Sciences recognizes that social networking websites and applications such as Facebook, MySpace, Twitter, Instagram, etc. are important and timely means of communication. Students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy “friends” have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the University.

The following actions are strictly forbidden:

- Students may not report the personal health information of patients. Removal of an individual’s name does not constitute proper de-identification of protected health information. Furthermore, inclusion of data such as age, gender, race, or date of evaluation may still allow the reader to recognize the identity of a specific individual.
- 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, narratives, evaluations, examination scores, adverse academic actions, or financial aid information.
- In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for the University of Arkansas for Medical Sciences or their college, department, or program.
- Students may not represent themselves as another person. However, students are not prohibited from having an anonymous account or an account with a fictitious identity as long as the student’s use of the account does not violate this policy or any other UAMS policy. Students may not utilize websites and/or applications in a manner that interferes with educational or work commitments.

In addition to the absolute prohibitions outlined above, the following types of actions but not limited to these examples, are strongly discouraged as these are considered unprofessional and reflect poorly on the individual, the healthcare profession, program, department, college, and the University of Arkansas for Medical Sciences. Engaging in these types of behaviors may invoke applicable professionalism policies:

- Display of vulgar language.
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation, or disability.
- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual misconduct.

The following actions are strongly encouraged:

- Students should use privacy settings to limit unknown or unwanted access to the student’s profile or application.
- When listing an email address on a social networking site, students should use a personal email address (not a uams.edu address) as the primary means of identification.

When using these social networking sites, students are strongly encouraged to present themselves in mature, responsible, and professional manners. Discourse should always be civil and respectful. No privatization measure is perfect and undesigned persons may still gain access to the site. Once an item is posted on a networking site, it may not be easily removed. Future employers (e.g., residency or fellowship program directors, representatives of employers) may review these sites when considering potential candidates for employment.

## UAMS TITLE IX POLICY

### PURPOSE

The University of Arkansas for Medical Sciences (UAMS) is committed to providing an environment that emphasizes the dignity and worth of every member of its community. Members of the UAMS community have the right to an environment free of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment, relationship violence, and retaliation, and this behavior will not be tolerated. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

UAMS does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. The Campus Title IX Coordinator and the COM Title IX Deputy Coordinator are available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters.

**If you are in the midst of an emergency, please call the campus police immediately by dialing 9-1-1.**

For the complete Title IX policy, visit the UAMS Title IX webpage at <http://hr.uams.edu/other/title-ix/>.

### TITLE IX, SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT, SEXUAL MISCONDUCT, SEXUAL VIOLENCE, STALKING, GENDER-BASED HARASSMENT AND RETALIATION

#### PURPOSE

To establish the policy and procedure for reporting, investigating, and responding to complaints of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment, and retaliation.

#### SCOPE

All UAMS employees, faculty members, staff members, students, non-employees (such as contractors, vendors, delivery persons, and volunteers) and guests and visitors of the UAMS campus.

#### DEFINITIONS

**Complainant:** Any party who makes a complaint/grievance against another student, employee, faculty member, staff member, non-employee, guest or campus visitor.

**Respondent:** The person(s) against whom a complaint has been made.

**Definition of Status:** A full-time employee will be considered as an employee, regardless of student status. A student who is a part-time employee will be considered a student unless the incident under consideration occurred in connection with employment.

**Sexual Harassment:** Sexual harassment generally includes any unwanted or unsolicited sexual gesture, physical contact, or statement which, when viewed from the perspective of a reasonable person similarly situated, is offensive, threatening, humiliating, or interferes with a person's ability to perform his or her job, educational pursuit, or participation in campus life. Sexual harassment may include: (1) submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of employment or status in a UAMS-sponsored course, program, or activity; (2) submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting that individual; or (3) such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment for work or learning.



**Hostile Environment:** A hostile environment exists when harassment: (1) is sufficiently serious (i.e., severe, pervasive, or persistent) and from both the alleged victim's and reasonable person's viewpoint offensive so as to deny or limit a person's ability to participate in or benefit from the UAMS's programs, services, opportunities, or activities; or (2) when such conduct has the purpose or effect of unreasonably interfering with an individual's employment opportunities.

**Sexual Misconduct:** includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and relationship violence.

- **Sexual Assault:** means an actual or attempted sexual contact with another person without that person's consent.

- **Inducing incapacitation for sexual purposes:** includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

- **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

- **Relationship Violence:** Abuse or violence between partners or former partners involving one or more of the following elements: (1) battering that causes bodily injury (2) purposely or knowingly causing reasonable apprehension of bodily injury; (3) emotional abuse creating apprehension of bodily injury or property damage; or (4) repeated telephonic, electronic, or other forms of communication - anonymously or directly - made with the intent to intimidate, terrify, harass, or threaten.

**Stalking:** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

**Consent:** is informed, freely given, and mutual. Consent must be knowing, willing, and voluntary.

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

**Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse however slight, with any object by a person upon another person that is without consent and/or by force.

**Gender-based Harassment:** Non-sexual harassment of a person because of the person's sex and/or gender, including, but not limited to harassment based on the person's nonconformity with gender stereotypes.

**Retaliation:** action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, sexual assault, sexual violence, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

## **POLICY**

UAMS is committed to providing an environment that emphasizes the dignity and worth of every member of its community. Members of the UAMS community have the right to an environment free of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment and retaliation, and this behavior will not be tolerated. This right is

protected by Title VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972 Act, the Clery Act, the SaVE Act, and the Violence Against Women Act.

No person at UAMS will be subjected to sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment or retaliation under any employment, academic, educational, extracurricular, or other program of UAMS, whether these programs take place in UAMS facilities, in transportation, at a class, training program, or event sponsored by UAMS at another location or elsewhere. All complaints or any concerns about conduct that may violate this policy and retaliation must be filed with the Campus Title IX Coordinator or a Deputy Title IX Coordinator.

Campus Title IX Coordinator	Liz Means, Title IX Coordinator <a href="mailto:eameans@uams.edu">eameans@uams.edu</a> (501) 526-5641
Title IX Deputy Coordinators – Student Issues	<ul style="list-style-type: none"> <li>• Associate Dean for Academic Affairs, College of Nursing, (501) 686- 8349</li> <li>• Executive Associate Dean for Academic Affairs, College of Medicine, (501) 686-8499</li> <li>• Associate Dean for Undergraduate Medical Education, College of Medicine, (501) 686-7407</li> <li>• Assistant Dean for Undergraduate Clinical Medical Education, College of Medicine, (501) 526-5968</li> <li>• Associate Dean for Professional Programs, College of Public Health, (501) 526-6673</li> <li>• Associate Dean for Academic Affairs, College of Public Health, (501) 526-6604</li> <li>• Associate Dean, Graduate Student Recruitment and Retention, Graduate School, (501) 526-7396</li> <li>• Assoc. Dean for Student Affairs &amp; Faculty Development, College of Pharmacy, (501) 686-7920</li> <li>• Associate Dean for Academic Affairs, College of Health Professions, (501) 686-5730</li> <li>• Associate Dean for Student Success, College of Health Professions,(501) 686-5732</li> </ul>

**A. Consensual Relationships**

Consenting romantic relationships between faculty and students, supervisors and subordinates or fellow employees are **strongly discouraged**. Faculty members exercise power over students as do supervisors over subordinates, whether in promotions, raises, evaluations, recommendations, study, job duties, grades, assignments, or other benefits. This difference in power increases the opportunity for abuse of power, thus endangering the professional environment. Employees and students involved in a consenting relationship in the actual or equivalent context of educational/employment supervision and evaluation should be and are deemed to be aware of the possible costs of even an apparently consenting relationship, including the possible difficulty in defending a future charge of violating this policy on the grounds of mutual consent. The element of power implicit in sexual relationships occurring in the supervisory context has the potential to diminish a subordinate’s freedom of choice. It is incumbent upon those with authority not to abuse, or appear to abuse, the power with which they have been entrusted.

**B. Disciplinary Actions**

Disciplinary actions for violations of this policy may include, but are not limited to, the following: oral or written warning, reassignment, counseling, demotion, termination, suspension, or expulsion, or any combination thereof. Sanctions will depend upon the circumstances in each case.

The severity of sanctions or corrective action will depend on the circumstances in each case, taking into consideration the frequency and severity of the offense and any history of past misconduct. In instances of non-employee or guest/visitor violations of the policy, the appropriate action will be taken. In addition to disciplinary action, those who engage in violations of this policy may be subject to legal consequences, including civil and criminal penalties and monetary damages.

### **C. Confidentiality**

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of UAMS's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of UAMS's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

### **D. Malicious Allegations/Complaints; False Information**

UAMS is committed to protecting the due process rights it provides to the respondent as well as the complainant. Allegations of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment or retaliation that are malicious, intentionally false, or without foundation are very serious with potential for great harm to all persons involved and are prohibited by this policy. Such actions constitute grounds for disciplinary action as described above. Further, repeated filing of frivolous complaints is considered a malicious action and may be grounds for disciplinary action.

The failure to substantiate a sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment or retaliation complaint does not automatically constitute a malicious or frivolous complaint. In the event that allegations are not substantiated, every reasonable effort will be made and all reasonable steps taken to restore the reputation of the accused if it was damaged by the proceedings.

### **E. Training**

The Campus Title IX Coordinator, Title IX Deputy Coordinators, and all organizational units and colleges must make reasonable efforts to provide training for their employees and students each year. **All new employees and students should receive a copy of this policy and training within the first six months of becoming an employee or student at UAMS.** Employees should receive refresher training from the Office of Human Resources every **three** years.

## **PROCEDURE**

### **A. Reporting Violations of this Policy**

1. **MANDATORY EMPLOYEE DUTY TO REPORT:** To enable UAMS to respond effectively and to stop conduct that violates this policy, all UAMS employees **must**, within 24 hours of witnessing or receiving information about a violation of this policy, report it to a Title IX Coordinator regardless of whether an informal or formal complaint has been filed. Employees who are statutorily prohibited from reporting such information are exempt from these reporting requirements, including licensed health-care professionals. Any student, non-employee, or campus visitor/guest who has witnessed or received information about conduct that violates this policy is **strongly encouraged** to report it to a Title IX Coordinator.
2. **COMPLAINANTS:** A complainant who wishes to make an informal or formal complaint about an incident involving an employee must report the incident to either the Title Deputy Coordinator for Employees or his/her immediate supervisor or department head, who must report it to the Title IX Deputy Coordinator. If the respondent is the employee's supervisor, the employee may contact someone outside his or her chain-of-command, who then must also report the incident to the Title IX Deputy Coordinator for Employees.

A complainant who wishes to make an informal or formal complaint about an incident involving a student must report the incident to the respective college's Title IX Deputy Coordinator.

Complainants who need to report violations of this policy after regular business hours should report the incident to the UAMS Police Department if the Title IX Deputy Coordinator is not available. The UAMS Police Department will take appropriate action and will notify the Title IX Deputy Coordinator for Employees and the Campus Title IX Coordinator at the beginning of the next business day.

3. **ANONYMOUS COMPLAINTS:** All members of the UAMS community may contact the Campus Title IX Coordinator, Title IX Deputy Coordinators, or the Office of Human Resources at any time to ask questions about sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment or retaliation or complaint procedures without disclosing their names and without filing a complaint. However, because of the inherent difficulty in investigating and resolving allegations from unknown persons, individuals are discouraged from making anonymous complaints. Although anonymous complaints are discouraged, UAMS will respond reasonably to all allegations. In order to determine the appropriate response to an anonymous allegation, UAMS will weigh the following factors:
  - The source and nature of the information;
  - The seriousness of the alleged incident;
  - The specificity of the information;
  - The objectivity and credibility of the source of the report;
  - Whether any individuals can be identified who were subjected to the alleged incident; and
  - Whether those individuals want to pursue the matter.

If, based on these factors, it is reasonable for UAMS to investigate the matter; the Office of Human Resources will conduct an investigation and recommend appropriate action to address substantiated allegations. However, a reasonable response would not include disciplinary action against a respondent if a complainant insists that his or her name not be revealed, if there is insufficient corroborating evidence, and if the respondent could not respond to the charges without knowing the name of the complainant.

4. **TITLE IX COORDINATORS:** Upon receiving a report of an alleged violation of this policy, the Title IX Deputy Coordinators must notify the Campus Title IX Coordinator.

The Title Deputy Coordinators, in coordination with the Campus Title IX Coordinator, will evaluate the information received and determine what further actions should be taken. The Title IX Deputy Coordinators will follow the procedures described in this policy. The Title IX Deputy Coordinators will take steps, either directly with the complainant or through a reporting individual, to provide information about this policy and its procedures, as well as available health and advocacy resources and options for criminal and civil reporting. A statement of the rights of the complainant and the respondent will be provided to the parties upon an allegation of a violation of this policy.

## **B. Informal Complaint Process**

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty members, staff members, or administrators. Whenever possible and safe, the complainant should discuss the problem or complaint with the respondent. If satisfactory resolution is not reached after discussion with the respondent, the complainant should contact the respondent's direct supervisor or college to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. UAMS does not require a complainant to contact the respondent or the respondent's supervisor or college if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

1. In the event that an individual believes that a violation of this policy has been or is occurring, he or she is encouraged, but not required, to maintain careful written records of the violation and to continue to maintain current records throughout the process.
2. The complainant should consider meeting with their designated Title IX Deputy Coordinator to discuss the allegation. If the complainant cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the respondent, he or she may seek the advice of their designated Title IX Deputy Coordinator who, along with the HR Director of Employee Relations or a designee, and with the complainant's permission, may seek to resolve the issue informally through discussions with the complainant, the respondent, and the respondent's supervisor or college. The Title IX Deputy Coordinator shall provide a written summary of the agreed upon informal resolution to the Campus Title IX Coordinator.

If the complainant does not wish to prepare a signed, written complaint, written documentation shall be prepared by the designated Title IX Deputy Coordinator with the assistance of the Director of Employee Relations, or a designee. Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The complainant shall be asked to read and sign the written documentation to acknowledge its accuracy; a written acknowledgment will be prepared and may be made in a separate document.

If the complainant refuses to sign the written documentation, the designated Title IX Deputy Coordinator shall note such on the documentation. The designated Title IX Deputy Coordinator, along with the Director of Employee Relations and the Campus Title IX Coordinator, will make a determination of whether the complaint will be investigated despite the complainant's refusal to acknowledge the written documentation.

Written documentation shall be prepared before any informal discussions are held with the respondent and the respondent's supervisor or college. The respondent shall be given an opportunity to read the written documentation that may be edited to protect the anonymity of the complainant and any other collateral witnesses to the process.

3. If the parties are unable to reach a mutually satisfactory agreement after an informal discussion, the option of filing a formal complaint is available.
4. The Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAMS' Employee Assistance Program (EAP). This referral may be made by the designated Title IX Deputy Coordinator, the Director of Employee Relations, or the Campus Title IX Coordinator.
5. The complainant or the designated Title IX Deputy Coordinator may elect to refer the complaint to the Formal Complaint Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.

### **C. Formal Complaint Process**

1. When the Informal Complaint Process fails to resolve the complaint, or in instances where the designated Title IX Deputy Coordinator and the Office of Human Resources determines the nature of the allegations requires formal investigation, the Formal Complaint Process will be used. A preponderance of the evidence standard will be used to decide complaints (i.e., it is more likely than not that the allegation occurred). The designated Title IX Deputy Coordinator or a designee in the Office of Human Resources may assist the complainant in preparing his or her complaint, in writing, as necessary.
2. If the complainant wishes to file a formal complaint, he or she must submit a signed, written statement alleging violation of this policy to his or her designated Title IX Deputy Coordinator. The designated Title IX Deputy Coordinator will forward a copy of the statement to the HR Director of Employee Relations and to the Campus Title IX Coordinator. The written statement should include the name of the complainant, the name of the respondent, the nature of the complaint, date(s), witness(es), and any other information relevant to the complaint. If some of this information is not available, the

reason(s) of unavailability, if known, should be documented. Upon receipt of the written complaint, the HR Director of Employee Relations will initiate an investigation of the complaint and appoint the investigators. The investigators will meet with the respondent and allow him or her to view the complaint and present a copy of this policy. The respondent will be given an opportunity to respond to the complaint orally and in writing, and may provide evidence and witnesses. The investigators will also explain that there is to be no contact with or retaliation against the complainant. If necessary, interim steps to protect the complainant prior to the final outcome of the investigation may also be taken. The investigators will gather relevant evidence by interviewing the complainant, the victim (if different from the complainant), the respondent, and any witnesses or other individuals deemed appropriate to conduct a thorough investigation. Every effort will be made to ensure an impartial, fair, thorough and timely investigation of the complaint. All parties will be provided a written status update of the investigation after 30 days. Unless the complexity of the investigation and the severity and extent of the offense requires otherwise, or the allegation involves multiple incidents or multiple complainants, the investigation should be completed sixty (60) calendar days following receipt of the complaint.

3. Following completion of the investigation, the investigators will present their written findings to the Assistant Vice Chancellor of Human Resources and to the Campus Title IX Coordinator. The Assistant Vice Chancellor of Human Resources will prepare a written report, containing a recommended course of action for the complainant's Division Head or Dean (as applicable) and may provide further consultation when necessary. A copy of the report shall be given to the Campus Title IX Coordinator. It is the responsibility of the Division Head or Dean to take action consistent with the written findings. Once a final determination is made by the appropriate Division Head or Dean, both the complainant and the respondent will be notified in writing of the outcome of the complaint, including whether the campus determined that sexual harassment or violence occurred, and in accordance, with federal and state privacy laws, the sanction imposed against a student, employee or third party.
4. The complainant or respondent may appeal a finding, pursuant to the timeframe in the applicable grievance procedure, of whether or not a violation of this policy has occurred. The respondent may also appeal sanctions imposed as a result of a policy violation. All appeals shall be made through the campus grievance procedures (See [Grievance Procedure for Alleged Discrimination, Academic Affairs Policy Number 2.400](#) and [Employee Grievance Procedure, Administrative Guide Policy Number 4.4.16](#)). Both parties will be notified concurrently in writing of the outcome of any appeal.
5. Pursuant to FERPA (Family and Educational Rights to Privacy Act), the Clery Act, and VAWA (Violence Against Women Act), student disciplinary records will remain confidential unless the accused consents to release of information, or the sanction impacts the complainant, or there is an allegation of a sex offense, including sexual violence.

### **RECORD KEEPING**

Each complaint should be documented and kept in a confidential file separate from the personnel or student files normally maintained by the Office of Human Resources or college's Associate Dean. Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witnesses, the name(s) of the person(s) who received the complaint, the name(s) of the person(s) who prepared the written documentation and the date of the written documentation, and any other information relevant to the case. If some of this information is not available, the reason(s) for unavailability, if known, should be documented. Such file will be maintained as provided by law.

Questions regarding this policy may be directed to the Title Campus IX Coordinator or Office of Human Resources at (501) 686-5650.

## REFERENCES

Title IX of the Education Amendments of 1972, as amended  
Title VII of the Civil Rights Act, as amended  
Clery Act, as amended  
Campus SaVE Act, as amended  
Violence Against Women Act (VAWA), as amended Family and Educational Rights to Privacy Act, as amended  
Academic Affairs Policy 2.400, [Grievance Procedure for Alleged Discrimination](#)  
Administrative Guide Policy 4.4.16, [Employee Grievance Procedure](#)

## SMOKING POLICY

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

## UAMS AIDS POLICY

### Introduction

The Policy Guidelines herein are of a generic nature and deal with students who are infected with the Human Immunodeficiency Virus (HIV). They apply to all students enrolled in programs at UAMS. Due to differences in the various educational programs, individual UAMS colleges or programs may have specific rules and/or guidelines that are modifications of those in the generic policy. The specific policies of the various colleges will, however, be consistent in their intent with the guidelines noted herein.

Many reference sources were consulted in the preparation of this document (the major ones noted herein), and in all cases the proposed guidelines are consistent with those of The University Hospital of Arkansas Policy and Procedures Manual.

### Admission and Retention

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

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

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

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

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

### **Housing**

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

### **Classroom and Extracurricular Activities**

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

The question of potential exposure of patients to HIV as a result of interaction with an HIV sero-positive student is discussed in the University Hospital of Arkansas Policy and Procedures Manual.

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



## **AIDS POLICY FOR THE GRADUATE SCHOOL**

### **INTRODUCTION**

The Graduate School adheres to the UAMS policy on admission of students with HIV-1 sero-positive status.

### **POLICY**

In every case, department chairmen and faculty will work closely with HIV-1 sero-positive students to make every effort to retain them in the program if it is possible to do so. The use of models and manikins as substitutes for actual patient contact will be employed if the educational objectives of the program can thusly be achieved and appropriate competencies developed in the student. It should be noted, however, that HIV-1 sero- positive graduates may have great difficulty finding employment in hospitals if their status were to become known to potential employers.

In certain programs, HIV-1 sero-positive status prevents the students from performing certain clinical procedures necessary to meet program requirements. Contact the department chairman if you have questions or concerns.

### **HIPAA**

The UAMS workforce/students will abide by the federal standards for Privacy of Individually Identifiable Health Information, also known as the HIPAA Privacy Regulations, and will conduct themselves in accordance with the UAMS policies and procedures relating to the HIPAA Privacy Regulations. There are new breach reporting requirements that became effective in September, 2009. UAMS is now required to report breaches of patient information to the U.S. Department of Health and Human services. Any known or suspected violations of the HIPAA Privacy Regulations must be reported immediately so the UAMS HIPAA Office can investigate and report within a sixty day time period.

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

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

### **UAMS CONFIDENTIALITY POLICY**

#### **PURPOSE**

To inform the UAMS Workforce about the UAMS Confidentiality Policy.

#### **SCOPE**

UAMS Workforce as well as non-UAMS employees, vendors, consultants and other visitors who may access Confidential Information.

#### **DEFINITIONS**

**Confidential Information** includes information concerning UAMS research projects, confidential employee and student information, information concerning UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. Confidential Information shall include Protected Health Information. Confidential Information includes information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

**Protected Health Information (PHI)** means information that is part of an individual's health information that identifies the individual or there is a reasonable basis to believe the information could be used to identify the individual, including demographic information, and that (i) relates to the past, present or future physical or mental health or condition of the individual; (ii) relates to the provision of health care services to the individual; or (iii) relates to the past, present, or future payment for the

provision of health care services to an individual. This includes PHI which is recorded or transmitted in any form or medium (verbally, or in writing, or electronically). PHI excludes health information maintained in educational records covered by the federal Family Educational Rights Privacy Act and health information about UAMS employees maintained by UAMS in its role as an employer and health information regarding a person who has been deceased for more than 50 years.

**UAMS Workforce** means for the purpose of this Policy, physicians, employees, volunteers, residents, students, trainees, visiting faculty, and other persons whose conduct, in the performance of work for UAMS, is under the direct control of UAMS, whether or not they are paid by UAMS

To access any other terms or definitions referenced in this policy:

<http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.pdf>

## **POLICY**

UAMS prohibits the unlawful or unauthorized access, use or disclosure of Confidential Information obtained during the course of employment or other relationship with UAMS. As a condition of employment, continued employment or relationship with UAMS, the UAMS workforce and all non-UAMS employees, vendors, consultants and other visitors who may access Confidential Information shall be required to sign a UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel (Example: [Appendix A](#)). UAMS will provide training for each of its workforce members on the importance of maintaining confidentiality and the specific requirements of state and federal law, including the HIPAA Privacy Regulations and laws protecting the privacy of students and employees, as well as UAMS policies, in accordance with [Policy 3.1.30 HIPAA Education and Training](#).

## **PROCEDURES:**

**1. Confidentiality Agreement:** As a condition of employment, continued employment, or relationship with UAMS, UAMS will require its workforce and all non-UAMS employees, vendors, consultants and other visitors who may access Confidential Information to sign the UAMS Confidentiality Agreement.

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

**2. Restriction on Access, Use and Disclosure of Confidential Information:** UAMS limits and restricts access to Confidential Information and computer systems containing Confidential Information based upon the specific job duties and functions of the individual accessing the information. UAMS will restrict access to Confidential Information to the minimum necessary to perform individual job functions or duties. UAMS will further limit and control access to its computer systems with the use of unique sign-on and password codes issued by the IT Security Office to the individual user authorized to have such access. Users are prohibited from sharing their password or using the access codes of another.

Authorization to access, use or disclose Protected Health Information also is governed by the [UAMS Use and Disclosure Policy 3.1.28](#).

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

**3. Sales Representatives and Service Technicians:** Sales representatives and service technicians must register in the appropriate area and execute the Confidentiality Agreement prior to any exposure to UAMS Confidential Information.

**4. Media:** All contacts from the media regarding any Confidential Information must be referred to the UAMS Office of Communications and Marketing (501-686-8998 or pager 501-395-5989).

**5. Violation of Confidentiality Policy:** Individuals shall not access, use, or disclose Confidential Information in violation of the law or contrary to UAMS policies. Each individual allowed by UAMS to have access to Confidential Information must maintain and protect against the unauthorized access, use or disclosure of Confidential Information. When no longer needed for the individual's specific job duties, Confidential Information must be returned to UAMS or destroyed. Any access, use or disclosure of Confidential Information in any form – verbal, written, or electronic – that is inconsistent with or in violation of this Policy will result in disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS. Any workforce member whose relationship with UAMS is not terminated as a result of intentionally violating this Policy must, in order to continue working at or attending UAMS, complete a HIPAA training module through the UAMS HIPAA Office.

All UAMS employees and others subject to this Policy must report any known or suspected incidents of access, use or disclosure of Confidential Information in violation of this Policy or in violation of the law to the [HIPAA Office](#) at 603-1379, in accordance with [Policy 3.1.23 Reporting Policy for HIPAA Violations](#).

#### **SANCTIONS**

Violation of this Policy will result in disciplinary action, in accordance with [Policy 4.4.02 Disciplinary Notice Policy](#).

#### **DRUG FREE AWARENESS STATEMENT (Policy No.4.405)**

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

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

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

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

#### **POLICY ON ADMINISTRATIVE ACTIONS**

In the Graduate School, certain individuals have the authority to impose interim administrative actions in order to protect the safety and welfare of members of the University community. These "authorized individuals" include the Dean and/or his/her designees. As defined below, the Deans and their designees are permitted, when necessary, to take the following interim administrative actions: (A) interim actions; (B) interim suspensions; and/or (C) referrals for psychological or psychiatric evaluations

##### **A. Interim Actions**

In special circumstances the authorized individuals named above may impose "interim actions" to

ensure the safety and welfare of members of the University community, including, but not limited to, student restrictions from certain activities or locations and changes in class schedules. Any restrictions outlined in the interim action will be clearly presented in a written notice to the student.

1. Appeal of Interim Administrative Action: In the event that interim action is invoked, the student may appeal the action through the College's non-discriminatory grievance policy as further explained in the "Grievance Procedure" which is detailed in the Graduate School Student Handbook. During the grievance process, a hearing will be provided. At this hearing, the student will be given the opportunity to explain why he/she does not constitute a threat to the safety, health, or welfare of members of the University community.

2. Violation of Interim Action: Any violation of an interim action will result in a meeting with the student, his/her program director and the Dean or his/her designee to determine the actions to be taken. Actions may range from disciplinary probation to immediate dismissal.

#### B. Interim Suspension

Notwithstanding any other provision of this Code, an "interim suspension" may be imposed upon a student by the Dean and/or his/her designees when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself or herself, other members of the University community or University property, or is persistently disruptive to the University community. When an "interim suspension" action is imposed, a student will be given a written notice containing the reasons for suspension, the duration, and any conditions that apply, along with a copy of this interim suspension policy. After receiving such notice, a student is required to leave the campus and University property immediately and make no future visits to any University property unless invited by his/her college Dean, the Dean's designee or the Vice Chancellor for Academic Affairs. Following notice of an interim suspension, the student will be suspended from participation in all classes and all other University activities.

1. Appeal from the Interim Suspension: In the event that interim suspension is invoked, the student may appeal the action through the College's non-discriminatory grievance procedures as further explained in the "Grievance Procedure" in the Graduate School Student Handbook. During the grievance procedures, a hearing will be provided to afford the student with an opportunity to explain why he/she does not constitute an immediate threat to the safety, health or welfare of himself or herself, or other members of the University community or University property, or is not persistently disruptive to the University community.

2. Violation of Interim Suspension: Any student who is suspended on an interim basis and returns to the campus and University property without proper authorization to do so or otherwise violates the terms of the interim suspension will be asked to meet with the Dean's designee and his/her Program Director to determine the action to be taken for the violation. The action may range from disciplinary probation to immediate dismissal. Further, the student may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to consult with the Vice-Chancellor for Academic Affairs, the student's college Dean or his/her designees, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Vice-Chancellor for Academic Affairs, the Graduate School Dean or his/her designee.

#### C. Referral for Psychological Evaluation

The Graduate School Dean and his/her designee may determine that a student should undergo a psychological or psychiatric evaluation prior to an administrative action or a Grievance Committee hearing. When such determination has been made, the student should be administratively referred to the appropriate agency for such evaluation according to the guidelines outlined below:

1. Referral to The Student Wellness Center: When an authorized professional staff member has reasonable cause to believe that a student has severe emotional problems, and when there is reasonable cause to believe that a student's continued presence on campus would present a danger to himself/herself and/or others, or to university property, the staff member

may direct the student to consult with the Director of Counseling and Psychological Services (The Student Wellness Program). In the event of a student's refusal to obtain such consultation in a timely manner, interim action may be invoked.

2. Procedure: Whenever possible, the student who is being administratively referred to the Center for Counseling and Psychological Services (The Student Wellness Program) will be accompanied by an appropriate professional staff or faculty member from his/her respective College.

3. Recommendations: Following an evaluation, the Director of The Student Wellness Program may recommend that the student be placed on an administrative leave of absence from the University to seek psychological/medical treatment if:

a) The student has violated institutional regulations and appears to lack the capacity to respond to the disciplinary process, or did not appear to know the nature and wrongfulness of the alleged violation; or

b) The student has threatened or attempted harm to himself or herself or another individual, or to University property, and is suffering from a serious mental disorder that is being exacerbated in the campus environment; or

c) A student is engaged in behavior exacerbated in the academic setting, which places him or her in serious medical jeopardy producing conditions that cannot be treated effectively without leaving the University.

4. Report: The Director of The Student Wellness Program will send a report summarizing the results of the evaluation and any recommended action to the student's Dean or his/her designees. Other appropriate personnel will be notified of any action taken regarding a change in the student's status by the student's Dean's Office (e.g., the University Housing staff member if the student is living in a residence hall).

5. Extended Absence: If an administrative extended absence is recommended, the Director of The Student Wellness Program will notify the student's Dean or designee. If the Dean or designee accepts the Director's recommendation, the student shall be granted an extended absence from the Graduate School.

a) Return from Extended Absence: If a student has been placed on an administrative extended absence from the Graduate School based on recommendations from the Director of The Student Wellness Program, prior to ending the leave and returning to school, the student will be required to submit a report to his/her Dean or designee from a licensed mental health practitioner stating that he/she is capable of participating in the Graduate School's academic/disciplinary/grievance processes, and/or that the student has received sufficient treatment to be capable of returning safely to the University community. The Graduate School may require further evaluation by the Director of The Student Wellness Program or by another licensed practitioner.

b) Appeal from Administrative Extended Absence: After the Dean or designee has received a report from the Director of the Student Wellness program stating that the student is capable of participating in the Graduate School's academic/disciplinary/grievance processes, the student may appeal any disciplinary charges through the Graduate School's nondiscriminatory grievance procedures in the "Grievance Procedure" in the Graduate School Student Handbook to determine the appropriateness of sanction(s).

6. Dismissal: If the Interim Action, Interim Suspension, or Extended Absence extends for a period of time making it impossible for the student to complete all requirements for the degree, in the period of time as outlined in the Graduate School Student Handbook, then the student will be dismissed from the Graduate School.

## **GRIEVANCE PROCEDURES**

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

### **DEFINITIONS:**

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

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

There are two types of grievances. One type is classified as discriminatory (because of race, sex, age, color, religion, national origin, disability or retaliation). Procedures for this type of grievance are contained on the following pages under the heading of "Grievance Procedure for Students Alleging Discrimination." The other type is classified as nondiscriminatory (no alleged discrimination based on race, sex, age, color, religion, national origin, disability or retaliation.). Policies pertaining to this type of grievance are listed below under the sections titled "Appeals Panel" and "Procedures." The section title "Definitions" applies to both types of grievances.

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

### **APPEALS PANEL**

A student grievance appeals panel will include three faculty members and two student members all of whom will be drawn from the campus Graduate Faculty and graduate students of UAMS and shall exclude persons in academic departments, units or student classes where the issue arose. If the grievance alleges discrimination, the panel will include a representative of individuals from the same race, sex, approximate age, color, religion, and/or national origin, or with a disability, against which discrimination was alleged.

### **PROCEDURE**

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

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

## GRIEVANCE PROCEDURE FOR STUDENTS ALLEGING DISCRIMINATION

### A. Background

The University of Arkansas for Medical Sciences is committed to the policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, ethnicity, color, sex, creed, age, marital or parental status, national origin, gender identity, gender expression, sexual orientation, religion, ethnic origin, disability or veteran status including disabled veterans and veterans of the Vietnam Era.

From time to time, a student may allege that one or more of the University's policies, procedures or practices are discriminatory. In those cases, it is imperative that clear steps to a common system of inquiry, resolution and appeal be established, and that these steps are communicated and accessible to all parties.

The UAMS Office of Human Resources acts on a campus-wide basis for all students, faculty, and employees regarding such matters, and within each college or school there is an associate or assistant dean designated to assist students of that college access and understand the special grievance procedure defined in this policy.

### B. Purpose and Scope

UAMS prohibits discrimination as defined by federal laws & regulations, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, the Rehabilitation Act of 1973 (Sections 503 and 504), Titles I and II of the Americans with Disabilities Act of 1990, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, which prohibit discrimination on the basis of race, ethnicity, color, sex, creed, age, marital or parental status, national origin, gender identity, gender expression, sexual orientation, religion, ethnic origin, disability or veteran status including disabled veterans and veterans of the Vietnam Era.

UAMS further prohibits discrimination as defined by its own policies, which may include protections for groups or subpopulations not specifically named as protected groups in federal laws or regulations. In particular, UAMS extends a specific expression of protection against discrimination to all groups of persons identified in its Non-Discrimination Statement including but not limited to persons of all sexual orientation, gender expression and gender identity.

This policy outlines internal procedures to be followed by any student who wishes to submit a grievance alleging the existence of a discriminatory policy, procedure or practice prohibited by either federal law/regulation or by UAMS policy. This policy does not address external routes of redress such as those available in the state or federal courts.

### C. Definitions

1. **Grievance:** Grievance means a complaint of discrimination by a student alleging occurrence or existence of any policy, procedure, or practice prohibited by UAMS policy and/or anti-discrimination laws and regulations as outlined in Section B. of this policy.
2. **Procedure:** The steps set out in this policy shall constitute UAMS's grievance procedure for discrimination complaints brought by students, who allege violations of UAMS policy and/or anti-discrimination laws and regulations as outlined in Section B. of this policy.
3. **Grievant:** Grievant means a student who submits a grievance alleging a violation of UAMS policy and/or anti-discrimination laws and regulations as outlined in Section B. of this policy.
4. **UAMS:** UAMS means any college, department, subunit, or program operated by the University of Arkansas for Medical Sciences. When used in this policy, the term "college" shall be deemed to include the Graduate School.
5. **Coordinator:** The person serving as the designated campus Title IX and/or Section 504/Title II Coordinator.

6. **Respondent:** Respondent means a person alleged to be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

7. **Associate Dean:** Refers to the Associate Dean who is responsible for addressing allegations of discrimination in the college where the grievant is enrolled as a student. Dr. Kristen Sterba fulfills this role in the Graduate School.

8. **Dean:** Refers to the Dean of the college where the grievant is enrolled as a student.

#### D. Filing a Grievance

1. **Eligibility for Filing:** Any UAMS student may file a grievance.
2. **Pre-Grievance Meeting:** Prior to the filing of a written grievance, the grievant(s) should first consult with the Associate Dean responsible for addressing allegations of discrimination in his or her college. The Associate Dean shall attempt to resolve the grievance informally by agreement between the grievant and the respondent alleged to be directly responsible for the possible violation, and/or persons with immediate supervisory authority related to the grievance.

If the matter cannot be resolved at this level, a written grievance should be submitted to that same Associate Dean for subsequent processing in accordance with the procedures for formal grievances outlined below.

3. The Associate Dean will make an official judgment on each student complaint to determine whether the complaint is an academic challenge (e.g., contesting a grade), an allegation of discrimination or another type of complaint. Based on the determination, the Associate Dean will refer the student to the appropriate process for redress, and make sure that the student has the necessary information to pursue the complaint. The Associate Dean will maintain an official log of formal complaints made and the categorization of each as either an academic challenge, discrimination allegation or other complaint (noting specifics). The Associate Dean will provide a report annually to the Title IX Coordinator of the discrimination complaints made and the disposition of each.
4. **Filing a Grievance:** Grievances filed with the Associate Dean shall be in writing and shall provide the following information:
  - name and address of the grievant(s);
  - nature, date and description of alleged violation;
  - name(s) of persons responsible for the alleged violation;
  - requested relief for corrective action; and
  - information that the grievant believes to be relevant.
5. **Alternative (Exception) to Associate Dean:** Should a student wish to make an allegation of discrimination against the Associate Dean and/or the Dean, this policy allows that complaint be made to the campus Title IX Coordinator to avoid actual, or appearance of, conflict of interest. The Vice Chancellor for Academic Affairs and the Title IX Coordinator will make a joint decision regarding the initial determination as to whether the complaint is an academic issue or a discrimination allegation. If it is determined to be a discrimination allegation, then the Title IX Coordinator will perform the duties of the Associate Dean and the Vice Chancellor for Academic Affairs will represent the role of the Dean. All other aspects of the procedures will remain the same.
6. **Time Limit for Grievance Filing:** A grievance must be filed within twenty (20) calendar days of the occurrence of the alleged violation or within twenty (20) calendar days of the date the grievant became aware of the alleged violation. If the last day for filing a grievance falls on a Saturday, Sunday, or a day on which the University is closed for calendar, then the grievance may be filed on the first calendar day following the Saturday, Sunday, or date when UAMS is closed.



- 7. Notification of Respondent(s):** Immediately upon receipt of a formal grievance, the Associate Dean will give the respondent a copy of the grievance, and will direct the respondent to submit a written response to the charges within (10) calendar days. If the last day for filing a response falls on a Saturday, Sunday, or a day on which UAMS is closed for business, then the response may be filed on the first calendar day following the Saturday, Sunday, or date when UAMS is closed. The respondent will be expressly warned not to retaliate against the grievant in any way. Retaliation will subject the respondent to appropriate disciplinary action.
- 8. Response:** The response should include any denial, in whole or in part, of the charges alleged. Failure to respond may subject the respondent to disciplinary action by the Dean of the appropriate college or other appropriate UAMS official.
- 9. Process for Students filing Discrimination Grievances:** After the student has submitted a formal discrimination grievance in writing, within the allotted twenty (20) day period, the Associate Dean must conduct a preliminary investigation. The Associate Dean's investigation will yield one of the following results:
  - a. The Associate Dean will dismiss the grievance on the grounds that the evidence submitted in support of the complaint or developed in the preliminary investigation does not warrant a detailed investigation or a formal hearing (for example: grievant failed provide a factual basis for his or her belief that discrimination occurred or the grievance anticipates discrimination that has not yet occurred). This decision may be appealed by the student by following the procedure listed later in this policy.
  - b. The Associate Dean will refer the grievance to a hearing before the Grievance Panel where the grievance will be fully investigated; or
  - c. The Associate Dean will allow the parties to sign a written statement resolving the grievance. It should be understood that the approval in writing by the Associate Dean, and agreement between the parties does not preclude further action by UAMS against either party. This decision may be appealed by the student by following the procedure listed later in this policy.
- 10. Role of the Associate Dean in Discrimination Grievances Filed by Students:** In addition to rendering one of the aforementioned decisions based on the formal grievance filed by a student, the Associate Dean is also responsible for:
  - a. providing the grievant written notice of his or her decision to either dismiss the grievance, refer the grievance to the Grievance Panel, or to allow the parties to sign a written statement resolving the grievance. The Associate Dean must provide the written notice within 20 calendar days of his or her decision.
  - b. it is the responsibility of the Associate Dean of each college to ensure the effective implementation, maintenance, processing, record keeping, and notifications required by the grievance procedures.
  - c. if an appeal of a dismissal of a grievance is filed, the Associate Dean will forward a copy of the investigative report and determination to the Dean. If the Associate Dean refers a grievance to a hearing before the Grievance Panel, the Associate Dean will forward a Copy of the investigative report to the panel.
  - d. The Associate Dean will also notify the person designated Title IX Coordinator for UAMS of the grievance. All administrative officers will appropriately maintain confidentiality of the information they receive during the grievance process.
- 11. Appeal of Grievance Dismissal:** A student may appeal the dismissal of his/her grievance by submitting a written request for review with his/her Dean. The request for review must be submitted within five (5) calendar days of receipt of the decision to dismiss. Upon receipt of an appeal of the dismissal of a grievance, the Dean shall carefully consider the relevant information contained in the appeal as well as the investigative report and determination of the Associate Dean, to ascertain that the evidence either submitted in support of the complaint or developed in the preliminary

investigation did not warrant a detailed investigation or a formal hearing. The Dean will notify the student of his/her decision in writing within ten (10) calendar days of receipt of the request for review. The decision of the Dean can be appealed to the UAMS Title IX Coordinator for consideration and decision. The decision of the UAMS Title IX Coordinator is final.

#### **E. Prehearing Procedures**

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

#### **F. Hearing Procedures**

- 1. Record of Hearing:** The hearing will be recorded by recording devices supplied by UAMS. These recordings shall be maintained for a period of three years after resolution of the grievance. The grievant or respondent may obtain a copy of the recordings, at the requesting party's expense. The deliberations of the Grievance Panel will not be recorded.
- 2. Counsel:** The grievant and respondent shall have the right to advice of counsel of his/her choice; however, counsel may not examine witnesses or in any way actively participate in any hearing.
- 3. Private Hearing:** The hearing shall be conducted in private. Witnesses shall not be present during the testimony of any party or other witness. Witnesses shall be admitted for testimony only

and then required to leave. The parties may hear and question all witnesses testifying before the Grievance Panel.

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

#### **G. Other**

1. **Grievances Involving a Grievant and Respondent from Different Units of UAMS:** Whenever a grievance is instituted by a student grievant in one college against a respondent in another college or unit, the grievance shall proceed through the Associate Dean, Dean and Grievance Committee from the college in which the student is enrolled.
2. **Maintenance of Written Grievance Records:** Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by law, and shall include, at minimum: the written grievance complaint filed by the grievant, the written response filed by the respondent, the investigative report of the Associate Dean, the recording and documents of the hearing, the written recommendation of the Grievance Panel, the results of any appeal, the decision of the Dean, and other material designated by the Associate Dean. A file of these records shall be maintained in the Office of the Associate Dean responsible for discrimination grievances filed by Students.
3. **Notification of the UAMS Title IX Officer:** the Associate Dean will provide information to the Title IX officer on the disposition of the case.

For purposes of the dissemination of grievance precedents, separate records may be created and kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.

4. **Retaliation:** No person shall be subjected to retaliation for having used or assisting others to use the grievance process.

## CONSTITUTION OF THE HONOR CODE

All academic work in the University of Arkansas for Medical Sciences Graduate School will be conducted under the Honor Code. The Honor Code is a system based upon a spirit of trust and intellectual honesty within the university that manifests itself as a code of ethics shared among all members of the university community. The Honor Code is designed to communicate the importance and meaning of intellectual honesty, and to provide a structure that allows the student body to maintain these standards.

Students enrolled in the Graduate School are expected to comply with the provisions presented in this document. Students should be aware that the Graduate School Honor Code relies on the presumption that each student appreciates the trust placed in him/her and maintains the highest ethical standards of his/her discipline. It is the responsibility of each student to conduct himself/herself in a manner that complies with the Honor Code guidelines.

The Graduate School Honor Code applies to all aspects of the graduate student's education, including Graduate School courses as well as research. Actions that should be considered Honor Code violations include, but are not limited to: cheating on class examinations; plagiarism [to take (ideas, writings, etc.) from another and pass them off as one's own, Webster's New World Dictionary, 3<sup>rd</sup> College edition]; intentional misrepresentation of information on official documents; intentional misrepresentation of research data; and any intentional behavior that is potentially dangerous to others, or acts performed with malicious intent within the university setting. Honor Code violations are confined to acts directly pertaining to university affairs; personal activities not related to the university are not Honor Code violations.

If an individual fails to uphold the highest standards of the profession, this reflects poorly on the individual, the Graduate Program, and the profession as a whole. Therefore, it is the responsibility of the students to make a conscious effort to comply with all provisions set forth in this document. However, if an infraction does occur, it is the duty of all students of the Graduate School to report any misconduct to the Honor Council and to demand just reconciliation to insure that the infraction will not be repeated.

An Honor Council will be established to enforce the regulations of the Honor Code and to provide a fair hearing for each individual. The Honor Council will consist of the elected officers of the GSA and other students appointed by the Dean. In addition, a Graduate School faculty member will serve as an impartial mediator in all proceedings. The sole purpose of the Honor Council is to ensure just treatment of any individual accused of misconduct by fellow students.

### **Reporting Honor Code Violations**

When an act believed to violate the Honor Code is witnessed this information must be reported to an Honor Council Representative. Violations of the Honor Code include cheating on class assignments or examinations, plagiarism, misrepresentation of research data, or other acts that violate professional and academic ethics. The Honor Council Representative will keep this information in confidence and inform only the Honor Council President and the Dean of the accusation. Once an accusation has been reported, the Honor Council President and Dean will follow the procedure described in the Preliminary Procedures section of this document. If there is conclusive proof that an Honor Code violation occurred, this information can be forwarded directly to the Program Coordinator and Dean for disciplinary action without Honor Council consideration.

### **Preliminary Procedures**

Once an alleged violation of the Honor Code is reported, the Honor Council President will inform the accused of the alleged violation and seek reconciliation between the accused and the accuser under the guidance of the Honor Council Faculty Advisor. The reconciliation is an agreement between both the accused and the accuser on the facts surrounding the proposed Honor Code violation. Both parties should concur on whether or not the violation occurred and on any actions needed to reconcile the violation. This information will be drafted in written format and shall be called the terms of reconciliation. The identity of the accuser shall not be divulged to the accused. The accused may or may not admit that he/she has violated the Honor Code and may or may not accept the proposed reconciliation.

If the terms of reconciliation are accepted by all parties involved, the matter is resolved. If

multiple accusations occur, there will be an attempt to consolidate the terms of reconciliation. If consolidation is not possible, the accused may have to respond to each accusation separately. The Honor Council Representative will reduce the terms of the reconciliation into a written document to be signed by both the accused and accuser. In order to protect the anonymity of the accuser, the accused will be asked to sign first. If the agreement contains matters about which other faculty need to know, the Honor Council Faculty Advisor shall convey the information to the appropriate faculty. The signed agreement will be kept on record in the Honor Council files until terms of the agreement expire.

If the terms of reconciliation are not accepted by the accused, proceedings for a hearing will be initiated. The Honor Council President will notify the accused of an impending investigation. An Investigation Committee will be formed under the guidance of the Honor Council Faculty Advisor. The committee will investigate charges against the accused as rapidly and discreetly as possible, obtain witnesses for the hearing, and procure all documents necessary for the hearing.

### **Hearings before the Honor Council**

The Honor Council President will convene a hearing before the Honor Council to determine the facts. The Investigation Committee Chairperson will prepare and present the case against the accused. The accused has the right to prepare a defense against the accusation. The student can address the Honor Council, submit written statements, question witnesses, and provide additional witnesses and exhibits on his/her behalf. Prior to the hearing the accused student is presumed innocent of the accusation, and his/her guilt will be determined based on the preponderance of evidence presented at the hearing.

If the Honor Council finds that a student has violated the Honor Code, his/her disciplinary action becomes an academic matter and the case will be referred to the Program Coordinator of the convicted student's degree program for the determination of disciplinary action. In the judgment given by the Honor Council, a recommendation for appropriate disciplinary action can be included and forwarded to the Program Coordinator of the convicted student. If the Honor Code infraction occurred in a class or laboratory of another degree program, the second degree program should be consulted when deciding upon the disciplinary action. If the Honor Council finds that no violation of the Honor Code occurred, all records related to the accusation, including the records of the investigation and hearing, will be destroyed. The accused may not be subjected to more than one hearing per suspected Honor Code violation.

### **Hearing Procedures**

Prior to the Honor Council hearing, the student will be provided notice in writing of the specific allegations, a list of witnesses, and any sworn statements or exhibits which will be used as evidence against him/her. The student will be given a list of the members and alternates of the Honor Council. The student may request that a designated alternate replace any one member of the Honor Council for the hearing.

The hearing will be conducted in private. Witnesses will be admitted for testimony only and then asked to leave. The testimony will be tape recorded, but the final deliberations of the Honor Council will not be recorded. All formal motions will be passed by at least a two-thirds majority vote.

The student may have one person present during the hearing, who may be an attorney, to advise him/her. This person may not address the Honor Council, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. If the accused chooses to have an attorney present, a University attorney may also attend the hearing to serve as an advisor. The student may appear in person, make an oral statement, and answer questions from members of the Honor Council. Should the student choose to remain silent, no adverse inference will be drawn against him/her. The student may submit sworn written statements and other exhibits and witnesses on his/her behalf. The student may hear and question all witnesses, including the accuser.

During the period of time prior to the disciplinary hearing, the Dean of the Graduate School or the Dean's designee may remove a student from his/her academic position (courses, clerkship, elective, or laboratory responsibilities) if the student disrupts the educational process, constitutes a clear and present danger to the health and safety of himself/herself (or other persons and/or university property), or infringes on the rights of others.

The Honor Council will make its determination based upon the evidence presented at the hearing relevant to the issue or issues before the Council. The accused student may not be present during the Honor Council deliberations. The student will be notified in writing of the determination.

Within seven working days of the date of the determination notice the student may contest, in writing, to the President of the Honor Council. The student may contest the ruling for the following reasons: 1) a substantial mistake of fact occurred; 2) a fundamental misinterpretation of the official policies was evident; or 3) a significant procedural error took place. These are the only bases for contesting the determination. If the determination of the Honor Council is contested by a student, the Honor Council will reconvene to review the student contentions. If the Honor Council concurs with the student, it will correct the procedural defect, re-interpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. There will be no appeal from a final determination by the Honor Council.

A determination by the Honor Council that a student violated the Honor Code shall be referred to the appropriate Program Coordinator and the Dean for disciplinary actions. The Honor Council can recommend disciplinary action for the Honor Code violation in its determination.

### **By-laws: Honor Code of the UAMS Graduate School**

#### **ARTICLE 1: Structure and Elections**

**Honor Council:** The Honor Treasurer will consist of the four elected Graduate Student Association (GSA) officers. The President, Vice President and Secretary of the GSA will serve in the same positions on the Honor Council. The Dean of the Graduate School may appoint additional representatives to the Honor Council as deemed necessary.

**Investigation Committee:** At the time a hearing is scheduled, an Investigation Committee will be formed from a list of possible representatives identified by the degree programs within the Graduate School. The Dean of the Graduate School will appoint at least three students, each from a different program. The Investigation Committee will have one officer, the Investigation Committee Chairperson, who will be elected by the members of the committee at their first meeting. The Honor Council Faculty Advisor (see below) will inform the selected Investigation Committee Representatives of the impending investigation and help organize the first meeting.

The accused student may request that one eligible representative be excluded from selection to the Investigation Committee if he/she believes there is a conflict of interest that may influence the investigation.

**Honor Council Faculty Advisor:** The Dean of the Graduate School, if willing, will serve as Advisor to the Honor Council. If he/she is unable to perform these duties, the Dean will appoint an Honor Council Faculty Advisor from the Graduate Faculty. The appointed advisor should be a tenured Faculty member, and the Honor Council must approve the appointment by a majority vote.

**Elections:** The GSA elections will determine the composition of the Honor Council. The term for each member is one year. If a vacancy occurs for any reason, an election will be conducted as per GSA charter to fill the vacancy.

#### **ARTICLE 2: Duties of Officers and Members**

**President:** The duty of the President is to contact the accused and inform him/her of an impending investigation. This contact should be made via a formal letter to the accused, and copies should be sent to the Honor Council Faculty Advisor and to all members of the Honor Council. One copy should be kept in the Honor Council files. The President will preside at all meetings and hearings of the Honor Council, act as interpreter of the By- laws, arrange for hearings, personally notify the accused of the impending hearing, and perform all duties common to this office.

**Vice President:** The duty of the Vice President is to carry out the duties of the President in his/her absence.

Secretary: The Secretary will keep records (minutes, notes, tape recordings, etc.) of all meetings and the proceedings at hearings.

Members of Honor Council: The members will have voting privileges at all meetings and hearings. Alternates will vote when substituting for a member.

Investigation Committee Chairperson: The Investigation Committee Chairperson will preside at all meetings of the Investigation Committee and oversee all activities of the Committee. The chairperson is also responsible for the preparation of a written report of the findings of the investigation for the hearing. The report will be made an official part of the proceedings of the hearing. The report must be witnessed and signed by all members of the committee, and it must be presented to all members of the Honor Council, the Honor Council Faculty Advisor, and the accused at least 4 days prior to the hearing. The Investigation Committee Chairperson will prepare and present the case of the accuser at the hearing. The case should focus on relevant facts surrounding the case and should be free of personal bias. If the Chairperson is unable to perform these duties, he/she will appoint, in writing, another committee member to carry out this duty.

Members of the Investigation Committee: The members of the Investigation Committee are responsible for performing the investigation of the accusation and preparing the report for Honor Council hearings under the coordination of the Investigation Committee Chairperson.

Faculty Advisor: The Honor Council Advisor is responsible for advising the Honor Council, the Investigation Committee, the accuser, and the accused of procedures dictated by the By-laws of the Honor System. The Honor Council Faculty Advisor does not have voting privileges.

### **ARTICLE 3: Meetings**

Meetings of the Honor Council may be called at any time. All meetings will be conducted according to parliamentary procedures. Seventy-five percent of voting members of the Honor Council will constitute a quorum for hearings and meetings. All members of the Honor Council will vote. If a member of the Council is unable to attend a meeting or hearing, an alternate will serve as a voting member.

### **ARTICLE 4: Honor Council Files**

The Honor Council file will be kept secured in the Graduate School Office. The file will be kept in loose leaf binders, so that any part of the file is readily accessible for inspection.

The record for general meetings will be kept in a separate binder from the record for hearings. Tape recordings made at a hearing may be reduced to a written transcript at the discretion of the Honor Council President. Records from hearings will be kept in permanently locked file cabinets and will be accessible only to the Dean of the Graduate School, the Honor Council Faculty Advisor (if different), and the Honor Council President only for official business.

In the Fall of each year, the Dean will review the files for the purpose of destroying outdated records and updating the files. An outdated record is defined as one older than six years, or the record of a hearing in which only a reprimand was given and the accused has since left the University.

### **ARTICLE 5: Privacy**

All members of the Honor Council and the Investigation Committee must sign an agreement stating that they will not disclose any information from hearings or investigations to persons who are not members of the Honor Council. This includes information from any hearing, the identity of the accused, the reason for the investigation, and the outcome of the hearing. Any individual suspected of disclosing information may be dismissed from the Honor Council or Investigation Committee as determined by the remaining members of the Council and the Honor Council Faculty Advisor.



## INCLEMENT WEATHER POLICY

If the University of Arkansas for Medical Sciences (UAMS) implements its inclement weather policy, the following radio and television stations will broadcast the announcement: KARN-AM 920, KURB-FM 98.5, KARK Channel 4, KATV Channel 7, or KTHV Channel 11. UAMS website will also broadcast the policy.

By virtue of the mission of UAMS, the campus never closes. However, UAMS recognizes inclement weather may result in hazardous road conditions preventing students from **SAFELY** traveling to class. Thus, when the inclement weather policy is in effect, all classroom activities will be cancelled for the remainder of that day. If a student has clinical or research rotations or duties, they need to contact their supervisor to find out if he/she needs to report for duty. Patient care should never be compromised.

Students must exercise judgment with regard to the inclement weather policy. If the inclement weather policy has NOT been announced yet, and it is believed it would be dangerous to travel to school, students are advised to stay home. Under these circumstances, however, a student must make every effort to contact the instructor and explain the situation. Students must then work with the course faculty to make up what was missed.

## STUDENT NEEDLESTICK/SHARPS INJURIES AND BLOOD/FLUID EXPOSURE

**Purpose:** This document outlines the policy and procedures to follow when a student experiences a needle stick/sharp injury, blood/body fluid exposure when fulfilling requirements of a University of Arkansas for Medical Sciences education program. Regardless of where an incident occurs, students should be evaluated IMMEDIATELY. If indicated, chemoprophylaxis must be started as soon as possible, ideally within 2 hours.

**Scope:** All students enrolled in University of Arkansas for Medical Sciences education programs.

**Policy:** All students who experience a blood/body fluid exposure while carrying out clinical/experiential requirements of their education program should be evaluated for the need for chemoprophylaxis and monitoring regardless of the type of exposure or risk status of the source patient. Procedures for students who suffer parenteral (e.g. needle stick or cut) or mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids, or who have a cutaneous exposure involving blood or prolonged contact with blood—especially when exposed skin is chapped, abraded, or afflicted with dermatitis -- are described according to the practice site location where the incident occurs.

- For incidents that occur at the UAMS Medical Center, the applicable policy can be found at <http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR401.pdf>.
- For incidents that occur at **OFF-CAMPUS** locations, the site-specific procedures for handling a needle stick or blood/body fluid exposure as established by that site/facility are in effect and may vary slightly from UAMS procedures. However, general requirements for notification, evaluation, and documentation are outlined.

The central points for UAMS students who experience a parenteral, mucous membrane, or cutaneous exposure to a blood/body fluid, regardless of practice site location, are:

1. Report the incident IMMEDIATELY to their clinical supervisor or instructor and appropriate College administrator.
2. Call the Preventative Occupational Environmental Health Clinic (POEM), 686-6565 as soon as possible regardless of where the incident occurs. However, in all cases, evaluation of the incident must occur IMMEDIATELY, and is not to be delayed pending discussion with the POEM staff.
3. The amount of risk incurred as a result of the exposure must be evaluated and prophylactic treatment must be started as soon as possible, ideally within 2 hours to be effective; therefore, students should seek evaluation and treatment IMMEDIATELY.
4. Complete the UAMS Incident and Injury (I&I) Report form available at <http://www.uams.edu/campusop/depts/ohs/forms/accident.aspx>

Students who perform tasks that may involve exposure to blood and body fluids are required to complete annual blood borne pathogen training. This training compliance will be tracked through UAMS My Compass.

**Post exposure Prophylaxis with Antiretroviral Agents:** Under certain circumstances, it is recommended that individuals exposed to HIV through injury, etc., be offered combinations of anti-HIV medications for four weeks while surveillance laboratory monitoring is taking place. This process will be coordinated through Student/Employee Health (SEHS), so it is important that any such exposure be reported to SEHS as quickly as possible.

**Billing:** Students who have a blood/body fluid exposure shall be evaluated by POEM/SEHS or the Emergency Department (ED) and are required to complete an I&I Report form. All UAMS students are required to maintain a health insurance policy, which will be billed for services related to evaluation, treatment and monitoring. Deductible and co-pay costs not covered by the student's health insurance policy will be the responsibility of the student's primary college. Insured students will bear no out-of-pocket expenses.

In cases where a person is both a student and an employee, the role the person was fulfilling at the time of the incident will determine billing, so that if the person was carrying out student requirements, rules governing billing of care related to students will be in effect. If the person was carrying out employment related duties, the UAMS Medical Center employee policy will be applied.

## **Reporting**

### **Incidents Occurring at UAMS Medical Center**

For incidents that occur at the UAMS Medical Center, students will follow all procedures detailed in the UAMS policy HR.4.01 located in Compliance 360. These include:

1. Report the incident IMMEDIATELY to their clinical supervisor or instructor and the appropriate College administrator.
2. Call IMMEDIATELY to Student and Employee Health Service (SEHS), 686-6565 or page 501-405-6734, if it is during regular business hours. For after-hours incidents, students are to report to the UAMS ED - 526-2047.
3. The amount of risk incurred as a result of the exposure must be evaluated and prophylactic treatment, if indicated, must be started as soon as possible for the most efficacy.
4. Complete the UAMS Incident and Injury (I&I) Report form  
<http://www.uams.edu/campusop/depts/ohs/forms/accident.aspx>
5. All students who have a blood/ body fluid exposure are to be evaluated either by the SEHS or the ED regardless of the type of exposure or risk status of the source patient.
6. Information about the source patient shall be documented on the Incident and Injury (I&I) report form by the nursing supervisor or his/her designee from which the source patient is receiving care. The I&I form shall accompany or be forwarded to the student to SEHS or the ED at the time of the initial evaluation.
7. It is the responsibility of the clinical supervisor or instructor to make sure that all information relevant to the incident has been completed on the I&I form and the student has called either SEHS or the UAMS ED, for triage.
8. It is the responsibility of the Nursing Supervisor or designee to record all information regarding the source patient on the I&I report form, notify either SEHS or the ED with the risk factors for HIV, and ensure that orders are written for lab work on the source patient's chart.

### **Incidents Occurring at Off-campus Locations**

When students participate in experiential training in a variety of practice locations, the procedures for handling a needle stick or mucosal splash injury as established by that site/facility are in effect and may vary slightly from UAMS procedures. However, general guidelines include:

1. Students should familiarize themselves with local procedures for needle sticks, splash and other injuries. Some sites may require site-specific training prior to the student entering the facility.

However, if this information is not covered, students should educate themselves regarding local procedures.

2. In general, regardless of the practice site, if a student receives a needle stick or other sharp injury or has a body fluid exposure, the student should seek treatment IMMEDIATELY. If a specific site has not been identified through training/orientation materials, the student should go to the nearest Emergency Room for evaluation and possible treatment. Students must also IMMEDIATELY inform their clinical supervisor (ie, resident and/or attending, preceptor, etc) of the exposure, and make sure that an incident report, or reasonable facsimile, from the site/facility where the incident occurred is completed.
3. The student should make sure that Student and Employee Health (SEHS) and his/her College is informed of off-campus incidents since ongoing monitoring may be required.

## References

UAMS Medical Center Policy, Number: HR.4.01, Needlestick/Sharps Injuries and Blood/Body Fluid Exposure, UAMS Administrative Guide, University of Arkansas for Medical Sciences Employee/Student Injury and Incident Report, <http://www.uams.edu/campusop/depts/ohs/forms/accident.aspx>

Blood Born Pathogen training – My Compass

[https://uams.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=https:%2F%2FUAMS.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D285%26UserMode%3D0](https://uams.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=https:%2F%2FUAMS.sumtotal.host%2Flearning%2Fapp%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D285%26UserMode%3D0)

UAMS Medical Center, Billing Statement

## STUDENT EMERGENCY LOAN POLICY

### PURPOSE

The purpose of this policy is to assist students faced with an unexpected financial need and outline basic procedures that will govern the distribution of emergency loans. Funds are limited and made available to students in emergencies resulting from either extenuating circumstances or to help meet unforeseen educational expenses. Eviction notices, utility shut off notices, medical emergencies, death in the family and unanticipated education expenses are some examples meriting an emergency loan.

### POLICY

Students must meet the requirements to apply for a UAMS Student Emergency Loan. Students applying must have their College Dean or Associate Dean (or designee) signs the Student Emergency Loan Application and Contract prior to submitting the paperwork to the Financial Aid Office. The Financial Aid Office is responsible for approving/denying emergency loan applications. The approved application will be forwarded to the Student Financial Manager to schedule a debt counseling session prior to notifying the Bursar's Office. The Bursar's Office is responsible for issuing funds and monitoring the repayment of all emergency loans.

### ELIGIBILITY REQUIREMENTS

Students must meet the following eligibility requirements in order to receive an emergency loan. He or she must:

1. Be a UAMS degree or certificate seeking student.
2. Be enrolled in a minimum of six (6) student semester credit hours during the semester in which the loan is requested. Active students enrolled in the College of Pharmacy or College of Medicine may also qualify during summer months in which classes are not in session.
3. Be in good standing with the National Student Loan Data System (NSLDS) regarding the student's financial aid history.

4. Attend a debt counseling session with a Student Financial Manager in Student Financial Services

#### **PROGRAM INFORMATION**

1. A fee is charged for processing all emergency loans. The fee will be subtracted from the loan amount before it is disbursed.
2. The maximum loan amount available is \$1,000.00.
3. Students may apply for only one emergency loan per semester.
4. The Financial Aid Office staff has the authority to approve/deny a Student Emergency Loan.
5. The Emergency Loan will be disbursed as soon as the applicant has fulfilled all of the eligibility requirements including attending a debt counseling session.
6. Student Financial Services will notify the appropriate college officials of the outcome of the loan application.

#### **LOAN REPAYMENT**

1. Students receiving a UAMS Emergency Loan are required to repay the funds in full by the next scheduled financial aid disbursement, or within ninety (90) days from the date the application is approved, or upon graduation or if he/she ceases to be enrolled, whichever comes first.
2. Delinquent loans will be placed on the State of Arkansas' Debt Setoff Program and with an outside collection agency.
3. The borrower will be responsible for collection fees and/or legal fees if a lawsuit is pursued.
4. If a borrower with a delinquent loan is also an employee of UAMS, collection processing will follow UAMS Administrative Policy 3.1.08.
5. Students with delinquent loans will not be allowed to register for subsequent semesters.
6. Students with delinquent loans will be denied UAMS Network access.
7. Students with delinquent loans will have official records withheld until the loan is paid in full.
8. Approval of emergency loans may be subject to eligibility and availability of funds of the college in which the student is enrolled.

#### **References**

UAMS Administrative Guide 3.1.08

### **EXPORT CONTROL MANAGEMENT AND COMPLIANCE POLICY**

#### **PURPOSE**

This policy communicates UAMS' commitment to comply with U.S. export control laws and regulations, including, but not limited to those found in the Export Administration Act and the Export Administration regulations.

#### **SCOPE**

This policy applies to all UAMS faculty, staff, students, visitors, and guests (collectively referred to herein as 'workforce'), and it applies to certain software, hardware, technology and other restricted items (collectively referred to as 'restricted items') that are carried or sent outside of the United States by any means or released to in-country foreign nationals ('deemed exports').

## **DEFINITIONS**

Export – an actual shipment outside of the U.S. of controlled equipment or materials (actual items) or any disclosure of information or technical data related to controlled equipment or materials by any means (verbal, email, fax, visual inspection, internet or training) outside the U.S.

Deemed Export – Release or transmission of information or technology subject to export control to any foreign national in the U.S., including graduate students and training fellows. Such a release of information is considered to be an export to the foreign national's home country.

Foreign National – Anyone who is not a U.S. citizen, or who is not a lawful permanent resident of the U.S., or who does not have refugee or asylum status in the U.S. Any foreign corporation, business association, partnership, trust, society, or any other foreign entity or group as well as international organizations and foreign governments are considered foreign national(s).

Fundamental Research – Fundamental research is basic and applied research in science and engineering, where the resulting information is ordinarily published and shared broadly within the scientific community. The techniques used during the research are normally publically available or are part of the published information.

Export Controls – Federal laws and regulations that regulate and restrict the release of critical materials and services to foreign nationals and foreign countries for reasons of national security, foreign policy, anti-terrorism or nonproliferation. When faculty, staff, and students look to collaborate internationally or with foreign persons within the US or abroad, individuals are dealing with the Export Control Regulations of the United States, as defined below. Export control regulations apply to all activities – not just sponsored research.

The three main export regulations applicable to UAMS are the International Traffic in Arms Regulations (ITAR), the Export Administration Regulations (EAR), and the Office of Foreign Assets Control (OFAC). However, other federal agencies also regulate the export, re-export or re-transfer of certain items and technologies: the Nuclear Regulatory Commission (nuclear equipment and materials), the Department of Energy (nuclear technology, high-energy lasers, etc.), the Food and Drug Administration (drugs and medical devices) and the Drug Enforcement Agency (drugs and certain chemicals). (All aforementioned regulations are collectively referred to herein as the "Export Control Regulations").

## **POLICY**

UAMS is committed to compliance with all U.S. Government export control laws and regulations. Export Control Regulations limit the export of certain restricted items for reasons of national security, foreign policy, competitive trade reasons and national defense. UAMS supports efforts against terrorism and efforts to prevent transactions involving entities engaged in prohibited missile, nuclear, chemical or biological warfare activities. UAMS acknowledges that while international collaboration benefits the medical and academic communities as a whole, the government has an interest in regulating certain transactions and working agreements. Accordingly, in some circumstances, UAMS may be required to obtain prior approval from the appropriate agency before allowing foreign nationals to participate in research, collaborate with a foreign company, or share research results with foreign nationals. Therefore, UAMS has implemented an Export Management and Compliance Program to help prevent restricted items from being exported in violation of U.S. export regulations, and to prevent foreign nationals from accessing restricted items unless a valid export license has been obtained or an exemption from licensing requirements applies.

While all activities at UAMS need to be in compliance with export controls, it should be noted that many research activities will be exempted from export control laws. The Fundamental Research Exclusion covers basic and applied research that results in publications and open dissemination of research results, as is typically found in academic research. Generally speaking, if the information to conduct research is in the public domain and the results of the research are publishable, the research is covered by the Fundamental Research Exclusion. However, all workforce members engaged in research and research administration involving contact with foreign nationals must be aware of the potential applicability of federal laws and regulations on export controls and

recognize when an export license may be required.

For export control purposes, high risk areas include, but are not limited to, research involving contact with foreign nationals and originating in the fields of Engineering, Space Sciences, Computer Sciences, Biology, Biomedical, Energy, Agricultural Development, Chemistry, and Physics. All foreign nationals seeking affiliation with UAMS are required to comply with this policy and U.S. export control regulations. On-going education and training opportunities will be provided through the Export Control Office.

UAMS will assist its workforce in complying with export control laws, including pursuing licenses from U.S. Government agencies, where appropriate. However, the primary responsibility rests with the individual as the most informed person about the contemplated project. The UAMS Export Management and Compliance Program Guide has been developed to assist with U.S. export control compliance and can be accessed on the UAMS Website at: <http://exportcontrol.uams.edu>

For questions or further information, please contact the Office of Institutional Compliance, Director of Export Control at (501) 686-6168.

## **TITLE VII DISCLAIMER**

Title VII of the Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, sex, or national origin. UAMS does not condone discrimination of any sort, including discrimination based on national origin. The federal export laws that this policy aims to address only apply to non-citizens. Different restrictions apply to persons of different nationalities. Because of these restrictions, UAMS may be required to impose certain prohibitions upon, or request accommodations from, foreign nationals. These actions are based on federal law and citizenship status and are not discriminatory under Title VII.

## **PENALTIES**

Penalties for noncompliance can be imposed on institutions and individuals. These may include partial or complete denial of export privileges, civil fines, or seizure of equipment. Criminal penalties for willful violations of U.S. export regulations may include fines of up to \$1,000,000.00 and imprisonment for up to a period of 20 years.

Any workforce member who becomes aware of a potential violation of this policy must immediately report the violation to their supervisor or the Office of Institutional Compliance.

## **REFERENCES**

[Bureau of Industry and Security \(BIS\)](#)

[Export Administration Regulations \(EAR\)](#)

[International Traffic in Arms Regulations \(ITAR\) Office of Foreign Assets Control](#)

## STUDENT ACCOUNT AND FEE ADMINISTRATION

### PURPOSE

The purpose of this policy is to define the procedures for the administration of tuition and fees and other student charges.

### DEFINITIONS

Tuition: Tuition is defined as payment required for credit-based instruction and related services and is charged to all students.

Fees: Fees are defined as payment required for services that benefit all students and for which all students pay, college-specific charges for services provided to students enrolled within each college, elective fees (e.g. housing fees), and user charges specific services requested by individuals (e.g. application fees, transcript fee, diploma replacement fee).

The Registrar: The Office of the University Registrar and its staff.

The Bursar: The Office of the Bursar and its staff.

### POLICY

Tuition and fee rates for UAMS programs shall be reviewed annually according to procedures and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor. All tuition and fees will be approved by the Board of Trustees and fully documented in the minutes of the meetings at which such approval is granted.

Tuition rates may vary among programs and colleges, and may be charged on a per credit hour basis or as a flat rate.

All tuition and fee rate changes shall take effect in the fall semester of the next academic year following Board of Trustees approval, and remain in effect for a full academic year. No changes to tuition and fee rates may be made during the academic year without the approval of the Provost, the Chancellor, and the Board of Trustees.

### **Student Account Payments and Deferrals**

All tuition and fee payments shall be processed through the Bursar's Office in a manner determined by that office. No other office, unit, department, college or individual shall be authorized to accept payments from students with the exception of elective fees defined above.

The student is ultimately responsible for the payment of all tuition and fees, book store charges, residence hall charges, fitness center charges or any balance on the student's account. Payments are due by the assigned due date posted on the student's account in GUS

The Bursar's Office is authorized to defer the payment of tuition and fees under the following circumstances:

1. The Bursar's Office may defer tuition and fees up to the amount authorized for a specific academic term for a student whose tuition and fees are guaranteed and will be paid by an outside agency (third party) under a documented agreement.
2. The Bursar's Office may defer tuition and fees up to the amount of the aid granted for a specified academic term for a student who has a financial aid award(s) in process.

Any exceptions or requests for deferred payment, other than the two types of deferral defined above, must be approved by the Bursar's Office.

### **Late Payment of Student Account**

Late fees may be assessed on student accounts 30 days past due unless the student has an authorized deferment. All charges must be paid in order for a student to be cleared to register for classes in the subsequent term or to be cleared for graduation. **The Bursar's Office will be responsible for collection of all student account charges in compliance with Academic Policy 3.1.8, *Collection of Student Tuition, Fees and Other Charges*.**

### **Timely Payment of Library Fines/Fees**

Library fines/fees must be paid in order for a student to be cleared to register for classes in the subsequent term or to be cleared for graduation.

### **Death of a Student**

**UAMS will refund 100% of the tuition and fees paid for the current academic term in the event of a student's death.**

### **Application Fees**

Application fees must be developed in accordance with the annual schedule and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor and the Board of Trustees. Payments for application fees are processed through the Bursar's Office. Application fees shall be levied only for the purpose of recovering costs associated with applications and admissions processes and may not be applied towards payment of tuition or other fees. Application fees are non-refundable.

### **Transcript Fees**

The Registrar's Office is authorized to charge a fee for the production of an official student transcript. This fee shall be developed in accordance with the annual schedule and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor and the Board of Trustees. This is an elective service fee (not required by a course of study) and is not considered a student fee for the purposes of generating an estimated cost of attendance.

### **Thesis and Dissertation Hours**

Students who are completing a thesis or dissertation must be enrolled in a minimum of one credit hour of instruction and will be charged the per credit hour rate for tuition and applicable fees. Graduate students may qualify for the continuing registration fee under circumstances other than when enrolling in a term to complete a dissertation or thesis.

### **Continuing Registration Fee**

College of Medicine students who have completed all of their coursework but who have not passed the required USMLE Step 2 -- a graduation requirement -- by the end of the graduating term will pay the continuing registration fee for subsequent semesters of enrollment, until the student passes the exam or is dismissed from the program.

Students enrolled in any other degree plan who have completed all coursework and credit-bearing activities, but have not met all graduation requirements must also pay the continuing registration fee. Payment of this fee means that the student is kept on an "active" status, and has access to all the rights and privileges of an enrolled student.



### **Non-degree Seeking Students in Fully Online Course**

Students enrolled in a non-degree seeking plan or sub-plan and who are enrolled in a 100% online course of 3 hours or less of instruction will be exempt from selected student fees: the parking / transportation fee, the student health fee and the student activity fee. Courses will be determined as 100% online if so listed in the official class schedule for the term in the student information system.

### **Incomplete Grades**

Students who are working to finish incomplete coursework and have an incomplete grade are not charged tuition and fees if that is their only activity in the program. This assumes that the college / program has a policy in place that defines a deadline for the completion of any incomplete grade. Incomplete grades cannot be used to offer additional instruction – beyond that offered in the original term in which the student was enrolled but failed to complete coursework/requirements.

### **References**

**Academic Policy 3.1.8, *Collection of Student Tuition, Fees and Other Charges.***  
**Academic Policy 3.1.6, *Tuition for Dual Degrees and Dual Enrollment***

### **STUDENT PAYMENT PLAN**

1. A student must be enrolled in a fall or spring term. Payment plans are not offered during the summer term except for the Physician Assistant Program.
2. For students who are receiving financial aid, all financial aid sources must post to the student's account prior to enrolling in a payment plan.
3. The student must have a balance of \$500.00 or more to enroll in a payment plan.

### **General Information:**

1. Students may enroll in a payment plan in accordance with procedures established by the Bursar's Office.
2. A processing fee will be assessed on all payment plans.
3. Students will be allowed up to 30 days from the first day of class to sign up for a payment plan. A minimum payment amount and processing fee must be paid by the assigned installment due date on the student's account in GUS.
4. If a student does not meet payment requirements, his/her enrollment for future semesters will be blocked. In addition, the University Registrar will not release a transcript for a student who has an outstanding payment(s) due.
5. If an account becomes delinquent, the Bursar's Office will follow established procedures to apply late fees and for the collection of the debt.
6. If a student withdraws or is dismissed, the balance on his/her account is due immediately.

## COLLECTION OF STUDENT TUITION, FEES, AND OTHER CHARGES

### PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the collection of student tuition, fees, and others charges.

### DEFINITIONS:

**Tuition:** **Tuition** is defined as payment required for credit-based instruction and related services and is charged to all students.

**Fees:** Fees are defined as payment required for services that benefit all students and for which all students pay, college-specific charges for services provided to students enrolled within each college, elective fees (e.g. housing fees), and user charges for specific services that apply to individual students (e.g. application fees, transcript fees).

**The Registrar:** The Office of the University Registrar and its staff.

**The Bursar:** The Office of the Bursar and its staff.

### POLICY:

The Bursar's Office is responsible to collect tuition, elective fees and other outstanding charges owed by students per the Tuition and Fee Administration Policy.

### PROCEDURES:

1. Late fees may be assessed on student accounts 30 days past due unless the student has an authorized deferment.
2. The Bursar's Office will notify the student that he/she has a past due account and the need for payment.
3. **If a student's** account continues to remain past due, the outstanding balance will be placed with an outside collection agency and/or on the State of Arkansas' Debt Setoff Program. The student may be subject to collection and/or legal fees.
4. **The Bursar's Office** will place service indicators on past due accounts to prevent students from registering for classes in the subsequent term or to be cleared for graduation.