UNIVERSITY OF ARKANSAS
Clinton School of Public Service

MASTER OF PUBLIC SERVICE STUDENT HANDBOOK 2023-2024

POLICY STATEMENT REGARDING HANDBOOK

Under the consortia agreement MPS students are enrolled in the UA Little Rock Graduate School and are subject to its policies and procedures.

Procedures stated in this handbook require continual evaluation, review and approval by appropriate University of Arkansas Clinton School of Public Service officials. UACS operates under applicable University of Arkansas Board policies. The policies and procedures in the Student Handbook and Catalog do not supersede or negate Board of Trustee policies, System-wide administrative memoranda or UACS campus policies, but supplement such policies. All statements contained herein reflect policies in existence at the time this Handbook went to press, and UACS reserves the right to change policies at any time and without prior notice. Students are responsible for its contents and expected to comply with all policies of the institutions with which the School affiliates.

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OUR VISION

We believe in the right of all individuals, without exclusion, to participate fully and democratically in the social, cultural, economic, and political systems that affect their lives. Therefore, professional public servants must understand, engage, and transform these complex systems to ensure equity, eliminate injustice, and effect positive social change.

We believe in the right of all individuals to reach their full potential and to embody the spirit of democracy. Therefore, public servants must join with those who are marginalized so they are advocates for bettering their own lives and developing their own communities.

We believe in moral leadership that includes integrity, compassion, and a commitment to social justice. Therefore, public servants must listen to and learn from diverse groups, compromise and build alliances, and take strategic and decisive action to advance the common good.

OUR MISSION

The mission of the University of Arkansas Clinton School of Public Service is to educate and prepare professionals in public service who understand, engage, and transform complex social, cultural, economic, and political systems to ensure equity, challenge oppression, and effect positive social change.

We realize our mission by:

Operating at the intersection of theory and practice.

Establishing, nurturing and maintaining a community of students, scholars, and experienced public servants.

Creating and sustaining partnerships and alliances with public, for-profit, nonprofit, philanthropic, and volunteer sectors.

Systematically evaluating the School's effectiveness in fulfilling its mission.

CORE VALUES

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

CORE KNOWLEDGE

Communication - theory/models/process
methods/strategies
Community/economic development
Program design, planning, and development
Program evaluation
Cultural awareness
Professional and personal ethics/ethical behavior
Social change theory
Social justice
Understanding power, privilege and oppression
Global/international development
Economic development

CORE SKILLS

Empathy
Critical and analytical thinking
Communication - facilitation, intercultural/interpersonal management
Communication - effective oral/public speaking, presentation and writing skills
Leadership in public and nonprofit organizations
Advocacy
Decision making skills for public and nonprofit organizations
Research methods
Data analysis
Conflict management - negotiation, mediation, resolution

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. In 1879 the University accepted responsibility for academic management and operation of a privately established not-for-profit medical campus in Little Rock; this merged into the University System in 1911 and is now known as the University of Arkansas for Medical Sciences (UAMS). In 1969, Little Rock University joined the UA System, becoming the University of Arkansas at Little Rock (UALR).

The University has grown considerably during the past century. In addition to the UA parent campus in Fayetteville and the UALR and UAMS campuses, the system now has eight additional campuses: UA at Pine Bluff, UA at Monticello, Phillips Community College of the UA, UA at Fort Smith, Cossatot Community College of the UA, UA Community College at Batesville, UA Community College at Morrilton and UA Community College at Hope. Each of the 11 campuses has its own Chancellor, and the system is administered by a President and Board of Trustees. Because of its land-grant origin, the Division of Agriculture has special identity within the UA System, and the Arkansas Archeological Survey, the Criminal Justice Institute and the Winthrop Rockefeller Institute are special units. The most recent additions to the UA System are the Arkansas School for Mathematics, Sciences and the Arts (Hot Springs) and the Clinton School of Public Service, both added in 2004.

Board of Trustees

The Board of Trustees is a 10-member body appointed by the Governor, with concurrence of the State Senate, for ten-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, and all major official acts of the University require Board approval. Official acts include, but are not limited to, the 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 each campus generally is the Chancellor, who is responsible to the President of the University of Arkansas System, Dr. Donald R. Bobbitt. Under each Chancellor's leadership, campus affairs are conducted in keeping with general UA policies established through the President and the Board of Trustees. The Chancellors for UA's three largest graduate campuses are:

- Dr. Charles Robinson, UA at Fayetteville, www.uark.edu
- Dr. Christina Drale, UA at Little Rock, www.ualr.edu
- Dr. Cam Patterson, UA for Medical Sciences, www.uams.edu

Although the Clinton School's degree program operates under a consortium agreement with the UA Fayetteville, UA Little Rock and UAMS, the Dean is appointed by and reports directly to the President, not to the Chancellors of the sponsoring institutions. The governance of the Clinton School therefore is unique within the UA System, and the administrative and academic policies are as spelled out in this Catalog and Handbook.

Clinton School of Public Service
The University of Arkansas Clinton School of Public Service (UACS) was established by the Board of Trustees on January 29, 2004, as a new academic unit within the UA System. The concept of a graduate school attached to the William J. Clinton Presidential Center was a part of the plan by President and Secretary Clinton from the outset, and Professor Diane Blair from the University of Arkansas urged that it be a school of "public service" to fit with President Clinton's long-time principles. Then University of Arkansas System President Sugg supported the concept with enthusiasm, and the idea received an initial planning appropriation from the Arkansas General Assembly in 1997. In 2001, an additional grant was received from the Economic Development of Arkansas Fund to continue the planning.

The Clinton School's degree programs operate under a consortium agreement with UA Fayetteville, UA Little Rock, and UAMS, and is accredited by the Higher Learning Commission through UA Little Rock.

UACS Administration
Dr. Victoria DeFrancesco Soto is the dean of the Clinton School. The dean is the chief executive officer of UACS and is responsible to President Bobbitt and the University Board of Trustees for conducting UACS campus affairs and overseeing all aspects of the School.

Dr. Susan Hoffpauir is the academic dean and is the chief academic officer for UACS. She is responsible for providing oversight for the academic program.

Center on Community Philanthropy
The creation of the Clinton School provided an opportunity for individuals who are dedicated to lives of public service to view philanthropy as the means by which the resources of communities can be combined in a sense of common cause, of inclusive solutions and of building on a community's assets rather than its deficits.

The Center on Community Philanthropy focuses on how philanthropy can unleash and expand the enormous individual, private and public assets that dwell in communities. It explores innovative behaviors and traditions of giving, raising to greater leadership and sustainable development. By virtue of its location in a new and highly visible graduate school of public service, it is uniquely positioned to concentrate on philanthropy as citizenship by exploring, researching, documenting and teaching non-traditional, culturally-appropriate philanthropic practices and sharing philanthropic traditions from across the world.

FACULTY AND STAFF

Faculty

Victoria DeFrancesco Soto, Ph.D.
Professor of Political Science, Dean

Susan A. Hoffpauir, Ph.D.
Professor of Social Work, Academic Dean

Al Bavon, Ph.D.
Professor of Public Administration

Nichola Driver, Ph.D.
Assistant Professor of Sociology
Director of the Office of Community Engagement

Mike Hemphill, Ph.D.
Professor of Practice

Chul Park, Ph.D.
Assistant Professor of Public Administration

Brandon Merrell, Ph.D.
Assistant Professor of Political Science

Robert Richards, J.D., Ph.D.
Assistant Professor of Communication

Abigail Vaughn, Ph.D.
William Jefferson Clinton Fellow

Charlotte Williams, Dr.PH,
Professor of Public Health
Director of the Center on Community Philanthropy

Affiliated Faculty

Arvind Singhal, Ph.D.
William J. Clinton Distinguished Fellow
Professor of Communication and Director of the Social Justice Initiative, University of Texas, El Paso

John C. Davis, Ph.D.
Executive Director
The David and Barbara Pryor Center, University of Arkansas, Fayetteville

Donald L. Ernst, M.S.E.
Instructor of Education Policy

Amber Booth-McCoy
Senior Diversity Specialist, UAMS
CEO, The Diversity Booth, Inc.

Malcolm Glover, Ph.D.
Instructor

Staff

Kent Broughton
Community Impact Officer and Equity Analyst

Nikolai DiPippa
Chief of Staff

Tiffany Jacob
Director, International Programs and Outreach

Mallory Mounce
Director of Development

Patrick Newton
Director of Marketing and Communications

Benita Norwood
Business Officer

Steve Person
Director of Technology

Student Services Manager

Jeanne Stovall
Registrar

Alex Thomas
Director of Enrollment and Alumni Services

Beth Quarles
Director, Local Programs and Regional Outreach

Master of Public Service

The Master of Public Service (MPS) degree is offered in person on the campus of the William J. Clinton Presidential Center and as a fully online program.

In-person MPS Program

The in-person MPS degree requires 46 credit hours for graduation: 20 credit hours of core courses; 17 hours of public service field projects consisting of the two-semester Practicum, the International Public Service Project, and the two-course Capstone sequence; 3 hours of social change credit; and 6 hours of elective credit. Students are required to complete the entire curriculum within 5 years of first enrolling.

Core Courses

Limit on Attempts at Passing a MPS Core Course

Students are limited to two (2) attempts to pass an MPS core course. If a student receives a failing grade (a D or an F) twice in the same core course, she or he will be dismissed from the program on academic grounds. Withdrawing from a course before receiving a grade isn't considered a failed attempt at the course.

CSPS 7223 Foundations of Public Service (2 credit hours)

This course covers the history, contexts and practices of public service. Students will define public service in a global context and reflect on their past and future roles as public servants. The course will explore the various roles public servants play and the various contexts in which they practice public service.

CSPS 7303 Communication and Social (Ex)Change (3 credit hours)

Being an effective public service professional requires having the knowledge and skills to act in situations in positive and productive ways that allow for authentic participation by those who may be affected by policies, processes and actions. This course focuses on the constitutive nature of communication to create and maintain equitable social worlds. Students will explore various theories of democracy, civic participation, and public issue and policy formation, analyze case studies to understand the complexities of creating and maintaining equitable social worlds, and engage in exercises to develop effective facilitation skills.

CSPS 7333 Program Planning and Development (3 credit hours)

This course provides students with the analytical tools to enhance their skills and competencies to effectively diagnose problems and formulate solutions within organizations and communities. Emphasis will be placed on models, theories, methods and processes used to systematically plan public service interventions that contribute to the wellbeing of communities and organizations. Topics covered include identifying and assessing needs and assets, setting goals and objectives, researching best practices, developing a feasible and sustainable plan for change, and assessing how well the plan is likely to effect the change envisioned. Underlying values of social justice and collaborative problem-solving provide a benchmark for discussions on these topics.

CSPS 7335 Field Research in Public Service (3 credit hours) (corequisite CSPS 7240 - Practicum I)

This course introduces students to the concepts and principles of field research and is taught in conjunction with their first semester of Practicum. Topics include the key components of collaborative

field research, ethics in field research, developing a research focus and research question, conducting a literature review, gathering data and data management, and analyzing data and reporting.

CSPS 7334 Seminar in Program Evaluation (3 credit hours) (prerequisite CSPS 7333 - Program Planning and Development)
This course builds on the skills students gain in Program Planning and Development and Field Research in Public Service. The primary objective is for students to learn and apply tools that are frequently used to determine whether public policies and programs at local, national and international levels are achieving their intended objectives. In this course, students learn how to use appropriate research methods to evaluate public and not-for-profit programs and entities (e.g., non-profit organizations, foundations, NGO's), how to develop strategies for doing evaluation, and how to manage evaluation projects. Prerequisites: CSPS 7333: Program Planning and Development and CSPS 7334: Field Research in Public Service.

CSPS 7315 Data Analysis (3 credit hours) (prerequisite 7335- Field Research in Public Service)
This course provides an overview of statistical methods and hands-on application of statistical tools to managerial decision-making in public service. Understanding statistical analysis and being able to work with data are important competencies of professionalism in public service. Course topics include research design, data collection and measurement, descriptive statistics, hypothesis testing, processes for selecting statistical tests and assessment of statistical assumptions, measures of association and other bivariate statistics, index variable construction, regression analysis, and an overview of other selected statistical and quantitative methods applied to social problems in public service. The fundamental approach of the course is that there will be no mindless memorization of formulas and methods. Throughout the course, the emphasis will be on understanding the reasoning behind the methods and tests, the assumptions under which they are valid, and the correct interpretation of results.

CSPS 7331 The Theory and Practice of Global Development (3 credit hours)
This course provides an overview of three intersecting institutions, which will be useful when conducting public service in the global south, and democratizing societies. These institutions include the State, the market and civil society. The course examines the interventions from colonialism to globalization assessing the efforts of Northern States, multilaterals and non-governmental organizations as they attempt to solve the challenges of poverty, disease, conflict, famine, and gender inequality in the Global South.

Field Service Projects
Rules Governing Field Work

1. Fieldwork must align with the Fair Labor Standards Act.
2. UACS does not generally support students traveling to countries that are under a Travel Warning issued by the US Department of State or under a Travel Warning Level 3 as determined by the CDC. To request an exemption to this policy, students must submit a *Petition for Exception to the UACS Travel Policy*. Students will be notified whether or not their petition has been approved or denied. If denied, they will not be authorized by UACS to participate in the proposed experience.

3. UACS has the right to remove a student from a field experience if there is a medical necessity and/or the student's well being may be in danger.
4. The Clinton School does not assume responsibility for any costs associated with not having adequate health or accident insurance.
5. The Clinton School does not assume responsibility for any injuries suffered or sustained by students while students are in transit to/from or working on their field projects.
6. Students are responsible for ensuring that they do not complete any project work where Institutional Review Board approval is needed until that approval is received.
7. The project supervisor(s) and the UACS Director of Communications must approve all information released to any media outlets about any field projects.
8. Students completing field projects must be able to share their work and its results with either Beth Quarles (for Practicum projects) and/or Tiffany Jacob (IPSP projects) and/or the faculty advisor, Academic Dean and Dean. Whether or not the work is shared with a larger group and/or the public is at the discretion of the project supervisor.
9. An individual student cannot distribute their field work results unless the field project supervisor, the faculty advisor, and any co-authors approve that distribution.
10. In the case where a field project involves working within an existing research study or program, publication of results, including manuscript authorship, will follow the established protocol of the research program.
11. Any exception to these rules must be approved by the Academic Dean.

CSPS 7341 Practicum I (3 hours)
CSPS 7340 Practicum II (3 hours) (prerequisite: Passing grade in CSPS 7341 Practicum I)
The practicum is a year-long required course sequence in the first year of the MPS degree program that places students in teams working on public service projects selected by the faculty where students apply the knowledge and skills they are learning at the School. Practicum prepares students to work effectively in the field, develops teamwork skills required to successfully complete team projects, helps students apply what they are learning at the Clinton School to real world public service projects, and provides opportunities to plan, implement and analyze project work with significant mentoring from faculty, peers, and community members. Students must complete both semesters of the practicum, three credit hours in the fall semester and three credit hours in the spring semester and passing in Practicum I is a prerequisite for enrolling in Practicum II. Due to the team requirements of Practicum, if a student withdraws, receives a failing grade, or receives no credit in Practicum II, he/she must retake both Practicum I and Practicum II at his/her own expense.

CSPS 7530 International Public Service Project (5 hours) (prerequisites: Successful completion of first-semester core courses and passing grades in core courses at the Spring semester mid-term point). If a student enrolls in IPSP in the Spring semester but doesn't complete the project during the Summer or Fall semesters which immediately follow, she or he will be required to participate in all pre-departure workshops and complete all pre-departure assignments again.

The Clinton School's International Public Service Projects (IPSP) are designed to provide a practical "hands on" experience outside the United States or domestically with an organization that fosters an immersive cross-cultural experience. The IPSP provides students with the opportunity to apply learning acquired during the first year of MPS curriculum by testing newly developed skills in a setting that stretches the boundaries of one's existing cultural and experiential world. The Clinton School encourages students to complete this field project outside of his or her home country. Students are

eligible to receive a stipend for IPSP. This stipend is taxable income. Students are responsible for claiming their stipends on their income tax documents.

Rules Governing the International Public Service Project (IPSP)

1. Any incompletes in core courses taken in the Fall of the first year must be resolved before beginning the IPSP.
2. Students are required to attend all mandatory IPSP preparatory classes prior to going on their IPSP and in the same academic year that they plan to enroll.
3. Students who do not meet the pre-departure assignment requirements and deadlines before their term of enrollment begins will be required to withdraw or will receive no credit in the course.
4. Students complete the IPSP requirements on-site working full-time for their IPSP host organization in an immersive cross-cultural environment.
5. Full-time is defined by the host organization but cannot be less than 240 hours of on-site hours.
6. If a student withdraws, receives a failing grade, or receives no credit on the IPSP, he/she must re-enroll at his/her own expense and will not qualify for additional IPSP funding from the Clinton School.
7. Any exception to these rules must be approved by the Academic Dean.

CSPS 7322 Capstone Proposal (3 hours) (prerequisite: Completion of CSPS 7530 with a passing grade and a grade of at least a C in all completed core courses)
Note: If a student has an incomplete in a core course before Capstone Proposal enrollment, her or his enrollment in CSPS 7322 may be delayed until the course work is complete and the student has received a passing grade.

CSPS 7320 Capstone (3 hours) (prerequisite: Completion of CSPS 7322 with a passing grade)
The Capstone sequence are the culminating field courses, designed to provide students an opportunity to demonstrate their expertise. The sequence employs an independent study format primarily overseen by a UACS faculty advisor. Through the Capstone sequence students: (1) apply the knowledge, skills, and values from the UACS program in a sophisticated way to a real-world problem or challenge; (2) understand, engage, and seek to transform complex systems; and (3) produce a deliverable that meets an identified community need and exemplifies, in its product, the knowledge, skills and values of the UACS curriculum. **Students have three (3) semesters to complete Capstone sequence once they enroll in CSPS 7322 Capstone Proposal.**

Rules Governing Capstone Sequence
The capstone is meant to be completed by the second academic year. It is the culminating academic experience where students are asked to apply their MPS skills to a public service issue.

1. Any incompletes in core courses must be resolved before enrolling in CSPS 7322 Capstone Proposal.
2. Students must receive a passing grade in CSPS 7322 Proposal in order to enroll in CSPS 7320 Capstone and continue their capstone project work. Students have a maximum of three consecutive semesters to complete the capstone sequence from the semester in which they enroll in CSPS 7322 Capstone Proposal. Semesters include fall semester, spring semester and summer semester.

3. Students are required to complete a minimum of 250 contact hours on a capstone project. Students can begin counting hours after their Capstone Topic has been approved. 250 hours is the minimum requirement and most capstone projects will require more than the minimum for completion. Contact hours include all work on your Capstone project such as meeting with the organization/partner, conducting the literature review, writing your proposal, implementing your project, and writing your final paper/working on your deliverables.
4. If a student withdraws from, receives a failing grade in, or receives no credit in CSPS 7322 Capstone Proposal, he/she must re-enroll at his/her own expense.
5. If a student re-enrolls in the CSPS 7322 Capstone Proposal, the student may be required to find a new capstone project and will have three semesters from re-enrollment to complete the new capstone project.
6. Students are limited to two attempts to successfully complete the Capstone sequence.
7. Any exception to these rules must be approved by the student's Capstone advisor and the Academic Dean.

Social Change Option (3 credit hours)
Students choose a course from the approved options.

Electives (6 hours)
The student's faculty advisor will work with the student to choose elective courses that are of interest to the student and that will be appropriate for the student's future career. Elective courses help develop a specialty or concentration focus and have the potential to significantly sharpen the area of professional expertise. The faculty advisor will help the student concentrate on the overall learning objectives for these courses, integrating them with the practicum and capstone.

Certificate Programs
UACS has two certificate programs that in-person students can enroll in - the Certificate in Program Planning and Evaluation for Social Change and the Certificate in Communication for Social Change. Note that students must be admitted to these certificate programs. The deadline for applying to the certificate programs is August 10th each year.

Certificate in Program Planning and Evaluation for Social Change
Curriculum Requirements (12 credit hours)
To earn the certificate, students must earn at least a B in all these required courses.
1. CSPS 7333 - Program Planning and Development
2. CSPS 7334 - Program Evaluation
3. CSPS 7315 - Data Analysis
4. CSPS 7320 – Capstone focused on program planning and/or evaluation.

Certificate in Communication for Social Change
Curriculum Requirements (12 credit hours)
To earn the certificate, students must earn at least a B in all these required courses.
1. CSPS 7303 - Communication and Social Exchange
2. CSPS 7383 - Professional Communication and Civic Engagement
3. CSPS 7314 - Advocacy in Public Service
4. CSPS 7320 – Capstone focused in the area of communication

Certificate Enrollment Process

1. Students complete the Application for Certificate form.
2. When students begin the Capstone course sequence, they must sign the Capstone **Deliverable Agreement Form**. This ensures and documents that they understand their final deliverable must contain all the required elements related to the certificate outlined in their Capstone Proposal in order to get the certificate.
3. Students must apply to graduate from the certificate programs just like they apply to graduate from the MPS program. Note that these are separate processes so students getting a certificate and graduating from the MPS program must apply for each separately.

Concurrent Degree Programs

There are four concurrent degree programs in-person students can pursue.

MPS/JD

UACS in-person students may concurrently pursue a Juris Doctorate (JD) at the UALR William H. Bowen School of Law under a combined degree program agreement which allows cross-credit for courses. The combined degree program offers a potential savings of credit hours in the total credit hours otherwise required for both degrees. A student in the combined degree program must complete all the requirements for the JD degree as specified by the Bowen School of Law and all requirements for the MPS degree as specified by UACS.

MPS/MSW

UACS in-person students may concurrently pursue a Master of Social Work (MSW) at the UALR School of Social Work under a concurrent degree program agreement which allows cross-credit for courses. The concurrent program offers a potential savings of credit hours in the total number of credit hours otherwise required for both degrees. A student in the combined degree program must complete all the requirements for the MSW degree as specified by the School of Social Work and all requirements for the MPS degree as specified by UACS.

MPS/MPH

UACS in-person students may concurrently pursue a Master of Public Health (MPH) at the UAMS Fay W. Boozman College of Public Health under a concurrent degree program agreement which allows cross-credit for courses. The concurrent program offers a potential savings of credit hours in the total number of credit hours otherwise required for both degrees. A student in the combined degree program must complete all the requirements for the MPH degree as specified by the Boozman College of Public Health and all requirements for the MPS degree as specified by UACS.

MPS/MBA

UACS in-person students may concurrently pursue a Master of Business Administration at the UAF Sam M. Walton College of Business under a concurrent degree program agreement which allows cross-credit for courses. A student in the program must complete all the requirements for the MBA degree as specified by the Walton College and all requirements of the MPS degree as specified by UACS.

Online MPS Program

The asynchronous online degree program requires 36 credit hours for graduation. Students are required to complete the entire online curriculum within 5 years of first enrolling.

Core Courses

Limit on Attempts at Passing a MPS Core Course

Students are limited to two (2) attempts to pass an MPS core course. If a student receives a failing grade (a D or an F) twice in the same core course, she or he will be dismissed from the program on academic grounds. Withdrawing from a course before receiving a grade isn't considered a failed attempt at the course.

CSPS 7323 - Foundations of Public Service (3 credit hours)

This course covers the history, contexts and practices of public service. Students will define public service in a global context and reflect on their past and future roles as public servants. The course will explore the various roles public servants play and the various contexts in which they practice public service.

CSPS 7303 Communication and Social (Ex)Change (3 credit hours)

Being an effective public service professional requires having the knowledge and skills to act in situations in positive and productive ways that allow for authentic participation by those who may be affected by policies, processes and actions. This course focuses on the constitutive nature of communication to create and maintain equitable social worlds. Students will explore various theories of democracy, civic participation, and public issue and policy formation, analyze case studies to understand the complexities of creating and maintaining equitable social worlds, and engage in exercises to develop effective facilitation skills.

CSPS 7335 Field Research in Public Service (3 credit hours)

This course introduces students to the concepts and principles of field research. Topics include the key components of collaborative field research, ethics in field research, developing a research focus and research question, conducting a literature review, gathering data and data management, and analyzing data and reporting.

CSPS 7315 Data Analysis (3 credit hours)

This course provides an overview of statistical methods and hands-on application of statistical tools to managerial decision-making in public service. Understanding statistical analysis and being able to work with data are important competencies of professionalism in public service. Prerequisite: CSPS 7334 - Field Research in Public Service.

CSPS 7323 Leadership in Public Service

Leadership in public service requires strong interpersonal skills, both to direct an organization effectively and to work successfully with other individuals/organizations in the public, private and non-governmental sectors. This course provides the foundation of theory and practice of administrative leadership. It is designed to increase students' knowledge of leadership concepts and best practices, provide opportunities and experiences that improve leadership skills and techniques, and enhance capabilities in organizational management.

CSPS 7333 Program Planning and Development (3 credit hours)

This course provides students with the analytical tools to enhance their skills and competencies to effectively diagnose problems and formulate solutions within organizations and communities.

Emphasis will be placed on models, theories, methods and processes used to systematically plan public service interventions that contribute to the wellbeing of communities and organizations. Topics covered include identifying and assessing needs and assets, setting goals and objectives, researching best practices, developing a feasible and sustainable plan for change, and assessing how well the plan is likely to effect the change envisioned. Underlying values of social justice and collaborative problem-solving provide a benchmark for discussions on these topics. Prerequisite: CSPS 7334 - Field Research in Public Service.

CSPS 7334 Seminar in Program Evaluation (3 credit hours) This course builds on the skills students gain in Program Planning and Development and Field Research in Public Service. The primary objective is for students to learn and apply tools that are frequently used to determine whether public policies and programs at local, national and international levels are achieving their intended objectives. In this course, students learn how to use appropriate research methods to evaluate public and not-for-profit programs and entities (e.g., non-profit organizations, foundations, NGO's), how to develop strategies for doing evaluation, and how to manage evaluation projects. Prerequisite: CSPS 7333 - Program Planning and Development

CSPS 7310 Philanthropy Leadership and the Non-profit Sector (3 credit hours)
Philanthropic intuitions often aim at giving toward major societal issues including environmental justice, quality education, race relations, immigration, health care and public health with the goal of helping individuals and communities in need. More foundations are widening their focus from just meeting needs to building sustainable local change. This course will explore community philanthropy as the giving and sharing from within communities that is characteristic of positive change and lasting development. It will examine the principles, standards and practices of community philanthropy and study the leadership role of foundations and nonprofit organizations in creating social change.

CSPS 7310 Advocacy in Public Service (3 credit hours)
This course examines the role of public discourse in constituting (molding, shaping, and even distorting) publics, public decisions, and ultimately public life. Specifically, it considers persuasion (human communication designed to influence the autonomous judgments and actions of others) and advocacy (the use of propositions, evidence, reasons, and the general rhetorical strategies to promote and advance one's public or civic interests) and their influence on democratic processes and public policy.

CSPS 7322 Capstone Proposal (3 hours) (prerequisite - a grade of at least a C in all core courses)
In this course students plan and develop their Capstone project which they implement in the CSPS 7321 Capstone course. The completed Capstone project demonstrates students can:
apply the knowledge, skills, and values from the UACS program to a real-world problem or challenge; engage with complex systems; produce a paper or a deliverable that exemplifies, in its product, the knowledge, skills and values of the UACS curriculum.

CSPS 7320 – Capstone (3 hours) (prerequisite – completion of CSPS 7322 – Capstone Proposal)
The Capstone is the culminating field course, designed to provide students an opportunity to demonstrate their expertise. The Capstone employs an independent study format primarily overseen by a UACS faculty advisor. Through the Capstone students: (1) apply the knowledge, skills, and values from the UACS program in a sophisticated way to a real-world problem or challenge; (2) understand, engage, and seek to transform complex systems; and (3) produce a deliverable that meets an

identified community need and exemplifies, in its product, the knowledge, skills and values of the UACS curriculum. Students have three (3) semesters to complete Capstone once they enroll in the course.

Rules Governing Capstone Sequence

The capstone is meant to be completed by the second academic year. It is the culminating academic experience where students are asked to apply their MPS skills to a public service issue.

1. Any incompletes in core courses must be resolved before enrolling in CSPS 7322 Capstone Proposal.
2. Students must receive a passing grade in CSPS 7322 Proposal in order to enroll in CSPS 7320 Capstone and continue their capstone project work. Students have a maximum of three consecutive semesters to complete the capstone sequence from the semester in which they enroll in CSPS 7322 Capstone Proposal. Semesters include fall semester, spring semester and summer semester.
3. Students are required to complete a minimum of 250 contact hours on a capstone project. Students can begin counting hours after their Capstone Topic has been approved. 250 hours is the minimum requirement and most capstone projects will require more than the minimum for completion. Contact hours include all work on your Capstone project such as meeting with the organization/partner, conducting the literature review, writing your proposal, implementing your project, and writing your final paper/working on your deliverables.
4. If a student withdraws from, receives a failing grade in, or receives no credit in CSPS 7322 Capstone Proposal, he/she must re-enroll at his/her own expense.
5. If a student re-enrolls in the CSPS 7322 Capstone Proposal, the student may be required to find a new capstone project and will have three semesters from re-enrollment to complete the new capstone project.
6. Students are limited to two attempts to successfully complete the Capstone sequence.
7. Any exception to these rules must be approved by the student's Capstone advisor and the Academic Dean.

<u>Electives</u> (3 hours)

The student's faculty advisor will work with the student to choose elective courses that are of interest to the student and that will be appropriate for the student's future career.

UACS Graduation Honors

Bruce International Prize

The Bruce International Student Prize, funded by the late Dr. Tom Bruce, is awarded to a graduating in-person or online student who is not a United States citizen and who, by vote for the faculty, has most visibly contributed to world peace during attendance at the Clinton School, as judged by performance in both academic studies and community public service field projects. During graduation week, the student is presented a certificate and $1,000.

Public Service Excellence Award

The Public Service Excellence Award honors one in-person student and one online student for their exceptional commitment to effecting positive social change through public service, the heart of the Clinton School mission. The recipients of these awards are chosen by the faculty.

Academic Achievement Award

The Academic Achievement Award is presented to one in-person student and one online student who has exhibited excellence in academic achievement and who has demonstrated leadership. The recipients of these awards are chosen by the faculty.

ACADEMIC RULES AND POLICIES

The Family Educational Rights and Privacy Act (FERPA)

UACS complies with UA Little Rock FERPA policies and processes as stated below. For more information, see FERPA and Students' Rights.

The Family Educational Rights and Privacy Act Of 1974 (FERPA) is a federal regulation that protects the privacy of student education records and provides eligible students certain rights with respect to their education records:

1. To inspect and review all educational records pertaining to the student, with some exceptions under FERPA, within forty-five (45) days of the day the university receives a request for access. Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
   (Note: UACS students may have records in one or more of the following offices: Academic Advising, Admissions, Bursar's Office, Deans Office, Disability Resource Center, Financial Aid, IT Services, Health Services, Ottenheimer Library, Records and Registration, Testing Services, and in the custody of other administrative and academic personnel within the limitation of their need to know. Students may review their education records by written request to the appropriate office's record custodian. Students should submit a written signed request which identifies as precisely as possible the record(s) he or she wishes to inspect. A student must present a valid photo ID such as a driver's license, military ID, University ID, or state ID before being permitted to review the education record.)

2. The right to request the amendment of his or her educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights. Students should write to the university official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If UACS decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing and is also contained in University Wide Administrative Memorandum 515.1. (See 6. below)
3. The right to withhold directory information (see directory information below), which will be subject to public disclosure unless the student informs the Office of Records and Registration in writing, that he or she does not want any information designated as directory information.
4. The right to consent disclosure of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits disclosure without consent to school officials with

legitimate educational interests. A "school official" is a person employed by the UACS or UALR in an administrative, supervisory, academic or research, or support staff position including campus law enforcement unit personnel and health staff; a person or company with whom the university has contracted such as an attorney, auditor, or collection agency; a person serving on the UA Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the university may also disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the United States Department of Education concerning an alleged failure by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

6. The right to obtain a copy, upon paying a copying fee, of University Wide Administrative Memorandum 515.1 and UALR's copy of FERPA regulations. Copies may be obtained in the UA Little Rock Ottenheimer Library.

When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Presumptive Knowledge of Rules and Announcements

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

Burden to Comply with Academic Rules

1. The burden is on the student to demonstrate compliance with all requirements.
2. A student is responsible for keeping track of the student's own academic progress.

Graduation Requirements

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

Time Limit for Completion of Degree

1. Students must complete all degree requirements within five years of the date they originally registered as a student. If at the end of five years the student's cumulative GPA is above 3.0 **and**

she or he has enrolled in Capstone and only needs to complete Capstone to complete the MPS requirements, she or he may be allotted one additional semester to finish with the approval of the Capstone advisor and Associate Dean.

2. Students who are readmitted to UACS and begin their studies anew pursuant to the rules covering readmission (see "Readmission" below) must complete their degree requirements within four years of the date of their readmission.

Limit on Attempts at Passing a Course

1. Students are limited to two (2) attempts to pass a core course. If a student receives a D or an F twice in the same core course, she or he will be dismissed from the program.
2. A withdrawal from a course before receiving a grade isn't considered an attempt.

Grading Policies

1. Grading Scale
   a. The numerical value of each letter grade per hour credit for purposes of computing grade point average (GPA) is as follows: A=4.00, B=3.00, C=2.00, D=1.00, F=0.00. The lowest passing grade in core and elective courses taken at UACS is a C. The lowest passing grade for courses transferred from other institutions is a B.
2. Incomplete Grades
   a. A student may be assigned an incomplete grade ("I") at the discretion of the instructor. Incomplete grades may only be assigned when both of the following criteria are satisfied:
      1. A student held a passing grade in a course based on all prior assignments and other requirements.
      2. After the semester's individual course drop deadline, unanticipated circumstances beyond the student's control prevented the timely completion of remaining course requirements prior to the end-of-term grade submission deadline.
   b. If the instructor chooses to assign an incomplete grade, the instructor shall determine a revised submission deadline that shall not exceed 90 days from the original grade submission deadline for the course. For elective courses taken on the consortium University campuses, their rules apply on receiving and resolving "I" grades.
3. Semester grades are available in students' UALR BOSS accounts after they are posted.

Academic Probation

1. If a student's GPA at the end of one semester is less than 3.00 (the requirement for graduation), he or she will be placed on academic probation.
2. If subsequent performance during the following semester raises the cumulative GPA to 3.00 or better, the student is removed from academic probation.

Academic Dismissal from School

1. If a student fails a core course, he or she may be dismissed from UACS on academic grounds.
2. If a student's semester GPA is below 3.0 for two semesters (consecutive or nonconsecutive), he or she may be dismissed from UACS on academic grounds (for the purposes of this policy, Summer does not count as a semester if a student is taking less than 5 credit hours).

Readmission

1. A student who has been dismissed for academic deficiency may apply for readmission provided that the student's cumulative GPA was 2.50 or higher when she or he was dismissed.

2. The Admissions Committee will use the following standards for considering readmission:
    a. The reasons for the student's inadequate performance have been resolved and will not interfere with the success of her/his studies in the future;
    b. It is reasonable to expect that the petitioner will be effective and ethical in public service after graduation; and,
    c. The candidate's qualifications for readmission.

Regular and Punctual Attendance in Courses and at Activities

1. Regular and punctual attendance is expected in all courses.
2. A student who fails to maintain regular and punctual attendance may be withdrawn from: (a) the course by the instructor; (b) UACS by a vote of the faculty; or (c) both.
3. Prompt and regular attendance, adequate preparation or lack thereof and class participation may be considered by the individual faculty member in regard to grades, and by the faculty, the Academic Dean and the Dean in regard to honors, awards, scholarships, recommendations and similar matters.
4. Requirements in attendance, preparation and class participation by an instructor in a particular course: (a) shall be included on the course syllabus.

Auditing Of Courses

UACS students are not allowed to audit any UACS-required courses.

Transfer Credits

Note that grades for courses taken at the Bowen Law School and institutions outside the University of Arkansas at Little Rock ARE NOT calculated in cumulative grade point average.

1. Students wishing to transfer credit hours should first contact their faculty adviser.
2. UACS will permit a student to transfer up to six (6) graduate semester hours of core credit and six graduate hours of elective credit from other programs, subject to advance approval by the UACS Academic Dean. Courses to be transferred must:
    a. Have been taken at an accredited higher education institution;
    b. Have been passed with a grade of 'B' or better;
    c. Have been taken within the previous 5 years;
    d. Have course content relevant to the MPS degree.

Rules Governing Courses Taken Outside the University of Arkansas System

Note that grades for courses taken outside the University of Arkansas System ARE NOT calculated in cumulative grade point average. Students may take up to six graduate hours of core courses and six graduate hours of elective credit outside of the University of Arkansas System with strict adherence to the following procedures and requirements:

The student shall submit a written proposal to his/her faculty advisor. The faculty advisor and the Academic Dean must approve the proposal. The proposal should include the following:

1. The name, address and contact information for the higher education institution(s) where the elective course(s) will be taken.
2. The name(s) of the course(s).
3. Course description(s) from a course catalog, syllabus or another official source.
4. The length of the course(s) *(e.g.,* quarter, semester, summer); the number of credit hours; and the level (*e.g.,* master's level).

5. How the course fits the student's public service interests.
6. When the student plans to enroll in the course(s) or provide an official transcript showing the course was completed with a grade of at least B.

Requirements for taking courses outside the University of Arkansas System include:

1. A student cannot be enrolled as a degree-seeking student in another institution outside of the University of Arkansas system while enrolled at UACS. A student must take the elective course only as a non-degree or certificate-seeking student. Students may be required to verify this status by submitting an official document from the institution where the proposed course is to be taken.
2. The course(s) must be at least master's level and taken at an accredited higher education institution.
3. The course(s) must be related to the Master of Public Service degree.
4. UACS scholarship funds may not be used to pay for the course(s).
5. Students are responsible for ensuring that all necessary documentation for credits taken outside the University of Arkansas System are properly submitted to UACS.

Rules with Respect to Adding or Dropping Courses

1. UACS follows the University of Arkansas at Little Rock's academic calendar in regard to add, drop and withdrawal deadlines.
2. Students are permitted to add, drop or withdraw from UACS courses and remain in good academic standing if approved by the student's faculty advisor and the UACS Academic Dean.
3. Financial Aid recipients who withdraw from classes during a semester may owe a repayment of financial aid funds and are subject to the cancellation of future financial aid. Student loan borrowers must complete exit loan counseling prior to withdrawing from all classes.
4. If a student withdraws from a course after the add/drop deadline for any reason, a "W" (withdraw) will appear on the transcript.
5. Students dropping elective courses on one of the consortium University of Arkansas campuses will adhere to the relevant policies of that specific course or campus.

Transcripts

The UALR Office of Records and Registration is responsible for keeping and providing transcripts to MPS students. Requests for official academic transcripts can be submitted online, in person, by fax, mail or email. All transcript requests, with the exception of the online option, require a signature of authorization. To request a transcript online use this link. Transcripts are sent to Arkansas colleges and universities electronically. All other transcripts will be sent by the US Postal Service. An $8 fee per transcript is required at the time of the request. Incomplete requests or requests without payment cannot be processed. Any obligations to the university must be met prior to your transcript request submission.

Grade Appeal Policy

Any student seeking to appeal a grade shall make his or her appeal to the Dean and Academic Dean. No change in the grade will be made unless the Dean and Academic Dean agree that the grade was arbitrary and capricious (see below for definition).

Deadlines

Students must file their appeal in writing with the Academic Dean no later than January 15 for grades received for the previous fall semester, June 15 for grades received for the previous spring semester, and September 15 for grades received in the previous summer semester. If the student is appealing a failing grade in a prerequisite course, she or he will not be allowed to enroll in the course for which it is a prerequisite until the grade appeal is resolved.

Appeal Procedure
The appeal shall be heard by an ad hoc faculty committee. When possible, this three-member committee will be comprised of a faculty member chosen by the student, a faculty member who has had the student in a class, and a faculty member who has not had the student in class.

The student shall submit to the Academic Dean a written statement setting forth in detail the basis for the appeal. The student's statement will be provided to the faculty member whose grade is the subject of the appeal and to the appeal committee. The faculty member shall have ten (10) business days to submit to the Academic Dean a written statement setting forth the basis for the grade given. The Academic Dean shall promptly distribute this material to the appeal committee and to the student appealing the grade. The committee shall then review the material submitted by the student and the faculty member and submit their recommendation to the Academic Dean within ten (10) business days.

Grade appeals are conducted solely on the written materials submitted by the student and the faculty member and any additional material the committee may request. The student must prove that the grade was arbitrary and capricious. The committee shall recommend to the Dean and Academic Dean whether the grade shall stand. The decision shall be in writing and shall be provided to the student and the faculty member. The decision shall include the committee's rationale for its recommendation.

The Dean and the Academic Dean shall base their decision solely on the written materials submitted by the student and the faculty member, the written recommendation of the faculty review committee and any additional material the Dean or the Academic Dean may request. The grade will stand unless the Dean and the Academic Dean agree the faculty member was arbitrary and capricious. The decision of the Dean and Academic Dean is final. In the event that the student's appeal is successful, the Academic Dean shall administratively change the grade.

In the event that the grade being appealed is in a course taught by either the Dean or Academic Dean, he or she shall withdraw and play no role in the process. In either case, a member of the faculty shall be designated to fulfill the functions performed in this process by the Dean or the Academic Dean including receiving the recommendation from the faculty review committee and serving as one of the final decision makers.

If the grade appeal is directed against the Academic Dean, it shall be filed directly with the Dean. If the grade appeal is directed against the Dean, it shall be filed with the Vice President for Academic Affairs in the University of Arkansas System Office.

As a last resort and only after the procedures above have been carried out, the student may file a formal complaint in writing within three (3) class days of receiving the decision of the Dean and Academic Dean with the UALR associate vice chancellor for academic affairs (see Steps toward Redress for Grade Appeals, Step 3. at https://ualr.edu/policy/home/student/grade-appeals/).

The Arbitrary and Capricious Standard

According to the Clinton School policy, a student's grade will not be changed unless the student can show that the grade was "arbitrary and capricious." A faculty committee will first review the grade and make a recommendation to the Academic Dean on the matter. The grade cannot be changed unless the Academic Dean and the Dean agree.

Black's Law dictionary defines arbitrary in two senses. The first connotation is that arbitrary depends "on individual discretion; specific., determined by a judge rather than by fixed rules, procedures, or law" The second connotation states arbitrariness is "founded on prejudice or preference rather than reason or fact. This type of decision is often termed *arbitrary and capricious."* (emphasis added.) At this point, Black's cross references the definition of capricious. Capriciousness has two connotations. A capricious person is "characterized by or guided by unpredictable or impulsive behavior." A capricious decree is "contrary to the evidence or established rules of law."

The "arbitrary and capricious" standard does not lend itself to easy definition. it. It takes on slightly different applications depending on the context in which it is applied. Departures from established procedures or refusals to apply the appropriate standards might rise to the level of arbitrary and capricious. Similarly, discretionary decisions that do not take into account the circumstances of particular cases might also be arbitrary and capricious.

The AAUP has stated that: "(1) the faculty has the responsibility for the assignment of grades; (2) students should be free from prejudicial or capricious grading; and (3) no grade may be assigned or changed without faculty authorization. … [A]dministrators should not "substitute their judgment for that of the faculty concerning the assignment of a grade."[1]

Courts have accorded broad discretion to faculty members' academic decisions. The United States Supreme Court noted that "the decision of an individual professor as to the proper grade for a student in his course … requires an expert evaluation of cumulative information and is not readily adapted to the procedural tools of judicial or administrative decision making."[2] Justice Powell concurred saying that a professor's academic evaluation of a student should be given "the widest range of discretion."[3] In a similar vein, the Court noted that "[w]hen judges are asked to review the substance of a genuinely academic decision . . . they should show great respect for the faculty's professional judgment. Plainly, they may not override it unless it is such a substantial departure from accepted academic norms as to demonstrate that the person or committee responsible did not actually exercise professional judgment."[4]

The foregoing sources make clear that a faculty member's academic judgments should not be lightly disregarded. They give rise to what should be the applicable standard for grade appeals*: a grade should not be overturned unless there is overwhelming evidence that the grade did not constitute a valid exercise of professional judgment, i.e., that it was arbitrary or capricious.* In other words, *a g*rade should be upheld as long as there is a reasonable academic basis for it.

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1 *American Association of University Professors, Statement of Principles on Academic Freedom and Tenure (1940).*

2 *Board of Curators of the University of Missouri v. Horowitz*, 435 U.S. 78 (1978).

3 *Board of Curators of the University of Missouri v. Horowitz*, 435 U.S. 78 (1978) (Powell, J. concurring).

4 *Regents of the University of Michigan v. Ewing*, 474 U.S. 214 (1985)

Academic Integrity

As a community of scholars, academic integrity is foundational to appropriate conduct within the Clinton School setting. The determination that a student's work was the result of dishonest action can be considered in the faculty member's evaluation of that work and in the determination of the course grade. In addition, disciplinary action may be taken by the UACS Academic Dean or recommended at the conclusion of any appeal.

Acts prohibited by the UACS policy on academic integrity include but are not limited to the following:

1) Cheating: This includes the following:
   a) copying from another student's paper;
   b) using prepared materials, notes, or text other than those specifically permitted by the professor during an examination; collaborating with another student during the examination;
   c) buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of a coming examination, or the use of such material;
   d) substituting for another person during an examination or allowing such substitution for oneself;
   e) bribing any person to obtain examination information.

2) Plagiarism: Plagiarism includes (but is not limited to) adopting or appropriating for one's own use and/or incorporating in one's own work, without acknowledgement, passages, parts of passages, tables, photographs, models, figures and illustrations from the writings or works of others; thus presenting such as a product of one's own mind. Any student who plagiarizes may be subject to **any or all** of the following sanctions: receiving a zero on the written work; receiving a reduced grade for the course in which the plagiarism occurred; being suspended from registering for one or more semester(s); being required to enroll in a short course on graduate level writing; being required to comply with any other appropriate remedy as proposed by the Academic Dean; and/or being dismissed from UACS.

3) Collusion: To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.

4) Duplicity: To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

<u>Procedures for Addressing Instances of Academic Dishonesty</u>

The procedures outlined here are applicable when a student is enrolled in a course and a faculty member suspects the student of an academic offense, and when the suspicion is supported by substantial fact(s) or evidence. The faculty member is responsible for notifying the student in writing of the specific charge. The faculty member is responsible for retaining a copy of the written notice and for forwarding one copy to the Academic Dean.

Only the faculty member may impose a grade penalty for an academic offense. It is recommended that if a student is found guilty or admits guilt, the faculty member will consider the individual circumstances, nature or severity of the
offense, similar class violations, etc., before assessing the grade penalty. Grade penalties for consideration for academic offenses are:

1. a grade of F in the course;
2. a grade of F on the examination, project, etc.;
3. a grade adjustment; or
4. no credit for material presented.

The student has the right to attend classes until any appeal is resolved. In the event an appeal of an academic offense has not been resolved before final grades are due, the student shall receive an "I" and the faculty member will withhold a final grade until the appeal is resolved.

Since this policy and procedure involves student academic records, all grievance hearings shall be conducted in private with only those involved present.

Individual students may exercise their right to have academic offense grievances considered and assessed upon their merits under the general regulations, policies and practices of UACS according to the grievance procedure described below. A "decision" means a determination that the grievance issue or issues were, or were not inappropriate, or in violation of regulations, policies, or practices of the School. Each decision shall include an assessment of the issues and reasons for the position taken.

No student filing a grievance shall thereafter be discriminated against or suffer any academic disadvantage by reason of participation in grievance matters pursuant to this procedure.

The time periods set forth in this grievance policy are intended to provide a reasonably expeditious resolution of grievances, but a failure to process a grievance strictly within the time periods set forth shall not confer any additional rights upon the student submitting the grievance. If the deadline for any of the steps in the grievance process falls on a holiday, weekend or other time when the school is closed, then the due date will be the next working day.

<u>Grievance Procedure Steps</u>
A student grieving a determination of academic dishonesty is entitled to have the issue considered in the following manner. Written records will be maintained at all steps unless noted otherwise in this policy.

1. The student discusses the grievance with the faculty or staff member. The discussion may be held in-person, virtually, or via phone call. No faculty or staff member shall be allowed to delay the resolution of a grievance by failing to hold a consultation with a student within the designated time, unless bona fide reasons such as illness, personal emergency, or campus absences for professional reasons make this time limit unreasonable. If the grievance is satisfactorily resolved, the terms of the resolution shall be reduced to writing, if any of the involved parties desires to have such a written statement, and signed by the student and faculty member.
2. If the grievance is not resolved and the student chooses to pursue the matter further, the grievance must be reduced to writing by the student and sent to the faculty or staff member.

Within ten working days after receipt of the written statement, the faculty or staff member shall prepare a written decision on the matter and forward copies of both documents to the Academic Dean and to the student. Within five working days after receiving the student's appeal and the written decision from the faculty or staff member, the Academic Dean shall prepare a written decision on the matter and forward copies to the student and the faculty or staff member. In addition, the Academic Dean will forward to the Dean all documents pertaining to the appeal.

3. The decision of the Academic Dean may be appealed by the student to the Dean within five working days following receipt of the Academic Dean's decision. In the case of such an appeal, the Dean or the student may request that an *ad hoc* grievance committee be convened to consider the appeal and make a recommendation. In either event, the entire written record shall be included with the appeal letter. If neither the Dean nor the student requests an *ad hoc* grievance committee be established, the Dean will decide the appeal within ten working days.
4. If a grievance committee is requested, the Dean will constitute an *ad hoc* grievance committee to investigate the matter and make written recommendations for its solution. The *ad hoc* grievance committee shall consist of five members selected from the UALR Academic Integrity and Grievance Committee as selected by its chairperson. The *ad hoc* grievance committee shall select its chair who shall be responsible for reporting the recommendation of the committee to all parties. All records shall be maintained by the Dean for a period of three years.
5. The *ad hoc* grievance committee shall operate in a manner consistent with policies and procedures governing the operation of UALR's Academic Integrity and Grievance Committee. It shall be given access to relevant witnesses and records, shall tape the hearing, and attach to their recommendations the written information that has been assembled. The *ad hoc* grievance committee shall adopt and use fair procedures, understanding that its informal inquiry is designed to develop all pertinent factual information. The *ad hoc* grievance committee chair shall return its written recommendations to the Dean within ten working days of the date on which the committee membership was established.
6. Within ten working days following receipt of the recommendation of the grievance committee, the Dean shall present a written decision on the matter, including the report of the *ad hoc* grievance committee, to the claimant and respondent. The decision of the Dean will be final and binding, and shall not be subject to further appeal.
7. In the event a grievance is directed against the Academic Dean, it shall be filed directly with the Dean. If the grievance is directed against the Dean, it shall be filed with the Vice President for Academic Affairs in the University of Arkansas System Office.

Faculty members shall adhere to school-approved classroom policies and procedures and shall establish fair and reasonable standards in such matters as attendance, submission of assigned work, seating arrangements, class decorum, regular and make-up examinations and grading. Faculty members shall make their standards known to each class at the earliest opportunity. Grievances against these standards and alleged violations of school-approved classroom policies are not subject to the process defined here, but should be brought the attention of the faculty member, Academic Dean and, if necessary, the Dean in that administrative order so that a continuing administrative effort may be made to ameliorate problems.

Student Conduct

The Clinton School of Public Service (UACS) has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent. Violations of school policies, Arkansas law, U.S. Federal law, country specific laws, and unprofessional behavior cannot be condoned or tolerated in the UACS community. Student behavior, no matter the program location, is expected to be consistent with the standards in this handbook.

Students are responsible for becoming informed about, and abiding by, all of the laws and policies relevant to each location in which they travel and/or live while attending the Clinton School. Ignorance of the policies and laws at the Clinton School, at field sites, in the U.S., or in other countries is not a valid excuse for inappropriate behavior and will not protect students from the consequences of their actions.

The school will discipline students found guilty of violating a policy or law on campus or in connection with an institution-oriented or sponsored activity, or while representing the School domestically or abroad. This may include, but is not limited to, grade reduction in a course, loss of scholarship funds, loss of travel stipend, loss of a Graduate Assistantship, and/or dismissal from UACS. Clinton School disciplinary action does not protect students from additional disciplinary action taken by a field site or the legal authorities of the location in which students are traveling or residing.

Students are responsible for all legal costs incurred by violating any laws and/or policies. The Clinton School is not responsible for providing any legal assistance under such circumstances.

Students are financially responsible for any property damage or property misuse they incur. Any charges assessed to the School because of damage or misuse caused by a student will be charged against his/her Clinton School student account.

Unprofessional Behavior

Students are expected to conduct themselves in a manner that is professional. Unprofessional behavior includes but is not limited to engaging in disruptive or inappropriate behavior while in class, attending UACS events or functions, or while representing the School domestically or abroad. Such behavior is considered a student conduct violation. A student who engages in unprofessional behavior may be subject to the Performance Review Process.

Performance Review Process

The purpose of the performance review is to help students adjust to the academic and professional expectations of the Clinton School. Consistent with the Clinton School's ethos, every effort will be made to resolve problems informally before moving to a formal process. First, the academic advisor should talk to the student to attempt to resolve any concern. Second, if that approach is unsuccessful, either the student or a faculty member may call for an in-person meeting or a virtual or conference call that includes the student, the Academic Dean, and the faculty advisor. Only after these steps have been exhausted should the performance review be initiated.

Performance review may be initiated by the student or by any faculty member through a request in writing to the student's faculty advisor. The advisor will assemble a Performance Review Committee (PRC), schedule and facilitate the meeting, and record and distribute the results of the meeting to all those in attendance. If for any reason the student prefers not to have the performance review

convened and facilitated by her or his advisor, the student shall recruit another faculty member to serve in that role.

The PRC will comprise the student, the advisor, and each faculty and/or staff member teaching the student during the semester in which the review is called. If appropriate and feasible, a community partner with whom the student is working on a field service project (i.e., Practicum, IPSP, or Capstone) may be included. Exceptions to the normal composition of the performance review committee will be determined by the advisor in consultation with the student and the Academic Dean.

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

- The advisor will provide written notification of the PRC meeting to the student, the members of the committee, and the Academic Dean. The PRC meeting shall occur within two weeks after the initiation of the performance review unless good cause exists.
- The notice of the PRC meeting shall include, at a minimum, the location, date and time of the PRC meeting, a short description of the reason(s) that prompted the request for the performance review, and a list of the persons expected to be present. A virtual call or conference call can replace an in-person meeting where needed. The notice may include any other information that the faculty advisor believes will be pertinent to the matter or helpful to the PRC committee and the student.
- The committee shall review the issue(s) that prompted the review. The committee will assess the situation and make recommendations regarding how the student can resolve the issue(s) that prompted the review. The committee will seek consensus, and if it is unreachable, will decide by majority vote.
- The advisor will make a written record of the committee's assessment and recommendations. The advisor will send this document, to be completed within one week of the meeting, to the student and the Academic Dean. The student, with the support of the faculty advisor, unless otherwise noted by the committee in their report, is responsible for the implementation of the recommendations.
- A student who disagrees with the recommendations of the performance review committee may petition the Dean to reverse or otherwise modify the recommendations. The student's petition must be in writing and received by the Dean within one week of receipt of the committee's recommendations.
- The Dean will render in writing a final decision in response to the student's petition within one week of its receipt.

Immediate Threat

If it is determined that a student poses an immediate threat to himself/herself or others, UACS faculty/staff have the authority to make immediate decisions to insure the safety of the student and/or others. This includes but is not limited to temporary suspension or immediate termination from a class, a field project and/or UACS.

Termination from a class, a field project and/or UACS will result in the loss of all tuition and fees paid and the student will be responsible for any additional expenses related to their termination (e.g., the cost of changing plane reservations if the student is overseas).

Student Complaints

Students are encouraged to seek informal resolution of any complaint before deciding to file a formal complaint. After exhausting the informal complaint process, students may file a formal complaint with UA Little Rock. To file a formal complaint, please complete this form with as much information as possible. Student complaints may be submitted anonymously; however, including your contact information will assist the university in responding to your complaint.

The policy for student complaints can be found here.

This form does not apply to complaints regarding the following issues:

- Title IX (addressed on pages 45 - 48 of this handbook)
- Grade Appeals
- ADA-related Discrimination
- Other issues where a separate policy and procedure for resolution are already approved

A formal complaint is a complaint about some aspect of a student's education or campus experience for which a student desires resolution. Some formal complaints are governed by specific procedures: e.g., grade appeals, discrimination, ADA, and harassment [see Grade Appeals Policy 501.6 (Academic Integrity & Grievance Committee); Americans with Disabilities Act; Rehabilitation Act (Human Resources); Title IX Policy, Non-Discrimination Policy 201.1 (Human Resources), and Student Accounts or Financial Aid appeals. This policy governs all other formal complaints made at the level of a dean's office and above.

Complaint Procedure and Process

When a student has a formal complaint for which resolution is desired, the complaint must be logged in writing with the Dean of Students Office. If the complaint may be resolved by following an existing grievance policy or procedure, the student will be provided information regarding said policy or procedure. The log for complaints will list the date of the complaint, contact information for the student making the complaint (if not submitted anonymously), and a brief summary of the complaint. Every non-anonymous formal complaint will receive acknowledgement that the complaint has been received, and a written response of any resolution actions taken. The resolution response will include information regarding procedures for appeal. In the case of complaints where students wish to remain anonymous, actions towards resolution will still be logged.

The log for student complaints must also contain information (e.g. contact name, unit or location, method of contact) of the person designated to resolve the complaint as well as any decisions made in regard to the complaint and its resolution. The person or unit about whom the complaint is made will have the opportunity to respond. The Dean of Students Office and the office overseeing continuous improvement will ensure an annual review of the complaint log to determine if any relevant policies need to be developed or changed as well as to determine how to improve procedures related to formal complaints.

Appeals Procedure

Once a complaint has been forwarded to the appropriate unit for review, a resolution action has been taken, and that resolution has been communicated to the student, the student may appeal if the student is dissatisfied with the resolution. The appeal will be in writing and will be sent to the appropriate office at the next level of authority, up to the vice chancellor of the respective unit. The Dean of Students Office should counsel the student and provide any necessary information regarding the appeals process. The person or unit about whom the complaint is made will have the opportunity to respond to the appeal. The vice chancellor's decision on an appeal is final.

Conflict of Interest
If, at any point in this process, a conflict of interest is presented, an alternate representative may be selected by the vice chancellor for student affairs or designee.

Confidentiality
Every effort will be made to ensure confidentiality of the student complaint log, within the bounds of federal and state laws.

Advising
Each MPS student will be assigned a faculty academic advisor. Academic advisors work with students to select courses and design an academic schedule that meets the student's learning and career objectives. They also help the student conceptualize, design, and complete capstone projects. In cases where the expertise of another faculty member better matches a student's capstone project, the student can change advisors with the permission of the academic advisor, the other faculty member, and the Academic Dean.

Tuition and Fees
Tuition for the in-person program is $472 per credit hour. Fees are $20 per credit hour.
Tuition for the online program is $850 per credit hour. Fees are $1780 paid at the beginning of the program.

Refunds
Information about refunds is available through the UALR Bursar's Office.

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

Financial Aid
Students apply for financial aid through the Office of Admissions and Financial Aid at UALR. You can find much of the information you need at their website (http://ualr.edu/financialaid/). A financial aid officer from UALR will be at Sturgis Hall to meet with students periodically throughout the academic year.

Scholarships and Fellowships
Based on available funding each year, students are periodically sent information about scholarship and fellowship opportunities. Eligibility requirements and application instructions are included in these announcements.

Health Insurance
All full-time students enrolled at UACS are strongly encouraged to have hospitalization/surgical/medical insurance coverage. The UALR campus group plan for students is available for purchase at the time of registration, or students may utilize a different coverage of their choosing. Because the UALR insurance program is more a catastrophic hospitalization policy, there is little or no payment for physician fees, drugs and the like. UACS therefore recommends, at a

minimum, that students enroll in the Optional Major Medical Plan that is offered or that an individually-designed broader coverage policy be considered.

School Holidays
Labor Day (first Monday in September)
Fall Break (the week of Thanksgiving)
Dr. Martin Luther King, Jr. Birthday Observed (third Monday in January)
Spring Break (scheduled to coincide with the Little Rock School District)
Memorial Day (last Monday of May)
July 4th

UACS does not observe religious holidays; however, the following shall apply concerning individual observance of religious holidays and class attendance: ***When members of any religion seek to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first week of classes.***

Emergency Procedures
UACS is located on the grounds of the William J. Clinton Presidential Center at Sturgis Hall, in the Arkansas Studies Institute (ASI) located at 407 President Clinton Avenue, and in the Arcade Building located at 100 River Market Avenue.

At Sturgis Hall, Clinton Presidential Center security is contracted through the National Archives and Records Administration (NARA) and has a 24-hour presence on the site. In addition to entrance and exit video surveillance, officers walk through Sturgis Hall on a regular basis. At the River Market Campus and the Arcade Building, security is provided by CALS and has a presence during regular operating hours of the library's main building and the Arkansas Studies Institute. Additionally there is a Little Rock Police Department substation located across the street from the new Arcade Building. All facilities remain locked during regular operating hours and are only accessible using key cards provided to UACS students, faculty and staff.

UACS uses the "Omnilert e2Campus" emergency notification system. This messaging system enables UACS administration to send urgent information to student's cell phones (desktop alerts and emails are simultaneously sent as well.) Once UACS students sign up for the service, UACS officials can text students' cell phones or connect with their computers and provide timely information about campus emergencies, inclement weather, class cancellations or other campus reminders.

Additionally, UACS students, faculty, staff and volunteers are able to send alerts by text to campus administration alerting them to possible security threats to the campus community.

The security officers at both all UACS locations are in close touch with local law enforcement, including the Little Rock Police Department (located only blocks away), federal law enforcement, the local Homeland Security and the federal police and security authorities in Washington, D.C. In this role, our security force is in consultation with those entities having devised policies and procedures for protection and evacuation of the entire complex in the event of a disaster or emergency.

In the event of an emergency, all UACS students, faculty and staff can be reached by group access on the school's e-mail system. In addition, a complete listing of office, home and cell phone numbers (where available) is provided to all UACS students, staff and faculty. Text messaging can reach the vast majority of those at the school.

Inclement Weather Policy

Snow/Ice

Day classes: The presence (or the threat of) bad weather is not, in itself, an indication that classes will be closed at UACS. However, there is a need to consider the safety of individual students, staff and faculty in the presence of traffic advisories due to icy roads or other hazards. Therefore, it will be the policy of UACS to make the decision on the cancellation of classes on a day-by-day basis.

Administration will make every attempt to make a decision by 7:00 a.m. on days of inclement weather and when other area schools are closing. Please check your email for closing information.

Night classes: Administration will make the decision on the cancellation of classes meeting at 5:00 p.m. or later based on the recommendation of the Arkansas State Police and the Little Rock Police Department. Students, faculty and staff will be notified of this decision as soon as possible.

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

Severe Storms/Tornados

If the weather alert sirens indicate dangerous weather, faculty, staff and students should seek protective shelter immediately. In Sturgis, go to the basement which is accessed through the stairwell door across from the classroom by the kitchen area.

In the River Market, during regular business hours, the doors between the Clinton School space and the Butler Center, located up the staircase behind the elevator, will be opened. Go across the Butler Center and down the stairs to the first floor bathrooms.

In the Arcade, take the stairwell down the hall from the ladies restroom (Stairwell B) to the ground floor. After leaving the stairwell, there is a hallway behind Cache Restaurant that can be used. In addition, CALS security should have the back door to the Ron Robinson theater open so please gather in the theater lobby and restroom area during the warning period

Building Access

In-person students will be issued a door access card which will allow entry to Sturgis Hall between the hours of 7 a.m. and midnight seven days a week, to the River Market campus between the hours of 7:00 a.m. and 7:30 p.m., Monday-Thursday, 7:00am-6:00 pm Friday-Saturday and noon - 5 p.m. on Sunday, and to the Arcade Building seven days a week, 24 hours a day. Access by the card is limited only to the person identified by the card. Misuse of the card may result in suspension of access privileges. The first card issued to students at orientation is free of charge; however, all replacement cards will result in a $10 charge. Students are required to return the door access card or pay the $10 lost-card charge prior to receiving their final transcript.

Tobacco-Free Workplace
UACS provides a totally tobacco-free work and study environment. This policy applies to all persons, including employees, faculty, students, visitors, contractors, subcontractors and others in UACS-occupied buildings. Further, use of any tobacco products in UACS-owned vehicles is prohibited.

Concerning the River Market Campus and Arcade locations of UACS on the grounds of the Arkansas Studies Institute at the Central Arkansas Library System (CALS), 407 President Clinton Avenue and 100 River Market Avenue, please be aware of CALS Board Policy #002, item #7, which applies to students, faculty and staff, as well as the public:
"In no case shall persons be allowed to stand, sit or otherwise linger on CALS property while they are using tobacco products. . . "

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

Mail Service
Incoming mail addressed to students will be sorted and placed in mail slots inside the Faculty Office where it may be collected by the students.

Solicitation
Students and student groups are not allowed to use UACS facilities nor their Clinton School email account 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 UACS activity or for the conduct of private business.

Use of School Name, Logo or Seal
The name of the University of Arkansas Clinton School of Public Service is used in many contexts and for a wide range of purposes. It is important to the institution that the use of the name "University of Arkansas Clinton School of Public Service," "Clinton School of Public Service" or "Clinton School" be limited to activities which are, in fact, activities of the school. As a consequence of legal considerations, use of the School Logo and School Seal are restricted to specific official departments and agencies of UACS.

Free Speech and Expressive Activities In Outdoor Areas of Campus
The University of Arkansas Clinton School of Public Service recognizes the important role of intellectual freedom and free expression and it seeks to further the advancement of knowledge by means of research and discovery, teaching and vigorous discussion of ideas. In that regard, the Clinton School Speaker Series encourages and provides viewpoint diversity. Members of the campus community are free to discuss matters of public concern to the extent consistent with the First Amendment and the reasonable, content-neutral restrictions sets forth in University policies.

The Clinton School recognizes that individuals or groups may be opposed to certain expressive

activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment), violations of laws, and violations of University policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity is subject to the same standards as presenters. Individuals who choose to listen bear the responsibility of recognizing the right of free speech. Protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.

The Clinton School campus community means an enrolled student, an administrator, faculty member, staff member, student organization with a faculty advisor or an invited guest of any of the foregoing persons or groups.

The Clinton School campus at 1200 President Clinton Avenue is located in the Clinton Presidential Park and outdoor areas are governed by the City of Little Rock in collaboration with the Clinton Foundation. The Clinton School campuses at 407 President Clinton Avenue and 100 River Market Avenue are part of the Central Arkansas Library System and outdoor areas are governed by the Central Arkansas Library System and the City of Little Rock.

Laptop Computer Length of Use Policy

In-person students have use of their assigned laptop computers for a period **not to exceed two academic years**. All students are required to return their laptop computers/equipment, including all parts/cases and adapters, back to the UACS IT Department at the end of the second Spring semester from the date they initially enrolled in the Clinton School no later than 5:00 pm on the Friday before graduation.

Failure to return the laptop computer and equipment by this deadline will result in the following:

- The student will not be allowed to walk at graduation,
- The student will not receive a final transcript and diploma until the laptop is returned,
- If the student has not completed all the requirements for the MPS degree, she or he will be prohibited from registering in additional UACS courses until the laptop is returned,
- The student's name will be given to general counsel to pursue legal action to recover the laptop.

Laptop computers must be returned to UACS in good condition and without any unauthorized stickers, markings, and/or modifications.

Students who withdraw from the program are required to return their laptop, computer equipment and card keys within five (5) business days of their withdrawal notice. Students who fail to enroll in classes for two consecutive semesters are required to return their laptop, computer equipment and card keys within five (5) business days of the first day of class of the second semester of non-enrollment (an exception to this policy may be made for students enrolled in the concurrent JD/MPS program, concurrent MPH/MPS program, or the concurrent MBA/MPS program).

Email accounts for graduated students will remain active 60 days following graduation. Graduated students will be notified before their UACS email account is disabled, allowing sufficient time for the user to secure an alternate email account.

Policy on Stolen/Lost/Damaged Computer Equipment

You must notify the UACS IT Department immediately if you suspect your equipment has been lost, stolen or damaged. It is the user's responsibility to keep laptops, cases, power cords, and other parts or other electronic equipment belonging to UACS in a safe place. Normal wear and tear is covered by UACS, but students will be responsible for any damage caused by user negligence (i.e., dropping laptop, liquid damage, applying stickers, etc). An authorized Apple Macintosh technician must do all repairs. Any laptop returned with student negligent damage will not be accepted until the damage is repaired or UACS is furnished with payment equal to a valid quote provided by an authorized Apple Macintosh repair center. All missing equipment must be replaced with original manufacturer parts at the expense of the user.

Other Policies

Computing resources are provided by UACS to enhance communication, conduct research, share information, increase efficiency and perform other activities, which further the UACS mission. UACS computers and electronic services are shared in that they allow one to access the Internet; send electronic mail; read shared electronic bulletin boards; access internal and external databases; browse library catalogs; participate in discussion groups; pursue educational, professional and career development; communicate with school-related professional organizations; and share files. Computers and electronic services are provided for the performance of official school business and the enhancement of the skills and knowledge necessary for such performance.

Services.

User Accounts**.**

The Technology Administrator or designee will assign a User ID to each user. The User ID will be made available for the period of enrollment, employment with UACS or as otherwise authorized by the Dean. The Technology Administrator is authorized to suspend or deactivate user accounts being used for unauthorized purposes.

Passwords

Each user is assigned an initial default password to log into the UACS domain for wireless access and for initial Google mail system access. Each user will change his/her password to a secret password known only to him/her. Do not give your password to anyone. No one should log onto your computer. A password policy is in place that requires user passwords to be at least eight characters in length and include at least one number and one special character. Each user will be required to change passwords every 90 days. Previously used passwords may not be reused until six password changes have occurred. The combination of the user ID and password uniquely identifies each user within the UACS environment and to external data resources. Since this identification represents the user in all electronic correspondence and other computer-related transactions, it is imperative that each user carefully guards his/her password and ensures it remains unknown to other persons. Users will immediately notify the IT Department if they have reason to believe that their password has been compromised.

Security

Users will set up proper measures to ensure security of their computer to include:

1. Physical security—users shall locate their computer in a secure location.
2. Password-protected screen savers.
3. Refrain from downloading unauthorized applications that may introduce adware and/or viruses to the network.

4. Users will not allow others to access their computers.
5. Unauthorized users, including children, may not use any computer that is the property of UACS. Guests will log on with a restricted guest account and will only log on to computers that have been designated for guests. Guests and students will not log onto Staff/Faculty computers.
6. Non-UACS equipment, such as personal laptops and visitor's equipment, must have approval from the IT Department before connecting to the school (LAN) network. The wireless network is restricted to student, staff and faculty laptops via LDAP credentials. This means that guests or visitors cannot connect freely to the UACS wireless network without approval from UALR.
7. Users must not defeat or attempt to defeat any UACS IT system security.

Privacy

Since all hardware and software installed on your computer is school-owned, each user acknowledges that any and all information (data) stored on his/her computer is also the property of UACS. Management has the capacity to monitor, track and record any and all transactions made on your computer,iIncluding email sent, email received, Internet web sites visited, etc. Monitoring is conducted on a routine basis and will not be used to intimidate or harass students, faculty or staff.

IT Support

The UACS IT Department will support all current students, staff and faculty. Former students will not be supported. Graduated students will follow the graduation process. Provided support includes support for:

1. Network activities, including password resets, account lockouts, access to shared folders, creation of security groups, creation of folders on the server and troubleshooting wireless connections.
2. Application support, including Microsoft Office/Outlook support.
3. Desktop support, including technical issues with computer software/hardware.
4. Presentation support, including equipment check-out and set-up for presentations, as well as helping enhance presentations.
5. Foreign Languages and Applications. No foreign language applications will be installed on UACS equipment. Only Microsoft-approved language packages will be installed on UACS equipment.

Guidelines.

Users of the UACS computers and electronic services accept responsibility for such access. Although every situation pertaining to inappropriate use of UACS computing resources and equipment cannot be listed, the following is included to help students, staff and faculty understand what conduct is acceptable and what conduct is unacceptable. Use of laptops, equipment and/or email accounts in ways that are unacceptable (including but not limited to what is outlined below) will result in immediate confiscation of the laptop and/or equipment and/or immediate deletion of the email account. Students are required to sign a form at orientation that addresses their use of computer resources.

Acceptable Uses. Appropriate and acceptable uses include:

1. Use for UACS course assignments or any project assigned by a UACS faculty member.
2. Used to facilitate UACS research projects or other UACS work-related projects.
3. Communication with faculty, staff and students at UACS to share information.

4. Exchange of personal information with friends and acquaintances at UACS and at other sites on the Internet is an acceptable use if such use is not disruptive and does not interfere with use of resources for education or research.

Unacceptable Uses.

Unacceptable uses include but are not limited to:

Each user is expected to use his or her own account and resources for the purposes for which they are granted. Users who are not given access to specific files, programs, computers or other services shall not gain access or attempt to gain access without the approval from the UACS IT Department.

1. Users may only use the ID that has been issued to them and may not use another's ID to gain access to the network or other services. Users will not allow those without user ID's to use their computers.
2. Users shall not publish, promote, distribute or use statements which are illegal, slanderous, libelous, offensive, frightening, intimidating, threatening, harassing or which convey messages that are obscene, racist or sexually explicit or suggestive.
3. Use for any purpose that violates U.S. or state laws, including copyright laws.
4. Use for any commercial enterprise or for outside employment.
5. Users shall not publish or forward chain-letter e-mail, solicitations, virus warnings or similar email documents without first obtaining the approval of the UACS IT Department.
6. Users shall not modify computer equipment or configurations; install additional virus software programs, systems, peer-to-peer software or other applications without express authorization from the UACS IT Department. Users shall not compromise or attempt to compromise the integrity of any computer system by any means. Users shall not access, copy or destroy UACS program files without prior authorization; or move programs, files or other data provided by UACS to other computer sites without authorization from the IT Department.
7. Users shall not download or share copyrighted audio (music) MP3's, games, computer software or video files.
8. Users shall not use unauthorized monitoring tools, network programs/testers, packet sniffing, remote access or remote control equipment and software.
9. Users shall not establish unauthorized network services including web pages, servers, FTP servers and Telnet services without authorization from the UACS IT Department.
10. Users shall not access, display, view or store any pornographic material on their computer(s). Users shall not access or view any Internet web pages or engage in any contact across the Internet with any site or source, which contains or promotes pornographic material. In the event that such a site is unintentionally or accidentally viewed, users are to immediately notify the IT Department. Failure to notify the IT Department will be considered intentional viewing by the user.
11. Excessive problems with viruses and adware on a computer system may result in a reduction/loss of privileges on the UACS network.
12. Users will not play online games and will refrain from streaming media on campus so that it does not take network resources away from other users.
13. Users will refrain from connecting jump drives and external drives from outside sources to their school laptops. Jump drives and external drives from outside sources can contain viruses that can infect school equipment. This is especially important to remember when abroad. Jump drives should be scanned for potential viruses/adware prior to use.

14. Applications downloaded from iTunes are done so at the user's risk. The Clinton School is not responsible for student-purchased applications, music or operating systems upgrades.

Sensitive Data.

Sensitive data is any information that could cause an individual personal financial harm if disclosed and used improperly. Examples of sensitive data include but are not limited to social security numbers, credit card numbers, computer passwords and any personal information flagged for non-disclosure. It is the responsibility of each individual with access to sensitive data resources to use these resources in an appropriate manner and to comply with all applicable federal, state and local statutes. Additionally, it is the responsibility of each individual with access to sensitive data resources to safeguard these resources. Methods of safeguarding sensitive data include:

1. Sensitive data should not be stored on personal desktop or laptop computers since these computers tend to reside in less secure locations than central servers.
2. Access to computers that are logged into central servers storing sensitive data should be restricted (*i.e.* authenticated logins and screen savers, locked offices, etc.)
3. Access to sensitive data resources stored on central servers should be restricted to those individuals with an official need to access the data.
4. All servers containing sensitive data must be housed in a secure location and operated only by authorized personnel.
5. Copies of sensitive data resources should be limited to as few central servers as possible.
6. Sensitive data should be transmitted across the network in a secure manner (*i.e.,* to secure web servers using data encryption with passwords transmitted via secure socket layer, etc.)
7. Any accidental disclosure or suspected misuse of sensitive data should be reported immediately to the appropriate UACS official.

State Property Cannot Be Used for Political Activity

Your laptop, accessories, and Clinton School email account are state property and therefore cannot be used for political activities including but not limited to: campaigning for office, campaigning for someone running for office, to send or receive messages and/or materials from a political campaign, etc. If you're unsure if an activity is prohibited, ask the Dean or Academic Dean.

UACS Academic Policy for Students with Disabilities

The University of Arkansas Clinton School of Public Service is committed to providing equal opportunity for participation in all programs, services, and activities, and a learning environment that is supportive of all students. As part of that commitment, UACS stands ready to provide reasonable accommodations for students with disabilities when appropriate. Any student who desires to report a disability issue, who has questions or concerns regarding a disability issue, or who desires accommodation for a disability should the University of Arkansas at Little Rock Disability Resource Center at (501) 569-3143. More information about the services offered by the Center can be found at http://ualr.edu/disability/. Please inform the Center staff that you are enrolled at the Clinton School.

The regulations for Section 504 of the Rehabilitation Act of 1973 (see below) specifically address the issue of discrimination based on disability in the event that fulfilling a course requirement puts a student with a disability at a inappropriate disadvantage. While the law does not require waiving a requirement and strongly encourages substituting a course or courses that provide the student with a similar experience, course waiver is also an option under the law. The implications for UACS are unclear, but the examples below have been used in other college settings.

An example is requiring a music appreciation course when the individual is hearing impaired. Another example is requiring art appreciation when an individual has impaired vision. It is appropriate to allow the school and the student to determine an appropriate substitute in instances such as these whenever possible. The form used for course substitutions and waivers should be completed and signed, and documentation of the disability should be kept in the student's file. If an agreement cannot be reached, the policy and procedures below will apply.

Examples that are less clear are those involving students with learning disabilities. The most common course substitution for these students is for mathematics and statistical analysis. However, there may be other requests based on individual circumstances (*e.g.,* courses with considerable historical material may be difficult for a student whose learning disability involves serious organizational and sequencing deficits). Complicating factors are: the wide range in types and severity of the disability; the diagnosis of the disability, which is much more complex and often leaves some room for interpretation; and the ability in some cases to remediate through accommodations such as extended time on exams, tutoring, oral testing, extra take-home assignments, etc.

Section 504 of the Rehabilitation Act. "No otherwise qualified person with a disability in the United States. . . shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance."

Regulations - Academic Adjustments. "A recipient to whom this subpart applies shall make modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified disabled applicant or student. Academic requirements that the recipient can demonstrate are essential to the program of instruction being pursued by such a student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements and adaptation of the manner in which specific courses are conducted."

Analysis of Final Regulations (provided by DOE). "This requirement does not obligate an institution to waive courses or other academic requirements. But such institutions must accommodate those requirements to the needs of individual students with disabilities. For example, an institution might permit an otherwise qualified disabled student who is deaf to substitute an art appreciation or music history course for a required course in music appreciation or could modify the manner in which the music appreciation course is conducted for the deaf student. It should be stressed that academic requirements that can be demonstrated by the recipient to be essential to its program of instruction or to particular degrees need not be changed."

Policy. In compliance with federal regulations, it is the policy of UACS to respond to student requests for course substitution that are based a disability on an individual basis and in a manner that does not result in discrimination while also upholds the academic integrity of the MPS program.

Confidentiality and procedures for handling confidential information. Information about a student's disability is confidential. When the student provides documentation of disability, the student will sign

a form indicating consent to release the specific information. This information may not be shared, either orally or in writing, with any parties beyond those directly involved in the proceedings and decision making. The student may request that all documents be returned to the student at the conclusion of the case. It is suggested that documents be passed out at the beginning of committee meetings and returned at the conclusion of each meeting. Faculty who are making accommodations in the classroom, whether written documentation is provided or not, must also be aware that the student's signature indicating consent to release confidential information, and to whom, is needed.

Student Responsibility

In all instances, it is the student's responsibility to notify the Academic Dean of the Clinton School and the staff of the Disability Resource Center at UALR that she or he needs an accommodation for a disability or a course substitution based on a disability, and to provide all required documentation.

To ensure appropriate accommodation(s) are provided in each field experience, the Office of Field Services requests documentation about accommodations from the UA Little Rock Disability Resource Center at least 4 weeks (28 days) prior to the start of a field project.

Nondiscrimination Policies

It is the policy of the UACS to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential through equal opportunity. The School should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, it is the policy of the UACS to prohibit discrimination of its students, faculty, and staff and to make every effort to eliminate discrimination within the School community.

UACS is committed to providing equal opportunity for all faculty, staff and students in education and employment regardless of race, age, gender, religion, national origin, marital or parental status, disability, veteran status, sexual orientation or gender identity. In addition, discrimination in employment on the basis of genetic information is prohibited.

Policy Against Discrimination, Harassment, Retaliation and Sexual Misconduct

The University of Arkansas Clinton School [UACS] is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, sexual orientation, gender identity, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this Policy are prohibited. Regarding complaints of discrimination, UACS follows the policies, processes, and procedures of UA Little Rock as outlined below.

Discrimination in Educational Institutions – 518.2

Laws Affecting the Operating Policies

Title VI of the Civil Rights Act of 1964 prohibits discrimination on grounds of race, color, or national origin by education programs receiving federal funds. This legislation provides coverage for students and others. Employment policies and practices are exempted from coverage. It is administered by the Office for Civil Rights, United States Department of Education.

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex. It is administered by the Equal Employment Opportunity Commission, 1800 G Street, N.W., Washington, DC 20506, and regional EEOC offices.

Executive Order 11246, as amended by 11375, prohibits discrimination in employment (including hiring, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex by institutions with federal contracts of over $10,000. It is administered by the Office of Federal Contract Compliance Programs, United States Department of Labor.

Equal Pay Act of 1962, as amended by the Education Amendments of 1974 (Higher Education Act), prohibits discrimination in salaries (including almost all fringe benefits) on the basis of sex. It is administered by the EEOC.

Title IX of the Education Amendments of 1972 prohibits sex discrimination against students or others in education programs or activities. Patterned after Title VI of the Civil Rights Act, Title IX states, “No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Unlike Title VI, Title IX also covers the employment practices of educational institutions. It is administered by the Office for Civil Rights, United States Department of Education.

Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act and the Nurse Training Amendments Act of 1971, prohibit: a) sexually discriminatory admission of students to federally assisted health personnel training programs, and b) sexually discriminatory practices affecting employees who work directly with applicants to or students in such programs. It is administered by the Office for Civil Rights, United States Department of Education.

Two (2) laws apply to discrimination based on disability, The Rehabilitation Act of 1973 (Section 503) and the Americans with Disabilities Act of 1990, prohibit discrimination through outside contract, in program participation, and in employment. Persons with Disabilities are those persons having a physical or mental impairment, having a history of such impairment, or those regarded as having such impairment.

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that for covered entities, no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination in their programs.

Those seeking academic or program accommodations because of a disability should contact Disability Support Services, DSC Room 103, 501.569.3143. For employment accommodation, individuals with disabilities should contact their supervisors or Human Resource Services, University Services Building, Room B100, 501.569.3180.

Age Discrimination in Employment Act covers people aged 40 to 70. An employer of more than twenty (20) people cannot discriminate on the basis of age unless age is a bona fide occupational qualification, which is rare. Employers may not advertise so as to indicate a preference or limitation on age, discriminate in hiring on the basis of age, or deny career opportunity on the basis of age.

Complaint Procedures

The Informal Complaint

An informal complaint does not result in disciplinary action. Informal complaints may be discussed with the human relations officer or the Dean of Students. The human relations officer may request the involvement of representatives for the Campus Life Committee to assist with resolving the problem.

If the goal is merely to seek advice, the University official will attempt to assist with the resolution of the problem but will refrain from drawing a conclusion as to whether discrimination has occurred. The hearing official may talk to the "other" person in an effort to solve the problem. A written record of the complaint will be made and will be filed with the human relations officer. The subject of the complaint will be notified that a complaint has been filed and given the opportunity to enter a response into the file. If the issue is resolved, no further action will be taken and all interested parties will be notified of the outcome.

Unresolved informal complaints might require the greater involvement of supervisors or the human relations officer. The fundamental goal of the informal complaint procedure is to involve the fewest number of people needed to resolve an issue at the lowest level.

Formal Complaint Procedures

Formal complaints of discrimination or denial of equal opportunity should be submitted to the human relations officer within thirty (30) days of the alleged act. Complaints involving students are submitted to the dean of students.

The human relations officer may be requested by the chancellor, vice chancellors, provost, and deans to conduct an investigation without formal charges being brought.

Investigatory Procedures

A copy of the complaint together with a copy of these procedures will be presented to the individual against whom the complaint is filed. The individual will have seven (7) calendar days from the time of receipt of the complaint to respond.

The Department of Human Resources will convene an initial hearing involving the complainant, the alleged offender, a representative from the Campus Life Committee, and the alleged offender's supervisor/chair to discuss the charges and attempt to mediate a resolution informally. A record of the meeting will be kept. If the issue is resolved, the human relations officer will present a report to the chancellor.

If the issue is not resolved, the human relations officer will conduct an investigation. The officer will include in the investigative process a representative from the Campus Life Committee who will assist in reviewing the evidence and formulating an opinion. If the formal review process exceeds thirty (30) calendar days, the complainant will be informed of the need for additional time, the status of the investigation, and revise deadline for completion of the investigation.

If, during the course of the investigation, the hearing committee determines the charges are frivolous or without merit, it may dismiss the complaint, notify all interested parties in writing of its action, and notify the chancellor.

If corrective action is required, the human relations officer will notify the offender and the offender's supervisor/chair of the findings and enter into discussions about appropriate ways to resolve the conflict. If a resolution satisfactory to all parties is reached before the findings are officially recorded, the formal proceedings can be terminated and, if requested by either party, be monitored on an informal basis by the human relations officer.

If a formal complaint results in an investigation with findings, sanctions, or recommendations for other disciplinary actions, the human relations officer will present the findings of the investigative committee to the complainant, offender, supervisor/chair, appropriate dean, vice chancellor, and chancellor.

The complainant or alleged offender, dissatisfied with the findings, may file a rebuttal statement for inclusion in the file and investigatory report.

Appeals shall follow normal university appeals procedures found in the appropriate sections of the UA Little Rock Student Handbook, Staff Handbook, or Faculty Handbook.

Confidentiality

Informal Complaints

All persons involved in informal hearings are obligated to make every reasonable effort to preserve the confidentiality of the information presented. The names of the complainant and alleged offender will remain anonymous. The complainant's name will be disclosed to the alleged offender only if the complainant has given permission. If it is impossible to conduct an informal review without disclosure of names, the human relations officer will discuss this with the complainant.

Preserving Confidentiality

Every effort must be made to restrict the information pertaining to an informal complaint to those immediately charged with conducting the informal investigation and appropriate administrative officials.

Formal Hearing and the Final Disposition

All facts in a case are confidential. The employee's supervisor together with the human relations officer will inform both parties, in confidence, of the results of the investigation and sanctions or disciplinary actions recommended by the hearing panels. Students will be informed by the dean of students.

A permanent record of the case and the findings will be maintained by the human relations officer.

The human relations officer will prepare an annual report for the chancellor on the number of cases heard and types of cases presented in which discrimination or denial of equal opportunity were alleged. Further the human relations officer will assess the significance of the data and include recommendations for specific actions that can be taken to ameliorate further occurrences of a similar nature.

Title IX Policy for Sex- and Gender-Based Discrimination, Harassment, and Misconduct Complaints, and Complaint Retaliation

Policy

The University of Arkansas at Little Rock is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, sexual orientation, gender identity, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability, or genetic information. Such an environment is necessary for a healthy learning, working, and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation, and sexual misconduct as defined by this policy are prohibited.

Jurisdiction

Title IX protects the university community from sexual discrimination, harassment, and misconduct in a school's education programs and activities. Title IX protects the university community in connection with all academic, educational, extracurricular, athletic, and other university programs, whether those programs take place on university property, in university transportation, at a class or training program sponsored by the university at another location, online, or elsewhere.

This policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials, nor shall it be construed to restrict constitutionally protected expression or freedom of scientific investigation.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All complaints or any concerns about conduct that may violate this policy should be submitted to the Title IX Coordinator or Title IX Deputy Coordinator. All references to the Title IX Coordinator in this policy implicitly include the Title IX Deputy Coordinator.

Filing a Report with Campus Officials

Title IX Coordinator
Emily Bell
Email: edbell@ualr.edu | Alternate Email: titleix@ualr.edu
Office: 501.916.5716
https://ualr.edu/titleix/

Deputy Title IX Coordinator
Dr. Richard E. Harper, II – All Students
Dean of Students
Student Affairs
Email: reharper@ualr.edu
Office: 501.916.3328

Filing Report with Local Law Enforcement

In some instances, sexual misconduct may constitute both a violation of university policy and criminal activity. The university grievance process is not a substitute for instituting legal action by any party. The university encourages individuals to report alleged sexual misconduct promptly to campus officials, law enforcement authorities, and the Child Abuse Hotline, when appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911. If there is suspected child abuse of a minor, as a mandated reporter, you must report the suspected abuse to the Child Abuse Hotline at 800.482.5964. Individuals may also contact any of the following for assistance in filing a report with local law enforcement.

University Department of Public Safety
University Plaza, Suite 700
501.569.3400
City/County Police Department
Emergencies: 911
Little Rock Police Department
501.371.4621
Benton Police Department
501.778.1171

Preserving Evidence

It is important that evidence of sexual assault be preserved because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

Student and Visitor Responsibility to Report

Students and visitors to the university are strongly encouraged to report allegations of discrimination, harassment, retaliation, and sexual misconduct to the Title IX Coordinator. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the university to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

Mandatory Employee Reporting

In order to enable the university to respond effectively and to proactively stop instances of discrimination, harassment, retaliation, and sexual misconduct at the university, all employees, including student employees, must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are

exempt from these reporting requirements. This policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the university's attention.

Confidentiality

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that all information received as part of the university's complaint/grievance procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all complaints will remain confidential because of the university's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations.

Except as compelled by law or in the interest of fairness, just resolution, or health and safety considerations, disclosure of information contained in complaints, their substance, procedures, and the results of investigations will be limited to the immediate parties, witnesses, and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

Availability of Counseling and Advocacy

Counseling and other mental health services for victims of sexual assault are available on campus and in the community. Students and employees may use the Office of Health Services, Donaghey Student Center, Suite 102, 501.569.3188. Mental Health Services are available to students through Counseling Services, Student Services Center, Suite 119, 501.569.3185. Employees of the university can receive counseling through the Employee Assistance Program, 501.686.2588.

Community mental health agencies, such as Little Rock Community Mental Health, 501.686.9300, and counselors and psychotherapists in private practice in the area can provide individual and group therapy. The Arkansas Coalition Against Sexual Assault (ACASA), Committee Against Spouse Abuse (CASA) Women's Shelter, or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request. Additional community resources are identified atualr.edu/chancellor/titleix. The use of these or any other resources is at the discretion of the parties.

Education and Awareness Programs

The university's Title IX committee, in conjunction with various departments and organizations at the university, is responsible for planning and coordinating campus education and awareness programs

about all forms of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for other student organizations, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Campus Safety Week.

Notice to Students who are Registered Sex Offenders

The Dean of the school or another individual or individuals designated by the Dean will serve as the point of contact for the receipt of information concerning registered sex offenders who are employed by or attend an institution of higher education. This individual(s) will, in coordination with relevant campus and law enforcement officials, participate in the preparation of a written notification plan taking into consideration the provisions of Arkansas Code Annotated 12-12-901, *et seq*., and the guidelines established by the Arkansas Sex Offender Assessment Committee, specific needs of the campus and other relevant information as may be determined by law enforcement and/or campus officials. The written notification plan shall include the names of those participating in the plan and the date the plan was completed. A Sex Offender Notification Letter and Sheet will also be prepared for each offender. In the event there is a concern with the notification plan from either law enforcement or campus officials, final authority for the plan rests with law enforcement. (Board of Trustees Policy 525.1).

Military Duty

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

1. The student can officially withdraw from UACS and receive a full refund of all tuition paid (scholarship funds excluded) and non-consumable fees for the term involved. A copy of the activation orders must be attached to the official withdrawal for the student to receive the full tuition and fee adjustment and refund. Students electing this option will receive a grade of "W" for the courses in which they were enrolled.
2. The student can arrange for a mark of "Incomplete" for each class for which 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 Grading Policy of this handbook are applicable.
3. An instructor who believes a sufficient portion of a course has been completed may assign an appropriate final grade in that course at the time the student leaves.

Substance Abuse

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

1. It is the underlying philosophy of the campus administration that addiction to alcohol and/or other drugs represents a disease state. Any employee or student with an addiction is encouraged to seek help through their own physician or through a Student/Employee Health Service on one of the parent University campuses.
2. Individuals who seek addiction treatment will not be punished for seeking such help.

3. Appropriate disciplinary procedures linked to *performance criteria* are not precluded by this policy.
4. The use or possession of any illicit drug by any student or employee while on University premises or on a University affiliated assignment is not permitted.
5. The illegal exchange, sale or use of controlled substances by UACS students or employees will not be tolerated.
6. Consumption of alcohol on UACS property is allowed during select public programs, events, receptions, or other approved School-related activities.
7. Neither students nor employees may report for their assignments and/or classes impaired by the use of alcohol or following the use of illicit drugs.
8. Violators of this policy will be disciplined up to and including dismissal.

Policy on Weapons and Carrying Concealed Handguns on Campus (University of Arkansas System Policy 290.1)

Possession, discharge, or other use of any weapon is prohibited on the grounds or in the buildings of any campus, division, unit or other area controlled by the University of Arkansas System, except that a handgun may be possessed by an individual who has a concealed handgun permit and has completed enhanced certification training in accordance with Act 562 of 2017. Storage of any weapon, including handguns, is prohibited at any location owned or operated by any campus, division or unit of the University of Arkansas System, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle.

Definitions

A weapon is any object designed or used for inflicting bodily harm or physical damage. Weapons include, but are not limited to: firearms, air pistols, air rifles, fireworks, incendiary devices, knives with a blade length of four inches or greater, blackjacks, metal knuckles, bows, arrows, nunchucks, tasers or other electronic stun devices, or any other such offensive objects.

Ark. Code Ann. § 5-73-309 defines a handgun as "any firearm, other than a fully automatic firearm, with a barrel length of less than twelve inches (12") that is designed, made, or adapted to be fired with one (1) hand." A concealed handgun must be covered from observation so as to prevent public view.

Exceptions

Carrying a concealed weapon at the following locations and events is prohibited, whether or not a person obtains enhanced licensure:

1. UAMS and collegiate athletic events, provided they are posted as firearm sensitive areas and have a security plan approved by the Arkansas State Police.
2. A public K-12 school, prekindergarten, or daycare facility
3. Grievance or disciplinary meetings conducted in accordance with certain specifications of Act 562

In accordance with Act 562 of 2017, campus, division and unit policies shall specify locations, such as those identified above, at which individuals remain prohibited from carrying concealed handguns, and appropriate signage will be displayed.

This policy also does not apply to:

1. Law enforcement officers or other security personnel employed or contracted by a campus, division or unit of the UA System who are specifically authorized to carry a weapon in the scope of their employment.
2. Non-university law enforcement officers employed by local, state or federal law enforcement agencies engaged in work on university property and required to carry a weapon in the scope of their duties.

The campuses, divisions and units of the UA System are authorized to establish policies that create other specific exemptions permitting the use and storage of weapons related to the scope of an individual's employment or to regular educational or recreational activities conducted under the supervision of appropriate university personnel. Campus policies established under this subsection must be reviewed by the Office of General Counsel.

Conduct of Licensed Concealed Carry Holders with Enhanced Certifications

Act 562 of 2017 specifies that unless an employee is required to carry a concealed handgun as part of the employee's specific job duties, any possession or use of a concealed handgun by the employee is not considered to be within the scope of employment with the University. As such, any employee who chooses to possess or use a concealed handgun is acting in the employee's individual capacity and not as an agent of the University, and is not immune from personal liability with respect to possession or use of the concealed handgun. If the employee is injured by his or her own negligence in possessing or using a concealed handgun in the workplace, he or she will not be entitled to worker's compensation.

1. A person with a license and enhanced certification to carry a concealed handgun on campus:
2. Must comply with all relevant federal or state laws;
3. Must conceal the weapon at all times;
4. Must maintain possession and control of the weapon at all times, unless the weapon is stored in a locked and unattended vehicle;
5. May not intentionally display or use the handgun in a threatening manner unless such display or use is allowed by federal or state law; and
6. May not discharge a concealed handgun on the grounds or in the building of any campus, division, unit or other area controlled by the University of Arkansas System unless such discharge is allowed by law.

Enforcement

Violations of the weapons policy or state law regarding carrying concealed handguns may result in disciplinary action, up to and including termination for employees, and up to and including dismissal from the University for students.

Violations of the weapons policy or state law regarding carrying concealed handguns by contractors or visitors may result in the violator being removed from a University campus, unit or division.

The various campuses, units and divisions of the University may adopt more specific guidance consistent with and in furtherance of this policy. Such policies must be reviewed by the Office of General Counsel.

Alcohol Use on Campus

Alcohol use on campus is prohibited except during official UACS functions or during student events which have been pre-approved by the Dean or Associate Dean. During an approved student event, a UACS faculty member, staff member or administrator must be present for the duration of the event.

The Clinton School's Student Learning Goals and Outcomes

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

Learning Outcome 1.1

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

Learning Outcome 1.2

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

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

Learning Outcome 2.1

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

Learning Outcome 2.2

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

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

Learning Outcome 3.1

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

Learning Outcome 3.2

Student will apply extant field research to public service work.

Learning Outcome 3.3

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

Learning Outcome 3.4

Students will conduct appropriate data analysis.

Learning Outcome 3.5

Students will critically analyze methods, results, and implications.

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

Learning Outcome 4.1

Students will design projects using appropriate methods.

Learning Outcome 4.2

Students will implement an action plan appropriate to the context.

Learning Outcome 4.3

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

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

Learning Outcome 5.1

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

Learning Outcome 5.2

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

Learning Outcome 5.3

Students will understand public service values, principles and behaviors.

Learning Outcome 5.4

Students will be able to work with diverse populations.