

# Student Handbook

The University of Arkansas Community College at Batesville endeavors to provide a variety of quality support services that enhance the learning process. The Student Handbook conveniently organizes the information on Student and Academic Support Services, Special Awareness and Prevention Programs, and Student Rules and Rights. This handbook is designed as a supplement to the college catalog. Should this document or the catalog fail to provide the information you need, please contact the appropriate department for assistance.

The procedures and guidelines stated herein are subject to change.

## Non-Discrimination Policy

UACCB is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or handicap. The College seeks to comply with all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunities for students, employees, and applicants.

Anyone with questions regarding this policy may contact the Director of Student Development, the Personnel Officer, or the Vice Chancellor for Enrollment Management and Student Services by calling 870-612-2000 or in writing to the University of Arkansas College at Batesville, P. O. Box 3350, Batesville, Arkansas 72503-3350.

## Student and Academic Support Services

### Academic Advising

Each student will be assigned an academic advisor during the admissions process. The advisor will be a faculty member in the program area most closely related to the student's major field of study. Assigned faculty will assist the student in choosing appropriate courses each semester and will direct students requiring support services.

All first-time students (full and half-time) will be assigned to the First Year Experience (FYE) advisors during the admission process. The students will receive academic advising from the FYE advisors for their first year of college. Students can transfer to a program advisor during the first year only after completing their first semester and committing to a specific program (i.e. nursing). The program advisor will be a faculty member in the program area most closely related to the student's primary field of study. Academic advisors will assist the student in choosing appropriate courses each semester and will direct students requiring support services.

### New Student Orientation

UACCB's First Year Experience Program provides new student orientation for entering students. These orientation sessions are held prior to the beginning of the spring and fall semesters. UACCB also offers summer orientation during summer pre-registration days. New student orientation allows the student to meet other new students, learn about UACCB policies and procedures, and tour the campus.

### Career Services

The UACCB career planning program offers students the opportunity to research and explore career opportunities. The counselor assists students to better understand their interests, skills and values through a variety of career assessments which serves as the foundation of the career counseling process. For assistance, call 870-612-2048, or stop by the Career Services Office located in the Main Classroom Building, room 233B.

The program includes services such as:

- Career Corner at [www.uaccb.edu/careercorner](http://www.uaccb.edu/careercorner)
- Individual career counseling
- Career development workshops
- Annual career fair
- Referrals for personal counseling and resources

Career Corner is an internet based job search system which allows students to conduct an Online job search with employers who post employment opportunities with this institution, as well as, apply for work study positions. Students can upload their resumes, apply for open positions, and sign up for campus events through this system.

## **Testing / Disability Services**

For assistance in testing services, disability services, and other miscellaneous services listed below, call 870-612-2013, or stop by the Office of Student Development, located in the Main Classroom Building, Room 233C.

### *Testing Services*

- ASSET and COMPASS placement testing
- CLEP testing
- LPN to RN entrance testing
- Arkansas Assessment of General Education (AAGE/CAAP) testing
- Processing of Advanced Placement (AP) test scores from high schools

### *Disability Services*

UACCB provides reasonable accommodations and services to students qualifying for such services under the American with Disabilities Act (ADA) and Vocational Rehabilitation Act. Students must notify instructors and contact the Office of Student Development EACH semester they wish to receive accommodations. Students must also provide appropriate validation of a disability to the Office of Student Development before accommodations are arranged. A Letter of Accommodation, a form to assist with notifying instructors, is available from the Director of Student Development. We encourage students to contact instructors and the Director of Student Development as soon as possible each semester during office hours to discuss such matters in confidence.

### *Other Services*

- Official contact for students receiving Trade Adjustment Assistance (TAA) funding

## **Tutoring Services**

The Student Success Center is located in the Main Classroom Building, room 225. The phone number is 870-612-2041. The Tutoring Coordinator and qualified peer tutors are available to assist students.

- Free Tutoring – The Student Success Center offers free tutoring to all UACCB students. Appointments or referrals are not necessary to receive tutoring. Tutoring is provided for subjects that are offered by UACCB.
- PLATO – For students interested in receiving tutoring to help prepare for a course you are not currently enrolled in, a self-paced computerized tutorial called PLATO is available. PLATO is useful for the student hoping to prepare him or herself before enrolling in a course.
- MathMedia – A computerized tutorial to help you study or review basic math skills.
- Study Guides and Tapes – VHS tapes which parallel the study of Beginning Algebra, Intermediate Algebra and College Algebra are available for check-out by students. Guides and hand-outs which provide help for note taking, time management, improving listening skills, and overcoming test anxiety are also available.
- Study Groups – For upper level courses, study groups are sometimes formed to provide student to student interaction outside of the classroom setting.

## **UACCB Bookstore**

Located in Independence Hall, the Bookstore stocks all required textbooks for UACCB courses, as well as, a variety of supplies and miscellaneous items. The Bookstore is in operation Monday through Friday with extended hours during registration.

The Bookstore also offers students the opportunity to return books for cash during semester “Book Buy Back” events. Dates of these events are published on a semester basis.

## **Campus Health Care**

UACCB does not have an on-campus health-care clinic; therefore, it does not provide health-care service to its students, faculty, or staff. It is the policy of the College to encourage individuals with health-care needs to seek out available area agencies and/or the individual’s personal physician.

## **Housing**

No housing facilities are provided by UACCB.

## Identification Numbers and ID Cards

**All UACCB students, faculty, and staff are required to carry their UACCB identification card whenever they are on campus.** The UACCB Student ID Card displays the student's name and ID number, color photograph, and the date of issue. The bar code on the front is the UACCB library card. The ID number is used for logging into the UACCB computing network and accessing student information online. During emergencies and other periods of heightened security, access to the campus may be limited to those UACCB students, faculty and staff in possession of a current, valid UACCB identification card.

Identification cards are issued to all students during orientation and registration. Newly admitted students may also obtain their student ID card in the Enrollment Center in the Main Classroom Building (MCB) after receiving their letter of acceptance. A Student ID Card may occasionally require replacement. A fee is not charged if the student's current card is exchanged for a new card. For a name change or correction, documentation of the student's legal name is required (driver's license, passport, state issued ID, marriage license, etc.). Only current students may receive replacement ID cards. Lost or stolen Student ID Cards can be replaced at the Enrollment Center. The student must present some other form of positive identification (picture ID) to replace a lost or stolen card. **There is a \$5 charge for the replacement of a lost card.**

The lending, selling or illegal production of identification cards is strictly prohibited. UACCB identification cards remain the property of the College and are provided for appropriate use for identification and access to services. The card is not transferable and is valid as long as the holder continues her/his affiliation with UACCB. The use of a UACCB Student ID card by anyone other than that student is prohibited and may constitute a violation of the Student Code of Conduct Code subjecting the student to disciplinary action by the College. Students are encouraged to guard their Student ID Card as they would a driver's license, credit cards, or cash.

Cards issued to employees, students, and individuals affiliated with UACCB must be returned upon separation from the College. Student ID card must be surrendered upon request of faculty or staff.

## Insurance

Medical and/or accident insurance is the responsibility of the student.

## Campus Computer Labs

UACCB currently has four computer labs located in the Main Classroom Building. Three are dedicated to classroom instruction and one is a computer-networking lab. The open computer lab, located in the Roy Row, Sr., and Imogene Row Johns Library and Academic Building, is supervised during normal hours by lab staff that are available to assist students who need computer help.

Most of the computer labs provide internet access, and all of the labs are loaded with software programs used in UACCB's curriculum. In order to use any computer on campus, students must have a current student identification card that may be obtained in the Enrollment Center located in the Main Classroom Building.

## Roy Row, Sr., and Imogene Row Johns Library and Academic Building

The Library which is located in the Roy Row, Sr., and Imogene Row Johns Library and Academic Building plays a vital role in the instructional program of the College. As the information center for the College, it provides the following resources: books, computer access to the Internet, computerized information research, and periodicals and audio-visual materials.

The Library is open to all UACCB students, faculty, and staff. Use of the Library and its materials is also extended to members of the community. Tours of the Library and instruction in the use of resources are given to groups on request; individual assistance is always provided. Library materials and equipment are selected to support the curriculum and to serve the instructional needs of the students and faculty. All processed materials are arranged in open stacks using the Library of Congress Classification System.

## Vehicle Registration/Parking

All students, faculty, and staff who operate a vehicle on the UACCB campus must register it with the College. Hang tags are provided at no charge and may be obtained during regular registration. During all other times, you may register your vehicle and receive your hang tag from the Enrollment Center located in the Main Classroom Building.

All parking on the UACCB campus is restricted to clearly marked spaces with white lines except in the gravel parking area on the north end of the campus. Students, faculty and staff may park in any of the College's marked spaces except those clearly identified for "Handicap" or "Visitor." Parking along curbs or in unmarked spaces along the roadways is prohibited. Vehicles left unattended on the campus in locations not clearly marked for parking will be considered a safety hazard and may be towed at the owner's expense.

and result in disciplinary action. Reasonable speeds and observance of pedestrian traffic and crosswalks must be followed.

**Purpose of UACCB parking hang tag:**

- Identifies you as a UACCB student, faculty member, or staff member and assures your vehicle is recognized as being legally parked on the UACCB campus
- Allows quick identification of vehicle and owner during an emergency

**When to change parking hang tag:**

- If UACCB parking tag style, color, or shape changes
- If parking tag is damaged and no longer legible

**Proper parking procedures:**

- Observe all stop signs, speed bumps, and pedestrian crossings.
- Properly display current UACCB hang tag on the review mirror.
- Do not park in zones marked with yellow paint or where prohibited by signs.
- Do not park or block access to aisles or spaces designated as parking for disabled persons unless the proper permit is displayed on or in your vehicle.
- Park in authorized spaces only—authorized spaces are those in paved parking lots with painted white lines on both sides of the space.
- Do not double park (i.e. take up more than one parking space).
- Do not exceed 10 miles per hour while on campus.
- Be aware that traffic coming into the campus is not obligated to stop.
- If paved parking spaces are not available, parking is allowed in the graveled parking area north of the Main Classroom Building. When parking in this area, do not block other vehicles or roadways.
- Do not leave vehicle parked on campus overnight without permission from the Vice Chancellor for Enrollment Management and Student Services.
- Vehicle incidents or accidents should be reported immediately to the Vice Chancellor for Enrollment Management and Student Services, located in MCB 203.

## **Campus Security**

UACCB strives to provide a safe and secure environment for students, faculty, staff, and guests. Campus security and safety relies on everyone in the campus community protecting people and property. Students are encouraged to report crimes or suspicious activity to the Vice Chancellor for Enrollment Management and Student Services. Employees of the college are responsible for calling outside assistance if deemed necessary.

An important component of security on campus is student behavior. Students are expected to comply with the standards of conduct published in the *UACCB Student Handbook*, which is provided on the UACCB website and in print upon request.

The Vice Chancellor for Enrollment Management and Student Services prepares an annual crime report in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the UACCB website at [www.uaccb.edu](http://www.uaccb.edu). This report is prepared in cooperation with local law enforcement agencies, the Administrative Cabinet, and the Office of Enrollment Management/Student Services. Each entity provides updated information concerning criminal offenses, the campus Crisis Plan, incident reports, and educational efforts and programs to comply with the Act. Campus crime, arrest, and referral statistics include those reported to designated campus officials and local law enforcement agencies.

Each year, a postcard notification that provides the website to access this report is mailed to all enrolled students. Faculty and staff receive similar notification. Copies of the report may also be obtained in the Office of Enrollment Management/Student Services.

## **Student Right to Know**

The Student Right-to-Know Act requires schools to disclose information about graduation rates to current and prospective students and the public. A school participating in any Student Financial Aid Program must disclose completion and transfer-out rates for the general student body. This information is updated annually and can be found on UACCB's website.

## **Student Activities and Organizations**

The College believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for students to enjoy social growth and for the development of values and insights. The Director of Development works with students and faculty to provide activity programs appropriate to students' needs and seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students have the opportunity to become members of UACCB clubs and organizations. They may take part in College-sponsored activities for which they are eligible. Hobby, social, or civic clubs may be organized by students. To establish a club, see the Director of Development for more information. All student organizations must have faculty and/or staff sponsors and are responsible to the Vice Chancellor for Enrollment Management and Student Services.

### **Formation of Student Organizations**

#### **Constitution**

Any group petitioning for recognition as a student organization must present a constitution, following a standard form to facilitate reference, to the Vice Chancellor for Enrollment Management and Student Services. The Constitution must contain the following information:

- Name of the organization
- Purpose of the organization
- Membership and officer eligibility requirements
- Listing of officers by title, and any special functions of officers
- Statement of the terms of the officers and the time and method of election
- Frequency of meetings
- Statement of any membership dues (amount and frequency of payment should be stated in the by-laws) and statement that provides provisions for disposition of any funds in the event of dissolution of the organization
- Provision for faculty advisors
- Any other provisions relating to the purpose and function of the particular organization

#### **Purpose**

The statement of purpose shall be acceptable:

- if it is reasonably clear and specific as to the aims and activities of the organization;
- if it is in harmony with the United States constitutional form of government;
- if the stated aims and activities of the organization are compatible with the purpose of the College;
- if it is not a duplication of an existing organization; and
- if it complies with Federal Title IX requirements.

#### **Size and Continuity**

No maximum or minimum number of members shall be required for initial recognition. The group petitioning, however, and the anticipated membership as represented by the eligibility requirements, should be sufficient to give reasonable prospects of continuity for the organization and ability to carry out the purposes stated in the constitution. For the continuing recognition of an organization, a minimum of 5 members normally will be expected.

#### **Membership: Eligibility and Records**

- Voting membership in recognized student organizations shall be limited to students enrolled in at least three credit hours. Accurate membership records must be maintained and available to the faculty advisor.
- Officers must be regularly enrolled students. To be eligible to serve as an officer in a recognized student organization a student must have a grade point average of 2.0 cumulatively, and not be on disciplinary or academic probation at the time the student petitions for office.
- A student officer who is placed on academic or disciplinary probation during his or her term of office may be removed by the Vice Chancellor for Enrollment Management and Student Services
- A student officer who is not performing his or her duties may be removed from office on the recommendation of the Vice Chancellor for Enrollment Management and Student Services.
- When an election is held in a recognized student organization the names of the new officers must be transmitted to the Office of the Vice Chancellor for Enrollment Management and Student Services within one week.
- Only associate nonvoting memberships in a recognized student organization may be offered to UACCB faculty, professional administrative staff, and non-students.

### **Eligibility Criteria**

No campus organization may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

### **Review and Approval**

One typewritten copy of the proposed constitution, together with the names of promoting students and faculty advisor(s), must be submitted to Office of the Vice Chancellor for Enrollment Management and Student Services who will seek review and approval from (1) the appropriate chartering body and (2) the Cabinet. The granting of final authorization to extend recognition will be determined by the Chancellor. During the time that its application for recognition is being considered, the group may not sponsor speakers or other activities in the name of the proposed organization.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Vice Chancellor for Enrollment Management and Student Services, and an up-to-date copy of the constitution must be on file in the Office of the Vice Chancellor for Enrollment Management and Student Services.

Withdrawal of recognition may be initiated by the Office of the Vice Chancellor for Enrollment Management and Student Services pending a review of the actions of the organization within a reasonable period of time:

- When election of officers, as specified in the constitution, is passed twice without any action having been reported to the Office of the Vice Chancellor for Enrollment Management and Student Services.
- When the organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution as evidenced by membership meetings and other activities. (Recognized student organizations are expected to comply when requested by the Vice Chancellor for Enrollment Management and Student Services to provide a brief report on their year's activities.)
- When a recognized student organization fails to conduct its activities in accordance with its constitution and with the procedures and limits set forth by the College for student organizations.
- When a recognized student organization fails to reregister with the Office of the Vice Chancellor for Enrollment Management and Student Services on a yearly basis.

Following the review, the final decision to continue recognition, impose censure, place on temporary probation with conditional recommendations, or place on temporary or permanent suspension of recognition will be made by the Vice Chancellor for Enrollment Management and Student Services, subject to appeal to the Chancellor of the College.

Any organization suspended through inactivity may be reactivated by application to Vice Chancellor for Enrollment Management and Student Services for activities by a group reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Recognition shall be withdrawn from any organization maintaining inactive status for two years.

### **Advisors**

An advisor is the faculty or staff member(s) selected by an organization to officially advise the group. At least one advisor should attend all organizational meetings and activities occurring on campus. All student organizations must have one or more qualified advisors. When the membership exceeds 25, organizations are urged to obtain an additional advisor.

Any full-time faculty or staff member at UACCB may serve as an advisor to a student organization. The Vice Chancellor for Enrollment Management and Student Services should be notified of any change in advisors.

A faculty or staff member who meets the qualifications for an advisor and who agrees to the request of a student organization to serve as its advisor should encourage that organization in its purposes and activity within the limits of College policy. Advisors should be familiar with:

- this policy and other College regulations pertaining to student organizations,
- the constitution and purposes of the student organization they are advising, and
- the activities and projects of their organization.

Speakers and special programs sponsored by student organizations must be made known to the advisor and be in accordance with standards set forth by UACCB.

### **Fund-Raising (Solicitation) Policy**

In order to protect the privacy of individual students as well as to maintain harmony and good will within the UACCB service area, the following policy for solicitation has been adopted:

Organizations desiring to sell or solicit on or off campus must obtain permission from the Director of Development.

Student organizations may be permitted to hold fund-raising events on campus under the following conditions:

1. Student organizations may hold fund-raising activities (solicitations) that are reasonable and appropriate given the organization's purpose. Fund-raising activities (solicitations) shall be defined as (1) requesting donations, without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of UACCB or for the selected philanthropic project of the organization. Off-campus solicitations are not to occur more than three times per semester for each requesting organization.
2. The president (or designee) of a student organization will submit a request for each fund-raising event to the Director of Development at least one week prior to the requested date(s) of the fund-raising. The Director of Development will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). Outside firms, businesses, or agents are forbidden to solicit on campus whether it is through a regular employee of the company or a student representative, except where a written contract exists with the College.
3. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the UACCB Student Handbook. These policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of posting materials, posters, signs, etc. Signs, banners, posters, promotional material etc. posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the College.
4. The sale of food items may be restricted by the director of Food Services and must have prior approval. The sale or distribution of alcoholic items is prohibited.
5. All events are subject to general College policies contained in the Student Handbook. Failure to comply with College policies may preclude an organization from having additional fund-raising events.

## **Directory of Organizations**

### **ASSOCIATION OF STUDENT NURSES (ASN)**

ASN is a campus organization of students enrolled in Nursing and Allied Health courses and programs. ASN promotes the development of leadership skills, fosters networking with other Nursing and Allied Health students, helps students prepare for licensure, promotes academic excellence, and develops professionalism.

### **BAPTIST COLLEGIATE MINISTRY**

The Baptist Collegiate Ministry at UACCB has an open membership for any student enrolled in the College. Meetings and activities encourage student fellowship and help students develop leadership skills.

### **CIRCLE K**

Circle K is a service organization through which college students can find a means of responsible student actions in their communities and a more active involvement in the life of their campus. Circle K is sponsored by the Batesville Kiwanis Club and is open to all students.

### **COLLEGE REPUBLICANS**

The purpose of the College Republicans is to make known and promote the principles of the Republican Party among the students at UACCB. The organization recruits UACCB students as members of the Club and as members of the Party and endeavors to develop political skills and leadership abilities among

Republican students as preparation for future service by them to the party and community. The College Republicans are affiliated with the College Republican National Committee.

### **CREATIVE ARTS SOCIETY**

The Creative Arts Society (CAS) is a campus organization dedicated to promoting and nurturing the creative spirit. CAS organizes and engages in both visual and performing arts activities depending upon the interests and involvement of its members.

### **PHI THETA KAPPA**

Phi Theta Kappa recognizes and encourages excellence. The primary goals are to promote leadership and service among students. This is a primary honor society for two-year students.

### **RENAISSANCE CLUB**

The purpose of The Renaissance Club is to enrich and educate the community and students in the North Central Arkansas area, provide entertainment and educational activities via historical reenactments, demonstrations, workshops, and to maintain a family-friendly atmosphere at all times.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association at UACCB is established in an effort to effectively represent the interests and the opinions of the Student Body on matters that affect our lives, to promote projects beneficial to the Student Body, and to serve as an official voice of the Student Body on matters of policy and implementation. Students are encouraged to run for elected positions in late spring of each year.

### **YOUNG DEMOCRATS**

The purpose of Young Democrats is to promote greater political understanding and involvement at all levels and to counteract cynicism and apathy toward politics. Young Democrats emphasizes the power of individuals to use the political process to transform society in positive and useful ways. Young Democrats is affiliated with the Young Democrats of Arkansas.

The faculty and staff at UACCB encourage students to participate in student organizations. If you have questions concerning student activities, events or organizations, contact the Director of Development.

## **Student Rules and Rights**

### **Student Conduct**

Students at UACCB are expected to conduct themselves as responsible individuals. By registering for classes, UACCB students and/or pre-registered students agree to abide by all College policies, procedures, and rules of conduct. The College maintains jurisdiction over students during their period of enrollment on all matters related to the College. Official representatives of UACCB reserve the right to take disciplinary action against students who have violated the student conduct code or College regulations.

The section on "UACCB General Regulations" below enumerates UACCB's specific policies, the violation of which may subject an individual to disciplinary action.

### **Student Conduct Code**

Disciplinary measures shall be applied to any student misconduct that adversely affects the learning community's pursuit of educational objectives, which are defined as:

1. The safety, health and welfare of all members of the learning community.
2. The opportunity of all members of the learning community to pursue educational goals.
3. The maintenance of a learning environment conducive to intellectual and educational development.
4. The protection of college property.

### **UACCB General Regulations**

The College believes that it is unnecessary to design regulations to cover in detail all matters of student conduct. However, some of the more serious offenses, regardless of whether they occur on or off campus, which are subject to disciplinary action or restricting action, are:

1. plagiarism or cheating; forgery, alteration, destruction or misuse of College records, documents, or identification; knowingly furnishing written or verbal false information to the College; or other similar forms of dishonesty in College-related affairs;

2. participating in, including aiding and abetting in, the obstruction or disruption of teaching or administrative procedures or other College activities either in or out of the classroom;
3. misuse of computer equipment, programs, labs, or procedures;
4. unauthorized entry into a building, classroom, office; unauthorized use or possession of public or private property or property belonging to a member of the College community or campus visitor; unauthorized possession or use of building keys or equipment;
5. public intoxication or the use, possession, sale, or distribution of alcoholic beverages; the College may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy;
6. use, possession, sale, or distribution of narcotics, marijuana, barbiturates, or "pep pills," except as prescribed by a registered medical doctor; use of inhalants or possessing products with the intention of using them as inhalants; the College may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy;
7. use or possession on College-owned property or buildings of firearms, weapons, explosives, fireworks, air guns, paint ball guns, war souvenirs, tear gas, or pyrotechnic devices;
8. depositing or discarding trash or litter on campus in other than appropriate trash and waste containers. No person shall throw or discard paper, bottles, cans, or any substance deemed as litter inside buildings or on campus property including all streets, walks, lawns, etc.;
9. causing any type of false alarm, disaster, fire, threat of bomb, or deliberate misuse of fire equipment (For the protection and welfare of the students of UACCB, any student who shall give, or cause to be given, any type of false alarm of fire and/or threat of a bomb, or who shall deliberately misuse firefighting equipment, shall, upon being found guilty, be subject to action by the College resulting in possible suspension. Any nonstudent involved in the above offense will be referred to the civil authorities.);
10. harassing another person; addressing harassing language, slanderous and/or libelous language, or fighting words to a person; following a person in or about a public place or places (e.g., stalking);
11. assaulting another person; attempting or threatening to strike, kick, or otherwise subject another person to unconsented physical contact;
12. making obscene utterances, gestures, or displays; or engaging in a course of conduct or repeatedly committing acts that are disorderly;
13. theft of or damage which is done individually or as a member of a group to property belonging to the College or belonging to a member of the College community, campus visitor, or to public or private property adjacent to the campus;
14. failure to meet the financial obligations specified by the College in a legal manner; if a student is unable to meet his or her obligations for a good reason, the student is responsible for calling on the department or individual concerned and attempting to arrange for an extension;
15. violation of College, municipal, or state regulations governing the use of motor vehicles on College-owned or controlled property;
16. gambling on College property;
17. failure to comply with the written or oral directions of the faculty or staff, and/or other authorized College personnel (A student is expected, upon request, to surrender proper identification.);
18. blocking the entrances or exits of any campus buildings, or obstructing the free flow of pedestrian or vehicular traffic on College premises or at College sponsored events;

19. use of skateboards, inline and roller skates on College premises during the published, prohibited hours;
20. failure to ensure the proper accepted conduct of guests (A guest is defined as any person who is present at the invitation of a student or any person who is received by a student, or any invited or uninvited non-student who is accompanied by a student.);
21. participation in hazing or a hazing activity as an individual or as a member of a group;
22. signing up for internet, phone, or messaging service and charging it to the College;
23. threatening or attempting suicide;
24. failure to maintain a current mailing address with the Registrar's Office;
25. violation of the College smoking policy;
26. violation of local, state, or federal law which adversely affects the student's suitability as a member of the College community, or when it appears that the presence of the student on campus would seriously interfere with the normal educational functions or would endanger the student or threaten to endanger a member of the College community or College property.

## Reporting Violations

Students, faculty, and staff should report an alleged incident of misconduct to the Vice Chancellor for Enrollment Management and Student Services.

## Good Samaritan Provision

The health and safety of UACCB College's students is of the highest priority. At times, students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the student conduct code. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the College has enacted the following "good samaritan" provision. Although policy violations cannot be overlooked, the College will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences for the student who needed assistance. At a minimum, students or student organizations should make an anonymous report that would put the student in need in touch with professional helpers. Examples where this policy would apply include:

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
2. A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21. It is in the best interests of this community that as many victims as possible choose to report to College officials. To encourage reporting incidents of sexual misconduct, UACCB pursues a procedure of offering victims of sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. Thus, although the College may not impose disciplinary charges, the College may mandate educational options (such as alcohol and other drug assessments and attendance to alcohol education programs) in such cases.

## Discipline Procedures

The disciplinary procedures of UACCB College, as are all activities on a College campus, are designed to be a part of the educational process and normally cover a wide spectrum of disciplinary measures which may range from counseling to dismissal.

**UACCB College recognizes the basic rights of the individual, and provides guarantees to the students, which grow out of the fundamental conception of fairness implicit in procedural due process.**

In order to protect the educational process of the College and at the same time to protect the rights of all students, the College has authority to develop and enforce regulations and to impose disciplinary penalties on students found guilty of offenses or violations of rules and regulations. The process for

enforcement of College rules and regulations for student conduct shall conform to the procedures stated below. However, motor vehicle regulations and procedures under which the College applies to collect monies continue in force, and adjudication of questions arising under them need not comply with the following procedures when controversies are amenable to these procedures.

The appointed staff in the Division of Enrollment Management and Student Services is charged with the responsibility of initiating student disciplinary procedures and meeting with the student. In the process of meeting and counseling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made, or the student services staff may request a hearing before the Judicial Subcommittee of the Student Affairs Committee in the event of severe discipline.

All charges and possible disciplinary actions shall be presented to the accused student in written form sent or delivered to the address listed in the registrar's records. This shall constitute full and adequate notice. However, the College reserves the right to use other reasonable means to notify students. This includes, but is not limited to, the use of the College e-mail system. The failure of a student to provide an address change or forwarding address, or the refusal or inability to accept the mailed notice, shall not constitute good cause for failure to comply with the notification.

The student will be informed by written notice of the finding of responsibility and recommended action. Except when a hearing already has been requested by the student services staff, the notice shall offer the student the choice of either abiding by the recommended action or requesting a hearing before the Judicial Subcommittee of the Student Affairs Committee. The student's choice shall be made in writing and delivered to the Vice Chancellor for Enrollment Management and Student Services on or before the date specified in the notice that proposed the action. If no written notice of choice is received within the time specified, the action proposed and the procedure shall be considered final.

The staff member and the student may choose a less formal procedure by agreeing on the specific charges and the nature of the evidence upon which the recommended actions are based. The student will be informed of his procedural rights, including the right to a hearing and appeal. When there is agreement between the student and the staff member, the procedure shall be considered final.

The disciplinary actions the College may take include, but are not limited to, the following:

**A. expulsion:** separation of the student from the College; the student is not eligible for readmission to the College.

**B. dismissal:** separation of the student from the College for an indefinite period of time.

**C. suspension:** separation of the student from the College for a definite period of time.

**D. disciplinary probation:** official warning that the student's conduct is 1) in violation of the rules, regulations, and policies stated in UACCB publications, official correspondence, or announcements; or 2) in violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, dismissal, or expulsion. Disciplinary probation can be imposed for varying periods of time and can include the following:

1. ineligibility to hold office in the College.
2. ineligibility to represent the College in any official function.
3. ineligibility to continue to receive a College-sponsored scholarship, grant, work and/or loan.
4. placing an informational notice in the student's permanent file.
5. continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation.

**E. letter of enrollment block:** a letter stating that the student may not reenter UACCB without prior approval through the Vice Chancellor for Enrollment Management and Student Services if enrollment has been blocked for a previous disciplinary problem.

**F. letter of reprimand:** a written admonition of a student for actions unbecoming to the College community.

**G. work hours:** hours that a student may be required to work in a specified area of service to the College.

**H. restrictions:** the withdrawal of specified privileges for a definite period of time.

**I. restitution:** a payment for financial injury in cases involving theft, personal injury, destruction of property, or deception. The assessed costs to be paid may be in addition to other disciplinary sanctions.

**J. monetary fines:** a fine assessed by the College which is placed on the sanctioned student's account.

**K. educational sanctions:** All consequences of the student judicial process are intended to be educational. In this context, however, the term "educational sanctions" specifically describes those tasks, assignments, or experiences that a student is obligated to complete as a result of the Judicial Subcommittee of the Student Affairs Committee or staff's decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture or meeting, or to attend counseling.

## **Interim Suspension**

In certain circumstances, the Vice Chancellor for Enrollment Management and Student Services may impose a College suspension prior to the hearing before a judicial body. The interim suspension shall become immediately effective without prior notice.

Interim suspension may be imposed only:

- a) to ensure the safety and wellbeing of members of the College community or preservation of College property;
- b) to ensure the student's own physical or emotional safety and well-being; or
- c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.

During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice Chancellor for Enrollment Management and Student Services may determine to be appropriate.

## **Judicial Subcommittee of the Student Affairs Committee Hearing**

The circumstance, which results in a hearing before the Judicial Subcommittee of the Student Affairs Committee, is the referral by the student services staff of a situation involving disciplinary action upon the request of the student involved or the student services staff.

Points involved in such hearings traditionally have been classified as:

- (1) issues of fact (Did a certain incident occur? Was the student involved in the incident?),
- (2) issues related to the nature or character of the incident (Was it an accidental, careless, or intentional action? Was it spontaneous, or premeditated? Were there justifiable reasons or extenuating circumstances?),
- (3) issues of degree or extent (Was it minor, moderate, or major?), and
- (4) issues of jurisdiction (Does the administration have jurisdiction over the incident and the persons involved?).

The purpose of the hearing is to allow the committee to judge whether a violation of regulations of student conduct has occurred and to recommend the appropriate action to be taken. The hearing procedure is an effort by the College to provide students with institutional due process and to provide an atmosphere in which students can both learn and practice rules and procedures of responsible social conduct.

When a hearing is requested, the Vice Chancellor for Enrollment Management and Student Services shall make arrangements for the hearing and shall notify the student of the time, date, and place of the hearing. Unless the student requests otherwise, the hearing will be closed except to participants. The student shall notify the Vice Chancellor for Enrollment Management and Student Services in advance of the hearing if the student desires the hearing to be public.

At the hearing, the student is entitled to be present with a College advisor of his/her choice to testify on his or her own behalf, to present witnesses, to ask questions of witnesses who appear, and to examine all evidence presented to the Committee. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held.

A tape recording shall be made of the hearing and shall be kept by the Vice Chancellor for Enrollment Management and Student Services for one year. The chairperson of the Judicial Subcommittee of the Student Affairs Committee shall preside over the hearing and shall rule on the admissibility of evidence, which may include hearsay, and on all other questions regarding the conduct of the hearing.

The appropriate hearing procedure is for the Vice Chancellor for Enrollment Management and Student Services or the Vice Chancellor's designee to present a narration of the facts in the situation and specify any action they have recommended. The student then specifies the precise point at issue (the issue of fact, character, extent, or jurisdiction which occasions this hearing).

After the point at issue is specified, the student services staff, assuming the burden of proof, presents its position. Staff may present whatever relevant evidence, testimony, explanation, or argument it feels appropriate. After presentation of the student services' position, the student may present whatever relevant evidence, testimony, explanation, or argument the student feels appropriate.

Members of the Judicial Subcommittee of the Student Affairs Committee may ask questions to clarify issues at whatever point they feel necessary; however, such questions should not interrupt a speaker during the presentation unless the questions are essential. All participants may ask questions after the initial presentations are made.

After all relevant matters have been placed before the Committee; it shall deliberate in closed session and render a decision. In the decision, the committee may:

- affirm the original finding and sanction;
- affirm the original finding, but lessen the sanction;
- affirm the original finding and increase the sanction; or
- reverse the original finding.

The chairperson of the committee shall forward to the Vice Chancellor for Enrollment Management and Student Services a written report of the decision. The Vice Chancellor for Enrollment Management and Student Services will report the decision of the hearing committee in a letter to the student and inform him or her of the right to appeal to the Chancellor on or before a specified date. If no written notice of appeal is received within the time specified and the Chancellor does not choose to review the proceedings, the action proposed shall be imposed and the disposition shall be considered final.

An ad hoc hearing board may be established by the Chancellor whenever the Judicial Subcommittee of the Student Affairs Committee is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members.

Appeal of the decision of the Judicial Subcommittee of the Student Affairs Committee may be made to the Chancellor by filing a Request for Appeal for with the Vice Chancellor for Enrollment Management and Student Services. The Request for Appeal shall be accompanied by a memorandum stating the grounds for believing the decision to be erroneous or unfair. An appeal of a disciplinary decision may be made only on justifiable grounds, including irregularity in proceedings, punishment inconsistent with the nature of the offenses, additional pertinent evidence not available for the original hearing, or a question of fact. The Chancellor may deny a request for an appeal if the student fails to show sufficient grounds for an appeal.

The Vice Chancellor for Enrollment Management and Student Services shall notify all parties in the case of the date, time, and place of appeal. The appeal proceedings will be confined to a reception of additional evidence to be offered and of other objections upon which the appeal is based. Following these presentations, the appeal hearing will close and the Chancellor will review the previous proceedings along with the additional evidence or objections. The Chancellor will then determine whether the disciplinary rights have been properly observed. In the decision, the Chancellor may:

- affirm the decision of the Judicial Subcommittee of the Student Affairs Committee, which shall be effective as of the date specified by the committee;
- affirm the decision of the Judicial Subcommittee of the Student Affairs Committee and reduce the sanction, which shall be effective as of the date specified by the Judicial Subcommittee of the Student Affairs Committee;
- affirm the decision of the Judicial Subcommittee of the Student Affairs Committee and increase the sanction, which shall be effective as of the date specified by the Judicial Subcommittee of the Student Affairs Committee;
- reverse the decision against the student;
- reverse the decision against the student and order a new hearing by the Judicial Subcommittee of the Student Affairs Committee;

The Vice Chancellor for Enrollment Management and Student Services will notify the student and proceed appropriately.

## **Role of the College Advisor in Disciplinary Hearings**

Service as a College advisor on behalf of a student appearing before the Student-Faculty Judicial Subcommittee of the Student Affairs Committee does not imply the presumption of either guilt or innocence of the student by the faculty member serving in such capacity. Such service merely recognizes the right of the student to have present with him during a period of potential emotional stress and mental anguish a person not under such pressures who may give him counsel or encouragement on matters either substantive or procedural and who may assist in the student's defense if requested by the student. The College advisor bears no responsibility for assuming the initiative in the student's defense.

When a faculty member serves as an advisor for a student appearing before the Student-Faculty Judicial Subcommittee of the Student Affairs Committee, no advance notice to the committee is necessary. However, both the student and the College advisor are welcome to discuss the committee procedures with the Vice Chancellor for Enrollment Management and Student Services in advance of the hearing. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held. Only the student, his College faculty advisor, and the student's witnesses are permitted to make presentations to the Student-Faculty Judicial Subcommittee of the Student Affairs Committee.

## Failure to Appear

If a student notified to appear before College administration, staff or the Judicial Subcommittee of the Student Affairs Committee fails to comply, and staff or the chairperson of the Judicial Subcommittee of the Student Affairs Committee, as the case may be, reasonably believes the failure to be inexcusable; the staff member or Judicial Subcommittee of the Student Affairs Committee will make a decision on the basis of information which is available, and shall impose the sanction considered appropriate. When it appears necessary to avoid undue hardship or to avoid injustice, the Vice Chancellor for Enrollment Management and Student Services may extend the time to enable a student to respond to an accusation or prepare a defense.

## Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances that interfere with an individual's academic environment, or as coercive behavior that threatens academic reprisal or promises rewards contingent upon obtaining sexual favors, or as spreading false stories about a person's conduct, or falsely accusing someone of sexual harassment. Such conduct becomes illegal when the individual's submission is an explicit condition of grades, honors, admissions, or any award associated with a student's enrollment at UACCB.

Any student who believes that he or she is a victim of sexual harassment **by a fellow student** should report the situation to the Vice Chancellor for Enrollment Management and Student Services. The following procedure will be followed to resolve complaints of student-to-student sexual harassment. This procedure will be executed within a reasonable time frame.

1. The Vice Chancellor for Enrollment Management and Student Services will designate an impartial investigator to gather information relevant to the complaint.
2. The designated investigator will conduct an investigation and supply written documentation of facts and other relevant material obtained during the investigation to the Vice Chancellor for Enrollment Management and Student Services.
3. The Vice Chancellor for Enrollment Management and Student Services will review the investigator's findings take appropriate action and notify the alleged victim of the decision.
4. In the event that a violation of student conduct policies is found to have occurred and a student receives disciplinary action as a result of such finding, the student receiving the disciplinary action is afforded the Student Handbook procedures for Due Process and Student's Rights at Hearings.

Any student who believes that he or she is a victim of sexual harassment **by a UACCB employee other than a faculty member** should follow the same procedure as outlined above. In these cases, the reviewing Vice Chancellor will be determined by the position of the employee named in the complaint.

Any student who believes that he or she is the victim of sexual harassment **by a faculty member** should report the situation to the Vice Chancellor for Academics. The Vice Chancellor for Academics will follow the same procedure as outlined above to resolve faculty-to-student sexual harassment complaints.

NOTE: The entire UACCB Sexual Harassment Policy can be found in the UACCB Policy Manual. A copy of that manual can be found in the RJB/Library.

## Telephone Calls and Messages for Students

**Outgoing Calls:** A courtesy phone is located in the Main Classroom Building, Independence Hall, and the Arts and Sciences Building for local calls.

**Incoming Calls:** EMERGENCY calls will be forwarded to the receptionist. The receptionist will take a message and forward the information to the appropriate student services staff that will evaluate the nature of the call and take appropriate action to attempt to locate the student. **Non-emergency calls will not be referred to students.**

## Use of Technology Resources

This document constitutes a campus-wide policy intended to allow for the proper use of all UACCB computing and network resources, effective protection of individual users, equitable access and proper management of those resources. This document should be broadly interpreted. This policy applies to UACCB network usage even in situations where it would not apply to the computer(s) in use. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to computing and networking services.

Access to the UACCB network is a privilege, not a right. Access to networks and computer systems owned or operated by UACCB requires certain user responsibilities and obligations and is subject to campus policies and local, state, and federal laws. Appropriate use should always be legal and ethical. Users should reflect academic honesty, mirror community standards, and show consideration and restraint in the consumption of shared resources. Users should also demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individual rights to privacy and to freedom from intimidation, harassment, and annoyance. Appropriate use of computing and networking resources includes instruction; independent study; authorized research; independent research; communications; and recognized student and campus organizations, and agencies of the college.

Users of UACCB's information technology resources are expected to abide by the following policies:

1. Information technology resource usage is restricted to faculty, staff, students currently enrolled in UACCB credit and non-credit classes, and authorized public.
2. Network users will be allowed access to other networks and computers external to UACCB. Because each network or system has its own set of policies and procedures, users must abide by the policies and procedures of networks/systems both internal and external to UACCB.
3. UACCB is not responsible for information either transmitted or received by users of its computer network/system.
4. The content and maintenance of a user's electronic mailbox is the user's responsibility. As such, the user must take the following responsible action:
  - a. Check electronic mail on a regular basis and delete unwanted messages immediately.
  - b. Never assume that electronic mail messages are private; others may be able to read or access a user's mail.
5. The content and maintenance of a user's storage area is the user's responsibility. As such, the user must take the following responsible action:
  - a. Keep the number of files to a minimum.
  - b. Routinely and frequently check for viruses.
  - c. Make sure that data is stored on the local computers is copied to a specified network location so that information is backed up.
6. Users are **NOT AUTHORIZED TO:**
  - a. **Copy, rename, alter, examine or delete** the files or programs of another employee or a UACCB department without written permission. All files and programs are legal property of UACCB.
  - b. Use a computer to **interfere with individual and/or institutional rights**, including but not limited to the following
    - i. Sending of **abusive or otherwise objectionable messages** to others;
    - ii. **Sending of messages** that are likely to result in the loss of recipient's work or systems;

- iii. Any type of use that would **cause congestion of the networks** or otherwise interfere with the work of others;
  - iv. Use the computer resources **for personal activities** not related to the mission of UACCB;
  - v. Posting of **public service events not approved** by the appropriate Vice Chancellor.
- c. **Create, disseminate, or run a self-replicating program (“virus”)**, whether destructive in nature or not.
  - d. Use computers maintained by UACCB for **non-college projects** without the approval of the appropriate Vice Chancellor.
  - e. **Tamper with switch settings, move, reconfigure**, or do anything that could damage files, terminals, computers, printers, or other equipment.
  - f. **Collect, read, or destroy output** other than their own work without permission unless the account is designated for group work.
  - g. Use the **computer account of another person without permission** unless the account is designated for group work.
  - h. **Copy any copyrighted software.** Users should be aware that it is a criminal offense to copy any software that is protected by copyright.
  - i. Use licensed software in a manner inconsistent with the licensing agreement.
  - j. Surf, view, or download any **sexually explicit media** in the computer labs. Sexually explicit media shall not be displayed on any UACCB terminals, microcomputers, printers, or any other equipment.
  - k. Access or attempt to **access a host computer**, either at UACCB or through a network, without the owner’s permission.
  - l. Use **log-in information** belonging to another person
  - m. Use UACCB equipment for the purpose of **playing non-instructional games.**
  - n. Indiscriminately **engage in talk sessions** with on-or off-campus sites.

7. **Harassment**

No user, under any circumstances, should use UACCB’s computers or networks to harass any other person. The following constitutes computer harassment: (1) Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient’s immediate family; (2) Intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not an actual message is communicated, and/or the purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection); (4) Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another; and (5) Intentionally using the computer to invade the privacy, academic or otherwise, of another or to threaten invasion of the privacy of another.

8. **System administration access**

A system administrator (i.e., the person responsible for the technical operations of a particular machine) may access others’ files for the maintenance of networks and computer and storage systems, such as to create backup copies of media. However, in all cases, all individuals’ privileges and rights of privacy are to be preserved to the greatest extent possible.

9. **Monitoring of usage, inspection of files**

Users should also be aware that their use of UACCB computing resources is not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College’s computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for maintaining network availability and performance.

The College may also specifically monitor the activity and accounts of individual users of the Institute’s computing resources, including individual login sessions and communications, without notice. This monitoring may occur in the following instances:

- The user has voluntarily made these activities accessible to the public.

- It reasonably appears necessary to do so to protect the integrity, security, or functionality of the Institute or to protect the Institute from liability.
- There is reasonable cause to believe that the user has violated, or is violating, this policy.
- An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
- Upon receipt of a legally served directive of appropriate law enforcement agencies.
- Any such individual monitoring, other than that specified in “(1)”, required by law, or necessary to respond to bona fide emergency situations, must be authorized in advance. The appropriate unit head will be informed as time and the situation will allow. In all cases, all individuals’ privileges and right of privacy are to be preserved to the greatest extent possible.

**10. Suspension of individual privileges**

UACCB Information Services may suspend computer and network privileges of an individual for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other members of the campus community or college property. Access will be promptly restored when safety and well being can be reasonably assured, unless access is to remain suspended as a result of formal disciplinary action imposed by the Office of the Vice Chancellor for Academics (for students) or the employee’s department in consultation with the Office of Human Resources (for employees).

**Process for suspension of individual privileges:**

Anyone who breaches the policies and procedures of the UACCB computer usage policy will be subject to the following disciplinary action:

**First offense:** Individual is served a warning ticket

**Second offense:** Individual is served a second warning ticket, and computer usage is suspended for one week.

**Third offense:** Individual is served a third and final warning ticket, and his or her account will be disabled for the remainder of the semester, and disciplinary action may be taken.

11. No foods or drinks are allowed in the computer laboratories.

12. UACCB reserves the right to close laboratories or curtail use of computing facilities if the above policies and/or procedures are violated.

## **Student Appeals Procedure for Grades and Other Academic Matters (Academic Appeal)**

The purpose of this procedure is to identify the process by which a student appeals a grade or other academic matter, such as an accusation of plagiarism or other form of cheating, related to an instructor’s decision regarding the academic performance of a student.

- A student who feels he/she has been treated inappropriately in an academic matter should first discuss the concern with the faculty member whose action is in question.
- If the student feels the instructor’s position is still in error following the above discussion, the student should appeal in writing to the Division Chair who supervises the instructor. This appeal must be submitted to the Division Chair within ten working days of the student’s notification by the instructor of the academic action. The Division Chair will review the matter with the instructor and attempt to facilitate an appropriate resolution.
- If the student feels the Division Chair has not reached an appropriate resolution of the matter, the student should appeal to the Vice Chancellor for Academics within five working days. The student’s written submission to the Division Chair will form the basis of the student’s appeal. A copy of the student’s appeal will be made available to the instructor in question and that instructor will then submit a written statement pertaining to the appeal.
- After receiving the instructor’s written statement, the Vice Chancellor for Academics will notify the Faculty Affairs Committee of the student’s appeal. The Chair of the Faculty Affairs Committee will appoint an appeals committee. The committee will consist of two students and three faculty members.

- If it is impossible for three Faculty Affairs Committee members to convene at the same time, then the Chair of the Faculty Affairs Committee may appoint faculty members outside the Faculty Affairs Committee to serve on the appeals committee. The committee will meet within ten working days following receipt of the appeal.
- The committee will review the written appeal and determine whether or not there may be merit to the appeal. If the committee feels that the written appeal has no merit, they shall recommend to the Vice Chancellor for Academics that no hearing be held. The Vice Chancellor's decision shall be final.
- If the committee feels that the appeal may have merit, it shall hold a hearing promptly. At this hearing both the student filing the appeal and instructor will have the opportunity to testify before the committee. Each party shall be present during the other party's testimony and shall be given the opportunity to question the testimony.
- The committee has the right to request testimony from other pertinent parties. The committee will make a recommendation to the Vice Chancellor for Academics. The Vice Chancellor's decision is final.

### **Family Educational Rights and Privacy Act Policy**

The Family Educational Rights and Privacy Act (FERPA) of 1974 assures confidentiality of educational records containing information directly related to the institution's students. A student at UACCB has the following rights with regard to his or her educational records:

- To inspect and review all educational records pertaining to him or her;
- To request the amendment of his or her educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights;
- To refuse consent to disclose directory information (name, address, date and place of birth, major field of study, dates of attendance, degrees, and awards received, most recent previous educational agency or institution attended, participation in officially recognized College activities, and other similar information) by informing the Director of Student Information/Registrar in writing within ten days of the first scheduled class of each academic session that he or she does not want that information disclosed;
- To consent to disclosure of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosure without consent;
- To file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with FERPA requirements;
- To obtain a copy of the college's FERPA policy. The policy is available upon request from the Director of Student Information/Registrar and in the Row Johns Library. The student is responsible for a copying fee.

Students who wish to review their educational records must present a written request to the Director of Student Information/Registrar, listing the item(s) to be reviewed. The item(s) requested shall be made available for review no later than 45 calendar days following receipt of the written request. Students following the above procedure have the right to copy their records when failure to provide a copy of the records would effectively prevent the student from inspecting and reviewing the record as determined by the reasonable discretion of the College. The College cannot copy transcripts from high schools and/or other colleges. The College may refuse to copy an academic record if a "hold" has been placed for non-payment of financial obligations; copies shall be made at the student's expense (\$.25 per page). Students have no right to review or inspect the following records:

- Financial information submitted by their parents or legal guardians.
- Confidential letters and/or recommendations placed in the student's file prior to January 1, 1975, if such documents were intended to be confidential and are used only for the purpose(s) for which they were specifically intended.
- Confidential letters and/or recommendations placed in the student's file prior to January 1, 1975, associated with admissions, employment, or job placement, or receipt of an honor or honorary recognition if the student has voluntarily waived his/her right to inspect the confidential letters and/or recommendations in writing.
- Educational records containing information about more than one student, in which case the College will permit access only to that part of the record pertaining to the inquiring student.

## **Challenge of Contents of Educational Records**

Any student who believes that his/her educational records contain information that is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights, or who believes that his/her records have been maintained or processed in violation of his/her privacy or other rights, may notify the Director of Student Information/Registrar in writing, clearly identifying the portion of the record to be changed and specifying why the student believes the record is inaccurate or misleading.

If the Director of Student Information/Registrar is in agreement with the student, the appropriate record shall be amended and the student shall be notified in writing. If the decision of the Director of Student Information/Registrar is not in agreement with the student, the student shall be notified within thirty calendar days that the records will not be amended. The student may appeal this decision following the procedure outlined under "Student Grievance Procedure." If the student successfully appeals the decision to amend his/her records, the file will be amended accordingly. If the appeal is unsuccessful, the student has the right to place a statement commenting on the reason for disagreeing with the decision of the College. This statement shall be included in the educational record, and shall be maintained as long as the record is maintained and shall be disclosed whenever the record(s) in question is disclosed. A student may contact the Vice Chancellor for Enrollment Management and Student Services for assistance in filing a complaint with the Family Policy and Regulations Officer, U.S. Department of Education, Washington, D.C. 20202.

## **Consent Provisions**

No person outside the College shall have access to, nor shall the College disclose, any personally identifiable information from a student's educational records without the written consent of the student. The consent must specify the records to be disclosed, the purpose(s) of the disclosure, and the party or class of parties to whom disclosure may be made. The consent must also be signed and dated by the student. A copy of the record disclosed or to be disclosed shall be provided to the student upon request.

There are, however, exceptions to the consent policy. The College reserves the right, as permitted by law, to disclose educational records without written consent to those parties enumerated in Section 99.31 of the FERPA, including the following:

- School officials who have legitimate educational interest.
- Officials of other educational institutions or agencies in which a student seeks enrollment.
- Officials of other educational institutions in which a student is currently enrolled.
- Persons or organizations providing student financial aid in order to determine the amount, eligibility, and conditions of award, and to enforce the terms of the award.
- Accrediting organizations carrying out accreditation functions.
- Authorized representatives for federal, state and/or local authorities for the purpose of audit and evaluation of programs.
- Organizations conducting studies on behalf of educational agencies or institutions to develop and administer predictive tests, administer student aid programs or improve instruction.
- Parents of dependent students under the age of 18—parents must present proof of dependent status of student by providing a copy of their current tax forms.
- Persons in compliance with a judicial order or subpoena.
- Appropriate persons in a health and safety emergency.
- An alleged victim of any crime of violence.

## **Bulletin boards, posters, notices, and other materials**

Notices, pamphlets, and other materials may be printed and distributed by recognized student organizations to further the purposes stated in their constitutions, subject to the following limitations:

### **Identification and Responsibility**

All notices must carry the name(s) of the organization(s) responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as members or officers of the organizations.

### **Libelous and Scurrilous Material**

The right to distribute notices and printed materials shall not extend to libelous, scurrilous, or personally defamatory statements. Neither shall the right extend to materials encouraging and promoting violations of the public laws and the public peace, or the regulations of the College.

### **Posting of Notices**

Posting of notices and bulletins must conform to College standards to prevent damage to campus facilities and for safety purposes.

1. Advertising or announcements may not be posted or painted on the exterior of any campus buildings, structures, sidewalks, or curbs.
2. Signs may not be affixed to any glass or doorway of any building.
3. Signs may not be affixed to any painted surfaces within the buildings.
4. Signs may not be nailed or wired to trees on the campus in any manner that would damage or mar the trees.
5. Signs by registered student organizations may be posted for two weeks only. All signs and material must be removed from the campus immediately following the event or within two week's time for non-event type signs.
6. Chalking on sidewalks is permitted. Organizations are responsible for removing the chalking the day following the event.

### **Places for Posting Notices**

- Selected campus bulletin boards.
- Placed on tables.

### **Distribution of Printed Materials**

Distribution must not invade classrooms, interfere with classes, or be done in a manner that adds to litter on the campus. No materials may be placed on vehicles parked on College property. Organizations proposing to distribute printed materials on the campus must obtain permission from the Vice Chancellor for Enrollment Management and Student Services. The purpose of this permission, with the requirements which accompany it, is to protect the appearance and the normal operations of the campus, not to restrict the use of materials beyond the limits set in Section 2.

### **Skating (inline, skateboards) Policy**

1. Roller skates, inline skates, and skateboards may be used by UACCB students or staff with current IDs from 6 p.m. until 10 p.m., Monday through Friday and on weekends. Skating is prohibited during the hours of 10 p.m. and 6 p.m., Monday through Friday.
2. At all times pedestrian traffic will have the right of way. At no time are roller skates or inline skates to be worn inside buildings on the UACCB campus.
3. Approved skating areas are sidewalks and parking lots
4. Skating is not to occur on handrails, walls, benches, and raised surfaces.
5. Any person engaging in any skating activity shall assume and shall be solely responsible for any property damage and/or any personal injury to himself or herself or to any third parties which arises out of any skating activity. This shall include, but is not limited to, any property damaged at the College.
6. Any person choosing to engage in any skating activity of any kind shall assume all risks associated with such activity.

### **Smoking Policy**

UACCB smoking policy prohibits the use of smoking materials of any kind in UACCB buildings or grounds other than the designated smoking areas. This smoke free policy also applies to State vehicles and smoking while driving or riding in a UACCB vehicle is strictly prohibited.

The five designated smoking areas are at the following locations:

1. West Southwest of the Nursing & Allied Health Building
2. North Northeast of the Main Classroom Building
3. North Northeast of the Adult Education Building
4. East Southeast of Independence Hall
5. East Northeast of the Johns-Row Building

Chewing or dipping tobacco is subject to the same conditions as smoking.

### **Solicitors**

Agents and solicitors are not permitted in campus facilities for the purpose of sales or demonstrations without written permission of either the Office of the Chancellor or the Office of the Vice Chancellor for Enrollment Management and Student Services.

## **Free Speech Area**

The area under the flag poles located on the south side of Independence Hall is designated as the area on the UACCB campus for limited public forums. This area is available on a first-come, first-served basis to individuals or organizations for free speech purposes without registration or reservation, 24 hours a day, seven days a week. No amplification equipment may be used and no structure(s) may be erected. All other areas of campus must be reserved following the established facilities use policy.

## **Awareness and Prevention Programs**

### **Drug and Alcohol Abuse Regulations**

UACCB regulations specify that the manufacture, use, possession, or sale of illegal drugs, controlled substances and alcohol beverages on or about campus or as part of any of its activities are in violation of College policy. Serious offenses which are subject to disciplinary or restricting action are: use, possession, sale, distribution, or manufacture of alcoholic beverages, marijuana, illegal drugs or controlled substances, except as prescribed by a registered medical doctor; arrest for violation of local, state, or federal drug law which adversely affects the student's suitability as a member of the College community, and violations of Arkansas or federal criminal statutes.

The disciplinary response by UACCB to violations of these policies may range from required enrollment in a drug and alcohol education course to expulsion from the College. Evidence of serious offenses such as manufacture, sale, or distribution will be referred to state and/or federal law enforcement authorities.

### **Biennial Review of Policies and Programs**

UACCB conducts a biennial review of the program and policies to determine their effectiveness, implement changes to the program if they are needed, and ensures that the disciplinary sanctions are consistently enforced.

### **Health Risks in Using Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, especially when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **Health Risks Associated with Controlled Substances**

Many controlled substances have therapeutic value when used under controlled conditions such as when a physician prescribes a substance with certain dietary restrictions and, in many cases, hospitalization. However, when controlled substances are used outside these limits, very serious effects can result.

### **Penalties for Drug and Alcohol Abuse in Motor Vehicles**

The State of Arkansas has specific penalties for alcohol and drug abuse in connection with the operation of a motor vehicle. Specifically, Act 836 makes it unlawful and punishable for any individual under the age of twenty-one to operate or be in actual physical control of a motor vehicle while under the influence of an alcoholic beverage or similar intoxicant.

A person who drives a motor vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated. Penalties for such an offense may include: suspension of license, probation, imprisonment, fines of no less than \$150, payment of an additional \$250 in court costs, public service work as deemed appropriate by the court, and a requirement to complete an alcohol education program as prescribed and approved by the Arkansas Highway Safety Program or an alcoholism treatment program as approved by the Office on Alcohol and Drug Abuse Prevention. A blood alcohol level of 0.05 may be considered with other competent evidence in

determining guilt or innocence. A blood alcohol level of .10 or more shall give rise to a presumption of intoxication.

For individuals under the age of 21 a blood alcohol level of one-fiftieth of one percent (0.02%), but less than one-tenth of one percent (0.10%), by weight of alcohol in the person's blood, it is unlawful and punishable to operate or be in actual physical control of a motor vehicle.

### **Penalties for Possession of Illegal Drugs and Substances**

There are both federal and Arkansas penalties for illegal possession of controlled substances and illegal drugs. Penalties frequently change; therefore, for updated information, check with your local law enforcement agencies.

### **Drug Treatment Available**

There are groups, offices, agencies, and hospitals in the Batesville area that offer drug treatment and rehabilitation services and programs. Information about programs is available in the Office of Student Development. Additional resources can be located in the yellow pages of the telephone directory under the headings "Alcoholism Information and Treatment Centers" and "Drug Abuse and Addiction Information and Treatment."

### **Sexual Assault and Abuse Awareness Program**

The Student Right to Know and Campus Security Act requires that students be provided information concerning campus sexual assault programs and the procedures which should be followed once an offense has occurred. This information is available on the UACCB website.

### **Constitution Day**

In December 2004, Senator Robert C. Byrd offered an amendment that was passed by both the United States House of Representatives and the United States Senate in an attempt to increase constitutional knowledge. The legislation requires implementation of educational programs that relate to the United States Constitution. September 17 of each year was selected as the date for the celebration due to the fact that September 17, 1787, was the day the delegates to the Constitutional Convention met for the last time to sign the United States Constitution and to present it to the American public.

UACCB recognizes and promotes Constitutional education annually as prescribed under the regulations of this legislation.