

Consumer Information

Pursuant to federal regulations in the Higher Education Act of 1965, as amended, colleges and universities are required to disclose information about the institution and various programs and policies to prospective and enrolled students. Links to the required consumer information are provided within each main section below.

[General Institutional Information](#)

[Privacy of Student Records – Family Educational Rights and Privacy Act \(FERPA\)](#)

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law designed to protect the privacy of student educational records.

A student at UA Rich Mountain has the following rights with regard to his/her education records:

- To inspect and review all education records pertaining to the student within 45 days of the day the College receives a written request for access. Students should submit to the Vice Chancellor for Student Affairs a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Student Affairs Office in writing that he/she does not want any information designated as directory information.
 - Student's name
 - Address
 - Telephone number
 - Electronic mailing list
 - Photograph
 - Date and place of birth
 - Major field of study
 - Dates of attendance
 - Grade level
 - Participation in officially recognized activities and sports
 - Weight and height of member of athletic teams
 - Degrees, honors, and awards received
 - The most recent educational agency or institution attended
 - Student ID number, user ID number, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose).

All students must inform the Student Affairs Office of their request in writing. This request will remain in effect until lifted by the student in writing. In the event of such a request, this data will be treated as student records information.

The College will honor a student's request to withhold directory information but cannot assume responsibility to contact him/her for subsequent permission to release the hold. Regardless of the effect upon the student, the institution assumes no liability for honoring his/her instructions that such information

be withheld. For additional information on details of the “Family Educational Rights and Privacy Act,” please contact the Student Affairs Office.

Please consider very carefully the consequences of any decision to withhold – Directory of Public Information. Should one decide to request the College not to release “Directory or Public Information,” any future request for such information from non-institutional persons or organizations will be refused.

- To request the amendment of his/her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- To consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, support, or clerical staff position; a person or company with whom the College has contracted; a person serving on the UA Rich Mountain Board of Trustees or Board of Visitors; member(s) of an accrediting association; or a person assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA. The name and address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland AVE. SW
Washington, D.C. 20202-4605

For more information concerning rights under FERPA, please come to the Student Affairs Office in the Maddox Building. Link to more information on FERPA:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Facilities and Services for Students with Disabilities

All services, programs, and activities at UA Rich Mountain are accessible to students with disabilities. The Vice Chancellor for Student Affairs, located in the Maddox Building Tower room, has information on accommodations and is the ADA/Section 504 compliance officer for the college. For students seeking accommodations within academic programs, the following intake process is to be followed:

- The student self identifies to a member of faculty or staff. Student is referred to the Student Affairs Office.

- The student goes to the Student Affairs Office to initiate the intake process. This should be done prior to the start of **each** semester of attendance. Accommodations requested and approved after the start of the semester will not be retroactive to the beginning of the term.
- The student completes intake form
- The student provides supporting documentation of disability and recommended accommodations. Supporting documentation must include the diagnosis of the disability and accommodations by a qualified diagnostic professional.
- The Vice Chancellor for Student Affairs will review the request and the supporting documentation to determine if the disability falls with the protected conditions. If so, the requested accommodations will be reviewed to see if they are reasonable.
- The Vice Chancellor for Student Affairs determines if accommodations are necessary, the student will be given a letter to give each of his/her instructors. The letter will outline the appropriate accommodations to be given in the class.
- The Vice Chancellor for Student Affairs will provide additional correspondence to the student's instructors and the Vice Chancellor for Student Affairs informing them of the student and the accommodations required.
- The student, Vice Chancellor for Student Affairs, and faculty member will work as a team to provide reasonable accommodations.
- If the Vice Chancellor for Student Affairs determines that accommodations are not necessary, the student will be informed of the decision and the reasons for the decision. The student is encouraged to meet with the Vice Chancellor for Student Affairs to clarify any issue.

Reasonable accommodations for persons with documented disabilities will be made, pursuant to federal and state law. Any student with a disability who needs accommodation (e.g. seating placement or arrangement for examinations) should request accommodation at the beginning of each semester or term. The Vice Chancellor for Student Affairs will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation.

<http://www.uarichmountain.edu/disability-services>

Student Diversity

Information regarding UA Rich Mountain's student body is available on the National Center for Education Statistics website and through the Office of Institutional Research:

<https://nces.ed.gov/collegenavigator/?s=AR&zsc=71953&zd=0&of=3&id=107743>

<http://www.uarichmountain.edu/at-a-glance/fast-facts>

Cost of Attendance

Information on the cost to attend UA Rich Mountain can be found:

<http://www.uarichmountain.edu/tuition-and-fees>

Net Price Calculator

This calculator will provide a preliminary, non-binding estimate of federal, state, and institutional aid eligibility based on federal methodology. It was created to help families gauge what financial aid may be awarded and to arrange to cover the cost of attendance.

Net Price Calculator: <http://www.uarichmountain.edu/financial-aid/net-price-calculator>

Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid

Tuition Refund Policy

It is the student's responsibility to initiate a refund. Refund claims can be made through the Business Office where the refunds are processed. Two business days should be allowed for processing. The refund schedule is shown below. The date that is on the drop or withdrawal form is the date that is used to determine the amount of the refund. Failure to attend does not constitute official withdrawal. UA Rich Mountain gives a 100% refund to students who drop by the 10th class day of the regular fall and spring semesters, the 4th day of a summer semester, or the 4th day of off-schedule courses. An off-schedule class is any class that starts after the 10th day of a regular semester and the 4th day of a summer semester. After these days, no refund is available. Class days are counted from the 1st official day of the term, excluding weekends and holidays. (For example, if classes began on a Tuesday, the four days of that week are counted, the weekend is skipped, and then the five days of the following week are counted. The 10th class day would be the next Monday.) Check with the Business Office for Workforce or Community Service class as they often differ. Members of the military who receive orders that transfer them out of the area for a prolonged period may, when such transfer interferes with class attendance, request a full refund at any time during the semester. If a refund is due any student receiving financial aid under any Title IV Student Financial Aid program, other than College Work Study, a portion of the refund shall be returned to the Title IV program. The amount of the refund shall be multiplied by the following fraction to determine the portion of the refund to be returned to the Title IV program(s): Total amount of Title IV aid (minus work earnings) awarded for payment period divided by total amount of aid (minus work earnings) awarded for payment period. Refunds due the Title IV program shall be reimbursed to the Pell Student Aid Account. A pro rata refund based on the total length of course will apply to students who are veterans and to other eligible persons.

Refund Policy - Credit Courses	
Regular Term	
10th Class Day	100%
After 10th Class Day	0%
Summer Term	
4th Class Day	100%
After 4th Class Day	0%

Withdraw from College

UA Rich Mountain recognizes and understands that there are circumstances in which a student must withdraw from the College. Students are urged to discuss withdrawal with their advisor to determine if an alternative may be available. If a student does find it necessary to withdraw, it is important that the proper withdrawal procedures be completely followed. Stopping payment on a check for tuition does not cancel registration or drop a course. Likewise, failure to attend does not constitute an official withdrawal or cancel indebtedness. Follow these steps to officially withdraw from UA Rich Mountain:

- Discuss withdrawal plans with your advisor
- Secure a withdrawal form from the Vice Chancellor for Student Affairs
- Clear all financial obligations to the College by obtaining signatures from the College Library, Financial Aid Office, College Book Store, and Business Office on the withdrawal form
- Return the official withdrawal form to the Student Affairs Office

Veterans must notify the Associate Vice Chancellor for Student Affairs and the Financial Aid Office.

It is the student's responsibility to initiate the withdrawal process through the Vice Chancellor for Student Affairs office. **FAILURE TO ATTEND CLASS DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL!**

Failure to complete all of the above procedures will constitute improper withdrawal and may result in failing grades being placed on the student's permanent academic transcript as well as loss of a possible tuition refund.

Return to Title IV Requirements

Please be aware that if you withdraw from all of your classes, before you complete 60% of the semester, you may be liable to the U.S. Department of Education or UA Rich Mountain for charges or repayment of Federal Funds (Pell, SEOG) you have received during the semester. For all other withdrawals without notification (student stops attending classes), the withdrawal date is the last day that classes were attended.

FAILURE TO MAKE THIS REPAYMENT WILL RESULT IN THE LOSS OF FEDERAL AID ELIGIBILITY AT ALL SCHOOLS.

If you are unable to complete the semester, you must come by the Financial Aid Office. We will calculate the amount of funding you have earned based on the number of days you attend classes. At that time we will let you know if you owe a repayment.

If you have any questions, please call our office at 479-394-7622 ext. 1420 or 1421 or stop by the Financial Aid Office in the Tower Room of the Maddox Building.

Textbook Information

Students will find the schedule of classes along with textbook information at:

<http://services.rmcc.edu/intranet/crsscheding.cfm>

Educational Programs

UA Rich Mountain's current academic programs can be found in the College Catalog

- Degrees: <http://www.uarichmountain.edu/degrees>
- Certificates: <http://www.uarichmountain.edu/certificates>

Instructional Facilities

The map of the campus and information regarding the institution's academic facilities are found in the College Catalog and by following the link below:

http://www.uarichmountain.edu/uploads/pdfs/campus_map.pdf

Faculty

A list of faculty and staff members along with contact information:

<http://www.uarichmountain.edu/departments-and-staff>

Transfer of Credit Policies and Articulation Agreements

Transfer Credit Policy

- UA Rich Mountain will accept for transfer only college level credits earned at a regionally accredited college or university and only those courses with earned credit of a grade C (2.0 GPA) or higher will be accepted. Students may be required to supply college catalogs with descriptions of courses being transferred from out-of-state institutions.

- Credits earned at other institutions will not be calculated in the GPA used for graduation at UA Rich Mountain.
- Transfer credit will be accepted for only college level courses for which UA Rich Mountain offers equivalent courses. Transfer courses for which UA Rich Mountain offers no equivalent courses will be evaluated for possible general elective credit.
- Credit for work that is remedial in course content will not be granted towards degree requirements.
- Students who wish to appeal acceptance of a transfer course may do so by completing an appeal form, which will be reviewed by the Vice Chancellor for Student Affairs. The decision of the Vice Chancellor is final.

Further information on UA Rich Mountain's course equivalencies are found:

<http://www.uarichmountain.edu/transfer-credit>

Consortium and Contractual Agreement Information

The Office of Financial Aid will do consortium agreements with other eligible institutions to assist students with their educational goal. The course(s) that the student takes at the host institution must be in his/her degree plan at UA Rich Mountain. The course(s) that is/are taken will be counted towards the student's Satisfactory Academic Progress at UA Rich Mountain. Any student in which UA Rich Mountain is the home institution of the agreement will be responsible for calculating any aid that is to be returned. Students participating in a consortium agreement must be enrolled in more hours at UA Rich Mountain than at the host institution. Please contact the Office of Financial Aid at UA Rich Mountain to see if an individual consortium agreement can be made with the institution of student's choice or if there is already a contractual agreement in place with other eligible institutions.

Accreditation, Approval, and Licensure of Institution and Programs

Accreditations:

Higher Learning Commission
 230 South LaSalle Street, Suite 7-500
 Chicago, Illinois 60604-1411
 (800)621-7440/ (312)263-0456
www.ncahlc.org

Statement of Affiliation Status

Chief Executive Office: Dr. Phillip Wilson
 HLC Institution ID: 2023
 Current Accreditation Status: Accredited
 Candidacy Date(s): 06/22/1984 – 08/23/1990
 Accreditation Date(s): 08/24/1990

Summary of Commission Review

Last Reaffirmation of Accreditation: 2014-2015
 Next Reaffirmation of Accreditation: 2024-2025
 Last Date of Information Change: 06/15/2015
 Control: Public
 Degrees Awarded: Associates, Certificates
 The UA Rich Mountain Practical Nursing Program has been granted full approval by the Arkansas State Board of Nursing.

The UA Rich Mountain Cosmetology Program has been granted full approval by the Arkansas Department of Health.

<http://www.uarichmountain.edu/at-a-glance/accreditation>

Copyright Infringement- Policies and Sanctions

Use of Protected Content or Resources

Users may not download material that is covered by copyright, subject to trademark restrictions, or encumbered by any other form of intellectual property rights protection unless it is legally allowed or falls under the Fair Use provision of copyright law.

Users may not upload, disseminate, or print material that infringes on copyright or any other intellectual property rights protection mechanism. UA Rich Mountain will comply with all takedown notices related to the Digital Millennium Copyright Act (DMCA) or similar legislation. UA Rich Mountain reserves the right to remove any item referenced in an infringement notice without the prior consent or notification of the user that uploaded or disseminated the item. Further, UA Rich Mountain will not be responsible for a user's legal defense or other costs associated with infringing material.

Enforcement and Penalties

UA Rich Mountain users are responsible for complying with this policy. Penalties for non-compliance include, but are not limited to:

- a. Suspension or usage restriction on information systems.
- b. Internal disciplinary measures, including discharge from employment or enrollment.
- c. Initiation of criminal or civil action, if appropriate.

UA Rich Mountain reserves the right to remove or block access to any information system, from any user or device, which adversely affects the availability or reliability of the information system or network without prior notification to the user or owner of the device.

Program on the U.S Constitution

The History Department at UA Rich Mountain organizes a celebration Constitution Day, commemorating the signing of the U.S. Constitution on September 17, 1787, on September 17 or the week before or after if September 17 falls on the weekend.

Student Financial Assistance

Assistance Available from Federal, State, Local, and Institutional Programs

There are three major types of financial assistance available for college students. These include:

- **Grants and Scholarships** - Financial aid that does not have to be repaid (unless you withdraw from school). Grants and scholarships can be need based or non-need based.
- **Student Loans** - Money students borrow to pay for educational expenses. Loans have to be paid back with interest. Loans can be need based (subsidized loans) or non-need based.
- **Work-Study** - This is a program in which the student works to earn money to help pay for educational expenses. The federal work-study program is a need-based program.

Federal Aid

UA Rich Mountain participates in the following federal financial aid programs. Click the link below for a description of each aid program. Students apply for federal financial aid programs by completing the [Free Application for Federal Student Aid](#) and being eligible for the federal financial aid programs.

Financial Aid Eligibility Requirements: Students must meet several general eligibility requirements in order to receive federal financial aid. Many of these requirements also apply to other sources of aid. For financial aid eligibility, students must complete or provide documentation of the following:

- Enroll at UA-Rich Mountain as a degree-seeking student.
- Obtain one of the following:
 - High school diploma from an accredited high school
 - High school equivalency certificate (GED)
 - High school diploma from a non-accredited high school approved by the Vice Chancellor for Student Affairs
- U.S. citizen or an eligible non-citizen
- Not owe a refund on a Federal grant or default on a Federal educational loan
- Register with Selective Service (if required)

UA Rich Mountain does not currently participate in the Federal Loan program. SEOG and Federal Work-Study funds are limited and are generally awarded to the students with the greatest financial need. Students must make satisfactory academic progress (SAP) each year to continue to receive federal financial aid. Students are encouraged to know the policy and requirements for SAP. UA Rich Mountain's SAP policy is found on the Financial Aid homepage:

<http://www.uarichmountain.edu/financial-aid>

- [Pell Grant](#) (need based)
- [Federal Work-Study](#) (need based)
- [Supplemental Educational Opportunity Grant](#) (need based)

State Aid

The Financial Aid Division of the Arkansas Department of Higher Education administers most of the state financial aid programs for Arkansas, including the Arkansas Academic Challenge Scholarship, the Arkansas Governor's Scholarship, and AR Future Grant. Some programs are need based and some are non-need based. Students apply for state aid by completing the [YOUuniversal](#) application.

- [Arkansas Academic Challenge](#)
- [Other State Aid Programs](#)

Institutional Scholarships

UA Rich Mountain has a number of merit scholarships available for new students and current students. Some scholarships are need based. Please visit the Financial Aid homepage to find applications, eligibility requirements, and renewal policies.

<http://www.uarichmountain.edu/financial-aid>

Federal Student Financial Aid Penalties for Drug Law Violations

Certain drug related offenses might prohibit students from receiving federal financial aid. Please review the [Federal Student Aid](#) website for additional information, including methods to regain eligibility.

Health and Safety

Drug and Alcohol Abuse Prevention Program

The policy of UA Rich Mountain regarding drugs and alcohol clearly establishes that use, possession, or sale of drugs and/or alcohol on campus premises or at any function funded by or associated with UA Rich Mountain will not be tolerated. UA Rich Mountain has implemented the following drug prevention steps:

- All entering freshman will be given substance abuse materials during orientation.
- A substance abuse informational section will be maintained in the Student Support Services office inside the Johnson Learning Commons and in the Student Union in the Maddox building.
- UA Rich Mountain has established a partnership with Healthy Connections and Western Arkansas Guidance and Counseling to provide counseling services to UA-Rich Mountain students based on referral for a nominal fee. Referrals are made to provide substance abuse counseling when necessary. Instructors will incorporate substance abuse material into their classes when appropriate.

See also the [Federal Student Aid](#) page for additional information on drug convictions and the possible impact on federal student aid. Students must pledge to remain drug-free or risk losing [Arkansas Department of Higher Education funding](#) such as the Arkansas Academic Scholarship.

Interested parties will find the institution's Drug-Free Workplace Policy in the staff handbook.

Drug-Free Workplace Statement

It is unlawful for employees of UA Rich Mountain to manufacture, distribute, dispense, possess, or use a controlled substance on the premises of the institution. Any employee must notify the Chancellor in writing of any criminal drug statute conviction for a violation occurring on the premises no later than five (5) calendar days after such conviction. Within thirty (30) calendar days of receiving notice with respect to any employee who is so convicted, the institution will take appropriate personnel action against such an employee, up to and including termination. To maintain a drug-free workplace, UA Rich Mountain will provide its employees with an ongoing, drug-free awareness program consisting of providing current information about the dangers of drug abuse in the workplace; any changes in the UA Rich Mountain drug-free policy, available drug counseling, rehabilitation, and employee assistance programs; and penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Information will be distributed to employees by the Student Affairs office and copies of such material will be retained in that office for employee use.

Vaccination Policies

The [State of Arkansas](#) requires that all new students comply with the two-dose measles immunization policy. UA Rich Mountain enforces those requirements.

Immunization Requirements

UA Rich Mountain complies with state law 6.60.501.504 by requiring proof of immunization against measles, mumps, and Rubella by the following categories:

- Freshman (completing less than 30 hours)- must submit proof of immunization against two measles, two mumps, and two Rubella no later than 30 days after classes begin during their first semester at UA-Rich Mountain.
- Sophomore (completing more than 30 hours)-

Immunization Exemptions

Students born on or before January 1, 1957, are not required to provide proof of MMT immunizations. Students, who request an exemption for medical, philosophical, or religious reasons, must contact the Arkansas Department of Health (ADH) at 800-462-0599 to request an exemption application. The approved exemptions letter from DH must be submitted to the UA Rich Mountain Director of Admission's or Registrar's Office and must be renewed for approval by ADH on an annual basis unless otherwise noted.

Foreign-Born Students

Foreign-born students must provide proof of a negative tuberculosis test AND proof of two (2) MMR immunizations. Immunizations must be completed in the U.S. For more information on the regulation, please contact the Director of Admissions.

NOTE: *Immunization requirements are subject to change based on Arkansas Department of Health Immunization updates.*

[Campus Security Policies, Crime Statistics, and Crime Log](#)

Campus Security Policies

The safety and security of UA Rich Mountain students is a major concern of the staff and administration. To help students become more security conscious and to assume more responsibility for their own safety both on and off campus, a special safety information section has been established in the Johnson Learning Commons, Abernathy Bldg., and Maddox Bldg., compliments of SSS and SGA. This section contains pamphlets on how to stay safe, drug and alcohol abuse, sexual harassment, sexual assault, and other topics pertaining to the students' well-being. UA Rich Mountain provides training and education on Emergency Notification at the beginning of each semester to all faculty and staff. In addition, Emergency Notification procedures are covered to all new students during the orientation program.

Staff Assistance

UA Rich Mountain staff and administrators are always available to assist students to notify authorities if the need arises. One or more administrators will be available for evening classes.

Campus Security

UA Rich Mountain buildings are opened by maintenance personnel each morning prior to the first scheduled class and are locked at the end of the last scheduled class each evening Monday through Friday. In the case of off schedule activities, the building being used will be unlocked prior to the start of the activity and locked when the activity is finished. The exterior of the campus, including student parking, is well lit and provides excellent visibility of the campus from all buildings. Due to the size and design of the UA Rich Mountain campus, a law enforcement officer from the Polk County Sheriff's Office is housed on-campus at the Mena campus while campus is open for day and evening classes as well as scheduled events. UA Rich Mountain has off site placements for each county. In addition, UA Rich Mountain works closely with the Scott County and Montgomery County Sherriff's department to maintain a physical campus at the site locations in Waldron and Mt. Ida, Arkansas. The maintenance personnel

keep a watchful eye on the campus exterior as well as inside the buildings. A close relationship is maintained with the Polk County Sheriff's Office

<http://www.uarichmountain.edu/departments-and-staff/campus-security/security>

Sexual Harassment Policy

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially. UA Rich Mountain is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of college policy as well as state and federal law and is neither permitted nor condoned. It is also a violation of UA Rich Mountain's policy against sexual harassment for any employee or student to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any individual found to have violated the college's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense. Definition Sexual harassment is defined as unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in college activities.
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonable interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

Procedures

Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint. All complaints must be made within (30) days of the occurrence of the alleged harassment.

Informal Resolution

Employees who believe that they have been subjected to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Vice Chancellor for Student Affairs. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

Formal Complaint Resolution

If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he/she must file a formal written complaint with the Vice Chancellor for Student Affairs. All formal complaints will be given a full, impartial and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

Sanction

If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation; both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, the investigation body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the college.

Sexual Assault Policy

It is the policy of UA Rich Mountain to prohibit sexual assault and to prevent sex offenses committed against students, employees, visitors to the campus, and other persons who use College facilities. Sexual assault is an extreme form of sexual harassment. Sexual harassment is prohibited by college policy and is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. Sexual assault is also a crime, defined by the Arkansas criminal code. Definitions Sexual assault may include any involuntary sexual act in which a person is threatened, coerced, or forced to engage in against his/her will. Sexual assault may be committed by a stranger or by an acquaintance. Acts defined as sexual assault include rape, date rape, acquaintance rape, and gang rape, but may also include sexual touching of another person against his/her will, and forcing an unwilling person to touch another person sexually. Sexual assault occurs when such acts are committed by force, threat, or intimidation, or through the use of the victim's mental or physical helplessness, of which the assailant was aware or should have been aware.

Responsibility to Report

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual assault should report the assault immediately to the city police. It may be reported to the Polk County Sheriff's Department if the assault occurred outside the city limits but within the county.

Preserving Evidence

It is important that evidence of sexual assault be preserved since it may be necessary as proof in a criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes or take a bath before calling the police. The victim should be taken to a local hospital that has kits to collect and preserve evidence of rape and sexual assault. An extra set of clothing should be taken along to the hospital. Mena Medical Center Emergency Room is equipped to handle such emergencies.

Availability of Counseling

School officials will help victims of sexual assault in obtaining counseling on campus or with referrals to local agencies who provide these services. UA Rich Mountain has established a partnership with Healthy Connections and Western Arkansas Guidance and Counseling to provide counseling services to UA Rich Mountain students based on referral for a nominal fee.

Reference Materials

Informational booklets are provided free of charge by the Student Government Association and Student Support Services. These booklets may be found outside the Student Support Services office in the Abernathy Building and in the Maddox Building

Disciplinary Actions

Sex offenses will be turned over to the appropriate local authorities where both the accused and the accuser will be informed of the rights guaranteed them by law. Students found guilty of sex offenses will be subject to immediate dismissal from UA Rich Mountain. Both the convicted student and the victim will be informed of the disciplinary measures taken. UA Rich Mountain will work with victims to alter

academic situations to the best of its ability if the victim requests changes and requested options are reasonably available.

Missing Person

The University of Arkansas at Rich Mountain does not currently have on-campus housing that would require the reporting of missing person documentation. If a member of the University community has reason to believe that a student is missing, he or she should immediately notify UA Rich Mountain Campus Security located in Spencer Hall or by calling 479-394-7622 ext. 1700. They will generate a missing person report and initiate an investigation, and if the person is determined to be missing, will initiate the required notifications as per Federal Law.

- Emergency:
911
- Non-Emergency:
394-7622 ext. 1700
- Website

<http://www.uarichmountain.edu/departments-and-staff/campus-security/security>

Crime Log

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that an annual security report be distributed to all current faculty, staff, and students, and notice made of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus or property owned or controlled by UA Rich Mountain, and on public property within or immediately adjacent to and accessible from the campus.

Crime statistics are distributed to all students, faculty, and staff at the beginning of each semester. Individuals interested in employment with the college will be sent crime prevention information and statistics with an UA Rich Mountain application packet.

Link to the Report:

<https://nces.ed.gov/collegenavigator/?s=AR&zc=71953&zd=0&of=3&id=107743>

Fire Safety Policies, Fire Statistics, and Fire Log

Effective August 1, 2010, UA Rich Mountain is a tobacco-free campus. In compliance with the Arkansas Clean Air on Campus Act 8, the use of any tobacco product, including electronic cigarettes, is strictly prohibited. This tobacco-free environment includes all College property, which according the State Statute 25-17-301, "...shall include all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution." For details on Act 8, please refer to the Arkansas State Legislature website.

UA Rich Mountain does not currently have on-campus housing that would require the reporting of the Annual Fire Safety Report. UA Rich Mountain does collaborate with the Waldron Volunteer Fire Department to maintain a Fire Pre-Plan for Businesses in the city of Waldron.

Student Outcomes

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate or degree seeking students, full-time students entering that institution, and to disclose these rates to

current and prospective students. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>

Graduation and Transfer-Out Rates

Interested parties will find UA Rich Mountain's retention and graduation information:

Link to IPEDS Data:

<http://www.uarichmountain.edu/uploads/pdfs/ipeds.pdf>

Graduation Rates and Transfer-Out Rates for Students Receiving Athletically Related Student Aid

UA Rich Mountain does not currently participate in any athletic programs

Job Placement for Graduates

UA Rich Mountain does not use Placement or Retention rates as part of the Strategic Admissions and Recruitment plan. UA Rich Mountain does provide licensure and pass rate information for particular programs that require this information.

This disclosure includes the most recent available data concerning employment and graduation statistics, and relevant state licensing requirements.

Licensure and Certification Pass Rates

- Certified [Nursing Assistant](#)
- [Cosmetology](#)
- EMT: http://www.uarichmountain.edu/uploads/pdfs/licensure_pass_rates_2017.pdf
- [Practical Nursing](#)

Additional information on employment and earning outcomes can be found in the [Arkansas ACT 852 Economic Security Report](#).

Voter Registration

Pursuant to the Higher Education Act of 1965 and the National Voter Registration Act of 1993, UA Rich Mountain is providing you with the following links to assist you in voter registration. If you are already registered to vote or do not wish to vote, please disregard this information.

- [Register to Vote in Arkansas](#)
- [Register to Vote in Another State](#)
- [Complete the National Mail Voter Registration Form](#)

Voter registration materials are also available in the Business Off at the UA Rich Mountain Mena Campus.

**Higher Education Act Student Consumer Information website and informational titles are organized based on the recommendations of [the National Postsecondary Education Cooperative's](#) report, "Information Required to Be Disclosed under the Higher Education Act of 1965: Suggestions for Dissemination (NPEC 2010831REV)."*