

**UAMS COP
STUDENT ACTIVITIES
HANDBOOK
2023-2024**

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CONTACT INFORMATION

Little Rock Campus

Phone: 501-686-5557

Fax: 501-686-8315

Office Location: ED II 6/104

Dean's Office Hours: Monday – Friday, 8:00 a.m. - 4:30 p.m.

Northwest Campus

Phone: 479-713-8400

Fax: 479-713-8440

Office Location: UAMS Northwest, First Floor

Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Faculty/Staff (Quick Reference Student Contacts)

- Dean's Suite, ED II 6/104, main phone 501-686-5557
Dr. Cindy D. Stowe, Dean of the College of Pharmacy
CStowe@uams.edu
- Ms. Rena Burt, Dean's Executive Assistant
501-686-5558 (office), rburt@uams.edu

Student Services

- Dr. Ashok Philip, Associate Dean for Student Services (ADSS)
AEPhilip@uams.edu
- Ms. Treneica McKnight, Executive Assistant
501-686-5557 (office), Mcknighttreneica@uams.edu
- Ms. Heather Brewer, Program Administrator
habrewer@uams.edu

Northwest Campus

- Dr. Scott Warmack, Associate Dean for the NW Campus WarmackThomasS@uams.edu
- Ms. Nicki Thornton
479-713-8404 (office), jnthornton@uams.edu, NW Campus

MEETING WITH THE DEAN, ASSOCIATE DEAN FOR STUDENT SERVICES, ASSOCIATE DEAN NW CAMPUS

Please keep the following in mind when setting up an appointment:

- To meet with Dr. Philip (Student Services) please use this Calendly link (<https://calendly.com/aephilip/30min>) to book an appointment for an in-person or Zoom meeting.
- To meet with Dr. Stowe, contact the dean's executive assistant Rena Burt (rburt@uams.edu) for assistance in setting up an appointment.
- To meet with Dr. Warmack (AD NW), please email him at WarmackThomasS@uams.edu or contact Ms. Thornton for assistance.

If you have any questions or concerns prior to your appointment, please email Ms. Thornton (for Northwest students) or Ms. McKnight (for Little Rock students) for help.

NEW STUDENT ORGANIZATION REGISTRATION

At the beginning of each academic year, new organization registration forms must be submitted to the Office of Campus Life. The form can be found here: <http://studentlife.uams.edu/student-life/uams-student-organization-registration-form/>. This form must be submitted in electronic format to the Associate Dean of Student Services (ADSS) **by August 15th** and the ADSS will forward the form to the Office of Campus Life. The form must be signed by the organization advisor. A copy of the organization's constitution/bylaws must be attached with the form.

Registration shall be denied if the evidence shows that the proposed organization conflicts with the educational process of the university, including but not limited to:

- The regular and orderly operation of the University
- The requirements of appropriate conduct within the University community
- The academic pursuits of teaching, learning, and other campus activities
- The laws or public policies of the State of Arkansas and the United States
- The statutes and regulations of the University

COP STUDENT ORGANIZATION ANNUAL REPORT

Every student organization is required to submit an [annual report](#) to the Associate Dean of Student Services (ADSS) **by May 15th** of the Academic Year.

The annual report document can be accessed at: <https://pharmacy.uams.edu/current-students/activities/organizations/student-organization-annual-report-2/>

This form will be sent to the organization president by **April 15th**; Information provided by the organization will be used for accreditation and budgeting purposes.

USE OF UAMS NAME, FACILITIES & INSIGNIA

The Student Government Association and other student organizations are independent associations. They are not agents or representatives of the University of Arkansas for Medical Sciences and are in no way authorized or empowered to enter into any agreement, contract, or understanding on behalf of UAMS. Any provision or understanding that binds UAMS is null and void.

Student organizations may not use the UAMS logo or other UAMS insignia, but they may use the words “University of Arkansas for Medical Sciences” or “UAMS” to distinguish the organization from similar organizations located at other universities.

Student organizations may not create or sell business cards and/or other official items of university representation that feature the UAMS logo or other UAMS insignia.

Any use of the University of Arkansas Razorback imagery and other system symbols violates federal copyright and infringement laws. Any cost or consequence related to its use is the responsibility of the individual or student organization. UAMS does not approve any use of the University of Arkansas Razorback imagery or other system symbols. For lawful permissions of use, contact the [University of Arkansas](#).

MISCONDUCT

Organization activities which commit, encourage, condone, or contribute to violations of the institutional statutes and regulations, the policies of the UAMS Board of Trustees, or the laws of Arkansas or the United States are strictly prohibited. Any violation of the UAMS Basic Code of Conduct (Policy 4.4.01) or individual College Code of Conduct should be reported to the UAMS police within 24 hours (via phone, email or memo).

[View UAMS Basic Code of Conduct within the UAMS Administrative Guide>](#)

STUDENT GPA CERTIFICATION

ALL student organization officers must complete the Student GPA Certification form (see page 8):

To be eligible for any student organization position, students must have a 2.5 GPA confirmed by ADAA prior to time of slate/appointment. The Student GPA Verification form (Appendix A- page 17) must be submitted to the *faculty advisor(s)* **14 days prior to voting.**

For first semester P1s, all slates/appointments are at the discretion of the Dean's Office to ensure student academic success. Additionally, The Student GPA Verification form (Appendix A- page 17) must be submitted at the beginning of the second P1 semester.

If a student serving in an officer position is unable to maintain a 2.5 GPA, he or she will be required to step down from the office. The succession process will then be at the discretion of the organization's *faculty advisor(s)*.

CHAPTER TAX RETURN

A tax return must be filed every three years if...

- it is a requirement of the chapter's national organization
- the chapter maintains a private bank account
- the chapter assumes revenue
- the chapter purchases supplies with tax-exempt status

It is the responsibility of the chapter to maintain tax records and files. Any questions should be directed to the chapter's national organization and/or a tax professional.

STUDENT ACTIVITIES ACCOUNT

All College of Pharmacy students and student organizations are eligible to receive funding from the College of Pharmacy's student activities account. All spending from this account is directly overseen and must be approved by the faculty advisor and Associate Dean for Student Services. In addition to this, spending must adhere to all UAMS purchasing procedures and vendor relationships.

The funding for each organization, professional fraternity, and honor society that is allocated annually and listed below:

- Student Organization allotment is \$10 per student member
- Fraternities (Kappa Psi, Kappa Epsilon, Phi Delta Chi) receive \$1000 per year
- Honor Society (Rho Chi & Phi Lambda Sigma) receive \$1000 per year

Any request for use of discretionary funds by the organization, must come from the advisor. Requests can be sent to Dr. Philip at AEPhipp@uams.edu.

Funds can be used for food, venue rental, and travel. Any questions related to use of funds not listed should be directed to the faculty advisor and Associate Dean for Student Services.

Per UAMS policy, faculty/advisor travel or other benefits may not be paid via this account.

Any funds not used by **May 30th**, will not roll over into the following Academic year. Requests to utilize remaining funds for summer conferences must be submitted by the faculty advisor prior to **May 30th**.

It is the responsibility of the student organization to monitor its spending. Any requests to view student organization allotments must be emailed to Ms. Heather Brewer (HABrewer@uams.edu).

STUDENT TRAVEL

General Travel Rules

All travel must fulfill the mission of UAMS and expenses incurred should be appropriate.

At least 30 days prior to travel:

- Students must submit the Request for Professional Travel Form (Appendix B- page 18) to the advisor for approval
- Faculty advisors must email the Associate Dean for Student Services a final list of students approved to travel
 - this email must include conference name and dates of attendance.

Reimbursements:

- It is the responsibility of the sponsoring student organization to financially support any travel deemed a requirement by the associated national organization (for example, a chapter president required to attend a national convention). However, UAMS funds may be requested as primary support, but UAMS funds are never a guaranteed source of travel funding.
- UAMS funds are to be viewed as supplemental funding only. The amount of support provided by the Dean's office is determined in collaboration with the student organization faculty advisors.
- Travel support for students representing the COP (for example, patient counseling competition, ASHP clinical skills competition, Summer Leadership Institute, APhA Substance Use Disorder Institute,) is determined in collaboration with the student organization faculty advisors.
- It is the responsibility of the sponsoring student organization and individual student to request travel assistance. All requests must be received by the Dean's Office **no less than 60 days** in advance.
- Any approved reimbursements will be made following the student's travel. No student will be individually reimbursed.
- The reimbursed funds, in the form of a check will be made out to the sponsoring student organization. Any disbursement of funds is then the responsibility of the sponsoring student organization and faculty advisor.
- Post attendance conference information (dates, conference link and schedule of events) and paid itemized receipts (registration, travel and lodging only) **must be submitted within 7 days of the return date** to Heather Brewer (HABrewer@uams.edu).
- Individual students will be reimbursed a maximum of \$250, for local and national poster presentations. Post attendance, students must submit conference information (dates, conference link and schedule of events) and paid itemized receipts (registration or travel or lodging) within 7 days of the return date to Heather Brewer (HABrewer@uams.edu).
- Student travel reimbursements are subject to the same rules and policies as set forth by UAMS Procurement and Travel.
- Meeting registration, travel, and lodging are the only reimbursable travel-related

expenses. Itemized receipts are required.

- Food, personal entertainment, tips, flowers, valet service, laundry, alcoholic beverages, cleaning, movies, or other similar services are not reimbursable.

Reimbursable Items

Only transportation related to professional activities will be considered for reimbursement. Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, or rented automobile; whichever method serves the requirements of the state most economically and advantageously.

Air Travel

Travelers by commercial air shall utilize coach accommodations. The airfare receipt must be an actual paid receipt. An itinerary or preliminary booking is not valid. The receipt should include:

- Name of Traveler
- Name/Designator Code of Air Carrier
- Dates of Travel
- Destination(s) or leg(s) of trip
- Fare/Class of ticket
- Total cost of ticket
- Form of Payment
- Transportation To/From Airport
 - Transportation to or from the airport is the responsibility of the student traveler

Driving

When choosing to drive, the only reimbursable expenses are hotel parking (with proper justification) and mileage based on state travel rate. Paid itemized receipts must be submitted.

Lodging

Pick a [convention/conference](#) hotel or one at a lesser rate than the convention/conference hotel. Lodging shall not exceed the GSA.gov maximum hotel allowance and must only have room and tax charges applied to the final bill.

The paid itemized original hotel receipt is required and must include room and tax charges. Incidentals provided or shown on receipts will not be reimbursed.

Registration

For reimbursement of meeting/conference registration you must provide:

- A receipt showing form of payment.
 - Email confirmation, web page confirmation, or paper receipt is preferred.
- Brochure, agenda, emails, or other official organization documentation stating location and dates attended.

EVENTS, FUNDRAISING & MEETINGS

Event Approval Process

Student organizations planning to host events or fundraisers must have prior approval from Dr. Philip. All requests **must be submitted 30 days prior to the event.**

All of the following events require approval:

- **Fundraising Events**

Primary purpose is to raise funds/collect items where proceeds directly benefit the chapter/ class, UAMS, or a third-party nonprofit. Participants may include students, faculty, staff, and alumni.

- **Educational Events**

Primary purpose is to support student learning. Examples include networking events, special guest speaker events additional to monthly meetings, and leadership retreats. Participants may include students, faculty, staff, and alumni.

- **Social Events**

Primary purpose is to encourage kinship among all students. Examples include Halloween parties, dances, movie nights, and special dinners. These may include faculty, staff, and alumni, but most will only include students.

Please click link below to access the fundraising, educational and social events request form

[Fundraising, Educational, and Social Events Request Form](#)

- **Monthly Meetings**

All monthly meeting dates are chosen at the bi-annual leadership retreats. However, all guest speakers require approval.

Please click link below to access the monthly meeting request form

[Monthly Meetings Request Form](#)

Important Notes:

- Requests do not guarantee approval.
- Make sure to reserve the room prior to submitting the forms listed above, by using the [25Live](#) scheduling tool.
- UAMS facilities, including offices and hallways, are not to be used for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a university activity, or for the conduct of private business.

Guest Speakers

- ALL GUEST SPEAKERS must be submitted for approval **no less than 30 days prior to the speaking engagement.**
- Please notify Dr. Philip if the guest speaker is deemed a government official or an associated staff member. Dr. Philip will notify the Office of Institutional Relations and request approval. Once approval is granted by the Office of Institutional Relations, Dr. Philip will notify the student organization.
- If this process is not followed, disciplinary action will take place. This may include denying the guest speaker and/or event cancellation.

Fundraising/Solicitation – Merchandise

Student organizations and classes may sell merchandise for fundraising purposes. However, such activities must be in professional good taste and approved in advance. Please follow the two steps listed below for approval:

1. Submit the fundraising, educational and social events request form (refer to page 11)
2. Submit the logo/graphics approval form, by clicking link below

[Logo/Graphics Approval](#)

Note: A proof of the product being sold must be included with the submission.

- Advertising/soliciting for fundraisers is not allowed prior to receiving approval from the Associate Dean for Student Services or Dean's Office designee.
- For the academic year, all fundraisers can begin starting P1 White Coat Ceremony Day.
- Student organizations are encouraged to email faculty, staff and students regarding items for sale.
- Failure to follow the guidelines stated may result in the subsequent loss of a group's ability to conduct fundraising activities within the College of Pharmacy in the future.

VENDORS

When utilizing College of Pharmacy student activities funds, students should pay upfront for the food, services, or merchandise, then submit the receipts for reimbursement at this [Submit Invoice Link](#).

Reminder: UAMS is tax exempt, contact Heather Brewer (habrewer@uams.edu) for a copy of the tax-exempt form. Student organizations will not be reimbursed for tax expenses and are encouraged to let the vendors know ahead of time that UAMS is tax exempt.

All receipts/invoices, agenda and attendance sheet, **must be submitted online within seven days of the event.**

Event/meeting receipts for Little Rock and NW should be submitted at the same time.

REGULATIONS OF FRATERNITY PLEDGING

- By mutual agreement, the three pharmacy professional fraternities—Kappa Epsilon, Kappa Psi, and Phi Delta Chi—have adopted certain regulations concerning the recruitment and pledging of new members.
- Recruitment (i.e. RUSH) will occur during a two-week time frame and will be announced by September 1st each year.
- Recruitment will begin with a joint meeting sponsored by all fraternities at noon on the first Monday of the recruitment period.
- Each fraternity choosing to have a social during recruitment may do so. The fraternities will rotate nights each year to avoid giving any one group the advantage or disadvantage of a particular night.
- There will be no other fraternity sponsored socials during recruitment.
- The invitation to pledge (bids) and acceptance dates will be announced in October.
- There will be absolutely no formal recruitment after bids are extended.
- Professional and personal courtesy between fraternities is expected at all times, but should be emphasized during this time.
- The College of Pharmacy supports student activities; however, the college does not support or condone the use of alcohol, illicit drugs, or other mind-altering substances at any time among the student body.
- Please refer to the UAMS campus policy on hazing detailed in the College of Pharmacy Catalog and Student Handbook.

STUDENT LEADERSHIP OFFICE

The office key is kept by the Dean's Office. See the Dean's Office front desk for access. Additionally, cabinet/drawer keys are maintained by the chapter and chapter advisor. If a new key is needed, this is at the cost and convenience of the chapter. Questions can be directed to Heather Brewer at HABrewer@uams.edu.

Maintenance and cleanliness of the student leadership office is the responsibility of the students.

The college has purchased a large refrigerator to be used by the organizations to chill drinks before meetings. To keep the refrigerator clean, follow the cleaning schedule posted on the fridge.

NW Campus: There is a storage shelf located in the storage area, P10, for student organizations to store supplies. Drinks can be transferred before meetings to the refrigerator in the breakroom to chill. Be sure to label drinks with the organizations name.

HEALTH SCREENINGS

Supplies for health screenings are available through the Dean's Office. Campus contacts are:

Little Rock Campus

Treneica McKnight, 501-686-5557 (office),
mcknighttreneica@uams.edu

NW Campus

Nicki Thornton, 479-713-8404 (office)
JNThornton@uams.edu

The following policies apply:

For all Health Screening requests (Synergy Saturday, community screenings, etc) you must complete the ***Fundraising, Educational and Social Events Request form*** (Page 11) in addition to the [Screening supplies form](#).

- All screening events that involve non-UAMS employees, must be approved by UAMS events office prior to the event.
- The form will be submitted to UAMS events by the Dean's office representative for approval.
- Once approved, the Dean's office representative will notify the student organization and add the screening to the student activities calendar.
- Requests are made by completing the Screening Supplies Request Form (linked above) **at least three weeks in advance** and submitting to the appropriate staff member.
 - Failure to submit your request at least three weeks in advance may result in failure to receive needed equipment.
- Your organization advisor must sign the Screening Supplies Request Form prior to submission to the Dean's Office.
- Supply priority will be given to early applicants.
- The Associate Dean reserves the right to decline screening supply requests.
- You should return the supplies in the condition in which they were received **within two business days**.
- For screenings originating from the Little Rock Campus, the Health Screening Information Forms, and related results forms (Weight/BMI, Blood Pressure, and/or Glucose/Cholesterol as appropriate) should be returned to Treneica McKnight **within two business days**.
- For screenings originating on the NW campus, the Health Screening Information Forms, and related results forms should be returned to Nicki Thornton **within two business days**.
- Screening supplies requests from student organizations **will not be accepted after April 15th** of a given academic year.

EXTERNAL SPONSORSHIP

Student organizations considering external funding from alumni and local businesses must get pre-approval from faculty advisors and Associate Dean for Student Services.

STUDENT GPA VERIFICATION FORM - Appendix A

GPA Requirement for Student Leadership Positions

For a student to be academically eligible to:

- Run for the office of president, vice president, or president-elect (or precursory office),
- Serve as president-elect, vice president, or president (or precursory office)
- Serve as honor council member or alternate
- Serve as any other student executive committee position

The student must have a cumulative GPA of 2.50 or greater.

Student's Name:

Student Organization:

Date of Request:

Note: The student is responsible for submitting this form to the appropriate organization *faculty advisor(s)*.

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### **COP Office of Student Services (OSS) USE ONLY:**

I certify that the student's current cumulative GPA is 2.5 or greater.

Associate Dean for Student Services (ADSS) Signature: \_\_\_\_\_

## STUDENT REQUEST FOR PROFESSIONAL TRAVEL - Appendix B

This form must be submitted by the *faculty advisor*, to the dean's office at least 14 days prior to travel.

Student Name: \_\_\_\_\_

Class Year: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

Days of absence from classes (if applicable) \_\_\_\_\_

I will be staying at (hotel name or address) \_\_\_\_\_

Personal cellphone number \_\_\_\_\_

Emergency contact info: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

It is understood that this request is in accordance with the policies and regulations of the UAMS College of Pharmacy as outlined below:

Attendance is at a recognized meeting with prior approval. Only one meeting is permitted a semester without special permission.

- The student is responsible for making satisfactory arrangements with their professors regarding all missed class work.
- The student acknowledges that they are not an "official university representative". The student acknowledges that they are attending the extra-curricular function on their own accord, and therefore, assumes all liability and responsibility.
- The student certifies that if driving a personal or rented vehicle to the meeting, it is covered by liability insurance.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_