

ARKANSAS TECH UNIVERSITY - OZARK CAMPUS

2008 - 2009 STUDENT HANDBOOK

OZARK, ARKANSAS

[HTTP://ATUOC.ATU.EDU](http://atuoc.atu.edu)

Statement of Assurance

In keeping with the guidelines on Title VI, Section 601, Civil Rights Act of 1964; Title IX 901, educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1703, assures that no person in the United States shall, on the basis of race, color, national origin, sex, or handicap be excluded for the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Arkansas Tech University - Ozark Campus reserves the right to restrict or limit the enrollment of any program and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this bulletin/catalog/document when such actions are deemed to be in the best interests of the students or institution.

Mission Statement

Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity and professionalism. The university offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Arkansas Tech University Board of Trustees Access to Campus Facilities

The Arkansas Tech University Board of Trustees reviews the institution's annual plan, approves budgets and guides the educational programs of the institution.

Most campus buildings and facilities are accessible to members of the campus, community, guests, and visitors during normal hours of business, Monday through Friday, and for designated periods of time on special events and occasions. Buildings may close earlier when classes are not in session (holiday, between terms, or on weekends).

Crime Reporting Procedures

When a crime occurs, students should notify the Chief Student Officer so proper action may be taken. The Chief Student Officer will contact the proper authorities.

Campus Facilities

All requests for use of school facilities must be submitted to the Office of Student Officer one week or more prior to the event. Any activity must first be coordinated with a department or program chair.

Selling and Soliciting on School Premises

Arkansas Tech University - Ozark Campus has an institutional policy against salesmen, company representatives, or solicitors contacting students on the main campus or any satellite campuses. Students are requested to report any incident of soliciting to the Office of Student Services at their earliest convenience after a contact has been made. The name of the salesman or solicitor and the company represented should be included in the report. Contracts of other types of sales agreements should be brought to the Business Office.

Student Center

The Student Center is the community center of Arkansas Tech University - Ozark Campus. It serves many needs outside the classroom. A snack bar operated by the Arkansas Agency for the Blind provides snacks, soups, and sandwiches.

The student organizations that request the use of the school facilities will be responsible for the conduct of their members and guests on and off campus. Arkansas Tech University - Ozark Campus policies and the Conduct and Discipline Standards will be adhered to while in the Student Center.

Damages to the building or building's equipment, other than fair wear-and-tear, is the responsibility of individuals or organizations using the facilities, and the school must be reimbursed for these damages.

The use of decorations for programs and activities must be discussed with the Chief Student Officer prior to their use. Organizations will set up for their own functions, and be responsible for clean up.

PAYMENT The responsibility for purchasing the correct book(s) for a course lies with the student. Students must have completed all financial aid paperwork or third-party contracts before books can be charged. Books and tuition cannot be charged until the first day of school to any financial aid source.

PAYMENT BY CHECK

1. ID is required for payment by check.
2. Return check fee is \$10.
3. Visa or MasterCard is accepted.

The Office of Public and External must approve all signs or posters not originating from an Arkansas Tech University - Ozark Campus academic or administrative office.

ADMINISTRATIVE AND ACADEMIC BUILDINGS: Posters and signs should only be placed on the bulletin boards on the inside of buildings, or where designated by an advisor or approved by the Director of Public and External Relation. Posters and signs should not be allowed in the Administration area unless approved by the Office of Public and External Relation.

ALVIN VEST STUDENT CENTER: Posters and signs can be placed on any bulletin board designated for student use. Posters and signs can be displayed on glass door entrances to the Student center. Use SCOTCH tape only on glass doors. DO NOT use scotch tape on walls. An adhesive such as "Handi Tak" is permissible. The Director of Public and External Relation reserves the right to remove any posters or signs deemed inappropriate or improperly placed.

BULLETIN BOARDS: All signs placed on bulletin boards and doors must be limited in size to 14 in. by 18 in. All posters or signs must be identified as to the person or organization responsible for their display.

If an individual student or organization wishes to place a poster or sign in any area not designated in the above policies, the individual student or organization must get approval from the Director of Public and External Relation. The posters and signs will be considered on their merit.

Bulletin boards exist for the use of persons and organizations within the Arkansas Tech University - Ozark Campus community. Commercial announcements are not to be placed on or in any campus location without the approval of the Director of Public and External Relation.

HANDBILLS AND FLYERS: Placing handbills and fliers on automobiles parked on campus is prohibited. No handbills or fliers may be distributed on campus without approval from the Director of Public and External Relation.

Bookstore

Sign and Poster Display Policies

Campus Parking

All vehicles should have a parking permit, which can be obtained from the Fiscal Affairs Office. Local law enforcement agencies have jurisdiction and will be notified of violations.

PARKING FOR THE HANDICAPPED: Any vehicle found to be parked in an area designated for exclusive use of disabled persons (as defined in Section 75, 266-22 of Act 772) shall be subject to impoundment by the appropriate law enforcement agency according to Section 12 of Act 772, and the owner will be subject to a fine not less than \$25 or not more than \$100 for each offense plus applicable towing, impounding and related fees.

HANDICAPPED PARKING DECALS: Handicapped parking decals may be obtained at the Arkansas State Revenue Office. Decals may be used by persons who are temporarily or permanently disabled, and are good for the duration of the disability, and may be used anywhere in the State of Arkansas. A statement from a physician is necessary to obtain the decal.

Conduct Standards

Arkansas Tech University - Ozark Campus has the responsibility of educating people to meet employment needs of business and industry and has a genuine concern for the integrity of all students enrolled. The conduct of all students should display the educational objectives of the school and conform to the laws of the state. Any conduct unbecoming to the accepted standards will subject the student to dismissal.

Conduct Violations

A student is subject to disciplinary action, suspension, or expulsion, if any of the following conduct violations are committed:

ALCOHOLIC BEVERAGES - Possession, consumption, or furnishing of alcoholic beverages on any Arkansas Tech University - Ozark Campus owned property or during any sponsored or on off campus activity or during class hours is strictly prohibited. Offenders are subject to probation or suspension and prosecution according to state law.

ANIMALS - No student will be allowed to bring animals onto campus property. The exception being animals used for the purpose of assisting individuals with disabilities.

CHEATING - Cheating or plagiarism, including unauthorized possession of examinations or use of term papers prepared by others, may result in dismissal.

COMPUTER MISUSE or USING A COMPUTER FOR NON-EDUCATIONAL PURPOSES - Misuse of Arkansas Tech University - Ozark Campus computers to alter or erase any item using a computer for non-educational purposes is strictly prohibited. The copying of programs without a license is illegal and subjects the offender to dismissal and possible prosecution according to state law.

DAMAGE - Damaging school property or property belonging to any member of the school community may result in probation, suspension or prosecution.

DISORDERLY CONDUCT - Disorderly conduct is subject to probation, suspension or prosecution.

DISREGARD FOR POLICIES - Disregard for Arkansas Tech University - Ozark Campus policies, including failure to respond or comply with official and proper regulations, order, or request of a daily designated authority or committee, including all publications and official notifications pertaining to student life and activities may result in probation, suspension or expulsion.

DISTRIBUTION OF UNAUTHORIZED MATERIALS - Distribution of unauthorized literature, handbills, posters, or other printed matter is strictly prohibited.

DRUGS - Use, possession, or distribution of narcotics, stimulants, depressants, or substances for the production of illegal drugs, other dangerous drugs, or drug paraphernalia, except as expressly permitted by the state or federal laws is subject to disciplinary action and/or prosecution.

FALSE INFORMATION - Willfully and knowingly furnishing false information to the school may result in disciplinary action or prosecution.

FAILURE TO COMPLY - Failure to comply with a request by an authorized school official, including failure to properly display vehicle parking permits/stickers, and disrespectful action toward any member of the Arkansas Tech University - Ozark Campus faculty or staff, may result in probation, suspension or prosecution.

FIREARMS, EXPLOSIVES, INCENDIARIES - Use, possession, or distribution of firearms, explosives, (including fireworks), incendiaries, or any other weapon in

Conduct Violations *Continued*

or on any Arkansas Tech University - Ozark Campus controlled property is strictly prohibited.

FORGERY - Forgery, alteration, misuse, or improper possession of Arkansas Tech University - Ozark Campus related documents or records may result in probation, suspension or prosecution.

GAMBLING - Gambling in any form, including raffles, on the campus is specifically prohibited. Offenders are subject to probation or suspension.

INDECENT CONDUCT - Lewd, indecent, or obscene conduct, public profanity, or public nudity, including the wearing of clothing or displaying signs containing obscenities is strictly prohibited.

INSTITUTIONAL RECORDS - Unauthorized use or misuse of Arkansas Tech University - Ozark Campus records and/or computers will subject the offender to dismissal from Arkansas Tech University - Ozark Campus.

MALICIOUS DESTRUCTION - Malicious destruction, damage, defacing, or misuse of Arkansas Tech University - Ozark Campus property, including library materials, or of private property on the campus may result in disciplinary action or prosecution.

MOTOR VEHICLES - Operation on the campus of a vehicle in violation of bans imposed under the traffic regulations is prohibited.

OBSTRUCTION OF ACTIVITIES - Obstruction, disruption, or hindrance of teaching, administration, disciplinary proceeding, or the Arkansas Tech University - Ozark Campus activities may result in probation, suspension or prosecution.

PHONES - Students may use pay phones. Incoming calls for students will only be accepted in case of medical emergencies. Staff members are expected to enforce this policy.

PHYSICAL OR VERBAL ABUSE - Physical or verbal abuse of any person or disregard for the physical well being, property, or rights of any person or any conduct which threatens or endangers the health, safety, or well being of any such person on Arkansas Tech University - Ozark Campus property of facilities or property utilized by Arkansas Tech University - Ozark Campus, may result in probation, suspension or prosecution.

PUBLIC EXPRESSION - No behavior or actions which hinder the educational programs will be permitted. To further this end, speakers and programs are sponsored by groups and departments of the institution and scheduled so as to use time and facilities efficiently and appropriately. Impromptu speaking and activities, whether by chartered, recognized groups or visitors must not be disruptive or threaten the safety of a person's property or campus.

THEFT - Theft or illegal possession of any property of Arkansas Tech University - Ozark Campus community, or any visitor may result in the notifying of local law enforcement agencies. Theft of service will be subject to fines, probation, and/or dismissal.

THREAT - Any act or threat, including profane or abusive language, perpetrated for the purpose of harassing or submitting any member of Arkansas Tech University - Ozark Campus to pain, discomfort or indignity, whether on or off school property may result in the notification of local law enforcement agencies.

UNAUTHORIZED ENTRY - Unauthorized possession of building keys or unauthorized entry into a school facility, building, classroom, office, room or vehicle. Will subject the offender to suspension and local law enforcement agencies may be notified.

UNDER THE INFLUENCE - Any student found to be under the influence of alcohol or drugs while on school property will be subject to disciplinary action.

VIOLATIONS OF CONDITIONS - Violations of the conditions prescribed in any Arkansas Tech University - Ozark Campus disciplinary or probationary ruling may result in disciplinary action.

Tobacco Usage Regulations

Arkansas Tech University - Ozark Campus is a Smoke Free Campus. Tobacco use is not allowed in any building owned or used by Arkansas Tech University - Ozark Campus. Offenders will be subject to dismissal from school. Smoking is permitted only in designated outside areas.

Ajudication of Student Misconduct

The standards of behavior listed above are intended for the well-being of the students, faculty, and administration and are under continuous review by all segments of the school community. The standards provide for a setting in which the pursuit of truth and the advancement of knowledge can be maximized. Procedures to assure fairness in finding the facts of violations and in determining sanctions appropriate to any perceived violations are listed below.

The initial response to violations of Arkansas Tech University - Ozark Campus rules and regulations will be by the Chief Student Officer.

TYPES OF DISCIPLINARY SANCTIONS:

1. **Dismissal** - Permanent forced withdrawal from Arkansas Tech University - Ozark Campus.
2. **Suspension** - Forced withdraw from Arkansas Tech University - Ozark Campus for a specified period of time.
3. **Disciplinary probation** - Placing the student or student group under such behavioral restrictions as an Arkansas Tech University - Ozark Campus official shall impose.
4. **Restitution** - Includes compensation, if applicable to the person or Arkansas Tech University - Ozark Campus body whose property rights have been violated by the offender.
5. **Reprimand** - Written censure of violations of specified regulations, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any regulation within a period of time stated in the letter of reprimand/probation.

Due Process

Students have a right to due process. Due process is not a technical concept with rigidly delineated boundaries and contents. Rather, within the rationale of due process, the Arkansas Tech University - Ozark Campus community is free to devise various types of disciplinary procedures relative to its lawful educational mission without imposing an unreasonable strain on its resources and personnel.

The student shall be given a written notice by the Chief Student Officer or designee, which contains the charges made against him/her, and the disciplinary actions.

Student Grievance Procedure

Any alleged non-academic grievance (thereinafter referred to as "grievance") which a student may have regarding a University employee, an institutional regulation, and/or the interpretation and application of such regulation, may be considered under this procedure. Grievance procedures are of both an informal and formal nature, and the informal means should be exhausted before filing a formal grievance. A nonacademic grievance may include instances of discrimination which create conditions affecting a student's academic performance or learning environment.

INFORMAL GRIEVANCE PROCEDURE

The procedure for an informal grievance is as follows:

1. The person should first discuss her/his grievance with the person responsible for the action, interpretation, or application leading to the problem.
2. If the grievance remains unresolved, the complainant may discuss it with the appropriate supervisory official.
3. If the circumstances of the grievance prevent the use of the above listed steps, or if the appropriate official does not resolve the grievance within five (5) school days, the complainant may discuss the grievance with the administrative head of that portion of the institution out of which the problem arose. In all cases, this should be the Chief Student Officer.

4. If the grievance resulted from a violation of stated student regulations, federal law, or the Arkansas Tech University - Ozark Campus affirmative action plan, the administrative head shall take immediate steps to enforce the stated regulation, law, or plan, and resolve the grievance.
5. If the grievance involves questions of opinion not covered in stated policies, the administrative head shall counsel with the complainant and departmental official(s) to resolve the grievance if possible.

FORMAL GRIEVANCE PROCEDURE

When a grievance has not been resolved by informal means, the student may submit a written request to the appropriate administrative head to have the grievance considered by a formal grievance committee. In no case will such a request be granted prior to five (5) school days after an informal grievance has been initiated and the appropriate administrative head notified.

1. A request for a formal grievance hearing should include the written nomination of one member of the Student Services staff and one employee from the administrative area involved. (The second nomination may come from any administrative area by mutual agreement of the student and the administrative head.)
2. The administrative head will select two (2) of the three (3) students serving as Student Government Representatives to complete the committee, which will be chaired by the administrative head, who will not vote, but only coordinate the hearing.
3. The Chief Student Officer, or designate, shall serve as secretary and advisor to the committee, but will not vote. In matters concerning civil rights and equal opportunity, the affirmative action officer shall also serve as advisor, but shall have no vote.
4. The grievance committee will hear the grievance with such witnesses and evidence as it deems germane and shall present its recommendations in writing to the administrative head within three (3) school days of the hearing. The administrative head will render a decision within three (3) days. Copies of the findings, recommendation, and decision will be made available to all parties.
5. The decision of the administrative head may be appealed in writing to the Chancellor, with a copy to the administrative head, within ten (10) school days of receipt of the decision.
6. The decision of the Chancellor shall be final and binding.

The catalog covers regulations and procedures regarding academic policies at Arkansas Tech University - Ozark Campus. Each student should be familiar with the catalog and the departmental policies.

Regular attendance is expected of all students enrolled at Arkansas Tech University - Ozark Campus and is necessary in maintaining acceptable grades. No makeup work for classes missed will be permitted without prior arrangement with the instructor.

In the event the weather is so severe that the school administration feels life and property may be in danger, the Chancellor may cancel classes until weather conditions improve. School cancellations will be broadcast on local radio and television stations as well as the Ozark Campus web site. When day time classes are cancelled, night time classes are also cancelled. The outlying areas sometimes experience inclement weather even though the campus is not closed. In this event, students are advised to use their own judgement in determining if the roads are safe to travel.

Requests for all fund raisers must be approved by the Office of Student Services. The Office of Student Services will review the requests and notify the organization of the status of their requests.

Academic Policy

Attendance Policy

Inclement Weather Policy

Fund Raisers

Food Sales

1. All food sales events must be approved by the Office of Student Services.
2. The organizations responsible for selling food must accept responsibility for any illness that may occur from consumption of the food sold.

Bob Adams Outstanding Student Award

Bob Adams served as the first Director of Student Services at Arkansas Tech University - Ozark Campus until his death in 1978. The Student Council voted that year to establish an awards program in memory of Mr. Adams and his dedication to the students at Arkansas Tech University - Ozark Campus. Selection of the award's recipient is based on academic performance, involvement in school and community affairs, and evaluation by classmates, instructors, and a Student Government Committee. Each department selects a candidate. The Student Government conducts interviews to determine the recipient and then announces the winner of this award at graduation.

Social Functions/ Activities

Any committee or officers representing a group of students or an organization wishing to plan a party, banquet, luncheon, dinner, picnic, entertainment, or other social functions, must have it approved and placed on the school calendar by the Chief Student Officer. The Chief Student Officer approves the fund-raising events. The Chief Academic Officer creates the Calendar of Events.

All Arkansas Tech University - Ozark Campus activities must be properly monitored by an advisor or sponsor. The advisor or sponsor of the organization, or his/her designate, should be present throughout the entire time of the activity.

Each group will be responsible for the conduct of individuals (members or guest) attending social functions. In keeping with Arkansas Tech University - Ozark Campus policy, the use or possession of drinks which have alcoholic content is not permitted at any campus function.

Off-Campus Events

Arkansas Tech University - Ozark Campus assumes no responsibility for non-students, the conduct of participants, or for the financial and/or contractual obligations associated with off-campus events. Off-campus events, which are publicized on campus, must be approved by the appropriate advisor and the administration.

Student Conduct

Arkansas Tech University - Ozark Campus Policies and the conduct and discipline standards will be adhered to while in the Student Center and at all student sponsored activities.

The sponsoring organization is totally responsible for the behavior of all persons attending their function, and all persons must adhere to the rules and regulations as set fourth by Arkansas Tech University - Ozark Campus.

Guests must adhere to individual event regulations and stipulations, as well as rules and regulations of Arkansas Tech University - Ozark Campus. No loitering, misbehavior, or misconduct will be permitted.

Financial Responsibility

Arkansas Tech University - Ozark Campus expects each organization to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by recognized organizations shall have the approval of the faculty sponsor/advisor.

In the event of disbanding or inactivation of an organization, the primary responsibility for properly providing for close-out of organization accounts and disposition of remaining monies rests with the organization itself with the aid of the Business Office.

Scheduling an Activity

An application for each date of an activity should be filed with the Chief Student Officer in the Office of Student Services.

Speech and Demonstration Regulations

Arkansas Tech University - Ozark Campus recognizes and supports the rights of students, employees of all categories, and visitors to speak in public and to demonstrate in a lawful manner in designated areas of the campus and at designated times. In order to maintain safety, security, and order, to insure the orderly scheduling of campus facilities, and to preclude conflicts with academic and curricular activities, Arkansas Tech University - Ozark Campus reserves the reasonable right to limit such activities by the following regulations regarding time, place, and manner of such activities.

Definitions: Speech, as used in this document, is the oral presentation of ideas in an open forum. Demonstration is any process of showing individual or group cause by speech, example, group action, or other form of public expression.

Exterior: Arkansas Tech University - Ozark Campus requires that speakers, scheduled and unscheduled, sponsored and unsponsored, University affiliated or visitors to the campus, use designated locations in order to avoid unreasonable conflict with the normal functions and requirements of the University and to assure that the flow of vehicular and pedestrian traffic will not be impeded. The designated free speech and demonstration area for the campus of Arkansas Tech University - Ozark Campus is the concrete pad east of the Alvin Vest Student Center. Use of the University facilities will be scheduled by the Office Student Services and will be scheduled in blocks of time between 9:00 a.m. to 5:00 p.m. Monday through Friday so as to best accommodate all users and to avoid monopolization by any person, agency, or organization. Authorization for any speech or demonstration will require identification of the individual or organization and agreement to abide by University regulations.

No musical instrument or sound amplification equipment of any kind, stationary or mobile public address systems is allowed.

- No structures may be erected
- There must be no obstruction of entrances or exits to buildings.
- There must be no interference with educational activities inside or outside of buildings.
- There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of university activities. (sidewalks, roads and parking areas must remain unobstructed)
- There must be no interference with scheduled university ceremonies, events or activities.
- Damage or destruction of property owned or operated by the university, or damage to property belonging to students, faculty, staff or guests of the university is prohibited. Persons or organizations causing such damage may be held financially responsible.
- Persons or organizations responsible for a demonstration or Other Freedom of Expression event must remove all signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
- There must be compliance with all applicable state and federal laws and university policies, rules and regulations.

Administration, enforcement, and appeals: These regulations shall be administered and enforced by the Office of Student Services and such other University officials as shall be designated. Any individual violating these regulations regarding time, place, and manner of speech and demonstration will be subject to immediate eviction or removal from the campus, without further warning, by appropriate University agents or officials and may be subject to appropriate legal action. Individual students or student organizations violating these regulations may, upon written complaint to the Office of Student Services, be subject to the action as described in the Student Code of Conduct.

Nothing in this policy is intended nor should it be understood as an endorsement or approval by Arkansas Tech University - Ozark Campus of any speech or demonstration, an invitation or license to speak or demonstrate, or the granting of any right or permission to speak or demonstrate on campus beyond the right existing under federal and state law.

For more information, contact the Office of Student Services.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords student's certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request that the student's education records that the student believes are inaccurate or misleading be amended.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or internship agreement); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arkansas Tech University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

Directory Information

"Directory information" at Arkansas Tech University consists of the student's name, address, telephone listing, electronic mail address, dates of attendance, major field of study, enrollment status (e.g. undergraduate or graduate), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

This information may be made available upon request to members of the general public. If a student on the Russellville campus wishes for this information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, she/he should notify the Vice President for Students Services at (479) 968-0238.

If a student on the Ozark campus wishes for this information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, she/he should notify the Chief Student Officer at (479) 508-3310.