
Ozarks Student Handbook

2017–2018

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Welcome from the Dean of Students

Dear Students,

As University of the Ozarks' Dean of Students, I am excited to welcome each of you to campus. You are part of an exceptional group of students who have committed to being part of Ozarks. A strength of our community is in our shared commitment to the university's core values of our shared Christian heritage: Service, Justice, Growth, Hospitality, Honesty, and Sabbath. Upholding this commitment relies on community members being fully informed about common expectations, as well as being fully engaged in the Ozarks experience. This student handbook is intended to provide all of you with policies and resources to support your experience here at University of the Ozarks. We believe that each of you have a role in contributing to our community by respecting and supporting each other.

It is my expectation that you will familiarize yourself with and abide by the policies, as well as the rights and responsibilities within this handbook. May your time here at Ozarks be engaging, enlightening, and enjoyable in our commitment to preparing you for living a full life. I look forward to getting to know each of you by name and story as we work together to ensure an amazing experience here at University of the Ozarks.

Sincerely,

Steve Weaver
Dean of Students
University of the Ozarks

University Guiding Principles:

University of the Ozarks Student Pledge

As a member of the University of the Ozarks community, I pledge to stay true to our shared Christian heritage and use my education to serve both Ozarks and the larger community to create a more just world centered in respect and care. I pledge to live and lead with integrity and honesty to further my own growth and the growth of my community both in and out of the classroom.

Core Values of Our Shared 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.

Academic Affairs

Academic Support

Office of the Registrar

The Office of the Registrar, in the Office of Administrative Services, keeps official academic records for each student, as well as information concerning class schedules and academic policies and procedures. The staff members aid online registration, course add/drop, transcript requests, letters of good standing, and VA enrollment certification degree audits.

Course 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.

Course Add/Drop

The specific add/drop dates for all terms are published each semester by the Office of the Registrar and can be located on the Academic Calendar. 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 Office of the Registrar.

Academic Leave of Absence

Students seeking an academic leave of absence for either Study Abroad or internship (credit or noncredit) must:

- Be in good academic standing
- Submit a formal request to the Registrar before or on the last day of class prior to the student's' departure

Voluntary withdrawal from the University

If you are withdrawing from University of the Ozarks, you should submit a signed formal written notice to the Registrar's Office. Filed with your student record, this notice establishes the official date of withdrawal. Failure to formally withdraw will result in failure in classes for which you are registered. To re-enroll in the university you must reapply through Office of Admissions.

Academic Advising

Upon enrollment to the university, you will be assigned a faculty pre-major advisor; for first-year students, the advisor will be the Ozarks Experience instructor. You will receive notification via email of who will be advising.

Once you have selected your major you are responsible for choosing your advisor from within the discipline of your major. Along with your current advisor, you will work together to select a new advisor in your new Academic Division.

You should meet with your advisor prior to registration to plan or confirm your class schedule. Declaration/Change of Major and/or Change of Advisor may be accomplished by the discipline advisor through the appropriate online form.

Selecting a Major

You should formally declare a major by the end of the sophomore year. Your advisor along with career services can aid in the process of selecting a major.

University Grades

Grade Point Average (GPA)

Your cumulative grade point average includes all work completed at the University of the Ozarks. Transfer credits do not go towards your cumulative GPA. For additional information, please see the Catalog. Grades based upon the following scale are used in the computation:

Grade Points

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 (Withdrawal), 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.

Repeating Courses to Raise a Grade

You may only repeat a course one time 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. You should consult with your academic advisor and financial aid when repeating courses.

Changing a Grade After it is Recorded

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

Grade Appeal by Student

The student has the right to appeal an official grade recorded within one year of the recorded date.

Submit an official appeal letter to the Dean of the Division (the formal letter should include information related to why you believe your grade should be changed).

1. Within 2 business days of receiving your official signed appeal letter, a meeting will be scheduled for you to meet with the Provost. You have a right to the following in that meeting:
 - a. A university advisor/mentor
 - b. Witness(es), if applicable
2. The grade given after this meeting is final, and is unable to be appealed.

Academic Integrity

University of the Ozarks expects all members of the academic community to uphold and maintain both academic and professional honesty and integrity in their works. Academic misconduct is defined as any activity that undermines the academic integrity of the institution. University of the Ozarks may discipline a student for academic misconduct as defined and outlined in the Student Handbook.

Violations of Academic Integrity

Cheating: refers to the attempt to use or provide unauthorized material or information as study aids in any academic exercise not directly allowed by the instructor.

Plagiarism: refers to 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 endnotes 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.

Counterfeit Work: refers to both work and work submitted as one's own that was created, researched, or produced by someone else without credit given to the appropriate party.

Academic Theft: refers to 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.

Falsification of:

- **Academic records:** refers to changing grades on any official academic record, including but not limited to: transcripts, grade sheets, electronic data sheets, tests and projects
- **Data:** refers to the creation of false or incorrect data in a research or experimental procedure

Procedures for Violations of Academic Integrity

If you believe any member of the academic community is in violation of academic misconduct, you should notify the Provost, and/or Dean of their respective academic division.

When an academic misconduct referral is received, the involved student(s)/organization is/are contacted for a meeting with a faculty member to discuss the incident in question. The purpose of the meeting is to review the contents of the referral and discuss options for resolving the allegation and/or discuss conduct procedures.

Possible outcomes of this meeting include:

1. You/organization is not in violation of academic misconduct policy and the case is closed.
2. You/organization may be found in violation of academic misconduct and the case can be resolved in one of two ways:
 - You/organization chooses to resolve the case immediately through an agreed resolution.
 - The case is referred for a formal hearing and you/organization is notified of disciplinary charges and the hearing date.

University of the Ozarks Sanction(s)

If you are found in violation, you will receive at minimum one formal status sanction. Depending on the violation and outcome, you may receive one or more educational, and/or disciplinary sanction.

Formal Status Sanctions

You will receive a formal status sanction. You may be placed on academic warning, academic probation, or academic suspension. Full descriptions are located in the catalog.

Educational/Disciplinary Sanctions

The purpose of this sanction is to be reflective and restorative.

A grade of an F on a paper, examination or assignment

- A grade of an F for a course, effective immediately
- A reflective paper on honesty
- A meeting with a faculty member/dean to discuss the importance of honesty within the academic community
- A meeting with an advisor to discuss educational plans related to course work from this point on

Sanction Appeal Process

You have the right to appeal actions taken in response to alleged violations of academic integrity.

Submit an official appeal form to the Provost within 72 hours of receiving your official sanction. Forms may be obtained from the main office of each Division.

1. After receiving your official appeal form, a meeting will be scheduled within 24 hours to meet with the Provost. You have a right to the following in that meeting:
 - A university advisor
 - Witness, if applicable
2. The sanction given after this meeting is final, and is unable to be appealed.

Academic Standing

At University of the Ozarks, we stand behind our support for you to attain degree completion in 4 years. Typically, that means you should complete 15 semester hours each semester to reach the minimum requirement of 120 hours in 8 semesters. The key to staying on track for on-time graduation is making satisfactory academic progress and maintaining a cumulative GPA at or above 2.00. However, to remain in academic good standing, students must achieve no less than the minimum requirements as noted below:

First year students: Complete a minimum of 24 cumulative semester hours of coursework in the first year, with a GPA of at least 1.70 in the first semester and 2.00 in the second semester.

Second year students: Complete a minimum of 54 cumulative semester hours of coursework with a cumulative GPA of at least 2.00 and have no violations of academic honesty.

Third year students: Complete a minimum of 86 cumulative semester hours of coursework with a cumulative GPA of at least 2.00 and have no violations of academic honesty.

Fourth year students: Complete a minimum of 120 cumulative semester hours of coursework with a cumulative GPA of at least 2.00 and have no violations of academic honesty.

Academic good standing is evaluated at the end of each semester. If you do not achieve the minimum requirements during any semester will be placed academic warning, academic probation, or academic suspension as outlined in the university catalog.

University Support Services

Robson Student Success Center

The Robson Student Success Center provides academic support for all University of the Ozarks students, including individual and group tutoring, individualized support, and academic advising. In addition, the Robson Student Success Center provides disability services coordination for students; any student with a documented disability may work with the Robson staff to create appropriate accommodations.

Tutoring

University of the Ozarks is committed to the academic success of their students. If you are in need of tutoring in a course, please see the Robson Student Success Center. They will work to find you a student tutor that will fit your needs. In addition to individualized tutoring, the Robson Student Success Center also provides math/writing drop in tutoring sessions. Additional information is available on the website.

Support Services for Students with Disabilities

Disability Services is located in the Student Success Center. University of the Ozarks complies with the provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. We provide individualized services for students who have disabilities to ensure that all students have equal access to education and university life. It is your responsibility to self-identify and to provide adequate written documentation in a timely manner.

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

Jones Learning Center

The Jones Learning Center (JLC) is an academic support unit that provides comprehensive services for students who have specific learning disabilities. 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.

For details concerning criteria for admission and services provided through the Jones Learning Center, 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 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://ozarks.edu/.library>) via the campus Wi-Fi or off campus with your university login and password. The librarians provide reference services, instruction in how to locate and use the library materials, and assistance with research.

With your University ID card, you can check out many of the library's print resources for two weeks at a time; a fee will be assessed for unreturned books. Fees are based on the processing and price of the book.

Fall and Spring Semester Hours:

Monday-Thursday /// 8 a.m. - midnight

Friday /// 8 a.m. - 4:30 p.m.

Saturday /// 1 p.m. – 5 p.m.

Sunday /// 3 p.m. – midnight

Summer Hours:

Monday-Friday /// 8 a.m. – 4:30 p.m.

Ozarks Bookstore

Ozarks Bookstore is located in the lower level of Robson Library. Along with required textbooks, the bookstore carries a full line of specialty U of O clothing, gifts and imprinted items. 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-matching 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). Additional information is located on the Bookstore website regarding purchasing, returning and buy back.

Ozarks Bookstore hours are Monday-Friday, 9 a.m. to 4 p.m. during the fall and spring sessions. Summer hours vary.

Office of Administrative Services

Located in the Administration building, this office handles account billing, payments, student employment checks, scholarship stipends, and refunds.

Should you have a check returned by a bank due to insufficient funds will be charged \$25 and a “HOLD” placed on your record until the full amount of the returned check is paid. The Office of Administrative Services also approves the final release of all transcripts, grades, reports and diplomas.

Depending on eligibility, you may receive loans, grants, scholarships, employment or a combination of these aids. The university participates in most federal and state financial aid programs. Be sure to 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 available for all on-campus students, University faculty and staff, along with University guests. Information regarding meal plans can be found on the university Aramark website at <https://univozarks.campusdish.com/>

Additional 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.
- Campus 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.

Walton Fine Arts Center

The Walton Fines Center hosts an art gallery, theater and music experiences for you to enjoy while on campus. Beyond a variety of shows hosted throughout the year. The Walton Fine Arts Center also houses a practice room, and recital hall for you to use. These facilities are open for you to use until 5:30 p.m. Use of these spaces is limited after 5:30 p.m. without prior approval. For more information please visit the Walton Fine Arts Center website.

Student Affairs

Seay Student Center

The Seay Student Center is the hub of student activity and services. Below are descriptions of the offices housed in the Seay Student Center.

Dean of Students

The Dean of Students leads the Office of Student Affairs in supporting, advocating, and engaging you in developmental and transformational opportunities that will prepare you for life beyond Ozarks. The Dean of Students has oversight of the Offices of Career Services, Ozarks Outdoors, Student Engagement (Campus Activities, Orientation, and Student Organizations), Global Initiatives, Residential Life, and Spiritual Life. The Dean of Students also coordinates the mental health services for the campus as well as our partnerships with medical facilities to serve your needs. The Dean of Students serves as the university’s Title IX Coordinator and serves as the Senior student conduct officer. The Dean of Students is also an excellent resource for questions related to general conduct issues, Title IX, and overall student life at University of the Ozarks.

Student Engagement

The Office of Student Engagement is dedicated to supporting you finding your place at Ozarks and pushing you to explore your limits and preparing you for living a full life. Our goal is to transform lives, help you find your passion, and to excel wherever it leads. Student Engagement includes study abroad, campus activities, and student organizations and leadership.

Ozarks Outdoors

The Ozarks Outdoors encourages you to discover the natural beauty of Arkansas with Ozarks Outdoors or the student-led club Ozarks Outbackers. We provide outdoor education, day and overnight trips and equipment. Whether on a day hike to Hawksbill Crag or a weeklong camping trip in the Ozark Mountains, the connection that is made while exploring the outdoors enhances your University of the Ozarks experience. Ozarks Outdoors also has outdoor equipment for students to rent to experience their own outdoor adventures. Please see the Ozarks Outdoor office for additional information.

Office of Career Services

The Office of Career Services provides career coaching to Ozarks students and alumni. It also serves as a clearinghouse for career related information, including internships, summer employment, full-time employment and graduate schools.

Rogers Student and Community Conference 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 into four or fewer smaller rooms. For reservations or other information, please contact the Office of Student Affairs.

Mabee Fitness Center

Free to students, 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 Seay Student Center. Additional information and questions should be directed to the University Athletics.

Practice fields, tennis courts, and outdoor basketball and volleyball courts are available to students when not in use by athletic teams.

Shuttle Service

Shuttle service is available on Tuesdays and Thursdays to Walmart and to local medical centers and on Sundays for Walmart. These shuttles are free for students. Please come to the Office of Student Engagement to learn more.

University Counselor

The university has a licensed counselor on staff to support the mental health of all of its students. Should students want to schedule a meeting with the counselor they should call the direct line at: 479.979.1369.

Spiritual Life

As a university related to the Presbyterian Church (USA), Spiritual Life and has been an essential component of the university's identity since its inception. As part of our mission, the university believes in bringing together students from all walks of faith together to grow in their person faith and community, while exhibiting our historic Christian values.

The Munger-Wilson Memorial Chapel is the campus hub for Spiritual Life. Weekly worship services are held in the sanctuary when classes are in session on Tuesdays at 11:30 a.m., led by our University Chaplain; all are welcome to attend. The chapel also is home to the University Chaplain's office (room 103), prayer room, lounges and meeting rooms, along with the Wilson Plaza.

The University Chaplain also organizes various worship services throughout the year along with various programs, including but not limited to, interfaith gatherings, service projects, retreats, conferences, fellowship gatherings, bible studies, and the annual Farmer Lecture. All are welcome to participate. The University Chaplain is also available to meet with students for prayer, pastoral care, spiritual guidance and mentoring. Students are also encouraged to meet with the University Chaplain to discuss new ways they would like to engage in their faith not currently offered.

Campus Activities

University of the Ozarks host a variety of events to engage students during their time at Ozarks. We encourage all students and their families to attend. Noted campus events include: Family Weekend, Homecoming, Brick Ceremony, Arch

Symposium, Career fair(s), Student Night breakfast, Graduation, and many more. Be sure to visit the university calendar (<https://ozarks.edu/calendar/>) to stay up to date on all the upcoming campus events.

All University of the Ozarks events — dances, comedians, movies, etc. — are open to current students, faculty, staff, and guests. Visitors must abide by all campus policies and regulations.

Student Organizations

University of the Ozarks offers a variety of different student organizations to enhance your Ozarks experience. Should you want to create an organization while at University of the Ozarks, you may petition for registration by following the procedures found in the Student Organization Handbook. University of the Ozarks 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. Club and organization membership is 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.

Intercollegiate Athletics

Intercollegiate athletic teams 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. If you are interested in participating in any of the sports offered, you 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 the American Southwest Conference regulations and the National Collegiate Athletic Association Division III.

Intramural Sports

You, along with all 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. Everyone is expected to display good sportsmanship. Failure to do so may result in disciplinary action and/or loss of privileges to participate in the program. For a full list of Intramural Sports, rules, and sign-ups, please call the Office of Athletics.

Health Insurance

You are responsible for expenses connected with accidents or illness. We urged you 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

You will receive a university identification card (ID) at registration. The ID is used for meals in the cafeteria, entry into residential facilities, library check-out, and admission to athletic events, the use of recreational facilities and equipment, and admission to various campus programs.

You should keep your ID with you at all times as it may be requested by staff or Public Safety officers 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 first ID card, but a fee of \$10 will be assessed to replace a lost one. A replacement ID can be obtained in the Department of Public Safety.

Lost and Found

Lost articles may be turned in and reclaimed (with an ID) at the Department of Public Safety in Seay Student Center. On the last day of the month, all Lost and Found items turned in during the prior month will be disposed of or turned over to the Office of Administrative Services.

Information Technology

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 Business Building (2nd floor). Lab schedules vary and are posted inside lab areas.

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.

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

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.

Privacy of Electronic Files and Communications

- 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.
- No expectations of privacy exist under the following conditions:
 - University officials are presented a search warrant or court order by law enforcement officials.
 - There exists an emergency situation in which the physical safety or well-being of a person may be affected, University property may be damaged or destroyed, or authorized data may be lost or destroyed.
 - There exist reasonable grounds to believe that a violation of law or University policy is occurring or has occurred.
 - 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.
 - Responsibility for authorizing access hereunder rests with a Systems Administrator, the University President, or the Director of Information Technology.

Acceptable Use of I.T. Resources

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. You agree to not (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. You agree to not (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.
3. You agree to not 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
4. You agree to not 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.

5. You agree to not 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.
6. You agree 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.
7. You agree to not hold unauthorized computer workgroups are prohibited.
8. Student agree to not give access to the university I.T. resources to unauthorized people by any means is strictly prohibited.
9. You agree that 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.
10. You agree that 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.
11. You agree to not forward data that violates this code using University I.T. resources, as well as to originate such data.
12. You agree to not use unauthorized network devices
13. You agree to always use university designated security procedures and approved software while using University I.T. resources.

Any violation of the computer and network practices will be considered a violation of the Student Rights and Responsibilities. 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 actions. Additional information can be found here: <https://dnn.ozarks.edu/cs/Policies>

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.

You may submit maintenance request regarding your room or living areas online by going to EagleNET, click on FORMS, then scroll down to "Maintenance Help Request." Maintenance requests can also be turned into your Resident Assistants. During weekends and late weekday hours, you should contact your RAs directly in the event of an emergency.

Campus Safety

The safety and well-being of you, and every university student 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. University of the Ozarks' emergency response plans are to: protect and preserve life; secure and protect property and facilities; ensure the continuation of the educational mission, campus programs, and general operations; and ease and restore all normal campus operations post-emergency.

Parking Services

If you drive a motor vehicle on campus, it is required to obtain a parking permit from the Department of Public Safety. Parking in a visitor or accessible parking spaces at any time or in Campus Perks parking spaces when Campus Perks is open for business is not acceptable. Should you park illegally in these areas or in no-parking zones you may become subject to parking tickets and fines. It is required to register your vehicles or you will be ticketed, fined, and subject to disciplinary action. If you need to use a car temporarily, you may obtain temporary permits free of charge from Public Safety.

All ticket violations are to be paid within 30 days. If you receive a parking ticket you may either, make payment or appeal the violation. Payments may be taken care of in the Office of Administrative Services. Appeals may be taken care of in the Department of Public Safety. You have 48 hours 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.

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

Repeated violations of parking regulations or failure to move a vehicle from a restricted area after notification by the Department of Public Safety may result in the towing of the vehicle at your own expense and/or additional disciplinary action by the university.

Bicycles

Bicycle registration is required and free, registration materials may be found in the Department of Public Safety.

Do not lock it to or lean it against lampposts, handrails, 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.

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.

Department of Public Safety

The Department of Public Safety strives to maintain a proactive 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, 365 days a year. Emergency phones are placed throughout the campus for immediate assistance in emergency situations and the campus is monitored by a 24-hour video surveillance in select areas.

Public Safety Officer

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 that takes place on or off campus may be detained by the Department of Public Safety until law enforcement arrives. You may be held responsible for crimes (even those which take place off campus), through the Student Conduct Process.

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 you may feel unsafe. On-duty officers may be contacted by calling 479.979.2020 to request assistance, report safety issues, crimes or other concerns. Help us protect you. SEE IT, REPORT IT!

General communication techniques that campus community members should be aware of are as follows:

911 Shield – Application to receive electronic notification by text messaging, email, and push notification

- 911 Shield 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.
- 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.

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

Campus Evacuation Procedures: In case of a campus wide crisis leading to total evacuation, you will be directed to a designated location easily accessible to campus. No one can leave the evacuation area until an all clear has been given by a University Official.

Campus “Lockdown” Procedures: In case of a campus wide lockdown, go to the nearest building, a lockable room or office and direct others to follow. If possible, contact and notify the Department of Public Safety or the Clarksville Police of your location. Stay away from windows and remain in the room until authorities give the “all clear” or directly escort you from the location.

Active Shooter Procedures: Shelter in Place (SIP), stay inside a building to avoid external hazards. When Shelter in Place is warranted, you will be appropriately advised by police, fire, safety or University officials via emergency notification system, University web site, or other appropriate means.

All emergency situations should be reported to the Department of Public Safety by dialing ([479-979-2020](tel:479-979-2020)). You may hear multiple rings, but stay on the line. Be prepared to provide the officer with as much information as possible, such as the following:

- What is happening.
- Where you are located, including building name and room numbers.

Shelter in Place for an active shooter situation:

- Stay where you are or go into the nearest room with a door.
- Secure the immediate area. Whether a classroom, residence hall room, office, or restroom.
- If able, lock or barricade the door. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If an assailant enters your room and leaves, lock or barricade the door behind him/her.
- If safe to do so, allow others to seek refuge with you.
- Take appropriate steps to reduce your vulnerability:
- Close blinds or curtains.
- Close and block windows.
- Turn off radios and computers.
- Silence cell phones.
- Place signs in exterior windows to identify your location and the location of injured persons.
- Keep people calm and quiet.
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.
- Do not sound fire alarms. This may cause others to flee the buildings and put them at risk.
- Wait for the "all-clear" message from authorities.

If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant.
- Consider trying to escape, if you know where the assailant is and there appears to be a safe escape route immediately available to you. Escape routes may include the surrounding neighborhood.
- If in doubt, find the safest area available and secure it the best way you can.

Missing Student Notification Procedures:

You are given the option to provide confidential contact information for a person to be notified in the event you are officially reported as missing. If Public Safety officials determine that you or a fellow student, for whom a missing person report has been filed, and has been missing more than 24 hours, University officials will: notify the individual identified by you to be contacted in this circumstance (if you are over 18) or notify a parent or guardian if the student is under 18 years of age, and notify appropriate law enforcement officials.

Severe Weather Alert

In the event of a tornado or severe weather warning, Clarksville storm sirens will sound. Students should seek the nearest shelter, and/or move to the basement or room free from windows. 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. Please note, weekly siren testing is conducted each Wednesday at noon.

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

Crime Statistics Reporting

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 Department of Public Safety.

The Federal Student Right-to-Know and Campus Security Act requires all institutions participating in Federal Student Aid Programs to disclose certain information to you and the campus community, including basic institution information, graduation rates, athletic program information, campus security policies and campus crime statistics.

Residential Life

Purpose

Residential Life at University of the Ozarks is devoted to the holistic development of our students. Residential Life approaches this developmental process by looking at the needs of each individual student.

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.

Residence Hall Staff

Assistant Director of Student Engagement and Residential Life: Assistant Directors live in the residence halls and are responsible for the halls' overall operation and oversee the Resident Assistant student staff.

Resident Assistants (RAs): Resident Assistants are trained student leaders who help students adjust to the college environment by serving as mentors and build community within the residence halls. RAs are available to assist all students with living in their communities, as well as to provide social, recreational, and developmental learning opportunities through programs.

Housekeeping Staff: Housekeeping staff aid to maintain a clean and healthy environment for students to live in.

Maintenance Staff: Maintenance staff aid to maintain the physical space of the residence hall community. Maintenance staff also respond to student work orders that are submitted via EagleNET.

Student Mail Service

Also known as a "C-Box", mailboxes are located in the lower level of Seay Student Center. All full-time resident students are assigned a post office box and key during the fall or at the time of registration. University of the Ozarks accepts all major mail services.

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

Residency Requirement

University of the Ozarks requires you 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:

- If you live and/or 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.
- If you are part-time student carrying less than 12 hours a semester.
- If you are married or a single-parent.
- If you have a valid reason(s) with supporting professional documentation.

Reservable Space

If you wish to schedule meetings in residence hall facilities, you must complete an online Facility Request Form located in the Forms page on EagleNET. Only university-approved groups may reserve residence hall areas.

Housing Assignments/Room Selection:

Continuing Students: Will select room assignments during the end of the spring semester for the following falls semester. Rising second year students select housing first, followed by rising third-year students, followed by rising fourth-year students.

New University Students: Once admitted to the institution and having paid the institutional deposit, you will need to complete the online housing application form. During this time, you can request a specific roommate to live with and provide information on the housing application about your likes, interests, and habits. Once you are assigned to a room, you will receive contact information about your roommate to begin getting to know them prior to arriving on campus.

Housing Agreement:

You will complete and submit a housing agreement form electronically prior to the room selection process. If you do not have access to a computer to submit electronically, you may reach out to the Residential Life directly. You have to complete this agreement form prior to room selection. The housing agreement is valid for the full academic year.

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:

- For the full academic term(s) during the agreement period for which the student fails to register.
- When the student is required to live elsewhere by virtue of participation in either internships or academic exchange programs.
- Upon the completion of graduation requirements by the student subsequently leaving the university.
- When a student separates from the university on a leave of absence, withdrawal, or disciplinary action.
- 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.
- 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 prorated to the date of official withdrawal.)*

Room Condition Report

Once you check-in, you will work with your Resident Assistant to note all damages and overall room condition. Any additional damages noted at checkout will be assessed with a fee. A list of fees is available from Residence Hall Staff.

You are ultimately held responsible for the condition of your 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. Paint your room or furnishing, or add any flooring that attaches to the provided floor covering is not allowed. Furniture or furnishings may not be removed from the lounges, rooms, and common areas. Window screens must be kept fastened at all times. Residential Life does not provide any storage.

Room Changes

If you want to make a room change, you must complete a room change form and return it to the Assistant Director of Residential Life for approval. No room change requests will be granted during the first two weeks of school. Residential Life host a room showing in the spring prior to selection.

Rooms types:

- **King Hall/Smith Hall:** single/doubles, Common bathrooms
- **MacLean Hall:** single/doubles, common living space, with both private and shared bathrooms
- **Trustee Hall, Mabee Hall, Bagwell-Jones, Cary-Wortz (Suites):** single/double rooms with semi-private bathrooms, common living space and full kitchen
- **North Street Apartments/Jackson Street Apartments, and College Avenue Apartments:** double private room, shared living space, full kitchen and private bathrooms

Residence Hall Access

Student Identification cards (ID) grant external access. In the event you lose your ID, contact the Department of Public Safety. During check in you will be issued keys to access their personal rooms. Keys are not to be duplicated or loaned to other persons. Any key(s) not returned or lost will be billed directly to you for replacement of the key(s). Lost key(s) need to be reported immediately to the Assistant Director of Residential Life.

Visitation Policy

Guests are welcome to visit during designated visitation hours. Visitation hours are set from 10 a.m. to 12 a.m. on Sunday through Thursday and 10 a.m. to 10 a.m. Friday through Saturday. All guests are expected to comply with the visitation policy and will be expected to leave the residence hall room when visitation is over.

You are responsible for your visitor's behavior and the visitor must abide by the residence hall rules. It is also important for your safety and the safety of the community that you escort your guest at all times. 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.

Any resident wishing to have an overnight guest must register and get approval from their Assistant Director of Residential Life. Any resident wishing to host a guest that is a minor overnight must register and get approval through the Director of Residence life. Minors under the age of 5 are not permitted to stay overnight.

You can register your guest via your Assistant Director of Residential Life Monday through Thursday. Please submit your request for approval at least 72 hours in advance and at least 1 week in advance, if you plan to host a minor. You will be notified of approval or denial within 48 hours of the received request. If you have questions, please contact your Assistant Director of Residential Life. Request forms are available from your Resident Assistant or Assistant Director of Residential Life.

Quiet Hours

Courtesy hours are in effect throughout the residence halls 24-hours a day, please be aware of noise at all times. Excessive noise may lead to a violation of the Student Rights and Responsibilities. Quiet hours begin when visitation hours end; 12 a.m. to 10 a.m. Sunday through Thursday and 1 a.m. to 100 a.m. Friday and Saturday nights.

Lock Changes

Should you lose your key, it is important to contact your Resident Assistant and/or the Department of Public Safety to change your lock both for your personal safety and for the safety of the entire residential community. To change your lock, it is \$50 charge plus \$5 for each additional key made per occupancy.

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. University-provided grills are available in various locations around each residence hall. Please see your residence hall staff for additional information.

Health and Safety Inspections

The university respects your right to privacy. However, University of the Ozarks personnel reserve the right to inspect residential buildings and all university-provided rooms with 24-hour notice from housing staff to ensure the safety of both you and university property. It should be noted that a room might 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.

Residences Hall Responsibilities

As a member of the residential community, you agree to the following responsibilities to ensure the safety of yourself and your entire residential community:

- Not possess hover boards, hot plates, popcorn poppers, or any open coil appliances due to fire hazard
- Not possess firearms and lethal weapons, such as gas pellet pistols and switchblade knives, are not permitted anywhere on campus.
- Not possess Knife blades over 4"
- Not possess Candles, or any device with an open flame
- Not tamper with any fire equipment
- Not engage in hallway sports and roughhousing

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.

Telephones and Televisions

The university provides telephones in the common areas of our residential facilities. Basic cable service is provided through Suddenlink Communications. If you want additional cable, service must be provided by residents for an additional fee, by calling 1-800-582-9577.

Coin Free Laundry Rooms and Vending Machines

Campus laundry is provided free of charge 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.

Student Conduct

Purpose

At all times, University of the Ozarks expects you to maintain standards of personal and social behavior that uphold our shared Christian heritage and mission of University of the Ozarks. The university is committed to the concept that the education of individuals includes development of the abilities to make reasonable judgments and to accept their responsibilities as members of the community.

By virtue of your enrollment, you agree to accept the rights and responsibilities of membership in the University of the Ozarks community. You are expected to know and abide by each of the Student Rights and Responsibilities. You agree that your rights can only be honored when you agree to honor the rights of other members of the campus community.

The Student Rights and Responsibilities apply to behaviors that take place on the campus, at university sponsored events and may 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:

- Any situation where it appears that your conduct may present a danger or threat to your/and or the health or safety of others
- Any situation that significantly impinges upon the rights, property or achievements of you or others or significantly breaches the peace and/or causes social disorder
- Any situation that is detrimental to the educational mission and/or interests of the university. Students Rights and Responsibilities may be applied to behavior conducted online, via email or other electronic medium. It is important that you are 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 make you subject to 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 Rights and Responsibilities apply to your visiting guests. If your guest violates the Student Rights and Responsibilities, you may be held accountable through the Student Conduct process.

The University and the Law

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

You will be held accountable both to law enforcement authorities and to the university for behavior that constitute both a violation of the law and Student Conduct.

Student Rights & Responsibilities

I. Right to Freedom from Harassment

We believe you have the right to study, work, and interact in an environment free from sexual or discriminatory harassment in any building or at any location on any university or harassment that undermines the security of the university community or the integrity of the educational process or poses a threat.

To uphold these rights for yourself and your campus community, you agree to honor the following:

1. You agree to respect the security of your peers, faculty and staff.
2. You agree to respect the boundaries set by my peers, faculty and staff.
3. You agree to respect the University of the Ozarks environment by keeping it free from harassment.

II. Right to Freedom from Discrimination

We believe you have the right to study, work, and interact in an environment that is free from discrimination in violation of law or university policy by any member of the university community. As a member of the University of the Ozarks, you are expected to respect the rights and dignity of other students, faculty, and staff.

The university will not exclude you or any person from participation in its programs or activities on the basis of arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

You have the right to be free from such discrimination by other students that has the effects interfering with your ability to participate in programs or activities of the university.

To uphold these rights for yourself and your campus community, you agree to honor the following:

1. You agree to respect the rights and dignity of your peers, faculty and staff.
2. You agree to respect the values of your peers, faculty and staff.
3. You agree to respect the University of the Ozarks environment by keeping it free from discrimination.

III. Right to Access of Records

We believe you have the right to your academic records, student conduct records and student records in a manner consistent with University of the Ozarks policy. You can expect University of the Ozarks to maintain secure and accurate records.

IV. Rights in the Student Conduct Process

We believe you have the right to be heard in a fair, unbiased student conduct process. You have the right to an advisor, and witness in your hearing process.

You can expect a thorough and timely Student Conduct process that is rooted in restorative justice and in which you will engage in conversation regarding the Ozarks community how the alleged harm can be repaired.

To uphold these rights for yourself and your campus community, you agree to honor the following:

1. You agree to respect the student conduct process and the outcomes it brings.
2. You agree to respect the Student Rights and Responsibilities for yourself and your peers.

V. Right to Privacy

We believe you have the right to your privacy, in regards to academic, judicial and personal record, therefore the agents and employees of the university adhere strictly to the Federal Educational Rights and Privacy Act of 1974 (FERPA) as outlined in the Privacy Policy.

To uphold these rights for yourself and your campus community, you agree to honor the following:

1. You agree to respect the privacy of my peers, faculty and staff.

VI. Right to a Secure Environment

We believe you have the right to study, work, and interact in an environment that is grounded in respect, health, safety and wellness.

To uphold these rights for yourself and your campus community, you agree to honor the following:

1. You agree to respect the health, safety, and wellness of yourself and your peers by honoring the alcohol and drug policy.
2. You agree to respect yourself and make healthy and safe choices that respect the integrity of the university.
3. You agree to respect all safety equipment, including smoke detectors, fire extinguishers, alarmed doors, or other campus safety devices.
4. You agree to respect the safety of yourself and your campus community by following and responding to all emergency procedures and alarms.
5. You agree to respect the boundaries created by the university related to access to facilities, resources and equipment.
6. You agree to respect the safety of your community by not possessing any unauthorized weapons, ammunition, explosives, and dangerous chemicals on campus.
7. You agree to respect property, including both personal items and physical property of peers, faculty, staff and the university.

VII. Right to pursue an Education and supportive University Life

We believe you have the right to study, work, and interact in an environment that promotes your ability to pursue your education at University of the Ozarks.

To uphold these rights for yourself and your campus community, you agree to honor the following:

1. You agree to respect the classroom environment by not engaging in any disruptive behavior.
2. You agree to respect the student life environment by not engaging in any disruptive behavior outside of the classroom.
3. You agree to respect and comply with the faculty, and staff at University of the Ozarks.
4. You agree to respect and follow all local, federal and state laws.
5. You agree to respect and follow all university policies and procedures.

Student Conduct Definition of Terms

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

Investigator: A faculty or staff member trained to investigate reports of alleged sexual violence/misconduct

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 is 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): A board of Ozarks students trained to hear cases involving alleged violations of the Student Rights and Responsibilities.

Sanction: An action affecting the status of a student which is taken by the University in response to a violation of the Student Rights and Responsibilities. 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 choices.

Students: All individuals taking courses at University of the Ozarks, both full and part-time. 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, Assistant Directors of Student Engagement/Residential Life, 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.

Advisor: Any individual a student selects to be present if elected in a Student Conduct meeting. If you do not have someone to elect as your advisor the Dean of Student will aid in helping you finding an advisor.

Procedures for violations in the Student Rights and Responsibilities:

The Dean of Students serves as the senior student conduct officer and any reports of alleged violations of the Student Rights and Responsibilities are received in the office of the Dean of Students. The reports may be received from faculty, staff, students, or from the community.

If you suspect a member of the University of the Ozarks community is in violation of the Student Code of Conduct you should notify the Dean of Students. The Dean of Students will review the information and refer the report to Conduct Officer.

Student Conduct Procedures

When an incident referral is received by the Conduct Officer the involved student(s)/organization is/are contacted within 2 business days to schedule a meeting to discuss the incident in question.

Initial Meeting

The purpose of this meeting is share the student conduct process with you, including your rights, and how to move forward. During this meeting you will be given the written report to review.

Your options from this meeting:

1. **Accept Responsibility/Agreed Resolution Process:** If you choose to accept responsibility for the alleged policy violation(s), you, along with your conduct officer will work to come to an agreement on both your formal and education sanction. If during this meeting you are unable to come to an agreement with your conduct officer about your sanction(s), your case may be moved to a formal conduct meeting.
2. **Deny Responsibility/Formal Conduct Meeting:** If you deny responsibility for the alleged policy violation(s) your case will be moved to a formal conduct meeting, you have the choice to move to a new conduct officer different from your initial meeting or have your case heard in from a group of your peers.
3. **Press "Hold":** You also have the opportunity after the initial meeting to press "hold" on how you want to move forward. You will have 2 business days to think about which process you want to engage in, either accepting responsibility for the alleged actions or denying responsibly for the alleged actions. Before leaving this meeting your will set up an additional meeting to discuss how you want to move forward.

The university reserves the right to remove you from the campus prior to a formal hearing if there are concerns for your overall 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 scheduled immediately and the case heard and decision made

within 5 business days of the interim action. The university reserves the right to not allow you to go in front of their peers if the case is too sensitive in nature.

The Right to be Heard

A student who is to appear of a Conduct Officer, Ozarks Review Board, Student Conduct board or Sexual Misconduct board to discuss an alleged violation of the Student Rights and Responsibilities will be notified in writing, of the alleged responsibility violated, at least 2 business days prior to the hearing.

At the hearing, you are entitled to:

1. Read the report of the alleged violation;
2. Present his/her explanation of the reported event(s);
3. Present witnesses on his/her behalf; and
4. Request the assistance of an advisor.

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.

University of the Ozarks Sanction(s):

If you are found in violation you will receive at minimum one formal status sanction. Depending on the violation and outcome students who are in violation of student rights and responsibilities, students may receive one or more educational, and/or disciplinary sanction. The conduct history of the student and the severity of the violation of the Student rights and Responsibilities will inform the sanctions assigned.

Formal Sanctions:

Formal Warning: The student is officially notified that their actions have constituted a violation of university policy and are, therefore, inappropriate. It is essentially a warning that is documented formally through Student Conduct. A formal warning is a part of your unofficial student record.

Probation: Student is notified of their status with the university for a specified period of time (one semester, one year, etc.) if further violations of university policies during this time will result in them being considered for a "higher level" sanction, such as potential suspension from the university. If at the end of the specified time period no further violations have occurred, the student is removed from probationary status.

Denial of Privileges: Student is notified that, for a specified period of time, certain privileges or associations within the university are withdrawn. This sanction includes, but is not limited to, termination of residence hall residency, removal from athletic events, denial of network access, denial of the privilege of participating in recreational sports activities, and revocation of the privilege of accessing certain university facilities.

Interim Suspension: Student is notified that they are separated from the university for a specified period of time or until a conduct process has concluded. 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.

Suspension: Student is notified that they are separated from the university for a specified period of time. Students who are suspended must leave the campus within 48 hours of notification unless the decision is being appealed. A re-enrollment meeting with either the Provost and/or Dean of Students. Depending the president of University of the Ozarks may be involved. This meeting must be completed before a student will be permitted to re-enroll. In the case of suspension, a temporary notation is placed on the student's official transcript: "suspended by university action" and the duration of the sanction. Upon the request of the student, this notation may be removed at the end of the suspension period and once all sanctions are complete. Students on suspension are not permitted to enroll in classes at University of the Ozarks or transfer credits taken at another university during their suspension.

Dismissal: Student is notified that he or she is permanently separated from the university. A notation is placed on the academic transcript: "dismissed by university action."

Educational Sanctions:

Educational/Disciplinary sanctions are meant to encourage you to reflect on your actions to prevent such actions from happening again. University of the Ozarks believes in restorative justice as a means of reflection and education. Examples of an educational sanction include, but are not limited to: reflection papers, community service, and informational interviews.

Appeals

You have the right to appeal actions taken in response to alleged violations of the Student Rights and Responsibilities. 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.

If your case was heard directly by the Dean of Students, appeal letters should be addressed to the Executive Assistant to the President and must be received within five business days of the date of the decision letter.

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.

After receiving your official appeal letter, a meeting will be scheduled, within 2 business days, to meet with the Dean of Students or Dean of Students appointed administrator.

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.

Sex/Gender Discrimination Policy and Violation Procedures

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. For a full list of definitions, please see the "definitions" section in the student handbook.

Reporting

University of the Ozarks believes in a high ethic of care for all of our students. No matter what path you or any student takes in reporting sexual misconduct, each path is rooted in the highest level of care for the student's emotional, physical, and mental well-being.

Open Disclosure

If you believe you have been the victim of sexual misconduct or have knowledge of an incident of sexual misconduct, we encourage you to report the incident to the university. You will have several options in the type of report they file, each report option is outlined below.

- **Informal Report:** If you report the incident and ask that the university take no further action, an informal report will still be filed.
- **Formal Report:** If you report the incident and want the institution to take further 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 you as 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.

Confidential Disclosure

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. There are also confidential resources available off campus, such as counseling services, rape crisis resources, or clergy/chaplains.

Student Support and Resources

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

- Ozark Rape Crisis Center 479.754.6869 | 800.818.1189
 - www.ozarkrapecrisis.com
 - 715 W. Main St. Suite A
- Counseling and Associates 479.754.8610
 - <http://www.caiinc.org/>
 - 1021 E Poplar St
- University Chaplain, 479.979.1307
- Public Safety 479.979.2020
- University of the Ozarks Counselor 479.979.1369
- Title IX Coordinator/Dean of Students, Steve Weaver 479.979.1448
- Clarksville Police 479.754.8100
 - 1008 W. Main St.

Medical Care

If the sexual assault occurred within the last 96 hours, you 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 for your overall health.

Reasons for Seeking Medical Care

1. Evaluation and possible treatment for physical injuries of which the survivor may or may not be aware.
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. Consider taking a friend, family member or advisor with you to the hospital.
2. If possible, you should not shower, bathe, eat, drink, smoke, clean up, urinate, or change their clothes, as this can destroy evidence. If you have already changed, place the clothes that they were wearing in a paper bag and bring to the hospital. If you have already done any of these things, evidence may still be collected. Do not assume that all evidence has been destroyed.
3. You should take an extra set of clothes to the hospital. The clothing you were wearing at the time of the assault may be collected as evidence.

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:

Dean of Students/Title IX Coordinator
Office of Student Affairs
Seay Student Center 479.979.1448

Sexual Misconduct Procedures

Filing a Formal Report

If you choose to file a formal report, an investigator will be assigned to your case, and an investigation will follow. In conjunction with the investigation, the Title IX Coordinator will work with you on any interim actions necessary to remedy the harm, pending the outcome of the investigation. The university is obligated to comply with any of your reasonable request for living and/or academic situation change following an alleged sex offense. Your concerns and wishes are given the utmost respect. Example 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.

The Investigation

During the investigation, the investigator will conduct interviews with 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 a hearing body option. 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.

Advisor

Both the you 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.

Sexual Misconduct 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 (you) and the responding party have the right to appeal the conduct decision. You will work directly with the Title IX Coordinator to appeal the 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 (you) and the responding party exercise restraint regarding their communication with individuals not directly involved in the process. Due process is guaranteed to 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 (you), 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 (your) confidentiality.

Prohibition of Retaliation

This policy 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 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.

Records

Student Rights and Responsibilities 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 you. 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 your eligibility for other University activities or functions.

Parental Notification

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Students (or designee) reserves the right to notify your parents/guardians, 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 your health and safety is a concern.

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. University of the Ozarks 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 University of the Ozarks 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 University of the Ozarks if the student is under 18 or is claimed as a dependent for tax purposes. Any student or parent having questions concerning access to a student's records should review the FERPA act and/or consult with the registrar's office.

University Policy Information

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.

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.

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. 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.

Gun Free Policy

For the protection of Ozarks community members and guests, firearms are not permitted on University of the Ozarks property. There are only two exceptions to this rule.

1. Firearms in the possession of law enforcement officers.
2. Properly stored firearms that are the property of current Ozarks Shooting Sports Team members.

Alcohol Policy

- Possession, use, or serving of alcohol by persons under 21 years of age is prohibited.
- Possession, use, or serving of alcohol, on campus, by any of age student is prohibited.
- Furnishing alcohol to persons who are under 21 years of age is prohibited.
- Being intoxicated in public or a public area and/or being disorderly or destructive during or following the consumption of alcohol is prohibited.
- Misrepresenting one's age for the purpose of purchasing or consuming alcohol is prohibited. This includes, but is not limited to, the use of false identification.

Drug Policy

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

Tobacco Free Policy

Use of any tobacco products is prohibited on all University property; University of the Ozarks 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.

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.

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.

Sexual Misconduct Related Policies

Sexual misconduct is defined as any sexual contact or activity that occurs without the consent of all individuals involved. 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.

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.

Sexually Hostile Environment

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

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
2. 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.

Sexual Assault

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.

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.

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.

Freedom of Expression

University of the Ozarks respects the rights and freedom of free speech. It is our responsibility to guarantee a safe environment for all those who are on our campus. Because University of the Ozarks is a private institution, we have the ability to ask anyone who may be disruptive on our campus to leave campus for any reason/cause.

Inviting speakers to campus is encouraged but procedures should be followed in doing so. However, once the event/speaker begins and the message is against University of the Ozarks' core values, that individual or group will be asked to leave campus immediately. This will hold true to any campus community member who may be speaking as well.

University of the Ozarks students will follow Student Rights and Responsibilities at all times, as outlined in the Talon.

University of the Ozarks will allow posting of flyers from those outside the campus community and within our campus community. Each flyer must receive approval by the Marketing and Public Relations Office. If a flyer is against University of the Ozarks' core values, the flyer will not be approved.

University Accreditation

University of the Ozarks is fully accredited by:

- *Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, 1-800-621-7440*

Its teacher-education curriculum is fully accredited by:

- *Council for the Accreditation of Educator Preparation (CAEP), 1140 19th St NW #400, Washington, DC 20036, 1-202-223-0077*
- *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

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.