

# HOUSING RULES AND REGULATIONS FOR ALL RESIDENTIAL LIFE LIVING FACILITIES

In addition to the rules and regulations listed below, all students must abide by the Arkansas Tech Student Code of Conduct. Areas of campus are under video surveillance.

## **Alcohol**

Use, possession, and/or distribution of alcohol and such containers or illegal substances are strictly prohibited. This regulation pertains to any person, regardless of age, student status, or position held within or outside of the University. To avoid any possible misunderstandings, empty alcohol containers are not permitted in Residential Life facilities.

Discovery of alcohol will require immediate removal of the beverage in your presence by a staff member as well as disciplinary action.

## **Bicycles/Motorcycles**

Bicycles may be stored in the student's room, if agreeable with both roommates. Storage is not allowed with ceiling hooks. Bicycles are not to be ridden in Residential Life facilities. Students are permitted to bring only one (1) bicycle to campus. The Office of Residential Life recommends that all bicycles are locked securely with a high quality "U-Lock". All bicycles must be removed from storage racks within 48 hours of hall closing. At this time bicycles will be removed and disposed of by the Office of Public Safety.

Motorcycles and mopeds may not be stored in any housing facility and should be parked in designated parking areas.

## **Building Entry**

Entering or exiting through windows is prohibited. Guests are to enter and exit through designated entrances only. Propping doors open is strictly prohibited. Students who engage in propping doors will be subject to disciplinary action.

## **Candles/Incense/Potpourri**

Candles, incense and open flame decorations, such as potpourri are fire hazards. Burning such items in your residence hall or apartment is strictly prohibited. To avoid any confusion, candles are not allowed in any housing facility. Failure to observe this policy will result in disciplinary action.

## **Common Areas/Public Areas**

Personal belongings are not to be left in the bathrooms, kitchens, studies, lounges, hallways, stairwells, or any other public areas due to health and safety concerns. Any personal items found in these areas will be removed. The University is not responsible for items left in common areas.

Rowdy activity, wrestling, running, excessive noise, outdoor games and use of mobile recreational devices are not permitted in hallways or public areas due to disturbance of other residents.

## **Drugs and Narcotics**

Manufacturing, possessing, selling, transmitting, using or being party to any illegal drug, controlled substance, or drug paraphernalia is a violation of University policy as well as the state/federal law. Anyone violating the drug policy will face disciplinary action, such as suspension or expulsion from the University and/or arrest.

## **Check-in/Check-out Procedures**

Check-in and checkout procedures are crucial. The instructions that are posted at the beginning and ending of each semester should be followed. If these instructions are not followed, disciplinary action may be taken. To check-in, please report to the office in your residence hall. A member of the residence hall staff, who will assist you throughout the check-in process, will meet you here. You will fill out all check-in paperwork, keys will be issued to

you, and finally you will complete a room condition report. Please be sure to take an adequate amount of time filling out the room condition report to avoid any charges being assessed to your student account.

To checkout, you will need to schedule a time with the resident assistant to inspect your room. Before your scheduled appointment, move out all personal items, clean your room thoroughly, which includes sweeping and/or mopping the floor. The room should be arranged in the original set-up. The Resident Assistant will then check your room for any damages. You will be billed for any damages or cleaning costs.

### **Computers**

Residents are required to use surge protectors when operating personal computers in their room. Residents must abide by the University Computer Usage Policies as outlined in the ATU Student Guide.

A new policy regarding illegal downloading and file sharing has been enacted on May 15, 2009. Please see page 20 for complete information.

### **Courtesy Hours**

At no time is an excessive noise level acceptable in the residence hall. If noise level should become excessive, you will be required to lower the volume.

### **Damage Costs**

Students will complete a room condition report when they check-in to their room. This report records in detail the condition of the room at the time of check-in. Rooms are checked against this record at the time of checkout. Students will be held liable for any damages, lost property, or unusual service to their rooms caused by accident, neglect, or intent. When two residents occupy the same room and the University cannot ascertain responsibility for damage or loss in the room, the cost will be divided equally between the residents of the room.

Damages that occur in the public areas of each building all residents of that building can be held liable for the repair cost or fines. If the damage occurs on a specific floor or wing, the cost will be divided by the number of residents on that wing or floor and billed to their account. Should the Office of Residential Life deem that the damage cannot be attributed strictly to a specific wing or floor the damage will be divided amongst the residents of the building and billed directly to their student account.

### **Damage/Insurance**

Residents are held financially responsible for any damage that occurs in either public or private areas of Residential Life facilities. Nonpayment of debts incurred from, but not limited to, lost keys and service fees may result in withholding of academic records. The University is not responsible for personal property that is lost, stolen, or damaged in Residential Life facilities. It is recommended that students purchase insurance to protect personal items if they are not covered by family insurance. Room doors should be locked at all times.

### **Decorations**

Your residence hall room will serve as your home away from home. Students are encouraged to decorate their rooms and make them as comfortable and cozy as they would like. However, there are a few restrictions when it comes to decorating the room. Posters may be hung on the walls, but no nails, hooks or screws may be used. It is recommended that you use 3M tape or white ticky-tack to avoid any damage that may occur when using heavy tape, such as double-sided tape. Painting and using contact paper are also prohibited in all residence halls. At no time are live (natural) holiday trees permitted due to the fire hazard they create.

### **Electrical Appliances**

Any UL approved appliance with fully enclosed heating elements and/or electrical wiring is permitted. Hot plates, suntan lamps, halogen lamps, any open coil appliances, electrical space heaters, and any appliance that could "melt down" if left unattended are prohibited (eg. toaster ovens without automatic shut off). All of the items listed above constitute a fire hazard. Lighting and appliance wiring should not exceed one extension cord per electrical outlet. Use of multiple socket plugs, running extension cords under carpeting and direct splicing in the electrical outlet are prohibited. The use of UL approved surge protection is required.

Small microwaves (600 watt or less) are allowed in every housing facility except Caraway Hall. Access to microwaves in Caraway is located in the fourth floor lobby. Refrigerators, 3.5 cubic feet or less, will be allowed in the individual rooms of the residence halls.

### **Escort Policy**

All non-residents of a building must be escorted by a resident of that floor or wing at all times. This includes members of the same sex. In all coed halls, all members of the opposite sex of a particular wing or floor must be escorted by a resident of that wing or floor.

### **Failure to Comply**

Failure to comply with a request by an authorized University official, including failure of a student to present his/her University identification card when requested by an authorized University official may result in disciplinary action. Additionally, disrespectful action toward any authorized official may result in disciplinary action.

### **False Alarms**

Activating the fire alarm/panic alarm system under false pretenses or tampering with the alarm equipment is a state and local violation of the law. It is viewed as disregarding the safety and rights of others. Disciplinary action, as well as criminal action, will be taken against individuals who violate this policy.

### **Firearms, Explosives, Archery**

Use, possession, or distribution of firearms, explosives (including fireworks), archery, bullets, shells, or any other weapons or dangerous instrumentality on the campus is prohibited and can result in immediate suspension of the student. This includes knives (larger than a standard pocket knife), BB guns, paintball guns, air soft guns and pellet guns. Students owning firearms and/or other prohibited hunting materials should make arrangements for storage of these weapons off campus. Additionally, storage of combustible materials, such as gasoline is not permitted in Residential Life facilities.

### **Finals Week/Quiet Week**

Each semester beginning on the two days prior to starting final exams, 24 hour quiet time goes into effect. This policy will remain in effect until the last scheduled exam.

### **Fire Drills**

A fire drill is conducted at least once per semester for each Residential Life facility. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Students should consider any fire alarm real and evacuate the building immediately.

### **Furniture**

No furniture, including mattresses, may be removed from any room. TV cables or any electrical wiring may not be moved or altered in any way. Waterbeds are not permitted in Residential Life facilities. This includes manufactured and homemade models.

### **Guests/Visitors**

At all times residents are fully responsible for their guests and the actions of these guests. A guest is defined as someone who you allow to be in your presence while in your residence hall and/or room. This applies to both Arkansas Tech University students and non-students. It is your responsibility that they abide by all related policies. Should a guest violate policy, it is the responsibility of the student to report the violation and contact hall staff to assist in the removal of the guest.

Residents are welcome to have overnight guests of the same sex who do not currently reside on campus, if receiving prior consent from room/suite/apartment mates. Guests are limited to three (3) nights per semester. Visits greater than three (3) nights, even with breaks in between or in another resident's room, are prohibited without permission from the Area Coordinator.

### **Harassments/Physical Abuse**

Any act or threat, including profane or abusive language for the purpose of harassing or submitting any member of the University to pain, discomfort, or indignity, whether in or on University property is subject to disciplinary action. This includes racial, ethnic, or sexual harassment. Further, physical or verbal abuse of any person on University property or disregard for the physical well being, property, or rights of any person on University-owned property or any conduct which threatens or endangers the health, safety, or well being of any such person is subject to disciplinary action.

### **Keys**

Residents are responsible for the use and control of their room/hall keys. It is prohibited for students to lend room/hall keys and/or personal ID to others. Lost keys must be reported to the Resident Director/Area Coordinator immediately. Residents who should lose his/her key will be assessed a replacement charge. Keep your keys with you at all times. If a lock out occurs, contact the Resident Assistant on duty.

### **Littering/Throwing Objects**

Littering or throwing objects from windows is prohibited. You are responsible for your guests and for other residents' actions in your room.

### **Lobby Furniture**

Lobby furniture may not be moved from the lobby. Furniture located in the lounges and other public areas is for the use of all residents. If lobby furniture is discovered in a resident's room, disciplinary action will be taken.

### **Pets**

Fish are the only pets allowed in Residential Life facilities. They must be kept in an aquarium smaller than ten gallons. This is limited to one (1) aquarium per resident. All other animals (except service animals) are not permitted in any housing facility.

Residents found with an illegal pet will face an immediate monetary fine, with additional billing as needed to restore the unit to an occupiable state (determined by ATU) which may include (but is not limited to) carpet and/or furniture replacement, and repainting. Additional disciplinary sanctions may be applied. Second time violators of the pet policy will be evicted from on-campus housing. The only exception to this policy is that of service animals for students or their guests with such a need. All current occupants of apartments or suites found with an illegal pet, or related pet paraphernalia (food and water dishes, toys, litter boxes, etc) will held responsible for the illegal pet. Residents are responsible for settling "ownership" and pet responsibility issues between themselves. Residential Life will not decide where the pet has been and where it has not--the entire unit will be deep cleaned (at a minimum) at the residents' expense. All residents are responsible for what occurs in their living space. Any pet "reappearances" will be subject to additional charges and possible contract revocation. "Just Visiting" is not permitted--illegal pets are not allowed in Residential Life facilities at any time!

### **Musical Instruments/Music**

Musical instruments, as well as radios and stereos, must be utilized in a manner that does not disturb other residents. Cooperation of courtesy hours and/or quiet hours is fully expected.

### **Noise and Disruption**

Each student should have the right to sleep or study without unreasonable restriction in his/her own room at any time during the day or night. Excessive noise and disruption will not be tolerated in Residential Life facilities. Additionally, students who opt to bring oversized speakers which create a continual noise disruption into Residential Life facilities, will be given the opportunity to remove those speakers. Should they fail to do so, the Office of Residential Life reserves the right to confiscate the speakers.

### **Parking**

Residents must park in the space designated for their residence hall. Residents are not allowed to park in the spaces reserved for the Resident Directors.

### **Quiet Hours**

Each residence hall has designated quiet hours. These times will be posted in each residence hall.

### **Smoking/Tobacco Products**

Effective August 1, 2009 use of any tobacco product, including, but not limited to, smoking, dipping, or chewing is prohibited on campus. This policy shall be enforced by the Arkansas Tech University Department of Public Safety.

For the complete details of this policy, please see page 21.

### **Solicitation**

For the protection and privacy of residents and to prevent the interruption of studies, no door-to-door activity (i.e. canvassing, solicitation, sales) for any purpose unrelated to the management of the residential building is allowed, unless the Office of Residential Life has granted permission. If you encounter such activity, contact a staff member immediately.

### **Storage**

Due to limited space, storage of room furniture is not permitted in the residence hall, nor is furniture permitted to be stored off-campus. Students who leave the residence hall/University Commons apartments must remove all belongings. Failure to remove all items from any Residential Life facility may result in a charge to the owners of the personal items. The hall staff will store personal belongings that are left for forty-eight (48) hours after the halls officially close. After this time, the items will be discarded.

### **Tampering with Safety Equipment**

Tampering with, unnecessary use or misuse of, or removal of a fire extinguisher, smoke alarm, fire alarm equipment, or a panic button will result in serious disciplinary action since such an act may endanger the lives and safety of others.

### **Theft**

Theft or illegal possession of any property of the University, a member of the University community, or of any campus visitor is subject to disciplinary action.

### **Trash**

All students are responsible for removing their personal trash from the building to the dumpster. Residents are **not** allowed to take room trash to the public bathrooms, lobbies or other receptacle that is not the designated building dumpster, for disposal.

### **Vandalism**

Vandalism to University facilities or property will not be tolerated under any circumstances. Persons who violate this policy will be subject to disciplinary action and notification of the Department of Public Safety for further action.

### **Visitation (Room)**

Room visitation regulations are as follows:

- Visitation times are from 11:00 a.m. until midnight, Sunday through Thursday and from 11:00 a.m. until 2:00 a.m. on Friday and Saturday. These hours will be prominently posted at the front desk.
- Each resident is responsible for his/her guest and should be accompanied by their host/hostess while visiting the hall.
- This applies to same sex and opposite sex guests/visitors.

### **Visitation (Lobby)**

Lobby visitation is from 11:00 a.m. until 2:00 a.m. each day. These hours will be prominently posted at the front desk. Guests must be accompanied by their host or hostess while visiting the lobby.

Residents are welcome to have overnight guests of the same sex who do not currently reside on campus, if receiving prior consent from room/suite/apartment mates. Guests are limited to three (3) nights per semester. Visits greater

than three (3) nights, even with breaks in between or in another resident's room, are prohibited without permission from the Area Coordinator.

**Windows**

Each residence hall room is provided with blinds to assure residents privacy. In order to assure that our campus has an aesthetic appearance, windows may not be covered with any sun blocking items such as insulation, foil, etc. Nor can students display posters, signs or other items in their windows.

Jones Hall has a closed window policy while the Air Conditioner or Heater is in use. All windows must remain closed during this time period unless posted differently by the Office of Residential Life.

Nutt Hall windows are to remain closed at all times, as this building is climate controlled.

## Illegal Downloading/File Sharing Violations

*Effective May 15, 2009*

### Procedures & Policies

- Step 1: Legal Counsel notifies Computer Services regarding violation type, IP address and the IP port number. (Port is turned off immediately when notified by legal counsel).
- Step 2: Computer Services links the IP numbers to registered student.
- Step 3: Computer Services sends the student name, room location, student email and classification of the offending student and "material in question" (RIAA notice) and date to Assistant Director/Assistant Dean.
- Step 4: Assistant Director/Assistant Dean verifies room assignment(s) and contacts the student via letter.
- Step 5: Judicial meeting occurs, the following happens:  
A) Office of Residential Life waiver signed (student acknowledges that they have been informed).  
B) Hearing results in finding.
- Step 6: Judicial sanctions:  
1<sup>st</sup> Offense:
- Room port shut off (port stays off until student attends meeting)
    - Minimum of 10 weeks or until end of semester
  - Educational video (from RIAA) viewing & online
  - Educational quiz (due within 1 week)
  - \$75 fine
- 2<sup>nd</sup> Offense:
- Loss of scholarship eligibility
  - Loss of student employment
  - Loss of internet access for the remainder of the semester
- 3<sup>rd</sup> Offense:
- University suspension – 1 full semester
- Step 7: Students are responsible for the removal of any illegally downloaded material. If ATU is notified again of violation and it is the same material, the student will be held accountable for a second offense.
- Step 8: Assistant Director/Assistant Dean notifies Computer Services of the date when the student's port can be re-activated. This cannot happen until the student attends a meeting and signs ResNet Waiver.
- Step 9: Should students wish to discuss the IP port in question and how it is affiliated with them, they are to make arrangements with Computer Services to address this situation.
- Step 10: Written appeals may be made within 5 days from the notice of violation/sanction.

## **TOBACCO-FREE POLICY FOR ARKANSAS TECH UNIVERSITY**

Effective August 1, 2009 use of any tobacco product, including, but not limited to, smoking, dipping, or chewing tobacco is prohibited on campus. This policy shall be enforced by the Arkansas Tech University Department of Public Safety.

"Campus" means all property, including buildings and grounds that are owned or operated by Arkansas Tech University.

"Smoking" as that term is used in this policy means inhaling, exhaling, burning, or carrying any:

- (A) Lighted tobacco product, including cigarettes, cigars, and pipe tobacco; and
- (B) Other lighted combustible plant material.

"Student" as that term is used in this policy means an individual enrolled in a credit or noncredit course at Arkansas Tech University.

### **1. Student discipline**

Students who violate this policy shall be disciplined as follows:

- (a) First Offense — Written warning.
- (b) Second Offense — Six months probation as defined in the Student Code of Conduct.
- (c) Third and subsequent Offenses - \$50.00 fine.

### **2. Employee discipline**

Employees who violate this policy shall be disciplined as follows:

- (a) First offense — written warning
- (b) Second offense — Written reprimand placed in personnel folder
- (c) Third and subsequent Offenses - \$50.00 fine

### **3. Visitors/independent contractor discipline**

Visitors or employees of independent contractors who violate this policy shall be disciplined as follows:

- (a) First offense — written warning
- (b) Second offense — banishment from campus

Students may appeal their sanction pursuant to the terms of the Student Code of Conduct. All others may appeal the sanction imposed pursuant to this policy by submitting a written appeal to the Human Resources Committee within five calendar days of the infraction.

Pursuant to Act 743 of 2009, beginning August 1, 2010, any person who smokes on campus shall in addition to the penalties set forth above, be guilty of a violation and upon conviction in Russellville District Court, shall be punished by a fine of not less than (\$100) one hundred dollars nor more than (\$500) five hundred dollars.

*Smoking Policy May 4, 2009*

## ARKANSAS TECH UNIVERSITY STUDENT CODE OF CONDUCT

In compliance with the Constitution of the State of Arkansas, the Arkansas Tech University Board of Trustees is vested with authority to make regulations and policies, not inconsistent with the laws of the land, for Arkansas Tech University.

Arkansas Tech University is dedicated to learning, to the advancement of knowledge, and to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and student conduct policies that encourage independence and maturity. Each person, as a member of the Tech community, assumes an obligation to obey all rules and regulations made by properly constituted authorities and to preserve faithfully all property provided by the state for her/his education, and to discharge her/his duties as a student with diligence, fidelity, and honor.

### ARTICLE I: DEFINITIONS

- A. The term "**University**" means Arkansas Tech University.
- B. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or graduate studies, and those who attend post-secondary educational institutions other than Arkansas Tech University and who reside in University housing. Persons who are not officially enrolled for a particular term but have a continuing relationship with the University are considered "students."
- C. The term "**faculty member**" means any person hired by the University to conduct classroom activities.
- D. The term "**University official**" includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term "**member of the University community**" includes any person who is a student, faculty member, University official, or any other person employed by the University. A person's status in a particular situation shall be determined by the judicial advisor.
- F. The term "**University premises**" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- G. The term "**organization**" means any number of persons who have complied with the formal requirements for University recognition.
- H. The term "**judicial body**" means any person or persons authorized by the Vice President for Student Services to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- I. The term "**judicial advisor**" means a University official authorized on a case-by-case basis by the Vice President for Student Services to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Services may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member of a judicial body. Nothing shall prevent the Vice President for Student Services from authorizing the same judicial advisor to impose sanctions in all cases.
- J. The term "**appellate authority**" means any person or persons authorized by the Vice President for Student Services to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the judicial advisor.
- K. The term "**shall**" is used in the imperative sense.
- L. The term "**may**" is used in the permissive sense.
- M. The term "**policy**" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Residential Life Handbook, Parking and Traffic Regulations, and Graduate/Undergraduate Catalogs.
- N. The term "**cheating**" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University community.
- O. The term "**plagiarism**" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

## **ARTICLE II: JUDICIAL AUTHORITY**

- A. The Vice President for Student Services is the person designated by the University President to be responsible for the administration of the Student Code.
- B. The Vice President for Student Services shall determine the composition of judicial bodies and determine which judicial body, judicial advisor, and appellate authority shall be authorized to hear each case.
- C. The Vice President for Student Services shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.
- D. Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.
- E. A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

## **ARTICLE III: PROSCRIBED CONDUCT**

### **A. Jurisdiction of the University**

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives.

### **B. Conduct Rules and Regulations**

Any student found to have committed misconduct, included but not limited to the following list, is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any University official, faculty member or office.
  - c. Forgery, alteration, unauthorized use, or misuse of any University document, record, or instrument of identification.
  - d. Tampering with the election of any University-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. This includes sexual and gender harassment that may be described as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions that adversely affect the working or learning environment of others.
4. Stalking, defined as willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.
5. Attempted or actual theft of and/or damage to property of the University, services of the University, or property of a member of the University community, or other personal or public property.
6. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
9. Violation of published University policies, rules or regulations.
10. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
11. Use, possession or distribution of inhalants, narcotic or other controlled substances and paraphernalia, except as expressly permitted by law. The University may notify parents or guardians of students under age 21 who are found to be in violation of this policy.
12. Use, possession, or distribution of alcoholic beverages or public intoxication. The University may notify parents or guardians of students under age 21 who are found to be in violation of this policy.
13. Illegal or unauthorized use, possession, or distribution of firearms, rifles, shotguns, pistols, bows, arrows, explosives (including fireworks), incendiaries, shell-loading equipment or combustible materials for loading, or

any other weapon or dangerous instrumentalities in or on any University owned or University controlled facility or premises.

14. Participation in a campus demonstration that infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
16. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.
17. Failure to promptly meet University related financial obligations after reasonable notice.
18. Use of skateboards on University premises and use of scooters or in-line and roller skates during the published prohibited hours.
19. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
  - e. Use of computing facilities to send messages that adversely affect the University community and/or the pursuit of its objectives.
  - f. Use of computing facilities to interfere with normal operation of the University computing system.

**A complete list of Tech's computer use policies can be found at:**

**<http://cservices.atu.edu/policies.htm>**

20. Abuse of the judicial system, including but not limited to:
  - a. Failure to obey the directions of a judicial body or University official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code.
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
21. Knowingly being present at the commission of a violation and/or exhibiting passive approval and participation.

### **C. Violation of Law and University Discipline**

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed only for grave misconduct that demonstrates flagrant disregard for the University community.
2. University disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such

matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **ARTICLE IV: ADJUDICATION OF STUDENT MISCONDUCT AND APPEALS PROCESS**

##### **A. Judicial Policies**

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President for Student Services for assignment to a judicial advisor. Any charge should be submitted as soon as possible after the event takes place, preferably within 72 hours. Charges that involve academic grievances shall be filed with the Office of the Vice President for Academic Affairs.
2. The judicial advisor appointed by the Vice President for Student Services may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties. When the parties mutually agree and the judicial advisor concurs with the agreement, such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial board or a member thereof.
3. 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. 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. If the accused student fails to respond within 72 hours of notification of charges, the judicial advisor will determine the appropriate judicial process. A time shall be set for a hearing, if necessary, and hearings shall be conducted within a reasonable amount of time.
4. The accused student shall meet with the judicial advisor in a preliminary conference to ensure that the student understands the judicial process and her/his due process rights. Failure to attend the preliminary conference will result in a hearing being scheduled. The accused student may request one change in the date and time of the preliminary conference by requesting it 24 hours prior to the scheduled conference.
  - a. In conjunction with the preliminary conference, the judicial advisor shall offer the accused student an opportunity to informally resolve the alleged violation.
    - i. This will involve a review of the incident and discussion of the possible sanction(s), if the accused student accepts responsibility for the violation.
    - ii. If the student accepts the resolution offered by the judicial advisor, the student and the judicial advisor shall sign and date the informal resolution agreement, which shall include information regarding the violations for which the student has been found responsible and the resulting sanctions.
      1. A student has three class days from the date of signing the informal resolution agreement to reconsider the agreement and request a hearing.
      2. The outcome of an informal resolution cannot be contested after three class days have passed and there is no appeal.
      3. The outcome of a hearing shall replace any agreements made during the informal resolution.
    - iii. If the student does not accept the resolution offered by the judicial advisor, including any resulting sanction, the case will proceed to a hearing.
  - b. A hearing shall be set to occur no less than three (3) nor more than 15 class days after the student has been notified. Time limits for scheduling of hearings may be adjusted at the discretion of the judicial advisor.

##### **B. Hearings**

After reviewing all charges and evidence, the judicial advisor will recommend the appropriate course of action to the Vice President for Student Services. If according to the Vice President for Student Services, the charges have merit and/or they cannot be disposed of administratively by mutual consent of the parties, four (4) courses of action may occur.

1. Charges heard by the Residential Life Conduct Board.
2. Charges heard by the Student Services Conduct Board.
3. Charges heard by the judicial advisor in an Administrative Hearing.
4. Other hearing, determined by the Vice President for Student Services.

#### **Residential Life Conduct Board**

This Conduct Board hears cases involving students who have a housing contract with the Office of Residential Life and are related to the issue of their residence. It is composed of one (1) student from each residential living unit and two (2) Residential Life staff members. Student members are chosen by the Residential Life staff and the staff members are chosen by the Vice President for Student Services. The Residential Life Conduct Board will hear the case and will recommend the appropriate sanction(s) to the Vice President for Student Services.

#### **Student Services Conduct Board**

This Conduct Board hears cases not heard by the Residential Life Conduct Board and cases not heard in an Administrative Hearing or another hearing, as determined by the Vice President for Student Services. One student member is chosen by each of the following groups: Student Government Association, IFC/Panhellenic, and the Residence Hall Association. Three (3) staff members are appointed by the Dean of Students, one of which will serve as the Chairperson for the Conduct Board. The Student Services Conduct Board will hear the case and will recommend the appropriate sanction(s) to the Vice President for Student Services.

#### **Administrative Disciplinary Hearing**

The Administrative Disciplinary Hearing will be conducted by the judicial advisor(s) assigned by the Vice President for Student Services. The judicial advisor(s) will hear the case and will recommend the appropriate sanction(s) to the Vice President for Student Services.

#### **C. Hearing Guidelines**

1. Hearings normally shall be conducted in private.
2. Admission of any person to the hearing who is not a party or potential witness shall be at the discretion of the judicial body and/or the judicial advisor.
3. In hearings involving more than one accused student, the chairperson of the judicial body, in her/his discretion, may permit the hearings concerning each student to be conducted separately.
4. The complainant and the accused have the right to be assisted by any advisor they choose and must notify the judicial advisor who they are bringing 72 hours prior to the hearing. The complainant and/or the accused is responsible for presenting her/his own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
5. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.
6. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
7. All procedural questions are subject to the final decision of the chairperson of the judicial body.
8. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
9. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
10. There shall be a single verbatim record, such as a tape recording, of all hearings before the University Conduct Board. The record shall be the property of the University.
11. Except in the case of a student charged with failing to obey the directions of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
12. All participants are bound to confidentiality in accordance with the federal Family Educational Rights and Privacy Act.

#### **D. Sanctions**

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. **Loss of Privileges** - Suspension or denial of rights and privileges for a designated period of time, including participation in athletic or extracurricular activities.
  - d. **Monetary Fines**
  - e. **Restitution** - Compensation for loss, injury, damage to or misappropriation of University property. This may take the form of appropriate service and/or monetary or material replacement.
  - f. **Discretionary Sanctions** - Work assignments, service to the University, or other related discretionary sanctions (such sanctions must have the prior approval of the judicial advisor). Violations of alcohol/drug policy are subject to completion of Student Education Program on Alcohol and Other Drugs.
  - g. **Holds** - Withholding of grades, right to register for classes, official transcript, and/or degree.
  - h. **Course credit** - Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit.
  - i. **Denial of degree** - University degree may be denied, revoked, and/or a diploma may be withdrawn.
  - j. **Loss of Scholarship** - Scholarships awarded by the University or University-related programs may be partially or fully revoked.
  - k. **Housing Suspension** - Separation of the student from University housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - l. **Housing Expulsion** - Permanent separation of the student from University housing.
  - m. **University Suspension** - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - n. **University Expulsion** - Permanent separation of the student from the University.
  - o. Other penalty as deemed appropriate under the conditions.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's record. Upon graduation and application to the judicial advisor, the student's confidential record may be expunged of disciplinary actions other than University housing expulsion, University suspension, or University expulsion.
4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section D 1, a through f and o.
  - b. **Deactivation** - Loss of all privileges, including University recognition, for a specified period of time.
5. In each case in which a judicial body determines that a student or organization has violated the Student Code, the sanction(s) shall be recommended to the Vice President for Student Services. In cases in which persons other than or in addition to the judicial advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the judicial advisor in determining and imposing sanctions. The Vice President for Student Services is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial advisor shall make a recommendation to the Vice President for Student Services who will advise the accused in writing of the determination and of the sanction(s) imposed, if any.

#### E. **Interim Suspension**

In certain circumstances, the Vice President for Student Services, or designee, may impose a University or residence hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
  - a) to ensure the safety and well-being of members of the University community or preservation of University 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 University.

2. During the interim suspension, students shall be denied access to University housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Services or the judicial advisor may determine to be appropriate.

**F. Appeals**

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused student or complainant to an appellate authority within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or her/his designee. Appeal process for Residential Life Conduct Board and Student Services Conduct Board: For sanctions **not** involving University suspensions of longer than one year or expulsions, appeal is to the Dean of Students, or designee. For sanctions that **do** involve University suspensions of longer than one year, or expulsions, appeal is to the University Conduct Board.

**University Conduct Board:**

This appellate Conduct Board hears appeals that involve University suspension of longer than one (1) year and University expulsion. It is composed of two (2) faculty members, three (3) students, two (2) Student Services staff members, and one (1) non-voting Chairperson. The two (2) faculty members are chosen by the Vice President for Student Services, the three (3) students will be the RHA president, the SGA president, and the IFC or Panhellenic president. The two (2) Student Services staff members are chosen by the Vice President for Student Services. The non-voting Chairperson is the Dean of Students or designee. The University Conduct Board makes a recommendation regarding the appeal to the Vice President for Student Services. The student may appeal this decision, in writing, to the University President.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed was/were appropriate for the violation of the Student Code that the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the appellate authority, the matter may be remanded to the original judicial body and judicial advisor for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).
4. In cases involving appeals by a student accused of violating the Student Code, review of the sanction by the appellate authority may result in modified sanction(s) for the accused student. Following an appeal, the Vice President for Student Services may, upon review of the case, modify the sanctions imposed by the judicial advisor or review board. Sanctions imposed by the Vice President for Student Services, upon review of the case, may be modified by the University President, when appropriate.
5. In cases involving appeals by persons other than students accused of violating the Student Code, the Vice President for Student Services may, upon review of the case, modify the sanctions imposed by the judicial advisor or remand the case to the original judicial body and judicial advisor.

**ARTICLE V: INTERPRETATION AND REVISION**

- A. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Services or his or her designee for final determination.
- B. The Student Code shall be reviewed annually under the direction of the Vice President for Student Services.



**Dear Students,**

As the Coordinator of Intramural and Recreational Sports, I would like to welcome you to Arkansas Tech University. Whether you are a new student or an old face, we are thrilled you have chosen Arkansas Tech to receive your education and help prepare you for life in the real world. It is the goal of our office to see every student, faculty and staff at TECH participating in the Intramural and Recreational Sports program.

Whether it is pounding the road in our annual 5K run, hitting that grand slam in softball or maybe checking out one of our many 'trail worthy' mountain bikes, 'water worthy' kayaks, or camping tents, there are many sports and activities for individuals and teams on both a league and tournament basis. Events are designed to accommodate all skill levels with recreational and competitive leagues offered in most sports. Our emphasis is on positive student development through team effort, collaboration, and sportsmanship. Along with these benefits, participation in Intramural sports should improve one's physical fitness and emotional health.

The Intramural sports program consists of approximately 20 sporting events throughout the fall and spring semesters, along with many other activities to enhance student participation. Our goal is to offer a wide variety of sports and activities with different competitive levels to provide all members of the TECH community opportunity to participate regardless of previous experience or ability.

This Intramural Sports Procedure Handbook seeks to serve an informative and procedural reference for all participants. It is your responsibility to read and comprehend all the rules and regulations which will ensure an enjoyable participation for all. I encourage everyone to participate in some sport or activity throughout the year and come see what all the hype is about. "See what memories you can make."

If we could be of any assistance please contact us through e-mail at [recsports@atu.edu](mailto:recsports@atu.edu).

Sincerely,

Tech Rec Sports Staff

## MISSION STATEMENT

The mission of the Arkansas Tech University Intramural & Recreational Sports department is to provide participation in a variety of sport/recreational related events that help stimulate student learning and personal development while enhancing and improving the quality of life for Arkansas Tech University students, faculty, staff, alumni, and families.

## PURPOSE

The Arkansas Tech University Intramural & Recreational Sports department provides opportunities for a diversified population to recreate, exercise, and socialize through a variety of programs including intramural sports, sport clubs, special events, and open recreation.

## OBJECTIVES

- To provide wholesome and healthy activities for recreation and relaxation from strenuous schoolwork and the rapid pace of modern society for students, faculty, and staff members.
- To provide equipment, facilities, and encourage wholesome participation in a large number of sports activities by students, faculty, and staff members.
- To stimulate an interest in athletics and recreation through a high quality program.
- To provide an opportunity to develop sportsmanship of the highest order.
- To provide an opportunity to learn the important values developed through team spirit and cooperation.
- To provide the opportunity to belong to a group.
- To provide an opportunity to make social contacts and friendships which could not readily be developed in the classroom.
- To provide the opportunity for every student regardless of his/her ability to realize the joy and fun of participation in their favorite sport/activity.

## HOW TO PARTICIPATE

Entry and Roster forms for various sports are available from the Intramural and Recreation Sports website, [www.atu.edu/intramural](http://www.atu.edu/intramural) throughout the semester. Please check the website or Intramural office for when different sports will be offered. Each sport offered will have a deadline for online registration and your team's roster. Online registration usually ends on Wednesday's at 11:59pm with mandatory captain's meetings usually at 4pm on Thursdays. No late entry or rosters forms will be accepted for sports offered. **Note:** All participants competing in any sport or activity will be required to sign a University waiver and release form before they will be allowed to participate.

## CAPTAINS MEETINGS

A team Captains meeting is scheduled before IM play begins. Each team is required to have a representative at the meeting to assure team playing status. The meeting will cover schedules, rescheduling procedures, forfeits, inclement weather procedures, disciplinary action, protests and any special rules. Captains unable to attend or send a representative, must meet with the IM coordinator, prior to the captain's meeting. The team will be automatically ineligible for the playoffs or lose the right to participate if one of the above is not completed.

## SCHEDULES

It is the responsibility of the individual/dual participant or team captain to personally check the IM website or IM office for changes in playing schedules or weather related cancellations.

## FORFEITS AND DEFAULTS

A completed team roster and entry form is the contract a team makes with Intramural Sports to the effect that Intramurals will schedule the team for competition and the team will be there. Please honor that contract. A team

will forfeit a contest if not ready to play within five minutes of the scheduled time or as specified in the individual sport rules, leaves the playing area before the contest is completed or has an ineligible player.

**There will be entry fees for teams participating in certain sports. The money is for the upkeep and the purchase of new equipment, and in some cases rental for playing facilities. If a team forfeits they will be allowed to pay \$15 by noon on the day of their next game and be re-eligible for the playoffs. If a team doesn't pay, then they will remain in the regular season league but will not be eligible for the playoffs. If a team forfeits a second time in the regular season they will be removed from the league and the playoffs, regardless if they paid the \$15 or not.**

### POSTPONEMENTS

Postponements will be made only through the IM Coordinator. A scheduled contest may be postponed only by written agreement of both team captains and the IM Coordinator. A Mutual Postponement form must be completed and filed with the IM office at least 24 hours prior to the start of the scheduled intramural contest.

### PROTESTS

Only team captains can file protests when a rule has been violated which may affect the outcome of the event. The captain must immediately, upon occurrence of a discrepancy, inform the official that he or she wishes to put the game under protest. The captain must file a written letter of protest with the Intramural Coordinator by noon of the next business day explaining the protest. An official's judgment or interpretation of a player's action does not constitute grounds for protest. Eligibility protests may be filed by anyone throughout the season.

### APEALS

Any captain wishing to appeal a ruling made by the IM Coordinator must submit a letter of appeal to the Assistant Dean of Students within 48 hours of the ruling.

### ELIGIBILITY

Eligibility status is the responsibility of each individual and the team captain. All TECH students (enrolled in at least 3 hours of class), faculty and staff with current IDs are eligible to compete in IM sports except as otherwise provided in the rules. **All participants must sign an IM release form before they can participate in any IM sport offered through the Intramural and Recreational Sports department.** Any questions should be referred to the Coordinator of Intramurals. A team will forfeit any contest in which an ineligible player was used.

A person may play on only one women's or men's team or one co-rec team in a given sport. Eligibility is established by being listed on the team roster and on the scorecard when playing for that team. A person who plays for a second team during a sport season is considered ineligible and cannot legally play for either team. Add/Drop Forms are to be used to add or drop players from a team and are available in the IM office. Players must be added to a team prior to noon the day of a contest. No one can be added to a roster after the team has participated in their first game.

Varsity athletes, including red-shirts are ineligible to participate in intramurals in the same or related sport of their specialty for an entire calendar year after team affiliation has ended. Any person that has declared themselves a professional and performed as a professional is ineligible in their sport or similar sport. All teams must have a properly completed team roster on file in the IM office.

The team captain must sign the roster declaring eligibility of all team members and an awareness of the possible penalties for violations of eligibility rules. In order to be eligible for IM playoffs in team sports, a person must be listed on the team roster, must have participated in at least one regular season contest with that team, and signed the IM's Informed Consent form.

### VIOLATIONS

A team with an ineligible player will forfeit any contest in which it used an ineligible player. In addition, the ineligible player and all teams on which he/she participated as such will be dropped from further competition. When eligibility

violations occur during playoffs, the regular season league standings are not affected. Playoff games affected by these violations will not be rescheduled. Falsification of names on the scorecard and/or participation under an assumed name makes an individual and team ineligible. Any player competing under an assumed name will be ineligible for IM participation for one calendar year beginning at the time the discrepancy is first noticed. Because the team captain is responsible for the team, the same sanctions shall apply to him or her. Giving a false name or providing false identification is an illegal offense and all information will be turned over to the proper authorities.

### INJURIES

Participation in the Intramural program is voluntary. Arkansas Tech University and the Department of Intramural and Recreational sports are not liable for injuries sustained during practice for, or participation in any scheduled activity. Participants are advised to have proper medical coverage before participating. If an injury occurs during an IM contest, the supervisor or official will give any assistance possible. If further assistance is needed, the supervisor will summon additional help. A complete report of the injury should be recorded on the proper forms and filed with the Department of Intramural and Recreational Sports.

### SPORTS OFFICIALS

Officials are present at all Intramural activities for the safety and well-being of the IM participants. Officials are there to provide fair and sanctioned play between opponents. Abuse to officials, whether physical or verbal, will not be tolerated. Any participant involved in Intramural or Recreational Sports accused of such actions/abuse will be terminated from IM participation for one calendar year.

Intramural Sports always needs officials. Opportunities include officiating for flag football, basketball, volleyball, softball, soccer, Ultimate Frisbee, Kickball, Dodgeball and other activities. No prior officiating experience is necessary, but knowledge of sports, dependability and a cool head are required. Rules clinics and training sessions are held prior to the start of each sport season. Contact the Intramural Office @ 479-356-2010 or [recsports@atu.edu](mailto:recsports@atu.edu) if interested.

### SPORTSMANSHIP

At Arkansas Tech University and the Intramural and Recreational Sports department, Sportsmanship is vital to the success of each and every program we offer to the University community. Game officials and IM staff have been granted authority to make decisions to warn, penalize, or eject participants for acts of poor sportsmanship.

**\* In instances where an individual(s) is ejected from a contest, a written report will be completed by the IM Coordinator and the individual(s) ejected will be required to meet with the Coordinator before there next scheduled game. Failure to do so, will result in an automatic suspension of playing privileges until such requirement is met.**

### PLAYER CONDUCT

A team is responsible for the actions of individual members and for the spectators directly related to them, before, during and after participation. Teams/Organizations will be responsible for their group's conduct. An individual or team must be able to accept defeat wholesomely without blaming others. The following will be considered evidence of unsportsmanlike conduct:

1. Profanity
2. Unnecessary delay of game
3. Striking or Shoving an opponent or official
4. Arguing with officials or supervisors
5. Derogatory or abusive remarks towards an opponent or official
6. Abuse of equipment
7. Unruly fans
8. Any action in which the intent to physically injure an opponent or show disregard for the rules of the sport or IM staff.

## INDIVIDUAL & TEAM PENALTIES

1. **Disrespect Toward Staff or Officials:** Any individual(s) addressing a staff member or official in an unsportsmanlike or discourteous manner may immediately be disqualified and ejected from the game/event. A second ejection or incident deemed as more severe may result in disqualification from that sport and future sports for the remainder of the semester or entire calendar year.
2. **Disrespect Toward Opponents:** Team members, captains, spectators or coaches displaying unsportsmanlike or disruptive behavior will be ejected from the game. Team captains and individuals may or may not be warned prior to forfeiting a contest.
3. **Shoving/Striking a Staff Member or Official:** This shall result in suspension from all Intramural and Recreational Sports activities for the remainder of the school year or the next academic year in some instances. In some cases, the IM coordinator may choose to ban the participant from play for the duration of that participant's time at Arkansas Tech University.
4. **Fighting:** If the instigator(s) can be identified, they will be suspended from further participation in that sport. More severe instances will result in termination from Intramural and Recreational play. Defense is not an excuse for fighting.
5. **Alcohol:** Alcoholic beverages and drugs are not permitted on or around the playing area. Any person who appears to have been drinking or under the influence of drugs will be asked to leave the premises. The officials assigned to the game or any staff member has the authority to make a decision.
6. **Destruction:** Any person/team that willfully causes damage to equipment or playing area shall assume responsibility for the full cost of repairs or the replacement, and suspension may result.

## EQUIPMENT

Intramural and Recreational sports provide some equipment for team sports. Individual participants are responsible, however, for supplying some necessary equipment for individual/dual sports. Individuals are responsible for use of proper footwear/equipment for all Intramural events.

1. Tennis shoes are required on the ATU tennis courts and racquetball courts.
2. Regulation tennis shoes or basketball non-marking shoes are required to be worn in the gymnasiums.
3. Rubber cleated shoes may be worn on the Intramural fields during outdoor activities. No metal cleats, spikes, or bare feet allowed.
4. Personal athletic equipment may be used provided the equipment meets the approval of the officials or supervisor on duty. The judgment of the coordinator, staff or officials regarding equipment will be final.

## MOUNTAIN BIKES

Mountain Bikes may be checked out for day use, 24 hours, or for weekend use only. To check out a mountain bike, go to the Intramural and Recreational Sports Office located in the University Commons Clubhouse and fill out the correct paperwork. This is only available to students with a valid Arkansas Tech University ID. Only one bike may be checked out at a time

**Any equipment not returned by due date or returned in unsatisfactory condition will require a charge of \$450.00 per mountain bike, \$50.00 per helmet and \$25.00 for all other equipment. A hold will be placed on the student's account that checked out the bike and equipment until the charge is paid for in full.**

## KAYAKS

Kayaks may be checked out for day use, 24 hours, or for weekend use only. To check out a Kayak, go to the Intramural and Recreational Sports Office located in the University Commons Clubhouse and fill out the correct paperwork. This is only available to students with a valid Arkansas Tech University ID. Only one kayak may be checked out at a time. A 48 hour reservation must be placed in person in the Intramural and Recreational Sports Office prior too checkout date.

**Any equipment not returned by due date or returned in unsatisfactory condition will require a charge of \$500.00 per single kayak, \$900.00 per double kayak, and \$60.00 for all other equipment. A hold will be placed on the student's account that checked out the bike and equipment until the charge is paid for in full.**

### **CAMPING TENTS**

Camping tents may be checked out for day use, 24 hours, or for weekend use only. To check out camping tents, go to the Intramural and Recreational Sports Office located in the University Commons Clubhouse and fill out the correct paperwork. This is only available to students with a valid Arkansas Tech University ID. Only one camping tent may be checked out at a time. A 48 hour reservation must be placed in person in the Intramural and Recreational Sports Office prior to checkout date.

**Any equipment not returned by due date or returned in unsatisfactory condition will require a charge of \$300.00 per camping tent. A hold will be placed on the student's account that checked out the tent and equipment until the charge is paid for in full.**

# DEPARTMENTS AND SERVICES

## **HOUSING & RESIDENTIAL LIFE**

Marty Sabolo, Director of Housing

[msabolo@atu.edu](mailto:msabolo@atu.edu)

968-0376

Kevin Solomon, Assistant Director of Housing

[ksolomon@atu.edu](mailto:ksolomon@atu.edu)

968-0376

Aaron Hogan, Assistant Director of Housing Operations

[ahogan@atu.edu](mailto:ahogan@atu.edu)

Wilson Hall Housing Operations Office

356-2060

Gwen Young, Area Coordinator

[gyoung7@atu.edu](mailto:gyoung7@atu.edu)

356-2060

Jeff Hudnall, Area Coordinator

[jhudnall@atu.edu](mailto:jhudnall@atu.edu)

356-2060

Grant Watts, Coordinator of Intramural & Recreational Sports

[gwatts@atu.edu](mailto:gwatts@atu.edu)

University Commons 001

356-2010

## **STUDENT SERVICES**

Dr. Gary Biller, Vice President for Student Services

[gbiller@atu.edu](mailto:gbiller@atu.edu)

Doc Bryan Student Center #202

968-0238

Dr. Jerry Forbes, Dean of Students

[gforbes@atu.edu](mailto:gforbes@atu.edu)

Pete Kelly, Director of Evening Programins

[pkelly@atu.edu](mailto:pkelly@atu.edu)

Matt Hauger, Director of Retention Services

[mhauger@atu.edu](mailto:mhauger@atu.edu)

Dr. Larry Root, Director of Student Development

[lroot@atu.edu](mailto:lroot@atu.edu)

## **ADMISSIONS OFFICE AND STUDENT RECRUITMENT**

Alisa Waniewski, Coordinator of Recruitment & Scholarships

[alisa.waniewski@atu.edu](mailto:alisa.waniewski@atu.edu)

Doc Bryan Student Center #141

968-0343

## **BOOKSTORE**

Gail Vaughan, Bookstore Manager

[gail.vaughan@atu.edu](mailto:gail.vaughan@atu.edu)

968-0255

## **COUNSELING SERVICES**

Valerie Breashears, Personal Counselor

[vbreashears@atu.edu](mailto:vbreashears@atu.edu)

968-0276

**DISABILITY & TESTING CENTER**

Dr. Carolyn Crawford, Director  
[ccrawford@atu.edu](mailto:ccrawford@atu.edu)  
Bryan Hall #103  
968-0302

**FINANCIAL AID**

Shirley Goines, Director  
[shirley.goines@atu.edu](mailto:shirley.goines@atu.edu)  
Doc Bryan Student Center #117  
968-0399

**FOOD SERVICE**

Jerry Stills, Director  
Chambers Cafeteria  
968-0262

**GREEK LIFE**

Cindy Tesch, Coordinator of Greek Life and Student Organizations  
[ctesch1@atu.edu](mailto:ctesch1@atu.edu)  
Doc Bryan Bldg.  
968-0276

**HEALTH & WELLNESS CENTER**

Rita Woolf, Director  
[rwoolf@atu.edu](mailto:rwoolf@atu.edu)  
Dean Hall #126  
968-0329

**INTERNATIONAL STUDENT SERVICES**

Amy Pennington, Director  
[apennington@atu.edu](mailto:apennington@atu.edu)  
968-0832

**NORMAN CAREER SERVICES CENTER**

Dr. David Boop, Director  
[dboop@atu.edu](mailto:dboop@atu.edu)  
Doc Bryan Student Center #211  
968-0278

**PUBLIC SAFETY**

Steve Lawrence, Director  
[slawrence@atu.edu](mailto:slawrence@atu.edu)  
Office of Public Safety  
968-0222

**REGISTRAR'S OFFICE**

Tammy Rhodes, Registrar  
[trhodes@atu.edu](mailto:trhodes@atu.edu)  
Doc Bryan Student Center #153  
968-0272

**STUDENT ACCOUNTS OFFICE/STUDENT ID CARD**

Marilyn Johnson, Director  
[mjohnson@atu.edu](mailto:mjohnson@atu.edu)  
Doc Bryan Student Center #133  
968-0271