

The
TALON

STUDENT HANDBOOK
2016–2017

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ACADEMIC AFFAIRS

A. Academic Integrity

Fundamental to the pursuit of free inquiry and the exchange of ideas, academic integrity is an essential component of intellectual development. University of the Ozarks expects all members of its academic community to act with honesty and integrity in academic relationships. The principle of academic integrity means that students have done or have prepared the work or research in or out of class that bears their names and that they give proper acknowledgment for the use of materials and sources.

Violations of Academic Integrity

Cheating is attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes, and for examinations, when not specifically allowed by the instructor, is a form of unauthorized assistance defined as cheating.

Counterfeit work includes work turned in as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, submitting a paper researched or written by someone else, having someone else take a test, and submitting joint projects as solely one's own, are all forms of counterfeit work and are unacceptable.

Falsification of academic records refers to knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, related documents, academic reports, tests and projects, and is an act of academic dishonesty.

Falsification of data or creation of false data is considered an act of academic dishonesty in research or experimental procedures.

Plagiarism includes presenting as one's work the work of someone else without properly acknowledging the source. Plagiarism, using words and ideas of another person as if they were one's own, is theft. Exact copying should be enclosed in quotation marks and should be appropriately noted in footnotes or end notes in a paper. Paraphrasing another person's ideas and using them as one's own is also plagiarism. If in doubt, the student should consult with the instructor of the course.

Theft is the use or circulation of tests or answer sheets specifically prepared for a given course and not yet used or publicly released by the instructor of a course.

Unauthorized reuse of work constitutes turning in the same work to more than one class without consent of the instructors involved.

Faculty Procedures for Violations of Academic Integrity

A member of the faculty who discovers in a student's work or conduct what he/she judges to be a violation of academic integrity will bring it to the attention of the student and make explicit the unacceptability of such acts. In addition, the faculty member may select a penalty below including but not limited to the following:

- (1) A grade of F on a paper, examination or assignment.
- (2) A grade of F for a course, effective immediately.

The faculty member will notify the Chief Academic Officer ("CAO"), who maintains a file to monitor repeated offenses.

Repeated offenses will incur increasingly severe penalties to be determined by the Chief Academic Officer. These may include but are not limited to the following:

- (1) Disciplinary probation with automatic dismissal from the University for at least one semester if there are additional violations;
- (2) Disciplinary dismissal (suspension) from the University for at least one semester following the semester in which the offense has occurred;
- (3) Immediate disciplinary dismissal (suspension) from the University for not longer than the remainder of the current and the following semester;
- (4) Permanent disciplinary dismissal (expulsion) from the University.

The student has the right to appeal actions taken in response to alleged violations of academic integrity. Appeals of grades follow the grade appeal process, and appeals of disciplinary probations and dismissals follow "Judicial Procedures for Dealing with University Regulations" as outlined elsewhere in the *Student Handbook*. The CAO, in consultation with the Dean of Students, may also deny the student's right to participate in University-sponsored activities.

B. Registration

For each term, the University publishes a schedule of course offerings and establishes a timetable and procedures for both pre-registration and registration of students for classes. The University reserves the right to modify the schedule of course offerings—courses offered, sections, class meeting days and times, and instructors - and to modify individual student schedules, consistent with providing students the opportunity for timely completion of degrees. Returning students may pre-register for classes at scheduled times during each semester's pre-registration period. New students may pre-register at any time prior to the beginning of a semester. Students will receive credit only for those courses in which they are properly enrolled, and they will receive grades in all courses unless proper withdrawal procedures are followed.

C. Academic Advising

Upon enrollment to the university, all students will be assigned a faculty pre-major advisor; for first-year students, the advisor will be the Ozarks Seminar instructor. When a student formally declares a major, he or she must select an advisor from within the discipline of the major. Students should formally declare a major and select an advisor from within the discipline of the major by the end of the sophomore year. If the student declares a double major or declares a minor, then he or she must have a secondary advisor in the second discipline. Each student will meet with his or her advisor prior to registration to plan or confirm the student's class schedule. However, the advisor's role does not end with registration. During the course of the year, the advisor is available for conferences with the student on academic and other matters. Any requests for departure from specific university policy must be initiated by the student through his or her advisor. Declaration/Change of Major and/or Change of Advisor may be accomplished by the discipline advisor through the appropriate online form.

D. Computation of Grade Point Average

A student's cumulative grade point average includes all work at University of the Ozarks. Grades based upon the following scale are used in the computation:

Grade Points

A = 4.0	B+ = 3.3	B- = 2.7	C = 2.0	D+ = 1.3	D- = .7
A- = 3.7	B = 3.0	C+ = 2.3	C- = 1.7	D = 1.0	F = 0

Grades of I (Incomplete), W (Withdraw), WF (Withdraw Failing), WP (Withdraw Passing), R (Reasonable Progress), S (Satisfactory), U (Unsatisfactory), and P (Pass) are not included in the computation of the grade point average. The time limit for removing an "I" grade is no later than two weeks prior to the end of the following regular semester. The "I" will be changed to an "F" if this limit is exceeded.

E. Add/Drop

A student may change his/her initial registration by adding or dropping courses within a specified time period each term. All changes must be approved by the student's academic advisor. There is no charge for add/drop during the first two class days of the fall or spring semester. Add/drop forms are available in the Registrar's Office and the Academic Affairs Office.

The specific add/drop dates for all terms are published each semester by the Academic Office and in the Academic Calendar or may be obtained from the Registrar's Office or from the Academic Affairs Office.

F. Repeating Courses to Raise a Grade

When a course is repeated to raise a grade, all grades remain on the transcript. An "R" is printed beside a grade to indicate that a course has been repeated. Only the highest grade is used to determine credit earned and grade point average. Students should also consult with financial aid when repeating courses.

G. Changing a Grade After it is Recorded

Except for the removal of an Incomplete (I or R), once a grade has been recorded with the Registrar's Office it may be changed only by the Chief Academic Officer.

H. Grade Appeal by Student

A disagreement over a grade should be resolved, if possible, by conference between the instructor and student. After discussing the grade with the instructor, if the student is still dissatisfied and believes there are circumstances that merit an appeal of the grade, the procedures outlined below should be followed. If a student wishes to appeal a grade, it should be done in a timely manner but in no case after one year has elapsed. The appeal should be filed within one year after the grade is recorded. Exceptions to this time limit may be appealed to the Chief Academic Officer.

Written Appeal

The student shall file a written appeal in duplicate with the instructor's division chair explaining the reason for challenging the grade. One copy of the appeal goes to the instructor, who may file a written rebuttal with the division chair. The division dean will then meet with both student and instructor in an effort to resolve the appeal. If the appeal is not resolved, the dean will forward the appeal and rebuttal to the Chief Academic Officer.

Chief Academic Officer Review

The Chief Academic Officer will review the appeal and rebuttal and shall set a date for a formal hearing with the student and/or representative and any witnesses. A second formal hearing shall be given for the instructor and/or representative and any witnesses.

Appeal Decision

After reviewing the hearing, the Chief Academic Officer shall make a final decision and notify both instructor and student.

I. Academic Probation and Suspension

GOOD ACADEMIC STANDING

To remain in good academic standing, students must maintain the following standards:

- 1) Have a cumulative GPA of 2.0 or better
- 2) Have completed **24 semester credit hours** in the previous two traditional terms and any interim term if applicable
- 3) Have not previously received an academic warning

Academic Warning

Students who do not meet the following standards will receive an academic warning:

- 1) As a first-time, first semester student at the institution, a student must receive a semester GPA of at least 1.7
- 2) All other students must have a cumulative GPA of at least 2.0 and have completed 24 credit hours in the previous two traditional terms and any interim term if applicable

Students also may receive an academic warning at the discretion of the Academic Standing Committee.

Academic Probation

Students will be placed in a status of Academic Probation upon the following:

- 1) Have received a prior Academic Warning; and
- 2) Have not maintained a cumulative GPA of at least 2.0 and have completed 24 credit hours in the previous two traditional terms and any interim term if applicable

OR

- 3) At the discretion of the Academic Standing Committee given a student's semester performance.

Students placed on Academic Probation will not be allowed to participate in intercollegiate athletics and/or student organizations. Students may appeal this status given extenuating circumstances. All appeals will be directed to the Chief Academic Officer.

Academic Suspension

Students will be placed on a status of Academic Suspension upon the following:

- 1) Have previously been placed in the status of Academic Probation; and
- 2) Have not maintained a cumulative GPA of at least 2.0 and have completed 24 credit hours in the previous two traditional terms and any interim term if applicable

OR

- 3) At the discretion of the Academic Standing Committee given a student's semester performance.

Students may appeal this status given extenuating circumstances. All appeals will be directed to the Chief Academic Officer. Students readmitted upon appeal will be given the status of Academic Probation.

Normally, students academically suspended shall be required to be absent from the institution for at least one traditional (fall or spring) academic semester before applying for readmission. Readmission shall not be automatic. Students must offer convincing documentation for success in continued study at University of the Ozarks. Such documentation might include employment records, academic records, and recommendations. Students readmitted in this capacity will be given the status of Academic Probation.

J. Leave of Absence

Students who wish to leave the University for a regular semester to participate in a Study Abroad program (credit or non-credit), in a guest matriculant program at another University, or in an approved non-credit internship should request to be placed in leave-of-absence status. To be granted a leave of absence, a student must be in good academic standing. The request for leave of absence will be forwarded to the Registrar and approved by the Chief Academic Officer. The request must be made before the last class day of the semester prior to the planned leave of absence and will include a specified date of return. Approval for transfer of all courses taken while participating in Study Abroad or a guest matriculant program must be obtained in accordance with the University transfer policy. Students who have been granted a leave of absence will be readmitted without re-application.

K. Withdrawal from the University

A student withdrawing from University of the Ozarks should consult with the Registrar's Office and should give formal written notice. Filed with the student's record, this notice establishes the official date and explanation of the withdrawal. Failure to formally withdraw will result in failure in classes for which the student is registered. (Resident students leaving the University should make sure they follow proper check out procedure).

II. UNIVERSITY SERVICES

A. Academic Support

Registrar

The Office of the Registrar houses official academic records, including the student's transcript, student files, registration forms, and changes of registration for each term. Because the Registrar is responsible for maintaining the student's legal academic record, any changes to an academic record must come through this office. Information concerning class schedules and academic policies and procedures may be found here. The staff will help with online registration, add/drop, transcript requests, letters of good standing, VA enrollment certifications and similar matters. The staff also plans all academic ceremonies such as matriculation convocation and fall and spring commencement. The Office of the Registrar is co-located with Financial Aid and Student Accounts in the Student Services Office.

Robson Student Success Center

The Robson Student Success Center provides academic support for all Ozarks students including individual and group tutoring, individualized support, and academic advising. In addition, the Robson Support Center provides disability services coordination for students; any student with a documented disability may work with the Robson staff to create appropriate accommodations. The Robson Support Center also serves as the host for Student Support Services, a federally funded Trio program. The goal of this program is to increase the college retention and graduation rates of its participants through individual and small group tutoring, personal and career counseling, and academic advising. In order to qualify for Trio-funded assistance, a student must be a U.S. citizen or permanent resident and meet one or more of the following requirements:

- Be a first-generation college student (neither parent has a baccalaureate degree)
- Meet certain financial eligibility guidelines established by the U.S. Department of Education.
- Have a documented disability that, without support services, impairs academic performance.

Career Services

The Career Services Office provides career coaching to Ozarks students and alumni. It also serves as a clearing house for career related information including internships, summer employment, full-time employment and graduate schools. The Office is located on the lower level of the Seay Student Center.

A sample of the exciting services available, through Career Services, includes:

Career Corner – This weekly newsletter is delivered into your email each week so you can keep abreast of current career information in addition to job postings. After four years of reading the Career Corner each week, you will become a Career Expert too.

Purple Briefcase - Purple Briefcase has a plethora of career preparation tools specifically designed for students, including a smartphone app, more than 400 custom-made, short-form videos, and a fun and exciting way to connect with and follow employers and view and apply to jobs and internships! You will need to create an account to tap into this comprehensive tool.

FOCUS 2 – This program combines self-assessment, career and major exploration, and decision making and action planning in one comprehensive product. It guides students through a reliable career and education decision-making model to assist students choose a major, make informed career decisions, and take action. This is easily accessible online through Robeson Library > Services > Career Preparation.

The Careers College™ – This program offers powerful learning modules, proprietary tools and a virtual career resource center designed to help motivated job seekers land a dream job. This program is likewise easily accessible online through the Robson Library > Services > Career Preparation.

The Careers College™ offers the following Learning Modules:

1. Building Confidence
2. Exploring Career Options
3. Marketing Your Skills
4. Conducting the Job Search
5. Preparing for Interviews
6. Interviewing to Win
7. Following Up
8. Negotiating the Best Deal
9. Starting Right

Jones Learning Center

The Jones Learning Center is an academic support unit that provides comprehensive services for students who have specific learning disabilities AD/HD (attention deficit/hyperactivity disorder) or ASD (autism spectrum disorder). With a low staff to student ratio, assistance is provided for students in reaching their academic potential and enhancing their self-awareness, independence, and ultimate employability. The JLC provides academic support that complements the University's regular services and programs. Its specialized services, provided for a fee, far exceed the services required by law and available to all students with disabilities. Services are based on each student's individual needs as determined by a psycho-educational evaluation. Otherwise qualified applicants with specific learning disabilities AD/HD or ASD may choose to utilize services of the learning center by applying for admission to the center. Applicants who are not otherwise qualified may apply to the University contingent upon participation in the learning center. For details concerning criteria for admission and services provided through the program, information can be found on the website or by calling the JLC office at (479) 979-1403.

L. S. and Hazel C. Robson Library

Robson Library offers you access to hundreds of thousands of books; tens of thousands of periodicals (newspapers and magazines); and thousands of music and motion picture recordings. The library's digital resources are available through over 100 subscription databases on the library's website (<http://robson.ozarks.edu>) via the campus wifi or off campus with your university login and password. Many publications that Robson Library does not have can be obtained through interlibrary loan – often free of charge, but sometimes for a service fee (usually between \$2 and \$20).

During the fall and spring semesters, the library is open Monday-Thursday, 8 a.m. - midnight; Friday 8 a.m. - 4:30 p.m.; Saturday 1 p.m. – 5 p.m.; and Sunday 3 p.m. – midnight. During the summer the library is open Monday-Friday 8 a.m. – 4:30 p.m.

With your University ID card, you can check out many of the library's print resources for two weeks at a time; however, some materials are reserved for in-library use only. The library does not usually assess fines for overdue books, but the business office will eventually charge students for books that are not returned. Those charges include a \$10 processing fee and the list price of the book (or at least \$25 if the book is out of print).

The librarians provide reference services, instruction in how to locate and use the library materials, and assistance with research. They encourage you to ask for help at any time. The Robson Library collections – in both digital and physical formats—are immense treasuries of ideas that can change your mind, your heart, and your life. Please let them nourish your full humanity.

Ozarks Information Technology

The Information Technology (IT) Department understands the role technology plays in our society. We are committed to provide our students the infrastructure, equipment, and services to aid them in fulfilling their educational mission.

We provide network access to students in eight on-campus computer labs, equipped with Dell® computers, running the Windows 7 Professional operating system. Each lab is also outfitted with at least one laser printer. The Microsoft Office 2010/2013® suite has been installed on all lab computers. Additionally, eight mobile laptop carts access the campus network wirelessly and are utilized for classroom instruction only. Network access is also available in all University residence halls and includes wireless connectivity.

Computer labs are located in the following on-campus locations: Robson Library (upstairs), 24-Hour Study Lab (lower level Robson), Jones Learning Center, Smith-Broyles Science Center (2nd floor), Walton Fine Arts Center (lower level), Education Lab in Walker Hall, Communication Lab in Walker Hall, and Boreham Building (2nd floor). Lab schedules vary and are posted inside lab areas.

Detailed information about the acceptable use of computer equipment and network resources is included in the *Acceptable Use Policy for Computer & Network* located in this handbook and on the Ozarks website. You agree to the terms when you use the Ozarks' network. The Acceptable Use Policy takes precedence over other policies or handbooks where computer or network resources are concerned.

The IT department is responsible for maintaining the entire campus computing environment. This includes the campus infrastructure, more than 600 campus computers, all networking equipment, and the campus data center. Campus data servers are available 24 hours a day, seven days a week and are backed up to tape on a daily basis.

Software

Regardless of what system you purchase, we recommend that you also purchase the Microsoft Office 2010/2013® Professional application suite (Word, Excel, Access, PowerPoint, and Outlook). All computers connected to the Ozarks Campus Network must be running up-to-date anti-virus software. Anti-spyware software is also recommended.

Prohibited Software

Please be aware that seemingly harmless, fun programs may, and in fact often do, can cause software conflicts that prevent your computer from functioning as an effective tool for your job.

It is against University policy to download/install any computer program on a University-owned computer that has not been authorized by the University. No one should install any programs on their systems without permission or direction from their supervisor. If you, as a Supervisor, are in doubt about a particular program, please check with IT prior to making any authorization.

COMPUTER AND NETWORK PRACTICES

A. Acceptable Use Policy for Computer & Network Practices

- I. General Principles
 - a. This code governs the use of computers, network equipment, servers, accounts, printers, and any other device attached to the Ozarks network and not just those owned by University of the Ozarks, hereafter referred to as "Information Technology" (I.T.) resources. The University owned I.T. resources are provided to University students, faculty, and staff in support of our mission.
 - b. While the University is committed to intellectual and academic freedom, individuals who use the University's I. T. resources do so with the understanding that this use is a privilege and with it comes certain responsibilities. Use of I.T. resources must always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, the right to personal privacy and the right of individuals to freedom from intimidation and harassment. Any use of I. T. resources in violation of the regulations set forth in this code will be treated as "misconduct" pursuant to University policies and procedures.
 - c. The use of University I.T. resources is subject to all existing federal and state laws, including but not limited to laws and regulations specific to computers and networks, and to those that apply generally to individual conduct.
- II. Administration of I. T. Resources
 - a. University of the Ozarks reserves the right to authorize, limit, deny and control access to its I.T. resources and has assigned the responsibility and the authority for administering those resources to the Department of Information Technology Systems Administrators.
 - b. A Systems Administrator is any person designated to maintain, manage, monitor and provide security for I.T. resources.
 - c. Persons not authorized to act in Systems Administrator capacity at the University are prohibited from collecting information or making configuration changes to any I.T. resource.
- III. Education Records, Medical Records and Personnel Records
 - a. Records containing medical information or personnel information related to a student or employee are confidential and protected from public disclosure.
 - b. No person shall access any such record maintained in an electronic format or disclose or distribute its contents in a manner inconsistent with federal and state law or University regulations.
- IV. Privacy of Electronic Files and Communications
 - a. While reasonable consideration will be given to privacy, all information and data, including but not limited to email messages, placed on any I.T. resource is University property.
 - b. No expectations of privacy exist under the following conditions:
 1. University officials are presented a search warrant or court order by law enforcement officials.
 2. There exists an emergency situation in which the physical safety or well-being of a person may be affected or University property may be damaged or destroyed or authorized data may be lost or destroyed.
 3. There exist reasonable grounds to believe that a violation of law or University policy is occurring or has occurred.

4. Access is necessary to maintain the University's I.T. resources; to maintain the integrity of the University's I.T. resources; to protect the rights or property of the University; to protect the rights or property of any I.T. resource user.

c. Responsibility for authorizing access hereunder rests with a Systems Administrator, the University President or the Director of Information Technology.

V. Acceptable Use of I. T. Resources

a. This section establishes rules for the benefit of all users and encourages responsible use of I.T. resources.

The rules of conduct include, but are not limited to those listed below:

1. No one shall (a) connect with or otherwise use any University I.T. resource without proper authorization; (b) engage in, assist in, encourage, or fail to disclose or conceal any unauthorized use, or attempted unauthorized use, of any University I.T. resource; or (c) misrepresent his or her identity or relationship to the University to obtain access to or while using I. T. resources. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users shall promptly report any unauthorized use of their account or password to a University Systems Administrator.
2. University I. T. resources shall not be used for personal gain or for the benefit of organizations not related to the University, without the prior written approval of the Director of Information Technology.
3. No one shall (a) knowingly endanger or compromise the security of any University I.T. resource or attempt to discover or break any security codes applicable to any University I.T. resource; (b) willfully interfere with another's computer usage; (c) attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data; (d) modify, reconfigure or attempt to modify or reconfigure any software or hardware of any University I.T. resource or network facility in any way, unless specific authorization has been obtained from the Director of Information Technology; (e) use University I.T. resources to attempt unauthorized access to or use of any computer or network facility, no matter where located, or (f) intentionally waste, overload or misuse of I.T. resources.
4. No one shall knowingly or with recklessness create, run, install or distribute a computer virus, worm, Trojan horse, a destructive or disruptive program, a destructive or disruptive email, or any other destructive or disruptive data via any University I.T. resource or knowingly permit anyone else to do so.
5. No one shall copy, install, use, store or distribute through any University I.T. resource any information in violation of U.S. copyright, trademark, or patent laws or applicable licensing agreements. It is the user's responsibility to become familiar with the terms and requirements of any such laws or agreements. Illegal reproduction of software and other intellectual property may result in civil and criminal sanctions as well as disciplinary action by University officials.
6. No one shall use the University's I.T. resources to (a) annoy, harass, threaten, intimidate, terrify, or offend another person; (b) repeatedly contact another person, whether or not any actual message is communicated, if the recipient has expressed a desire for the contact to cease; (c) repeatedly contact another person regarding a matter for which one does not have legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease; (d) disrupt or damage the academic, research, administrative, or related pursuits of another person; or (e) invade the privacy, academic or otherwise, of another person or threaten such an invasion.
7. Users shall adhere to all University policies regarding use of email and other electronic communications. Users assume full responsibility for messages they transmit through University I.T. resources, including, but not limited to, those they forward.
8. Unauthorized computer workgroups are prohibited.
9. Allowing access to the University I.T. resources to unauthorized people by any means is strictly prohibited.
10. All personal computers (and other devices, if applicable) must have up-to-date antivirus software installed and operational prior to using I.T. resources. Users must keep antivirus software currently updated at all times. If a user becomes aware or is alerted to the possibility of the existence of a virus, worm, Trojan Horse or other destructive or disruptive program or data which is infecting or attempting to infect any University I.T. resource, the user shall immediately notify a Systems Administrator or the Director of Information Technology and shall take such steps as the user may be directed to prevent or minimize the impact of such virus, worm, Trojan Horse or other destructive or disruptive program or data to University I.T. resources.
11. University I.T. resources shall not be used to store, manipulate, calculate or analyze personal data or data for organizations not related to the University. The University and its agents, servants, and employees are not responsible for loss or corruption of data placed in the University I.T. system in violation of this policy.
12. It is a violation of University policy to forward data that violates this code using University I.T. resources, as well as to originate such data.

13. Unauthorized network devices are not permitted.
14. Users must, without exception, modification or deviation, always use University designated security procedures and approved software while using University I.T. resources.

VI. Enforcement and Sanctions

- a. Individuals designated as University Systems Administrators are responsible for protecting the system and its users from abuses of this code. Therefore, Systems Administrators may take any or all of the following actions:
 1. Discuss the matter with the offending party.
 2. Revoke or modify user account or network privileges.
 3. Where other disciplinary measures have failed, when there are repeated offenses of this policy, or when the seriousness of the offense warrants, a Systems Administrator may permanently revoke user or network access.
- b. Because a Systems Administrator is tasked with maintaining the quality and integrity of the University network, he/she retains the right to disconnect any computer that is determined to be causing a detrimental effect on network operation. This includes, but is not limited to, computers found to be flooding the network with traffic, whether it be due to faulty hardware, software, etc., computers using more than their "fair-share" of bandwidth; computers using more than their "fair share" of access time for extended periods of time; computers containing materials determined to be in violation of federal or state laws; computers operating without proper antivirus software in violation of University security procedures; and computers operating with software not compatible with University software. Every effort will be made to notify the owner of the computer prior to action being taken, but a Systems Administrator has the right to take whatever means necessary to eliminate the threat to network integrity, up to and including entering the computer owner's room and physically disconnecting the network cables without notice. In the event that such drastic measures become necessary, a Systems Administrator will make every effort to protect the privacy of all parties involved. A Systems Administrator will refer offenses to the Director of Information Technology.
- c. In addition to the provision of Article VI (a) and (b), any violation of this code is misconduct for purpose of the student code of conduct and University personnel policies and offenders may be punished accordingly. Any offense that violates local, state, or federal laws may result in the immediate loss of all University computing and network privileges and will be referred to the appropriate University official and/or law enforcement agencies for disciplinary action.
- d. Appeals for Sanctions
 1. Students, who have been sanctioned for non-compliance with this code, may appeal this decision. Specific information regarding appeals can be found within the Student Code of Conduct section of the Talon.
 2. Faculty against whom action is taken for non-compliance with this code shall follow the grievance procedure outlined in the Faculty Handbook. Administrative, Professional and Support staff members against whom action is taken for non-compliance with policy code shall follow the grievance procedure set forth in the appropriate handbook.
- e. Amendments
 - a. The University reserves the right to amend this code at any time. Any such amendment shall be effective upon the posting of such amendment on the University's website. Any person using University I.T. resources is deemed to have accepted all provisions contained in this code and any policies that the University may adopt to supplement or explain this code.

B. E-Mail Distribution List Rules and Guidelines

1. A distribution list should be used when distributing official information for the University and the official groups that represent it.
2. A list may be used for lost keys, wallets, identification, purses, books and backpacks.
3. A distribution list shall not be used as a public forum, i.e.: political, personal, or religious commentary.
4. No playing, joking, socializing, discussion or ridicule of any individual, group or idea will be tolerated.
5. No solicitation, chain letters, or forwards will be tolerated.
6. No advertisement of items for sale.
7. Replies should be sent to the originator only, not the entire distribution list or computer services.
8. All announcements sent via a list shall adhere to the student handbook and the Acceptable Use Policy.
9. Violation of a distribution list rule by an individual will be considered a disciplinary violation and will follow the Student Code of Conduct for resolution.
10. Violation of a distribution list rule by a group or organization will be reviewed by the Student Government Association for disciplinary action. Groups found in violation may face charter revocation and loss of University privileges.

B. Student Services

Chapel Program

University of the Ozarks is related to the Presbyterian Church (U.S.A.) in a voluntary covenant with the Synod of the Sun. In keeping with that covenant, University of the Ozarks proclaims God's love and seeks to foster both love of God and love of neighbor, including respect for the dignity of each person.

Ozarks offers weekly chapel services as fulfillment of its mission. Chapel provides faculty, staff, and students the opportunity to learn and practice Christian values such as gratitude, compassion, reconciliation and service to others.

Chapel is a time set apart from the busyness of the week. It is an opportunity to praise and give thanks to the One who calls us together as a community. Chapel is an opportunity to live in peace with one another and work together for that which is good and just. It is a time where we honor our differences and celebrate our unity.

Chapel services are held on Wednesday mornings at 11 am, and we welcome any and all student participation and leadership.

Health Insurance

Students or parents are responsible for expenses connected with accidents or illness. All students are urged to have health and/or accident insurance. Any coverage under any plan shall be at the student's expense and is not automatic by virtue of one's enrollment at the University. Information on an independent college student health insurance provider is available in the Office of Student Affairs.

Identification Cards

Personal University identification cards are issued to all students at registration. The identification card is used for meals in the cafeteria, entry into residential facilities, Library check-out, admission to athletic events, the use of recreational facilities and equipment, and admission to various campus programs. Students should keep their IDs with them at all times; they may be requested by University security or staff in case of an accident or other circumstances. IDs can also be used to receive discounts from local businesses. There is no charge for the I.D. card, but a fee of \$10 will be assessed to replace a lost one. A replacement I.D. can be obtained in the Office of Public Safety.

Parking

Students who drive motor vehicles on campus must obtain parking permits from the Office of Public Safety. A campus map indicating parking areas is available in Public Safety located in the Seay Student Center. Ozarks community members will not be allowed to park in visitor or accessible parking spaces at any time or in Campus Perks parking spaces when Campus Perks is open for business. Those who park illegally in these areas or in no-parking zones are subject to parking tickets and fines. Students failing to register their vehicles will be ticketed, fined, and subject to disciplinary action. Students needing to use a car temporarily may obtain temporary permits free of charge from Public Safety.

All ticket violations are to be paid within 30 days. A person receiving a parking citation may either make payment or appeal the violation. Payments may be taken care of in the Business Office and appeals may be taken care of in the Office of Public Safety. A person has two weeks to submit an appeal. A service charge of \$10 is applied to each ticket not paid within 30 days and the fine will be added to the student's account in the Business Office.

Traffic Citation Fees for Violations:

No Parking Decal	\$10	Parking in Visitors Parking	\$25
Reckless Driving	\$15	Parking on the Grass/Sidewalk	\$25
Double Parking/Blocking	\$25	Parking in Disabled Parking	\$50
Parking in a No Parking Area	\$30	Parking in a Fire Zone	\$50

A person receiving more than three tickets per semester may be subject to the conduct process. Repeated violations of parking regulations or failure to move a vehicle from a restricted area after notification by the Office of Public Safety may result in the towing of the vehicle at the owner's expense and/or additional disciplinary action by the University.

Bicycles on Campus

The use of bicycles on campus is widely encouraged, however, it is imperative that everyone practice safety when riding and storing your bike on campus. In addition to the safety tips and regulations listed below, the Office of Campus Safety offers the opportunity for all faculty, staff and students to register their bicycles. **Registration is required and free** as it will allow us to assist you in safeguarding your property.

When using a bicycle on campus, please do not lock it to or lean it against lamp posts, hand rails, buildings, or other campus property not intended to host bicycles since this action can create safety escape hazards, interfere with maintenance work, and cause damage to the property and the bike. Bicycles found in areas other than designated bicycle racks will be removed. If an improperly stowed bicycle is locked, it may be necessary for the chain or lock to be cut, particularly if the owner cannot be identified.

Bicycles are not allowed in any area of the residence hall or grounds other than in the provided bicycle racks around campus. Bicycles chained to trees, shrubs, stairs, rails, or other prohibited areas will be removed immediately. Violation of this policy may result in possible sanctions and judicial action. Bicycles remaining at the end of the academic year are considered abandoned. If this occurs, the locks on the bicycles are cut and, depending on the condition of the bicycle, they are either disposed of or donated.

The following are tips that all bicyclists should abide by while riding on campus to ensure the safety of the riders and pedestrians.

- Ride on the right side of the street (or sidewalk). Go with traffic, not against.
- When riding at night a white light in front and a red light or reflector is required by state law.
- Obey all traffic signals, signs and roadway devices.
- Wear a helmet.
- Use the bike racks located at every residence hall and at various locations around campus. Do not lock or place bicycles against lamp post or railings.
- Always lock your bike.
- Use hand signals to indicate turns, lane changes and stopping.

Support Services for Students with Disabilities

Qualified students with disabilities must have equal access to all University programs. Attention is given to assisting, rather than providing for, students with disabilities; the University strives to promote independence and dignity, to create an accessible physical environment, and to provide a supportive learning atmosphere. University of the Ozarks complies with the provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. So that steps can be taken to access reasonable accommodations for each student on a case-by-case basis, any student who has a physical or mental impairment that limits one or more major life activities is expected to present appropriate documentation at either the Jones Learning Center (JLC) or the Chapman Student Success Center. It is the student's responsibility to self-identify and to provide adequate written documentation. Although there is no time limit on self-identification, the student must allow time for services to be arranged; therefore, early identification is encouraged. If a student feels that he/she has not received adequate assistance in regard to the documented disability or has been treated unfairly in regard to his/her disability, a detailed grievance procedure is outlined in the Student Handbook.

Accommodations for Students with Disabilities

Students with documented disabilities may request reasonable accommodation for those disabilities in their courses. Accommodations are of two types. The first, accommodative services, such as note takers, calculators, and alternative testing, may be arranged through the Jones Learning Center or the Chapman Student Success Center. The second type of accommodation, course substitution, will be based on the stated purpose of the course requirement in relationship to the documented disability. This accommodation is available only to students with documented disabilities that would prevent them from completing a required course. Students requesting accommodation must contact the Director of the Jones Learning Center or the director of the Chapman Student Success Center for information regarding the documentation required and the procedures for requesting accommodation. University of the Ozarks will comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (PL 101-336) of 1990.

Drug and Alcohol Abuse Program

Genuinely concerned for the health and safety of students, the University forbids the use of alcohol or any illegal drugs by any student, faculty, or staff member on campus. To support this philosophy, the University is committed to providing education and resources regarding drug and alcohol abuse. Programs dealing with general information about drugs and alcohol, recognizing signs of drug or alcohol abuse, and tips for dealing with friends who are abusing drugs or alcohol, are presented. Counselors and support groups both on and off campus are available to students recovering from addictions. Information is available from the Office of Student Affairs.

Lost And Found

Lost articles may be turned in and reclaimed at the Office of Public Safety in Seay Student Center. Items not claimed by July 1 of each year will be donated to local charities.

Ozarks Bookstore

Ozarks Bookstore is located in the Robson Library. Along with required textbooks the bookstore carries a full line of specialty U of O clothing, gifts and imprinted items. Snacks and drinks are also available. Ozarks Bookstore accepts cash, checks, Visa, MasterCard, Discover, or American Express. Students eligible for financial aid will receive an email from the Business Office with the amount they are allowed to charge at the bookstore at the beginning of each semester. Textbooks may be reserved online at <http://www.ozarksshop.com>

The bookstore also has a textbook rental program and price-match program, details available online. Textbooks may

be returned for cash or credit no later than 14 (fourteen) calendar days from the date on the receipt. For a full refund, the customer must present the original sales receipt to the cashier. The new (unused) books must be free of marks and in mint condition. The bookstore has a buy-back program running year-round that allows students to sell their books for cash (50% of wholesale/market value).

Ozarks Bookstore offers all merchandise found in the store online and free shipping. Ozarks Bookstore hours are Monday-Friday, 9 a.m. to 4 p.m. during the fall and spring sessions. Summer hours will be posted on the door. Open on weekends during campus events. For store hours, shopping, reserving textbooks, or more details, visit <http://www.ozarksshop.com>

Business Office

The Business Office, located in the Mabee Administration Building, is responsible for all the financial transactions of the University. Student account billing, payments, student employment checks, scholarship stipends and refunds are handled in this office. Students having a check returned by a bank due to insufficient funds will be charged \$25 and a "HOLD" placed on their records until the full amount of the returned check is paid. The Business Office also approves the final release of all transcripts, grades, reports and diplomas.

Campus Public Safety

The Department of Public Safety strives to maintain a pro-active approach to campus safety by utilizing several resources to respond to various situations. Public Safety works to support the mission of University of the Ozarks by working in partnership with Ozarks community members and the Clarksville Police Department to ensure that the Ozarks campus is a safe and pleasant place to learn, live, work and play. Public Safety Officers patrol the campus 24-hours a day, every day of the year. Emergency phones are strategically placed throughout the campus for immediate assistance in emergency situations and the campus is monitored by a 24-hour video surveillance in select areas.

Unmanned Aircraft System (UAS) "Drone" Policy

Any use of an Unmanned Aircraft System (UAS) "Drone" from or over University of the Ozarks' campus or inside a campus building is strictly prohibited except for education/research use and commercial purposes. UAS is also regulated by the Federal Aviation Administration (FAA) and by federal, state, and local laws. Anyone who seeks permission from the university to operate a UAS on University of the Ozarks property or at any university-sponsored event must receive approval from all appropriate agencies (if necessary) in advance of requesting such approval from the Department of Public Safety. The use of drones for hobby or recreational use on University of the Ozarks property is NOT permitted. Additional information for drone usage, obtaining university permission, and FAA compliance will be found on University of the Ozarks' Department of Public Safety website.

Hoverboard Policy

The University prohibits the use of any and all hoverboard devices on campus grounds due to the potential fire hazard that results from the device's lithium-ion batteries. While these devices elevate the risk of fire hazards on campus, they also raise University concern over the potential for injuries, including concussions, fractures, contusions, and internal organ injuries that may result from operating a hoverboard. Any hoverboard presently on University of the Ozarks property should be removed immediately. Failure to abide by this policy may subject the individual to disciplinary action. Damages and/or injuries occurring to University property or individuals will be the responsibility of the hoverboard operator. Additional information will be found on University of the Ozarks' Department of Public Safety website.

It is the policy of the University to uphold all local, state, and federal laws. Public Safety officers are authorized to enforce all university policies including violations addressed under the Student Code of Conduct. Anyone involved in a crime which takes place on or off campus may be detained by the Department of Public Safety until law enforcement arrives. Students may be held responsible for crimes (even those which take place off campus), through the campus discipline process.

Public Safety looks forward to serving the needs of the campus community. Officers may be utilized as a Courtesy And Safety Escort (C.A.S.E.). Officers will provide safe transportation to and from campus facilities and residence halls anytime a student feels unsafe. On duty officers may be contacted by dialing (479) 979-2020 to request assistance, report safety issues, crimes or other concerns. Help us protect you. SEE IT, REPORT IT!

Financial Aid Office

Many opportunities for financial aid are available. Eligible students may receive loans, grants, scholarships, employment or a combination of these aids. The university participates in most federal and state financial aid programs. Students should refer to the Financial Aid website (available on Ozarks website, (admissions.ozarks.edu/faid)) for specific listings and selection criteria. The Financial Aid Office is located in the Mabee Administration Building inside the Office of Admission. Students should contact the Financial Aid Team to determine what assistance might be available.

University Dining Services

Located on the upper level of the Seay Student Center, the Borck Cafeteria is provided for all on-campus students. University guests or off-campus students may eat in the cafeteria by paying for their meals at the door. Faculty and staff may purchase discounted meal plans from the dining services office. Faculty and staff must present their student ID's at the entrance of the cafeteria. Taking food, utensils, or dishes out of the cafeteria is not permissible.

Several other dining options are available on campus with the use of your Declining Balance Dollars, cash, credit, or debit card:

- The "Eagle's Nest" is located in the lower level of the Seay Student Center and offers a variety of made-to-order grilled sandwiches, grab-and-go items, snacks, and soft drinks.
- Campus Perks is our "We Proudly Serve" Starbucks coffee shop, serving your favorite specialty coffee beverages, pastries, and grab-and-go items.
- Catering provides the campus with specialized dining services for all occasions. Gift baskets, birthday cakes, and many other food service arrangements can be made in the dining services office or by calling 479-754-3140.

Members of the Residence Hall Association meet regularly with the Food Service Director to discuss student concerns and suggestions. Ozarks community members should also feel free to discuss any issues or ideas with the Director by calling 479-754-3140.

Student Mail Service

Student mailboxes are located in the lower level of Seay Center. All full-time resident students will be assigned post office boxes during the fall or at the time of registration. Students are responsible for mailboxes and will be charged for any damage to them. Students are notified of packages with package slips placed in mailboxes. UPS services are available for outgoing packages. Outgoing mail should be placed in the drop box slot located on the front door near the mailboxes. To assure prompt delivery of mail, students should use the following format:

Name

University of the Ozarks

415 N. College Avenue #7_____ (The #_____ represents your student box number.)

Clarksville, AR 72830-2880

Physical Plant Services

The Physical Plant is responsible for maintenance operations in university facilities, grounds care and housekeeping for all buildings on the Ozarks campus. This department seeks to provide a satisfactory environment in all buildings and to encourage growth and learning through a safe and comfortable living experience.

Residents may submit maintenance requests regarding their room or living areas online by going to Eaglenet, click on FORMS, then scroll down to "Maintenance Help Request." After the form is opened, just follow the prompts. Maintenance requests can also be turned in to the Resident Assistants. During weekends and late weekday hours, students should contact their RAs in the event of an emergency. The housing staff will then contact the appropriate maintenance personnel.

III. CAMPUS LIFE

A. Seay Student Center

The Seay Student Center is the hub of much of the student life on the Ozarks campus. It houses the offices of the Dean of Students, Assistant Dean of Students and Director of Residential Life, Director of Campus Activities, Career Services, Area Coordinators, Public Safety, Ozarks Outdoors, ARAMARK Food Service, International Programs, and Student Organizations. The facilities of the center include the cafeteria, post office, Ozarks bookstore, "Eagle's Nest" snack bar and special event rooms as well as areas to visit, watch television, and play.

The student center also houses the Rogers Student and Community Conference Center and the Mabee Fitness Center. The conference center houses state-of-the-art audio and visual equipment, and can accommodate up to 700 people in a large room or be partitioned off to four or fewer smaller rooms. The Mabee Fitness Center is a 7,000 square-foot fitness center that includes the Rawhouser Weight & Fitness Room, the Boreham Aerobics Room, locker and shower rooms, and additional Student Affairs offices. The 2,200 square-foot Rawhouser Weight & Fitness Room houses a wide array of computer-integrated workout and cardio equipment, such as treadmills, elliptical machines and stationary bikes. The Rawhouser Room also includes free weights. The 990 square-foot Boreham Aerobics Room can be used for such activities as Yoga, Zumba Dance, Tae Bo and body sculpting classes. Hours for the facility are posted in the student center.

B. Campus Activities

The University maintains an activities program which enhances each student's educational experience. This broad program includes major campus events such as New Student Orientation, Family Weekend, Homecoming, a variety of student organizations in which one can participate, and many educational and student development opportunities. The Student Government Association, Residential Hall Association, and the Campus Activities Board are official University-sponsored organizations and coordinated out of the Student Affairs Office.

All University of the Ozarks events — dances, comedians, movies, etcetera — are open to current students, staff, faculty, and guests. Visitors must abide by all campus policies and regulations. For more information about these programs, please contact the Office of Student Affairs.

C. Student Organizations

Student organizations at University of the Ozarks play a significant role in the student's life at the University. It is the philosophy of Student Affairs that a student's educational experience can be enhanced through interaction with other students outside the classroom, as well as through gaining valuable experience in leadership and group processes. Participation in student clubs and organizations may help students develop individual values, provide students with opportunities to enhance their talents and skills, provide opportunities to meet and make new friends, and provide opportunities to make contributions to their community.

Any group of students that would like to form an organization may petition for registration by following procedures found in the Student Organization Handbook. U of O will register organizations such as those promoting or honoring academic excellence, community and campus service; pre-professional enhancement, political, religious, recreational, or cultural diversity; and student advocacy. Clubs and organizations are open to all full-time and part-time students enrolled at University of the Ozarks.

Membership restrictions on the basis of race or sex are prohibited except where the nature of the organization has restrictive qualifications imperative to the purpose of the club. All organizations must register in the Office of Student Affairs.

For more information on Student Organizations, please contact the Office of Campus Activities or check the University website.

D. Intercollegiate Athletics

University of the Ozarks has a rich history of intercollegiate athletics. Sports offered include both men's and women's teams in basketball, soccer, tennis, cross country, swimming, and clay target shooting, as well as baseball, softball, wrestling, and cheer/stunt. Students interested in participating in any of the sports should contact the head coach of the sport, located in the Mabee Sports Complex. It is mandatory to have insurance to participate in athletics.

In intercollegiate athletics, the University participates in the American Southwest Conference. Participation is governed by conference regulations and the National Collegiate Athletic Association, Division III.

Intercollegiate Athletics Mission Statement

The program is expected to support the general mission of the University and should reflect the basic philosophy of equal treatment to athletes of both genders. University of the Ozarks believes that athletics represents an important part of the total educational experience for those who participate in athletics.

The spirit of competition uniquely found in intercollegiate athletics fosters the growth of self-reliance and self-determination among competitors. Through fair play found on the field and the court, students have the opportunity to formulate personal value systems based on moral and ethical principles.

Ozarks expects that its student-athletes are participating in intercollegiate athletics for the educational and recreational value of participation. Student-athletes and their coaches are widely recognized as representing the institution; therefore, they are expected to maintain the highest ethical and moral standards and their conduct, both on and off the playing fields, should be above reproach.

Ozarks believes that it is beneficial to participate in athletics with institutions of similar missions, both educationally and athletically. Consequently, the University is a member of the NCAA and the American Southwest Conference. Furthermore, the institution insists that its athlete's meet the eligibility standards set forth by those organizations and that the coaches abide by their rules and regulations.

E. Fitness and Recreational Activities

The University offers a variety of fitness and recreational facilities and programs for students and staff. Tennis courts are east of the Seay Student Center and a sand volleyball court is located east of the tennis courts and north of MacLean Hall. Outdoor basketball courts are located at Hurie Field. A Racquetball court and weight lifting equipment are available in Mabee Education Complex. Hours for student use are posted in Mabee Education Complex.

Spadra Park, just south of Clarksville, can be used for fishing (with an Arkansas fishing license), camping, and boating. Picnic tables and a pavilion are also available.

There are numerous rivers and lakes in the area for other water activities. Students can enjoy water skiing, camping, and picnicking at the Piney Bay recreation area; skiing, boating, and camping at Lake Ludwig; and picnicking, swimming, and primitive camping at Horsehead Lake.

Intramural Sports

The Intramural Sports program offers a variety of organized team activities including soccer, flag football, bowling, basketball, volleyball, and softball. This program also includes smaller individual sports such as golf, racquetball, and ping pong. All U of O students, faculty, staff, Alumni and their spouses are eligible to participate in the Intramural Sports program. University of the Ozarks is not responsible for any injury that may be received during an intramural activity. All participants are expected to display good sportsmanship. Failure to do so may result in disciplinary action and/or loss of privileges to participate in the program.

F. Crimes and Emergencies

Reporting Crimes and Emergencies

Emergency telephone numbers are posted in all residential facilities. The City Police Station phone number is 754-8100 and is located within three blocks of campus. The number for Public Safety is 979-2020.

If a crime, emergency, or infraction of campus rules occurs, students are encouraged to report it to the appropriate resource. All students, faculty, and staff are given the freedom to respond to emergency situations as deemed necessary and if it is safe to do so.

Security and Access to Facilities

Visitation in the residence halls is limited to specific hours. Entry into residence halls is restricted to residents of the hall. Keys are given only to those residents assigned to each specific residence hall. The doors are checked by the security person frequently during the night to ensure that no outside doors are propped open. Other buildings are checked hourly by the night security guard. No one is allowed in buildings after hours unless for an authorized event. In that situation, the security guard usually stays in the building until everyone leaves and then secures the building.

Missing Student Notification Policy

As established by federal law, institutions providing on-campus student housing must establish a missing student notification policy and procedures for those who reside on campus. The University has expanded this policy to include all students. All students are given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing. Student may do so by contacting the Office of Student Affairs. If Public Safety officials determine that a student, for whom a missing person report has been filed, has been missing more than 24 hours, University officials will: notify the individual identified by the student to be contacted in this circumstance, if the student is over 18, or notify a parent or guardian if the student is under 18 years of age, and notify appropriate law enforcement officials.

Campus Crisis and Emergency Notification and Response Information

The safety and well-being of every individual on the campus of University of the Ozarks is of utmost importance. Each Ozarks' community member is responsible for being prepared in the event of a crisis. Ozarks has made planning ahead for emergencies a major part of campus life. We continue to expand and update our procedures in the development of the **Campus Crisis and Emergency Response Plan**. The primary goals of the Ozarks emergency response plan are to: protect and preserve life; secure and protect property and facilities; ensure the continuation of the educational mission, campus programs, and general operations; ease and restore all normal campus operations post-emergency.

The Ozarks' plan described addresses how the University will respond to emergencies suddenly and significantly affecting our community. A critical component of any action plan is communication. We are continuing to update our systems to inform the campus community during times of crisis in the most efficient manner possible. General communication techniques that campus community members should be aware of are as follows:

***OZARKS ALERT**-- electronic notification by text messaging, e-mail and webpage notices

**Reverse 911*-- alert to division & campus office phones

**Direct Notification*-- public address system, phone contact, door-to-door

**Emergency Alert Systems*-- fire alarms or Civil Service Alarm System

Ozarks Alert Notification System

Eagle Alert is an emergency notification service that is designed to keep students, faculty and staff at University of the Ozarks informed during emergencies by text message, reverse 911 calls, and e-mail messages. The Eagle Alert allows University officials to quickly contact registered recipients to communicate important information during any potential emergency, such as severe weather, fire, or other crisis event.

While anyone with an Ozarks e-mail account will automatically receive an emergency notification via e-mail, the text message aspect of the Eagle Alert service does require annual enrollment. The service is free of charge for students, faculty and staff to utilize and can sign up on line at www.ozarks.edu/eplan. Students and staff who do not have text messaging can contact the Public Safety Office for alternate notification methods.

Evacuation and Lockdown Procedures

The following guidelines have been developed to equip the Ozarks community for action in the event of a campus evacuation or “lock down” scenario. When possible University administrators or building supervisors will notify students and staff of emergencies and actions to follow.

Campus Evacuation Procedures: Faculty and office staff should account for all students and staff, reporting anyone missing to authorities. No one can leave the evacuation area until they have been told to do so by a University official. People will be directed to an alternate safe location when evacuations are necessary. In case of a campus wide crisis leading to total evacuation, people will be directed to a designated location easily accessible to campus.

Campus “Lockdown” Procedures: If there is a “lockdown” order given, go to the nearest building to a lockable room or office and direct others to follow. If possible contact Security or the Clarksville Police of your location. Stay away from windows and remain in the room until authorities give the “all clear” sign or escort you from the location.

Information Programs

Numerous University programs exist to inform students, faculty, and staff about campus safety and to educate them regarding methods of crime prevention. During New Student Orientation and the first several weeks of classes programs are presented about campus security, date-rape, fire safety, and alcohol and drug use and abuse. These programs may include discussions, guest speakers, brochures, drills and mandatory meetings. Residence hall meetings are held several times per semester, which all residents are required to attend. Failure to attend these informational meetings could result in a fine. Fire prevention, severe weather, campus security, and emergency response are among the topics discussed at hall meetings. Area Coordinators also convey the importance of the visitation and door propping policies in keeping the halls secure. The University seeks to protect campus community members, but safety is also a student responsibility. It is the responsibility of each resident to be familiar with policies and procedures designed to enhance safety and security, many of which are noted within this Handbook.

Crime Statistics

Under the federal law entitled “Students’ Right to Know and Campus Security Act,” statistics regarding certain crimes reported to campus authorities must be published for the past three calendar years. A copy of the crime statistics is available in the Office of Public Safety.

G. Your Right to Know

The Federal Student Right-to-Know and Campus Security Act require all institutions participating in Federal Student Aid Programs to disclose certain information to students including basic institution information, graduation rates, athletic program information, campus security policies and campus crime statistics. This information is available through a variety of campus resources including the student handbook, campus web site, annual reports, and program documentation. If you need assistance accessing particular information please contact the Student Life Office.

IV. RESIDENTIAL LIFE

A. Philosophy

Residential Life at University of the Ozarks is devoted to a holistic development of our students. Residential Life approaches this developmental process by looking at the needs of students based on their year in school/general developmental needs as well as identifying specific developmental areas, utilized in the programming model.

We believe that we are called to support our institutional mission, to serve our students who come to us with diverse academic, spiritual, cultural and economic experiences and developmental needs. Residential Life is committed to seizing this opportunity to create living and learning environments that dynamically engage students, in developmental ways, to meet them where they are and to walk with them as they explore and grow within our residential communities.

B. Residence Hall Staff

Residence halls are staffed by Area Coordinators (AC's) and Resident Assistants (RAs). Area Coordinators live in the residence halls and are responsible for the halls' overall operation. The RAs are trained student leaders who help students adjust to the college environment by serving as peer advisors and leaders in the hall. RAs are available to assist all students with residence hall and/or personal problems. The staff, as well as the Residence Hall Association (RHA), assists in providing social, recreational, and developmental learning opportunities and programs.

C. Policies and Procedures

Residency Requirement

An important part of the Ozarks philosophy is that education is not confined to the classroom. Students learn to live cooperatively with others and to adapt to independent living through our residential life program. For that reason, the University requires students to live on campus for four semesters, or until the age of twenty-one. Requests for exceptions to this policy must be filed in writing to the Residential Life Office and should be made prior to the beginning of the academic term. Exceptions may include:

- (1) Live and travel to class from principal residence of their parent(s) or legal guardian(s) which is located within a thirty-(30) mile driving distance of the University of the Ozarks Campus.

NOTE: Commuter exemptions are NOT granted to reside with any other relative.

- (2) A part-time student carrying less than 12 hours a semester,
- (3) A married or single-parent student,
- (4) A student who has valid reasons, with supporting professional documentation.

Regulations

The University affirms the right of students to live in an environment which affords personal security, the security of personal property, reasonable privacy, and an opportunity to sleep, read, and study free from undue interference. In order to ensure these rights, certain regulations are deemed necessary.

Information and guidelines governing University of the Ozarks housing are provided on the following pages and in the Residence Hall Agreement. All students should familiarize themselves with this information in order to make their transitions to residential life smooth and comfortable. The Student Affairs Staff, Area Coordinators, and Resident Assistants are available to answer specific questions regarding the residential life program.

All resident students are responsible for complying with the residence hall regulations, residence hall housing agreements, and the residence hall living agreement, which are available in the Student Affairs Office and in each residence hall. Infractions of University or residence hall rules will likely be referred to the Residence Life Staff or to the Student Conduct Board for resolution. Infractions of University rules on or off campus will be referred by University personnel to the Student Affairs Office for adjudication.

Groups wishing to schedule meetings in residence hall facilities must complete an online Facility Request form. Only University-approved groups may reserve residence hall areas.

Once the student checks into his/her University residence at the appointed time for a given semester/summer term, the housing agreement may not be canceled except as specifically provided:

- (1) For the full academic term(s) during the agreement period for which the student fails to register.
- (2) When the student is required to live elsewhere by virtue of participation in either internships or academic exchange programs.
- (3) Upon the completion of graduation requirements by the student subsequently leaving the University.
- (4) When a student separates from the University on a leave of absence, withdrawal, or disciplinary action.
- (5) In the event that the accommodations assigned to the student are destroyed or made unavailable and the University does not furnish other accommodations, the contract shall terminate.
- (6) If the student drops below a 12 hour course load.

*(*No refunds will be allowed for room, fees, and miscellaneous expenses after the official day classes begin. Board charges will be pro-rated to date of official withdrawal.)*

Room Changes

The first two weeks of each semester is considered a "settling" period and no roommate or room changes will occur. Consolidation of students without roommates will take place immediately. Changes in room assignments during the school year may be made only with prior approval of the Area Coordinator. A student wishing to make a room change must complete a room change form and return it to the Area Coordinator for final approval.

Single Rooms

There are two types of single rooms in the residence halls. Natural: singles that are designated as such due to the physical design of the room. Natural singles are charged the basic room rate. Converted: double rooms that are utilized as a single. Converted singles are charged an additional amount per semester. A limited number of converted singles are assigned on a room availability basis. Initially, natural singles will be assigned to students who have a valid reason, with supporting professional documentation that a single is necessary for their academic success. Remaining singles will be assigned through the continuing student housing assignment process.

Room Keys

Students living in the residence halls will be issued their student identification card and one key, which will open their individual room. The student identification card will grant them access to the external doors. If a student loses their student identification card, please contact the Office of Public Safety immediately to receive a replacement card. All keys issued must be returned at the time of check-out. Keys are not to be duplicated or loaned to other persons. Any key(s) not returned or lost will be billed to the student for replacement of the key(s) and the core. Lost key(s) need to be reported immediately to the Area Coordinator. Replacement of any keys must be approved by the Area Coordinator. The installation of supplemental cores or the unauthorized alteration of existing locks is prohibited.

Room Furnishings

Each resident is held ultimately responsible for the condition of the assigned room and shall reimburse the University for all damages to the room, as well as damage to, or loss of, fixtures, furnishings, or properties furnished. No alterations are to be made to furniture provided by the University. Any additional furniture brought into the room must be free-standing and clear of all existing fixtures, heater/air conditioners, windows, and mechanical equipment. Residents are not permitted to paint their rooms or furnishings, or add any flooring that attaches to the provided floor covering. Furniture or furnishings may not be removed from the lounges, rooms, and common areas. Window screens must be kept fastened at all times. No residence hall room furniture or personal belongings will be stored in the residence halls.

Visitation Philosophy

Visitation is considered a privilege within the residence hall system. Because the rights of all residents must be considered in regard to any guests in the room, even within regular visitation hours a resident's request for any guest to leave (regardless of the guest's gender) must be honored. The University believes that the residents residing in the room should be comfortable to study, nap, or enjoy their privacy at all times; this environment could be compromised if unwanted guests are present too often, or if guests refuse to leave because they are visiting within posted hours.

Visitation Policy

Visitation refers to the privilege of having guests of the opposite sex within a student's room or closed areas of the hall. The public areas of each residence hall are open to the opposite sex during specific hours.

Any off-campus guest who visits in a residence hall with a resident must be escorted by their student host. The University student is responsible for his or her visitor's behavior. That person must abide by the residence hall rules. Any individual not a member of the residential community may be requested to show proof of identification. If a member of the Residential Life Staff or a Public Safety Officer cannot make a positive identification, the individual will be escorted out of the residence hall immediately. Individuals under the age of 17 are not permitted in the residence halls without prior written permission by the Area Coordinator. Students in violation of the guest policy will be subject to disciplinary action. Standard visitation hours in the residence halls are Sunday-Thursday: 10 a.m.-12 a.m. and Friday-Saturday: 10 a.m.-1 a.m. Any variations from this schedule need to be approved by the Director of Residential Life. Any overnight guests must be registered with the Assistant Dean of Students and Director of Residential Life. Visits by any guest are limited to three consecutive nights. Guests may stay longer with the prior approval of the Area Coordinator.

Quiet Hours

Residence halls provide many students with a place to study as well as sleep, therefore, students are asked to keep noise at a reasonable level at all times. Courtesy hours are in effect throughout the residence halls 24-hours a day. This means that although quiet hours may not be in effect, residents are expected to maintain reasonable volume levels at all times, including conversations in hallways, slamming doors, and stereo/TV volume. To ensure that the hours during which sleep and study are most likely to occur, a minimum of 60 hours each week are observed as "Quiet Hours." The residents of each hall are encouraged to set their own times and days for quiet hours. During quiet hours, radios, televisions, stereos, etc. must be turned to low volume. Students are expected to refrain from singing, talking loudly or engaging in noisy activities.

During final examinations, quiet hours will be extended to 23-hours a day. At any time, conduct which is disruptive and disturbing to other residents can be cause for disciplinary action. The primary responsibility for enforcement of quiet hours and courtesy hours belongs to the residents. If conflicts arise that residents cannot reconcile themselves, the RA may be called on to assist with the problem. Most students will be cooperative when a reasonable request is made.

Room Clearance and Check-Out

Each resident will be required to complete the check-in portion of the Residence Hall Inventory Form at the time of occupancy. When a resident is ready to vacate the residence hall, the student must complete the check-out portion of the Residence Hall Inventory Form. The signature of the Resident Assistant on the check out forms signifies that the student residing in a residence hall has completed the residence hall check out procedures, and has turned in all keys. The signature does not constitute a waiver for any damages done to the room. Final assessment of damages occurs only after the resident has removed all personal possessions from the room and has left the residence hall. After the halls close at the end of the semester, the Area Coordinators will tour the halls and assess any damage.

Residents checking out of the residence hall during the semester or at the end of the year must complete the following procedures:

- (1) The student will remove all personal belongings before check-out. Any possessions, furniture, or other matter left in the room will be removed and discarded, and a removal fee will be assessed.
- (2) The student will leave the furnishings in the room in the same order and position as they were when he/she first entered. No room furniture may be placed in storage, and any furniture not in the room at the time of check-out will be billed as missing.
- (3) The student is responsible for leaving the room in a clean and neat condition. This includes dusting the furniture and sweeping the floor. Failure to comply with this requirement will result in a cleaning fee, which will be added to the student's account.
- (4) All keys will be returned to the hall staff. Any keys not returned will be billed to the student for replacement of the keys and changing of the cores.
- (5) The student is responsible for checking-out with a member of the residential life staff and signing the check-out portion of the Residence Hall Inventory Form. Failure to check-out or improper check-out will result in a \$50 fine.

D. Safety and Security

University of the Ozarks does not assume responsibility for the loss of, or damage to, articles and personal property which occurs in its buildings or on its grounds. Students and their parents are encouraged to carry appropriate insurance. Lost items should be reported immediately. Residents are encouraged to lock their rooms when leaving and not give their room keys to others. All keys issued are the property of the University and are not to be duplicated or misused in any way. Stolen property is seldom recovered! Residents should leave valuable jewelry and family heirlooms at home or in personal lock boxes.

Campus Fire Safety

Fire safety regulations are for the safety and welfare of the entire University community. Misuse or abuse of fire extinguishers, fire hoses, fire doors, fire alarms, or other emergency equipment or the sounding of a false alarm is prohibited and considered a major violation of University policy, local fire codes, and statutory law. An incident report will be filed with the Office of Public Safety for any of these violations. An annual fire safety report is provided to the campus community detailing information on the number of fires, deaths, injuries, fire drills, fire-related property damage and the type of fire detection systems in each building. For more information about the annual report, contact the Office of Public Safety.

Fire Evacuation and Equipment

Fire evacuation routes are posted on each floor of all residence halls. Fire evacuation drills will be held each semester so that residents may become familiar with their evacuation route. Participation in any and all fire drills is required for those present in the building during the time of the drill. Each student's room is equipped with a smoke detector and should not be tampered with. Fire extinguishers are located on each floor and fire alarms are located by the hall offices. These are to be used only in case of an actual fire. False fire alarms and the use of fire extinguishers for purposes other than an actual fire is a violation of the University code of student conduct. Students involved in false fire alarms, improper use of fire extinguishers, or tampering with fire safety equipment will be subject to disciplinary procedures and fined for repairing or replacement of fire equipment.

Fire Protection

The University will not tolerate students starting fires of any sort in or near University housing. Strong disciplinary action will be taken against those not following *FIRE PRECAUTIONS* listed below:

- (1) Tampering with fire safety equipment or a fire alarm is prohibited.
- (2) A resident may not possess anything constituting a fire hazard, such as candles, incense, open-flame devices, etc.
- (3) Firearms, fireworks, explosives, and dangerous chemicals are prohibited everywhere on campus.

Barbeques/Grills

Personal gas or charcoal barbeque grills, lighter fluid, propane or other combustibles are prohibited in and around residence halls, including patios of University owned apartment buildings.

Health and Safety Inspections

The University respects the privacy of residents. However, University personnel reserve the right to inspect residential buildings and all University-provided rooms. Inspection shall mean routine and announced examination; 1) to determine if there is damage to the room; 2) to determine if the occupants are in compliance with health and safety regulations and provisions of public law, University regulations, or housing policy; 3) to provide cleaning or maintenance work; or 4) to conduct an inventory of University property. An inspection means only a visual survey of the external appearance of a room and the interior of its closets. It should be noted that a room may also be entered at any time, if there is an indication of danger to life, health, or property, or for other reasons as determined necessary by the University.

Because of the close nature of living in a residence hall, students must be conscious of their personal living habits and their own personal hygiene. Personal grooming habits are important to health, and the University expects that a reasonable level of cleanliness will be maintained in the rooms. The University reserves the right to inspect student rooms concerning this health issue. Students may be required to clean their rooms and change their own personal habits. Should problems or disputes between students arise over this issue, the Resident Assistant or Area Coordinator may intervene.

Personal Safety

For the personal safety of residents, the following restrictions apply to personal property on the University campus:

- (1) Due to possible injuries and a fire hazard, hover boards, hot plates, popcorn poppers, toasters, etc. are not permitted. (Microwaves and 3.5-cubic ft. refrigerators are allowed.)
- (2) Firearms and lethal weapons, such as gas pellet pistols and switchblade knives, are not permitted anywhere on campus. Knife blades should not exceed 4”.
- (3) Any tool which could create a harmful or dangerous situation cannot be kept in the residence hall, in a vehicle, or anywhere on campus.

Pets

Due to health hazards such as fleas and possible allergic reactions, unless allowed as part of an accommodation, no pets are allowed in the residence halls. Fish in a ten gallon or less aquarium are an exception.

Severe Weather Warning

If there is a tornado or severe weather warning, Clarksville storm sirens will sound. Weekly testing is conducted each Wednesday at noon. Residents should seek shelter in the designated locations within their respective residence halls if the alarm sounds any time other than the specified testing time. If students are outside on campus, they should go to the basement of Seay Center or the nearest classroom building. All students are reminded to cooperate with any designated University official in the event of an emergency. Clarksville radio stations KLYR (92.7 FM) or KXIO (106.9 FM) will give up-to-date weather information, as well as Channel 5 TV (out of Ft. Smith.) Each residence hall office has a weather monitor.

It is customary for Ozarks to remain open during inclement weather, particularly during the academic year when students are on campus. There may be rare circumstance, however, in which the Administration decides to close the campus. If this occurs, all but “essential personnel” and key administrators will be excused from work, and all campus functions will be canceled. Due to the residential nature of Ozarks, the institution will never completely close, essential personnel such as food service, maintenance, and security will continue to be satisfied.

In the event the campus is closed, the campus community will be notified by the **OZARKS ALERT** system, which will include text message, e-mail and website information. Individuals with questions regarding closing information and campus events can contact Public Safety at 479-979-2020.

E. General Information

Telephones and Televisions

The University provides telephones in the common areas of our residential facilities. There is no telephone service provided in individual student rooms. Each residence hall also has a television lounge, but students may have their own TV in each room. Basic cable service is provided through Suddenlink Communications. Any additional cable service must be provided by residents, by calling 1-800-582-9577.

Residence Hall Association

Students are given many opportunities to participate in their own residence halls as well as the entire residential community. RHA unifies each of the halls into one larger campus group as the governing body which provides a variety of programs and serves as the students' voice to the University and campus community. Housing residents are automatically members of RHA. Voting membership is composed of all resident assistants, elected representatives and student conduct board members.

Bicycles

Bicycles are not allowed in any area of the residence halls or grounds other than in the provided bicycle racks around campus. Bicycles chained to trees, shrubs, stairs, rails, or other prohibited areas will be removed immediately.

Violation of this policy may result in possible sanctions and judicial action. Bicycles remaining at the end of the academic year are considered abandoned. If this occurs, the locks on the bicycles are cut and, depending on the condition of the bicycle, they are either disposed of or donated.

Coin Free Laundry Rooms and Vending Machines

Campus laundry rooms are provided in each residence hall by MacGray Laundry Service. The University is not responsible for damaged or stolen items. Soda and candy machines are found throughout campus as well as in each residence hall. Refunds for vending machines are available in the business office.

Housekeeping and Maintenance Service

Housekeeping and Maintenance personnel work between 5:30 a.m. and 3:00 p.m. on weekdays and may not always be able to arrive at hours most convenient to students. Housekeeping's responsibility is for normal, anticipated cleaning. Every resident has a responsibility to keep his or her room, floor and hall clean. Individuals or floors will be charged fines for excessive messes. Residents with repair needs should report any problems to their hall offices. Most non-emergency repairs will have a two or three day turnaround time. For emergency repairs (such as broken water pipes) contact, maintenance or Student Affairs immediately.

V. STUDENT CODE OF CONDUCT

A. Mission and Guiding Principles

University of the Ozarks Mission Statement

True to our Christian heritage, we prepare those who seek to live life fully, those who seek the richness of life provided by study of the liberal arts and the quality of life provided by professional preparation.

We provide a uniquely supportive, academically sophisticated and challenging environment on a beautiful campus adjacent to the Ozark Mountains. Our first priority is the education of students who come to us from diverse religious, cultural, educational, and economic backgrounds.

Guiding Principles of Our Christian Heritage

Service

At University of the Ozarks, we call one another to offer sustainable, life-affirming service to all we contact. From copying notes for an ill classmate to gathering supplies for relief efforts to building homes in the community, we serve others. We strive, as well, to offer our service with generosity and joy so that it can be received as a gift and not a burden. Likewise, service should not be a burden to the server. Service to others must also be service to us; we will strive to ensure that our energies are spent wisely in the service of all of creation.

Justice

Members of the University of the Ozarks community are called to right injustice. We are committed to engaging with the diversity in our local areas and in the larger world and speaking out when we find mistreatment of any living individual or group. To this end, we seek the courage to look around ourselves, ahead of where we are, and beyond our nearest horizons, so that we may explore new ideas about what people, plants, animals, and societies need to thrive.

Growth

We are committed to the personal development of all members of the University of the Ozarks community, as well as the communal development of our university and its spirit. We seek to assist one another in identifying our academic, spiritual, personal, and institutional vocations and pathways. We seek to build our own abilities in discerning life situations and strive to assist others who have stalled or lost their way.

Hospitality

Having been blessed with a beautiful campus, surrounded by ample opportunities to experience the natural environment, we at University of the Ozarks are called to welcome all who visit us, especially those who one might consider an outsider. Other aspects of this calling are being hospitable, being open to the hospitality of others, and recognizing ways in which campus guests enrich our community with new life and new possibilities.

Honesty

University of the Ozarks is a place of communal living – we learn as a community in our academics, we live together in the residence halls, we work together in our offices and conference rooms. Even in our own living spaces and our own workspaces, everything we do touches the lives of those around us. In order for this community to function, we are called to participate in truth-telling. Owning up to our own mistakes and gently reminding others of ways in which they can do better are essential to building and maintaining our community.

Sabbath

At the heart of the week, the members of the University of the Ozarks community stop in a spirit of worship, of jubilee, and of rest and discernment. Each member of our community takes a time and place apart from their daily routine to enjoy a sense of gratitude and awe. Some will join the campus community at the Munger-Wilson Memorial Chapel for a worship service, others will meditate, others will read, while others will walk with friends. The importance of this Sabbath is to replenish our souls so that we can finish the race ahead of us mindful of our callings to service, justice, growth, hospitality, and honesty.

B. Standards of Behavior

While academic policies set forth the expectations for student achievement and performance, the Student Code of Conduct establishes the basic behavioral expectations for students. The University recognizes the student as an adult pursuing an education. The student does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader community. At all times, students of University of the Ozarks are expected to maintain standards of personal and social behavior appropriate to mature and responsible citizens. The University is committed to the concept that the education of individuals includes development of the abilities to make reasonable value judgments and to accept their responsibilities as members of the community.

The Administration and the Board of Trustees assume that individuals who have voluntarily chosen to attend University of the Ozarks will agree to abide by the policies of the University. By virtue of their enrollment, students agree to accept the responsibilities of membership in the U of O community. All students are expected to know and abide by the Student Code of Conduct. Unfamiliarity with the rules and regulations is not an acceptable excuse for violations of policy.

C. Jurisdiction

For the purposes of student conduct, University of the Ozarks considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in University of the Ozarks.

The Student Code of Conduct applies to behaviors that take place on the campus, at University sponsored events and may also apply off-campus when the Dean of Students or designee determines that the off-campus behavior affects a substantial University interest. A substantial University interest is defined to include:

- (1) Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- (2) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- (3) Any situation that is detrimental to the educational mission and/or interests of the University

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. University of the Ozarks does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

The Student Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests.

D. The University and the Law

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of Conduct. When an offense occurs over which University of the Ozarks has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Students may be accountable both to law enforcement authorities and to the University for behavior which constitute both a violation of the law and of the Student Code of Conduct. Disciplinary action at the university will proceed normally, even when criminal proceedings are pending, and will not be subject to challenge on the ground that criminal charges involving the same incident have been upheld, dismissed, or reduced.

E. Amnesty Policy

University of the Ozarks will not seek to discipline any student who reports an emergency involving another student or guest or who reports an emergency that he or she is personally experiencing. University of the Ozarks reserves the right to initiate a conduct process with an involved student if that student has knowingly negatively contributed to the emergency situation.

Students involved in this process will have a meeting with an administrative conduct officer and may be expected to complete educational expectations as result of this meeting. No conduct record will result for students completing the associated educational expectations. Abuse of amnesty requests can result in a decision by the Dean of Students not to extend amnesty to the same person repeatedly.

We expect students to seek help when a fellow student is in serious and immediate distress. If it is discovered that a student is aware of a person in serious and immediate distress but does not seek help, information regarding that student's failure to act will be brought to the Office of Student Affairs for follow-up and potential discipline.

F. Definition of Terms

Administrative Conduct Officer: Any individual authorized by the Dean of Students to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions. This may include the Assistant Dean of Students/Director of Residential Life, Area Coordinators, or other members of the Student Affairs.

Member of the University Community: Any individual who is a student, faculty member, staff or any other person representing the University.

Ozarks Review Board: A trained appeals board comprised of faculty and staff members. The board may be assigned to hear conduct appeals for cases in which the initial outcome involves a sanction of suspension or expulsion.

Sexual Misconduct Hearing Board: A trained conduct board comprised of faculty and staff members. The board will be assigned to hear cases involving alleged violations of the sexual misconduct policy, in cases in which the reporting and responding parties have both/all indicated an interest in this hearing body hearing the case.

Student Conduct Board (SCB): Functions as the lower level adjudicating body of the University for resolving allegations of minor violations of the Student Code of Conduct. PCB is comprised of 10 elected students

Sanction: An action affecting the status of a student which is taken by the University in response to misconduct. The purpose of such action shall be to establish behavioral expectations which uphold the educational mission of the community as well as to help students recognize acceptable boundaries to their actions and the consequences of future behavior choices.

Students: All individuals taking courses at University of the Ozarks, both full and part-time, who are pursuing undergraduate. Students, who are on internship/rotations, even if not earning credit, are also considered students. Individuals, who have a continuing relationship with University of the Ozarks even if they are on leave, are also considered students.

University Official: Any employee with assigned administrative or professional responsibilities, including, but not limited to: Public Safety Officers, Resident Assistants, Area Coordinators, faculty, and other university staff.

University Premises: All land, buildings, facilities, and other property in the possession of, or owned, used, leased, or controlled by University of the Ozarks.

G. Violations of Standards of Behavior

The following guidelines serve as a statement for uniform understanding for the general welfare of the University. Any of the following behavior will be considered in violation of the University's standards of acceptable conduct:

- (1) Violating any federal, state, or local laws or university policies or procedures including but not limited to Residential Life policies, Information Technology policies, parking policies, and student organization policies.
- (2) Conduct dangerous to oneself or others. Any conduct which constitutes an imminent, serious danger to any person's health, safety or personal well-being, including any physical or mental abuse or immediate threat of abuse.
- (3) Hazing. Hazing is defined as any action taken or situation, which emphasizes a power imbalance and/or produces mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing activities include, but are not limited to: use of alcohol, paddling in any form, creation or excessive fatigue, physical or psychological shocks, morally degrading or humiliating games and activities, or any other activity that intentionally or unintentionally endangers the physical or mental health of an individual. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to discourage, prevent, or report those acts may also violate this policy.
- (4) Any abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, destructive behavior which disturbs student life, University activities, or administrative and educational functions of the institution.
- (5) The unauthorized use, or the abuse, destruction, or theft of property of the University or any of its members, guests, or neighbors. This regulation covers the unauthorized appropriation of common property for personal use.
- (6) Misuse of documents or identification cards. Any forgery, alteration of, or unauthorized use of school documents, forms, records or identification cards, including dishonesty of any kind with respect to course assignments, examinations, or illegal possession of examinations.
- (7) Academic Dishonesty. The failure to document the use of the words of others, of the data developed by others, and/or the ideas, conclusions, or opinions of others, even in paraphrases. (See Academic Affairs section for further information)

- (8) Tampering with safety equipment. Disturbing or removing, smoke detectors, fire extinguishers, alarmed doors, or other campus safety devices. Creating a fire, safety, or health hazard.
- (9) Failure to evacuate University facilities or willfully disregarding any emergency or fire alarm signal.
- (10) Failure to register a motor vehicle which is used on campus and/or failure to comply with the provisions of the University parking and traffic regulations.
- (11) Financial irresponsibility. Failure to meet financial responsibilities at the University, which includes knowingly paying by means of worthless check or money order.
- (12) Disruption or obstruction of teaching (including cell phone use and text messaging in class), research, administration, disciplinary proceedings, other University activities, including its functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
- (13) The possession or use of any drug or controlled substance, or the sale or distribution of any such drug or substance. The possession of paraphernalia, for the purpose of illegal drug use, including but not limited to bongs, hookahs, scales, and pipes. (See Alcohol and Drug Policy for further information)
- (14) Violation of the alcohol policy which includes but is not limited to the use, possession or distribution of any form of alcoholic beverage on the University campus, underage consumption off-campus, and possession of empty or decorative alcohol bottles. (See Alcohol and Drug Policy for further information)
- (15) Unauthorized entry into or use of college property, including academic facilities, residence halls, equipment, or resources (example, unapproved access to the roof of a building, removing window screens, or propping open exterior doors.)
- (16) The unauthorized possession of weapons, ammunition, explosives, and dangerous chemicals on campus.
- (17) Sexual Misconduct. Violation of the Sexual Harassment or Sexual Assault Policies (See Sexual Harassment and Sexual Assault Policies for further information.)
- (18) Violation of the Tobacco Free Policy for the campus
- (19) Unauthorized use of or duplication of keys, computer access codes, long distance caller identity codes and other devices.
- (20) Intimate Partner/Relationship Violence. Violence or abuse by a person in a romantic or intimate relationship with another. Whether there was such relationship will be gauged by its length, type, and frequency of interaction (See Intimate Partner/Relationship Violence Policy for further information)
- (21) Domestic Violence. Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault directed at another person in a domestic or romantic relationship
- (22) Stalking. Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to (a) fear for their safety or the safety of others or (b) suffer substantial emotional distress. (See Stalking Policy for further information)
- (23) Failure to comply with directions of University officials acting in the performance of their duty.
- (24) Failure to comply with the conduct procedure of the University, including failure to respond to the request for a meeting/hearing with an administrative conduct officer or hearing body during the investigation of a violation, and failure to comply with the terms of any disciplinary sanction imposed in accordance with the student conduct code.

H. Conduct Procedures for Dealing with Violations of Standards of Behavior

The Right to be Heard

A student who is to appear before a hearing body for an alleged violation of University regulations will be notified in writing of the charges 48 hours in advance of the hearing. A hearing body includes the Area Coordinator, the Peer Conduct Board, Assistant Dean of Students/Director of Residential Life, or the Dean of Students. In matters of academic affairs, the Chief Academic Officer may also be considered a hearing body and conduct administrative hearings as needed. The responding student is entitled to know what evidence there is regarding the alleged violation. At the hearing, the student is entitled to:

- (1) Present his/her explanation of the documented event(s);
- (2) Present witnesses on his/her behalf;
- (3) Request the assistance of an advisor, but must represent him/herself. The advisor may be present solely for the purpose of advising the student. The advisor shall not participate in the hearing.

A record of such testimony is maintained for purposes of hearing and appeals. The responding student will be informed of a hearing body's decision as soon as possible after the decision is reached. The decision will be communicated to the student in writing. In each case, care will be taken to explain fully any sanctions imposed. The student's rights and process of appeal will also be communicated to the student during the hearing and in the decision letter.

The University reserves the right to remove a student from the campus prior to a formal hearing if there are concerns for the student's emotional or physical well-being, or if there are concerns for the well-being of the University community. On occasions when such action is necessary, a hearing will be held as soon as possible.

Appeals

A student, who is found responsible for violating a policy, in the Student Code of Conduct, has the right to appeal this finding. Appeals are limited to the following grounds; (a) a lack of fairness of the procedures, or (b) if there is significant new information (previously unknown) that has been revealed or discovered which alters the facts of the matter and may alter the outcome. The severity of a sanction is not a legitimate ground for an appeal.

To appeal decisions made by the Peer Conduct Board, an Administrative Hearing Officer, or Assistant Dean of Students/Director of Residential Life, appeal letters should be addressed to the Dean of Students and must be received within five business days of the date of the decision letter. The Dean of Students serves as the Chief Conduct and Appeals Officer and reserves the right to select the appropriate conduct entity for a hearing or as an appeals body. To appeal a decision made by the Dean of Students, appeal letters should be addressed to the Office of the Provost and must be received within five business days of the date of the decision letter.

If the appeal reviewing staff member decides that an appeal has merit based on the previously mentioned criteria they may; (a) alter the recommended decision and /or sanctions(s) or (b) refer the case to be reheard in its entirety.

If the reviewing staff member decides that the appeal does not have merit, the sanctions are immediately imposed and the decision is final.

For cases involving alleged sexual misconduct, please refer to the appeals section of the sexual misconduct section of the code of conduct.

Records

Student Conduct Records are maintained by the Office of Student Affairs for the duration of time the student is enrolled and for 7 years after the last term enrolled. Student conduct records will be confidential except to authorized University personnel engaged in authorized University functions requiring that they examine these documents. Records will be released to an outside agency only by court order or by a signed consent/release from the student. These records will be maintained in the event that any included information is needed to carry out a decision of a hearing body or to determine a student's eligibility for other University activities or functions.

I. Disciplinary Sanctions

In recommending and determining a sanction, a hearing body may consider the student's present demeanor, past conduct record, the nature of the alleged offense, the severity of the damage, injury, or resulting harm, and other relevant factors. If allegations against the student are sustained, the responsible University official or hearing body may impose one or more of the following sanctions. The student will be given a deadline for completing the sanctions assigned. If the student does not complete the sanction(s),

they will be considered to be in noncompliance and will be given new completion deadlines. If the student fails to complete the sanction(s) by this extended deadline, a hold will be placed on the student's record until the student has completed the outstanding sanction(s). This hold is called a Dean's Hold and will prevent future registration or receipt of transcripts until lifted.

Warning/Censure: Notice to a student that continuation or repetition of specified conduct may be cause for other disciplinary action.

Student Misconduct: A specified period of time during which any further violation of Student Conduct will receive careful scrutiny and will be considered in determination of future disciplinary action.

Disciplinary Probation: A specified period of time during which any further violation or incident, either as repetition of the first act or violation of a different college policy, may subject the student to suspension or expulsion.

Suspension from University Housing: Prohibits the student from residing in or visiting any University-operated residential facility on either a temporary or permanent basis. Suspension includes forfeiture of any fee rebate for the remainder of the semester.

Interim Suspension: Exclusion of a student from access to the campus and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation.

Suspension: Exclusion of a student from the campus and other privileges or activities as set forth in the notice of suspension for a definite period of time. In the event of a suspension, a transcript notation will be made on the student's transcript and will remain in effect until the obligations of the suspension have been met. These obligations include, but are not limited to, fulfillment of the allotted time period and fulfillment of the assigned educational sanctions. Once the obligations have been met the transcript notation will be removed.

Expulsion: Permanent separation of the student from the University without possibility of readmission. The student will likely also be restricted from the University premises. In the event of an expulsion, a transcript notation will be made on the student's transcript indicating the effective date of the disciplinary expulsion.

Citation: Issuance of a fine, according to University policies, which incorporate a fee structure.

Restitution: Requiring a student who has committed an offense against property to reimburse the University or other owner for damage to or misappropriation of such property.

Community Restitution: Other sanctions may be imposed instead of, or in addition to, those specified above as restitution to the University community. Sanctions may include work requirements, denial or restriction of privileges, participation in educational tasks/programs, and solutions worked out through arbitration or mediation.

Restriction or Revocation of Privileges: Restriction or revocation of certain student privileges for a specified period of time. This restriction may include but is not limited to the opportunity to hold offices in student organizations, hold University committee responsibility, participate in varsity or intramural sports or to represent the College in any official capacity.

Involuntary Administrative Withdrawal

Purpose: The University's purpose is to ensure equality of educational opportunity while fostering an environment that promotes education, research, service and the growth and safety of all members of its community. From time to time University officials become aware of a student who may be seriously interfering with the university's purpose. In these situations, University officials may consider the appropriateness of the following courses of action:

- (1) Utilizing the regular student conduct system; or
- (2) Involuntary examination, hospitalization and treatment for behavioral, mental, emotional or psychological health by invoking the Involuntary Administrative Withdrawal Policy.

Policy: Students who are a physical threat to themselves or to others, or who create a substantial impediment to the lawful activities or basic rights of other students, University employees or visitors, may be involuntarily withdrawn from U of O or University housing. The Dean of Students may impose conditions for re-admission.

The involuntary administrative withdrawal policy will be used with caution in recognition of the University's responsibility to protect the physical safety, health and welfare of members of the University community through prescribed due process standards.

J. Privacy Policy

University of the Ozarks respects the privacy of its students; therefore, the agents and employees of the University adhere strictly to the Federal Educational Rights and Privacy Act of 1974 (FERPA). Rights under this act include the right of students to (1) inspect and review their educational records, (2) request an amendment to their records to ensure that they are correct and otherwise not in violation of their right to privacy, (3) consent to the disclosure of information to other individuals or entities, (4) file a complaint with the Family Policy Compliance Office to seek redress if the University fails to comply with the requirements of the Act, and (5) obtain a copy of the University's policy.

The act also provides that directory information on students can be made available for inspection and copying unless a written request is made by a student to withhold information. U of O maintains the following directory information: name, local address, local telephone listing, university e-mail address, High School, classification and major field of study, faculty mentor and/or advisor, dates of attendance, degree(s) earned, number of hours in which student is enrolled, anticipated date of graduation, awards and honors earned, past/present participation in varsity sports and/or non-curricular activities, and height/weight of athletes. No other information is made available. Forms authorizing U of O to withhold such information are available in the Office of the Registrar. FERPA forms must be completed by the end of late registration each semester.

Elections will remain in effect unless the student revokes the election by written notification to the Registrar. Parental access to student records will be allowed by U of O if dependency status of the student can be verified by the most current federal income tax form and where there is absence of student objection. Any student or parent having questions concerning access to a student's records should consult with the Registrar, or should review the Act.

Parental Notification

University of the Ozarks is concerned about students who use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future. Ozarks recognizes that students, parents/guardians and the university are in a partnership in which each has the responsibility to promote a healthy and productive educational experience. We believe parents/guardians can assist students in fulfilling their educational goals through the use of open dialogue.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Students (or designee) reserves the right to notify the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the College/University alcohol and drug policy, a situation in which there is a pattern of concerning conduct, and in which the student's health and safety is a concern.

K. Alcohol and Drug Policy

Alcohol Policy

There are no alcoholic beverages permitted on campus. It is a violation of University policy for students to violate any alcohol law of the State of Arkansas or of Johnson County. It is against the law and a violation of University policy for an underage student to consume alcohol on or off campus. Students or organizations accused of violating this policy will be subject to the student conduct system. It is a significant violation of this policy for of age students to furnish alcohol to underage students. It is particularly important that those students who are of legal drinking age be actively involved in complying with all aspects of the policy.

Students over 21, who furnish alcohol to underage students, will have the violation viewed as more significant and will be subject to more severe sanctions, which may include suspension from the university.

The level at which the alleged alcohol violation will be sanctioned is determined by the specifics of the particular incident, past history of conduct violation(s), the severity of the alleged violation, as well as other violations which may have occurred simultaneously.

Drug Policy

The following section gives examples of violations of university's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off university property or at University- sponsored events or programs, in accordance with federal, state and local laws and possible sanctions for students found responsible for violating this policy. Examples of violations of this policy include:

- The possession, sale, distribution, production, or use/misuse of illegal, controlled, or banned substances
- Smoking marijuana on campus, even if legally prescribed
- Possessing paraphernalia (i.e., rolling papers, pipes, bong, etc.) for intended or implied use of any form of illegal drug
- Misuse or sharing of prescription drugs
- Purchasing or passing illegal drugs from one person to another
- Using mail services to purchase, pass, or distribute illegal drugs

The level at which the alleged drug violation will be sanctioned is determined by the specifics of the particular incident, past history of conduct violation(s), the severity of the alleged violation, as well as other violations which may have occurred simultaneously.

Sex/Gender Discrimination Policy

University of the Ozarks is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 ("Title IX"). As such, discrimination on the basis of sex or gender will not be tolerated in any of the University's education programs or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual assault; sex or gender-based bullying; hazing; stalking; relationship violence (including domestic violence and dating violence), and failure to provide equal opportunity in admissions, activities, employment or athletics.

University of the Ozarks Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination or sexual misconduct and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding the University's procedures and Title IX may be directed to the Title IX Coordinator:

Steve Weaver
Dean of Students/Title IX Coordinator
Office of Student Affairs
Seay Student Center 479-979-1448
sweaver@ozarks.edu

University of the Ozarks will make every effort to successfully complete the grievance process for complaints of sex discrimination/sexual misconduct over a period of 60 days or less. The party bringing the complaint will receive periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination or sexual misconduct, the University may take a number of interim actions in order to ensure the preservation of the educational experience and the campus environment of the party bringing the complaint. These actions may include, but are not limited to: imposing a no contact order on the responding party; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the responding party.

L. Sexual Misconduct Policy

Members of the University of the Ozarks community, guests and visitors have the right to be in an environment free from all forms of gender/sex discrimination including sexual misconduct. Sexual misconduct is defined as any sexual contact or activity that occurs without the consent of all individuals involved. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The sexual misconduct policy has been developed to reaffirm this expectation and to provide recourse for those individuals whose rights have been violated. University of the Ozarks maintains a zero tolerance policy for sexual misconduct, regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Zero tolerance means the University will remedy all unwelcome or non-consensual conduct of a sexual nature and will impose appropriate and often significant sanctions on community members who violate this policy. Resolution by the University is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence and remedy the effects on the reporting person and the community.

Consent Defined

- Consent is informed. Consent is an unambiguous, affirmative, and conscious decision by each person, to engage in mutually agreed-upon sexual activity.
- Consent is voluntary. Consent means a willing and positive cooperation in an act, or expressing a desire to engage in an act. A person can only give their true consent if there is no coercion, force, threats, or intimidation. Silence does not mean consent.
- Consent is revocable. Consent to sexual activity, on one occasion, does not mean consent has been given to any form of sexual activity on any occasion. Consent is ongoing; meaning at any point during a sexual encounter consent has to be given and can be withdrawn.
- Consent cannot be given when a person is incapacitated. Incapacitation is the physical and/or mental inability to make informed, rational judgments. For example, when alcohol or other drugs are used, a person will be considered unable to give valid consent if the person cannot appreciate the *who, what, where, when, why, or how* of a sexual interaction. States of incapacitation may include, but are not limited to, unconsciousness, sleep, and blackouts. Incapacitation may be caused by alcohol, drugs, or other medications.
- A person cannot consent if they are unable to understand the act because of a physical or mental impairment.

a. Sexual Harassment

It is the policy of the University to maintain an environment free of any form of sexual harassment, sexual discrimination or sexual intimidation involving an employee, student, or trustee. No form of sexual harassment will be tolerated. Violation of this policy is cause for disciplinary action, up to and including termination or expulsion. This policy is applicable to faculty, staff, students and trustees, and pertains to harassment arising from a variety of relationships, including but not limited to: faculty and student, supervisor and employee, employee and student, co-employees and co-students. Furthermore, violations of this policy may occur between people of the opposite or the same gender.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 and under Title IX of the Elementary/Secondary Education Act of 1972. Sexual harassment of faculty and staff is prohibited in the work place and in the recruitment, appointment and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the valuation of students' academic performance.

There is no definition of this term in our local jurisdiction. For general policy purposes, sexual harassment may be described as unwelcome sexual advances, request for sexual favors, and other physical and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning environment.

Quid pro quo (something for something)

Quid pro quo harassment is unwelcome sexual conduct (sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature) when:

- a. Submission to the conduct is made either explicitly or implicitly a term or condition of a person's employment; or
- b. Submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting the individual.

Examples of quid pro quo intimidation include, but are not limited to, threatening adverse employment action if sexual favors are not granted and promising preferential treatment in return for sexual favors.

Sexually Hostile Environment

Sexually hostile environment harassment is a pattern of unwelcome sexual or gender based conduct that:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- b. Has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

Sexually hostile environment harassment includes, but is not limited to, unwanted and unnecessary physical contact and/or, sexually offensive remarks or displays. Examples of a sexually hostile environment include, but are not limited to: inappropriate comments about appearance, obscene jokes or inappropriate use of sexually explicit or offensive language, the display in the workplace of sexually suggestive objects or pictures, and unwelcome sexual advances by visitors to the University when such advances are condoned by an employee or trustee of the University.

b. Sexual Exploitation

Sexual exploitation is defined as taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to engaging in voyeurism and non-consensual video or audio recording of sexual activity.

c. Sexual Assault

1. Non-consensual Sexual Intercourse

Non-consensual sexual intercourse is defined as rape, sexual assault, unwanted penetration of part of another person or subjecting a person to sexual intercourse against without that person's consent, including by use of coercion, threat, or physical force. This includes sexual penetration of any kind by any object, however slight.

In the State of Arkansas (**Code 5-14-101, 103, 110**) there are five statutory levels/categories of sexual assault – rape, sexual assault first, second, and third degrees, and sexual indecency with a child.

2. Non-consensual Sexual Contact

Non-consensual sexual contact is defined as a form of sexual assault that includes any intentional sexual touching, however slight, using any body part or object, without consent including by use of coercion, threat, or physical force.

Medical Considerations

If the sexual assault occurred within the last 96 hours, survivors can receive medical treatment at the local hospital emergency room and have that visit paid for by the State of Arkansas. If the rape has occurred more than 96 hours ago, it is still very important to seek medical attention.

Reasons for Seeking Medical Care

1. Evaluation and possible treatment for physical injuries the survivor may or may not be aware of.
2. Evaluation and possible treatment for sexually transmitted diseases and/or pregnancy.
3. Collection of evidence for possible future legal proceedings. Evidence should be collected as soon as possible, within 96 hours. There is a very time-limited opportunity to collect evidence. Without physical evidence, legal cases are often weakened.

Before Seeking Medical Attention at the Hospital Emergency Room

1. Someone who can accompany the survivor to the hospital or meet them there—a friend, family member, or an advocate – should be contacted.
2. If possible, the survivor should not shower, bathe, eat, drink, smoke, clean up, urinate, or change their clothes, as this can destroy evidence. If they have already changed, place the clothes that they were wearing in a paper bag and bring to the hospital. If they have already done any of these things, evidence may still be collected. Don't assume that all evidence has been destroyed.
3. The survivor should take an extra set of clothes to the hospital. The clothing they were wearing at the time of the assault may be collected as evidence.

Paying for the Hospital Visit

Under Arkansas law (through the Sexual Assault Reimbursement Program), the following medical expenses may be paid for by the state if the medical examination/treatment occurs within 96 hours of the assault:

- Sexual assault evidence collection/examination kit.
- Physician's charges for examination.
- Emergency room charges for sexual assault-related examination or treatment.
- Laboratory charges associated with sexual assault-related examination.

Follow-up Medical Care

Because there are potential health complications, it is important that the survivor have follow-up care with a physician or healthcare provider after they are examined at the hospital. The survivor will be given instructions for follow-up care before they leave the hospital.

The Office of Student Affairs can also provide support services, as well as referrals to local community assistance to the person who has been sexually assaulted. (Counseling Associates Inc. has a 24-hour hotline at 1-800-844- 2066 for help at any time or the local office number at 754-8610 and the Ozark Rape Crisis Center (ORCC) can be reached by calling 479-754-6869.

Reporting Options

If a student believes they have been the victim of sexual misconduct or have knowledge of an incident of sexual misconduct, they are encouraged to report the incident to the university. Ideally a reporting student will direct their information to the Dean of Students/Title IX Coordinator. The student may wish to discuss the incident with another Ozarks employee. In these instances, be aware that all professional employees are identified as mandatory reporters and have a duty to report all claims of sex/gender violence or sexual misconduct to the Title IX Coordinator. The Title IX Coordinator will contact the reporting student and clarify their preferences for reporting/addressing the incident.

Students have the following reporting options available to them:

Confidential Report

If the reporting student would like the details of an incident to be kept confidential, they may speak with the University's Counselor or University Chaplain. The University Counselor can be seen free of charge. Contact the Office of Student Affairs for information regarding scheduling. There are also confidential resources available off campus such counseling services, rape crisis resources, or clergy/chaplains.

Informal Report

If the reporting student chooses to report the incident and ask that the university take no further action, an informal report will still be filed. The Title IX Coordinator will follow-up with the reporting student to communicate support resources and to confirm the reporting students wishes regarding institutional response. Even if the reporting student wishes to remain anonymous, some university officials will be notified about the incident. Those officials will keep your name in confidence to the largest extent possible. Informal reports will be kept by the Title IX Coordinator and reviewed for potential patterns or community safety concerns. If a pattern is noticed the Title IX Coordinator may initiate a formal report process (including investigation and adjudication) if necessary, in order to address the safety concern for the community.

Formal Report

If the reporting student indicates that they wish the institution to take action (including investigation and adjudication), the incident will be reported to the Title IX Coordinator. The Title IX Coordinator will follow- up with the reporting student to communicate support resources, confirm interest in filing a formal report, and to initiate the formal complaint process. Formal reporting still affords privacy to the reporting student, and only a small group of officials, who need to know, will be told. Information will be shared as necessary with investigators, witnesses, and the responding party.

Pressing Criminal Charges

If the reporting student is interested in pressing criminal charges, the Clarksville Police Department will be called to conduct an interview. The Rape Crisis Center can have an advocate assigned to the case.

Sexual Misconduct Procedures

Formally reporting students have the right, and can expect, to have incidents of sexual misconduct taken seriously by the University, and to have those incidents investigated and properly resolved through administrative procedures. If the reporting student chooses to file a formal report, an investigator will be assigned to the case, and an investigation will follow. In conjunction with the investigation, the Title IX Coordinator will work with the reporting student on any interim actions necessary to remedy the harm, pending the outcome of the investigation. The University is obligated to comply with a student's reasonable request for living and/or academic situation change following an alleged sex offense. The reporting student's concerns and wishes are given top consideration regarding the most appropriate response for preventing future occurrences. These actions may include, but are not limited to: imposing a no contact order with the responding party; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the responding party.

During the investigation, the investigator will conduct interviews with all the involved parties to determine what happened and determine whether or not a violation, by the preponderance of the evidence (“more likely than not”), has occurred. The investigator will compile all notes and other necessary information into a file and create a report. The Title IX Coordinator will review the report and determine next steps to address the concern. Depending on whom the responding party may be (faculty, staff, administrator, or student), different procedures will apply to resolve the incident. Disciplinary action may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus.

If both the reporting student and the responding party are students, the Title IX Coordinator will review the case with both parties. If the case warrants adjudication, based upon the findings of the investigator, the Title IX Coordinator will offer to both parties the hearing body options. Both parties will be given the choice to have the case heard administratively by the Provost or to be heard by the Sexual Misconduct Hearing Board. If one or both parties select to have the case heard administratively, that is how the case will be heard.

Advisors

Both the reporting student and the responding party may elect to have an advisor present during the investigation process, the meeting with the Title IX Coordinator, and the hearing with the Provost or Sexual Misconduct Hearing Board. The University may provide the student with a list of individuals who have been trained as advisors for Sexual Misconduct cases, or student may choose their own advisor. The advisor is not entitled to address otherwise impede the work of the investigator, the Title IX Coordinator or administrators involved in hearing the case. Violations of these guidelines may result in the exclusion of the advisor from the process.

Appeal Process

In cases involving alleged sexual misconduct in which formal charges and a finding of responsible or not responsible have been made, both the reporting student and the responding party have the right to appeal the conduct decision. Appeals are limited to the following grounds; (a) a lack of fairness of the procedures, or (b) if there is significant new information (previously unknown) that has been revealed or discovered which alters the facts of the matter and may alter the outcome. These appeals will be received by the Title IX Coordinator and given to the Ozarks Review Board for review.

Confidentiality of Information

In order to ensure a fair and impartial process, it is important the reporting student and the responding party exercise restraint regarding their communication with individuals not directly involved in the process. Due process is guaranteed the responding party, including the right to be informed of the specific charges, the opportunity to respond, and the opportunity to present information and witnesses.

The University will complete publicly available record keeping, including Clery Act reporting, without the inclusion of personally identifying information of the reporting student. The University will maintain confidentiality when providing accommodations and protective measures provided to the reporting student, to the greatest extent possible. In some cases, Ozarks may need to provide information to a third party in order to provide necessary accommodations or protective measures. This decision is made by the Title IX Coordinator and will, in every case, seek to minimize the risk to a reporting student’s confidentiality.

Prohibition of Retaliation

This policy absolutely prohibits retaliation against individuals who bring sexual misconduct charges or assist in investigating charges. Any individual bringing a sexual misconduct complaint or assisting in the investigation of such a complaint will not be discriminated against or discharged because of said involvement.

Sexual Misconduct Sanctions

Any student found responsible for violating the sexual harassment policy will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous Student Code of Conduct violations.

Any student found responsible for violating the sexual assault policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous Student Code of Conduct violations.

Any student found responsible for violating the sexual assault policy (where intercourse has occurred) will likely receive a sanction of suspension or expulsion.

Both the reporting student and the responding party shall be informed of the outcome of any student conduct proceedings alleging sexual misconduct.

Available Support Resources

There are a number of available support resources, both on and off-campus that are available to students and employees. This information will be provided in writing to any reporting students and is also available on the University's website www.ozarks.edu.

The University can provide transportation to and/or serve as a point of contact for these resources:

- o Ozark Rape Crisis Center (479) 754 – 6869 | (800) 818 – 1189
 - www.ozarkrapecrisis.com
 - 715 W. Main St. Suite A
- o Counseling and Associates (479) 754 – 8610
 - <http://www.caiinc.org/>
 - 1021 E Poplar St
- o Campus Chaplain, Rev. Jeremy Wilhelmi (479) 979 –1307
- o Public Safety (479) 979 – 2020
- o Title IX Coordinator/Dean of Students, Steve Weaver (479) 979 – 1448
- o Clarksville Police (479) 754 – 8100
 - 1008 W. Main St.

Educational Programs

University of the Ozarks shall provide educational programs which promote awareness of sexual misconduct and the conditions which foster these offenses on a University campus. Programs designed to educate the University community on prevention of sexual misconduct shall be conducted each year. The Office of Student Affairs maintains resource materials available for use by any member of the University community and provides staff available for consultation. The Dean of Students/Title IX Coordinator is charged with the responsibility for coordinating and conducting the following:

(1) Distribution of information which clearly communicates U of O's position on this issue; e.g., all allegations of sexual misconduct will be treated most seriously and, if substantiated, will result in severe disciplinary and/or criminal penalties.

(2) Ongoing educational and prevention programs to enhance awareness of the dynamics of sex/gender discrimination and sexual misconduct and to encourage healthy and violence free relationships within our community.

M. Domestic Violence

Arkansas Code - Title 9: Family Law; Chapter 15: Domestic-Abuse, Subsection 103(A) – Domestic Abuse is defined as – physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault between family or household members.

Domestic abuse is a felony or misdemeanor crime of violence committed by

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction.

University of the Ozarks recognizes that domestic violence is an area of concern that can impact our students, faculty, staff, and visitors. Domestic violence is a crime. Anyone who is the victim of an incident of domestic violence, on campus, is encouraged to contact the Department of Public Safety; off campus contact the local police departments should be contacted for assistance.

If an Ozarks employee or student has been the victim of domestic violence the school has resources to assist them.

Human Resources, Student Affairs and Public Safety are available to provide assistance which can include:

- Reassignment of office or residential space
- Class flexibility
- Counseling accommodations
- Medical attention
- Ban from campus
- Other security precautions

Any employee or student that has an Order of Protection on file in any jurisdiction is encouraged to file a copy of that order with the Public Safety Department.

N. Intimate Partner/Relationship Violence

Arkansas Code Title 9; Chapter 15 Subsection 103, (4) (A)

“Dating violence” is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

About Intimate Partner and Domestic Violence

Intimate Partner/Domestic Violence is an instance or pattern of abusive behaviors used to exert power and control over a dating partner. This violence usually involves a series of abusive behaviors over a course of time. In most abusive relationships the violence escalates over a period of time and becomes more and more dangerous for the victim. It can happen in a serious or casual, short-term or long-term relationship.

Intimate Partner and Domestic Violence do not discriminate; it does not see gender, sexual identity, economic status, ethnicity or religious preference. It can include any or a combination of the following factors.

- **Verbal or Emotional Abuse:** Non-physical behaviors such as threats, insults, constant monitoring, humiliation, intimidation, isolation or stalking.
- **Physical Abuse:** Any intentional use of physical force with the intent to cause fear or injury, hitting, shoving, biting, strangling, kicking or using a weapon.
- **Sexual Abuse:** Any action that impacts a person’s ability to control their sexual activity or the circumstances in which sexual activity occurs, including rape, coercion or restricting access to birth control.
- **Economic Abuse:** making or attempting to make an individual financially dependent by maintaining control over financial resources, or forbidding attendance at school or employment.
- **Cyber Abuse:** Use of technologies and /or social media networking to intimidate, harass or threaten a current or ex-dating partner, has also become common. This could include demanding passwords, checking cell phones, cyber bullying, sexting, and excessive or threatening texts or stalking on social media.

O. Stalking

In Arkansas stalking is a serious crime defined as persistent, invasive behavior that includes surveillance and/or threats of serious bodily injury or death to the victim or the victim’s loved ones. Stalking may also involve the threat, either expressed or implied, of the use of a weapon.

A stalker engages in a *course of conduct* directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or to suffer substantial emotional distress.

Definitions

Course of conduct: Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. A pattern of conduct is composed of two or more acts separated by at least thirty-six hours, but occurring within one year. (*Arkansas Stalking Law – Section 5-71-229 (1)(A)*)

- **Substantial emotional distress:** Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Reasonable person:** A reasonable person under similar circumstances and with similar identities to the victim.

P. Tobacco Free Policy

University of the Ozarks acknowledges and supports the findings of the surgeon general that tobacco use in any form, active and passive, is a significant health risk. In light of these health risks, and in support of a safe and healthy learning, working, and living environment, University of the Ozarks has set the following **100 percent tobacco-free** policy, implemented on **January 1, 2014**.

1. This policy applies to all faculty, staff, students, clients, contractors, and visitors to the university. The policy will be in effect twenty-four (24) hours per day, seven (7) days per week.
2. For the purpose of this policy, tobacco is defined to include any lighted or unlighted cigarettes, e-cigarettes, cigars, cigarillos, hookah products; and any other smoking product; and any smokeless, spit or spittleless, dissolvable, or inhaled tobacco products in any form.
3. Use of any tobacco products is prohibited on all University property; U of O owned or leased properties, and campus-owned, leased or rented vehicles. This includes but is not limited to all building interiors, university sidewalks, parking lots, athletic fields and recreational areas; at lectures, conferences, meetings, and social/cultural events held on school property or the school grounds of University of the Ozarks.

4. Smoking and tobacco materials must be extinguished and disposed of properly prior to entering University of the Ozarks property. *Improper disposal* includes, but is not limited to:
 - a. Spitting smokeless tobacco products on university property
 - b. Littering (i.e. discarded cigarette butts)
 - c. Any disposal that creates fire hazards
5. Advertising of tobacco products is prohibited on university property.
6. University of the Ozarks will provide cessation programs and resource information; including the Arkansas Department of Health Free Tobacco Quitline number 1-800-QUIT-NOW.

UNIVERSITY POLICY STATEMENT

University of the Ozarks reserves the right to modify, alter, or change any program, regulation, or policy in this Student Handbook at any time. Effective dates of changes will be determined by the proper authorities of University of the Ozarks. Changes will be e-mailed to students and posted in corresponding offices and campus systems.

Equal Employment Opportunity

University of the Ozarks, in all manner and respects, is an equal opportunity employer and offers a program of equal educational opportunity. University of the Ozarks, in compliance with the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, creed, age, religion, disability or status as a veteran in any of its policies or procedures. This includes – but is not limited to – admissions, employment, financial aid and educational services.

Accreditation

University of the Ozarks is fully accredited by:

- North Central Association of Colleges and Schools 30 N. LaSalle Street, Suite 2400 Chicago, IL 60602-2504 (800)621-7440

Its teacher-education curriculum is fully accredited by:

- National Council for the Accreditation of Teacher Education 2010 Massachusetts Ave., NW, Suite 500 Washington, DC 20036-1023 (202)466-7496
- Arkansas State Department of Education.

Its Division of Business, Communications, and Government has the following degree programs accredited by: the International Assembly for Collegiate Business Education, P.O. Box 25217, Overland Park, Kansas 66225, (913) 631-3009: Bachelor of Arts in Business Administration, and Bachelor of Science degrees in Accounting, Business Administration, Business Education, Economics, Management and Marketing.

Equal Opportunity

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