## Mission of the University  

### Concurrent Enrollment  

- Eligibility Requirements for Concurrent Enrollment  
- Concurrent Student privileges  
- Syllabi  
- Transcript Requests  
- Grades  
- Academic Standing  
- Change of Address and Name  
- Add Drop Procedure  
- Transferability of Courses  
- Paying for Concurrent Classes  
- Assessment  

## Directory Information  

## Family Educational Rights and Privacy Act  

## Departments and Services  

- Student Services and University Relations  
- Academic Affairs  
- Administration and Finance  
- Development  
- Governmental Relations  
- Affirmative Action  
- Bookstore  
- Career Services, Norman Career Services  
- Counseling Services  
- Computer Services, Campus Support Center  
- Disability Services  
- Health and Wellness Center  
- International and Multicultural Student Services  
- Library, Ross Pendergraft Library and Technology Center (RPL)  
- Registrar’s Office  
- Student Accounts Office  
- Tutoring Services  
- Safety, Security and Traffic  

## Student Code of Conduct  

- Preface  
- Definitions  
- Student Code of Conduct Authority
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Conduct Expectations</td>
<td>19</td>
</tr>
<tr>
<td>Jurisdiction of the University</td>
<td>19</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>19</td>
</tr>
<tr>
<td>Sexual Misconduct Policy</td>
<td>22</td>
</tr>
<tr>
<td>Off-Campus Conduct</td>
<td>23</td>
</tr>
<tr>
<td>Adjudication of Student Misconduct and Appeals Process</td>
<td>23</td>
</tr>
<tr>
<td>Filing Complaints</td>
<td>23</td>
</tr>
<tr>
<td>Preliminary Conference</td>
<td>23</td>
</tr>
<tr>
<td>Formal Hearing</td>
<td>24</td>
</tr>
<tr>
<td>Sanctions</td>
<td>25</td>
</tr>
<tr>
<td>Interim Suspension</td>
<td>26</td>
</tr>
<tr>
<td>Appeals</td>
<td>26</td>
</tr>
<tr>
<td>Classroom Provisions</td>
<td>27</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>27</td>
</tr>
<tr>
<td>Class Absences</td>
<td>27</td>
</tr>
<tr>
<td>Student Academic Grievance Procedure</td>
<td>27</td>
</tr>
<tr>
<td>Academic Conduct Policies</td>
<td>28</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>29</td>
</tr>
<tr>
<td>Academic Misconduct</td>
<td>29</td>
</tr>
<tr>
<td>Policies</td>
<td>30</td>
</tr>
<tr>
<td>Communications Privacy Policy</td>
<td>30</td>
</tr>
<tr>
<td>Consensual Relations Policy</td>
<td>31</td>
</tr>
<tr>
<td>Affirmative Action Policy</td>
<td>31</td>
</tr>
<tr>
<td>Complaints</td>
<td>31</td>
</tr>
<tr>
<td>Tobacco-Free Policy</td>
<td>32</td>
</tr>
<tr>
<td>Bicycles, Skates, and Skateboards Policy</td>
<td>33</td>
</tr>
<tr>
<td>Campus Facilities</td>
<td>33</td>
</tr>
<tr>
<td>Chambers Cafeteria and Baswell Techionary</td>
<td>33</td>
</tr>
<tr>
<td>Doc Bryan Student Services Center</td>
<td>34</td>
</tr>
<tr>
<td>Hull Building</td>
<td>34</td>
</tr>
<tr>
<td>Young Building</td>
<td>35</td>
</tr>
<tr>
<td>Application Procedures</td>
<td>36</td>
</tr>
<tr>
<td>ONETECH Guide</td>
<td>46</td>
</tr>
</tbody>
</table>
**Mission of the University**
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.

**Concurrent Enrollment**
Office of Admissions  
Jessica Brock, Coordinator of Concurrent Enrollment  
479-356-2188  
jbrock15@atu.edu

Students may receive college credit from Arkansas Tech University while concurrently receiving high school credit for the same course if approved by the student’s high school.

**Eligibility Requirements for Concurrent Enrollment**
- Complete eighth grade at a public high school or accredited nonpublic secondary school.
- Each student must meet admission requirements of a minimum subcomposite ACT score of 19 or equivalent test score in reading. Math, English, and science classes require an additional minimum subcomposite ACT score of 19 or equivalent test score in the respective subject area.
- Have a cumulative high school GPA of 2.0 or greater on a 4.0 scale.
- Approval of legal guardian and secondary school official.

**Concurrent Student privileges**
Concurrently enrolled students are granted the same responsibility and privileges of full-time Tech students. Concurrent students are not only able to participate in Tech events, but are encouraged to do so. With a valid Tech ID, students will have access to the university library, be able to attend athletic events, free movie nights, utilize campus resources etc. They will also be provided the opportunity for academic guidance counseling via the university’s Admissions Office. Students who are added to this program will automatically be added to the university’s recruitment database.

**Syllabi**
Course syllabi that have been approved by the university’s respective department heads will be given to each student at the beginning of the semester.

**Transcript Requests**
To obtain a transcript, go to the Registrar’s Office, write a letter asking that a transcript be sent, email the Registrar’s Office from a valid Tech email or complete a printable form via http://www.atu.edu/registrar/transcrip.shtml. Bring an official picture ID if you pick up your transcript in person. Transcripts are available at no charge.

**Grades**
Final grades are reported to the Registrar’s Office at the end of the semester. Midterm grades are reported for freshman and sophomore students only. A final grade of “I” may be recorded for a student who has not completed all the requirements of a course only in situations where the student has an illness or other circumstances beyond the student’s control, and has completed seventy-five percent of the course requirements provided work already completed is of passing quality. If a grade of “I” is assigned, the instructor will set a reasonable time limit within the following semester in which the work must be completed.  
Beginning the first summer term, 1990, and thereafter, a grade of “I” will not be computed in the grade point average for the semester recorded; however, the “I” will be automatically changed to a grade of “F” for grade and grade point purposes at the end of the next regular semester (fall or spring) unless course requirements are completed and the final grade is reported before the end of the semester. A grade of “I” recorded prior to the first summer term, 1990, will be computed as an “F” for grade point purposes.  
No grade other than “I” may be changed after it is recorded except if an instructor finds that a grade has been erroneously recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Vice President for Academic Affairs. Grade points are awarded on the basis of: A, 4 points; B, 3 points;
C, 2 points; D, 1 point; F, 0 points. Concurrent course grades for high school students must be recorded permanently on the college/university transcript.

**Academic Standing**
Students will be placed on academic probation whenever their semester grade point falls below 2.00 unless the cumulative grade point is 2.00 or higher. These criteria also apply to entering transfer students. Removal of probation will be accomplished by raising the cumulative grade point to 2.00 or higher. Freshmen students, who in a probationary semester fail to remove themselves, will continue on probation for the following semester. Sophomore, junior, and senior students who in a probationary semester fail to remove themselves but achieve a 1.75 semester grade point will continue on probation for the following semester unless the academic suspension policy applies.

**Change of Address and Name**
Students are required to notify the University of any address changes immediately. Address changes can be made online from within the OneTech portal at https://onetech.atu.edu, or by visiting the Registrar’s Office with a valid photo ID. A student wishing to change his or her name must submit to the Registrar’s Office a completed Name Change form along with legal documentation indicating his or her new name such as a marriage license, divorce decree, Social Security card or updated driver’s license.

**Add Drop Procedure**
In order to drop a class, a student must complete the concurrent drop form from their high school counselor. This form must be signed by a school official and then sent to Jessica Brock, the Coordinator of Concurrent Enrollment. Students will not be charged for adding or dropping classes. However, students who incur other non-course related charges (i.e. library fines) will be responsible for those charges.

**Transferability of Courses**
Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements per the Arkansas Course Transfer System (ACTS). ACTS contains information about the transferability of courses within Arkansas public colleges and universities. Students may complete specified General Education courses anywhere in the public system. For more information about the ACTS program, visit http://acts.adhe.edu/.

**Paying for Concurrent Classes**
Students will be admitted by Tech as non-degree seeking and are not eligible for federal financial aid. A discounted tuition rate is available for concurrently enrolled students taking courses on the main campus. Concurrently enrolled students taking courses on their high school campus should contact their high school for tuition and fee information. Concurrent students may apply for the DeHaven Family Annual Scholarship. Information regarding this scholarship may be found online under Foundation General Scholarships.

**Assessment**
All students are required to evaluate their concurrent course and instructor by the end of the semester in which they complete the course. Students will be given ample time to evaluate their experience via online resources provided by Tech.

**Directory Information**
Directory information at Arkansas Tech University consists of the student’s name, hometown, electronic mail address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received. This information may be made available upon request to members of the general public. If a student wishes for this information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify Susie Nicholson, Vice President for Student Services and University Relations at snicholson@atu.edu or 479-968-0238.
(1) Dates of attendance means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student’s attendance at an educational agency or institution.

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of educational records containing information directly related to a presently enrolled student, a former student or alumni. The institution, according to the Act, may make public “directory information” about a student, i.e., student’s name, hometown, electronic mail address, major field of study, enrollment status (undergraduate, graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received.

A request to suppress from public distribution the above mentioned information must be made in writing to the Vice President for Student Services and University Relations, Susie Nicholson at snicholson@atu.edu. This request will remain in effect until rescinded in writing by the student. Further information about the Family Educational Rights and Privacy Act of 1974 may be obtained from the Office of the Vice President for Student Services and University Relations, Doc Bryan Student Services Center, Suite 202, or by calling 479-968-0238.

**Departments and Services**

The services and programs described in the Student Handbook are provided to enhance student learning and personal development of all Tech students. Administrative responsibility for these services and programs is guided by the following administrative personnel:

**Student Services and University Relations**
Susie Nicholson, Vice President for Student Services and University Relations
Doc Bryan Student Services Center, Room 202
479-968-0238
snicholson@atu.edu

**Academic Affairs**
Dr. John Watson, Vice President for Academic Affairs
Administration Building, Room 202
479-968-0319
jwwatson@atu.edu

**Administration and Finance**
David Moseley, Senior Vice President for Administration and Finance
Administration Building, Room 207
479-968-0301
dmoseley@atu.edu

**Development**
Jayne Jones, Vice President for Development
Administration Building, Room 209
479-498-6076
jjones@atu.edu

**Affirmative Action**
Administration Building, Suite 212
479-498-6020
Jennifer Fleming, Affirmative Action Officer
jfleming@atu.edu
http://www.atu.edu/affaction/

The mission of the Arkansas Tech University Affirmative Action Office is to provide guidance and support for Arkansas Tech University’s efforts to achieve an education and work environment that is in compliance
with both state and federal law and that is diverse in race, ethnicity, interests and abilities. The Affirmative Action office will monitor implementation of equal opportunity, affirmative action, sexual harassment and non-discrimination policies through compliance activities including education and training of Tech faculty and staff.

**Bookstore**
Young Building
479-968-0255
Gail Vaughan, Bookstore Manager
bvaughan@atu.edu
http://www.atu.edu/bookstore/

The Tech Bookstore, located in the Young Building, carries many educational items including reference books, lab manuals, workbooks, calculators, computer software and all required and optional textbooks. The Tech Bookstore also rents over 300 textbook titles. In addition to the above items the Tech Bookstore carries insignia items, sportswear, greeting cards, school supplies, art supplies, a wide selection of backpacks and food and drink items.

**Before buying books**
Remember the responsibility for selecting the correct books for courses lies with the student. Assistance is available upon request. A Tech student ID is required when purchasing books.

**After buying books**
Remember do not write your name in your new books until you are sure the books you bought are the correct and required books for your course(s). Writing in a new book reduces the value to a used-book price. Once you are sure you are keeping your book, write your name in it somewhere so you can identify it if stolen.

**Textbook pricing**
New textbooks are priced at the publisher’s list price. Any discounts the Tech Bookstore may receive from publishers are passed on to the students. Used books are priced at seventy percent of the new list price. The Tech Bookstore strives to acquire all of the used books possible prior to the beginning of each semester.

**Return policy**
You are eligible for a full refund on new, used or rented textbooks until the end of the 3rd class day. The following conditions apply:
1. You must have your cash register receipt and Tech student ID.
2. Your new textbooks must be returned in brand new, clean condition with no bent corners or water damage. Wrapped textbooks must be UNOPENED. Returns are not allowed on study guides, workbooks, CliffsNotes, reference books, dictionaries, etc.

Additional time for refunds will be given to students who drop a class or withdraw from school. Dates will be posted each semester. The following conditions apply:
1. You must have your cash register receipt, Tech student ID and drop slip.
2. Your new textbooks must be returned in brand new, clean condition with no bent corners or water damage. Wrapped textbooks must be UNOPENED. The manager reserves the right to make the decision on the condition or salability of the merchandise. There is a waiting period for refunds when payment is made by check. Check store for details. Due to limited cash availability in the Tech Bookstore, refunds of $200 or more will be disbursed through the Student Accounts office.

**Buy-back policy**
Book buy-back is held during final exam week of the fall and spring semesters and the last day of each summer term. Textbooks will be worth 50% of the new price if the Tech Bookstore has received a request from the instructor stating those textbooks are being used for the following semester, if the textbooks are in good condition and if the Tech Bookstore is not currently overstocked. Wholesale market value will be paid on current editions not used or needed for the following semester. We now offer every day buy-back from
noon until 4 pm. A current Tech student ID is required to sell books back. The Tech Bookstore does not guarantee the buy-back of any textbooks at any time.

**Career Services, Norman Career Services**
Doc Bryan Student Services Center, Suite 229
479-968-0278
Dana Tribble, Director Career Services
Dtribble3@atu.edu
http://www.atu.edu/career/

Norman Career Services exists to provide guidance and services to current students and alumni of the University. The mission of Norman Career Services is to assist students and alumni in discovering their career potential and the education and professionalism necessary to fulfill their career goals. Activities and programs offered by Norman Career Services improve the skills necessary for professional career development and effective job search techniques. For assistance with cover letters, resumes, interviewing skills, professional dress and etiquette, career counseling and assessments, job search assistance and career fairs please visit our office in Doc Bryan Student Services Center, Suite 229, call 479-968-0278 or visit our website at http://www.atu.edu/career.

**Counseling Services**
Health and Wellness Center, Dean Hall 126
479-968-0329
Kristy Davis, LPC, Associate Dean for Student Wellness
Kdavis51@atu.edu
http://www.atu.edu/eslcenter/

The mission of Counseling Services is to nurture and facilitate the personal and academic development of students through the provision of confidential personal counseling services in a safe and professional environment, through prevention and educational programming focused on healthy and effective behavior patterns and lifestyles and by our involvement and presence in peer education and advocacy, program development and support.

Individual, group and couples counseling services are provided to students depending on their needs as assessed by the counselor. The counseling services are provided to students at no charge. Counseling is offered on a short-term basis. If a student needs further counseling beyond the scope of Tech Counseling Services, a referral to a local counselor will be provided. Counseling and/or assessment received outside of Tech Counseling Services will be at the expense of the student.

All communications between the counselor and client, including counseling records, are confidential and are not released without the signed consent of the client. Counseling records are not part of the University record and no one outside Counseling Services has access to these records. There are some exceptions to confidentiality which will be explained during the first counseling session.

It is preferred that students seek services by scheduling an appointment with a counselor. All sessions will be scheduled in hourly increments and will last approximately 50 minutes. The Administrative Assistant will collaborate with the student to schedule the appointment at a time that coordinates both with the student and counselor schedule.

Counseling Services is located in the Health and Wellness Center in Dean Hall 126. Office hours are Monday-Friday, 8 am – 5 pm, twelve months per year excluding official University holidays. The University community may contact the office by calling 479-968-0329.

**Computer Services, Campus Support Center**
Ross Pendergraft Library and Technology Center (RPL), Room 150
479-968-0646

tech.support@atu.edu
Computer Labs
The microcomputer labs in RPL are equipped with Windows desktops which are connected to the high speed campus network. This environment provides software for student use in a wide variety of classes offered by the University.

The RPL Technology Center on the third floor has been designated as the primary open access labs for students. These labs are open during regular RPL hours. RPL hours can be found at http://library.atu.edu. There are also additional computers available on the first and second floors of RPL. Other open labs are available in Witherspoon Hall, Williamson, Hull, Rothwell and Crabaugh. Software that is available for student use includes word processing, spreadsheets, databases, compilers, graphic programs, statistics and a variety of others.

Internet Access
Wireless access is available in all academic buildings. Access is available for all students to the Internet through our high-speed connection to ARE-ON (Arkansas Research and Educational Optical Network). All students are assigned a User ID (OneTech ID) and password which must be used to access the computers providing a variety of network services, including electronic mail, laser printing, web browsing, Telnet, FTP and server based user storage.

Computer Use Policies
Tech computer use policies, guidelines and other information concerning computing at Tech can be found at http://cservices.atu.edu.

Computer Assistance
You can receive assistance with computer related problems from the Campus Support Center located in room 150 of RPL. The Campus Support Center is open 24 hours a day excluding holidays. Please note that from Midnight until 7 am, there will only be telephone and email support available. The Campus Support Center can be reached by calling 479-968-0646 or 866-400-8022, or by sending email to tech.support@atu.edu.

Disability Services
Doc Bryan, Suite 171
479-968-0302
Liz Davis-Means, Director of University Testing and Disability Services
emeans@atu.edu
http://www.atu.edu/disabilities

Students will follow the accommodations that have already been agreed upon in their IEP plan or 504 plan at their respective high schools.

Health and Wellness Center
Dean Hall 126
479-968-0329
hwc@atu.edu
Becky Gray, APN, Health Services Director
http://www.atu.edu/hwc/

All Arkansas Tech University students are eligible to use the services of the Health and Wellness Center (HWC). The HWC does not intend to replace the student’s primary care physician but to provide the services necessary to maintain and restore the student’s health. Services provided are designed to help students maintain their health through education and prevention and to restore their health when necessary by treatment of illness, injury or stress.

The HWC is staffed by an Advanced Practice Nurse (APN), a Registered Nurse (RN), Licensed Professional Counselors (LPC) and an Administrative Assistant. The hours of operation are 8 am to 5 pm Monday-Friday. The HWC provides confidential information and services. The nursing staff treats minor injuries and illnesses, dispenses nonprescription medication, provides health education and provides
prescriptions as necessary. If the nursing staff is unable to treat a student, a referral to a local healthcare provider is arranged. The counseling staff provides individual, couples and group counseling (see Counseling Services for more information). There is no additional charge beyond the health services fee for most services within the HWC.

A list of additional charges can be provided at the HWC.

Charges from outside health care providers are not covered by the HWC; therefore, students are encouraged to purchase health insurance. Information on Tech’s student insurance policy is available at the HWC or online at www.macori.com.

**International and Multicultural Student Services**

Tomlinson Building, Room 29
479-964-0832
Yasushi Onodera, Director
yonodera@atu.edu
http://www.atu.edu/imssso
http://www.facebook.com/ArkansasTechIMSSO

The Office of International and Multicultural Student Services is dedicated to providing student support services which enhance the college experience for international and multicultural students. Programs and activities are designed to encourage the intellectual and social development of students by providing opportunities for cross-cultural interaction. The achievement of academic excellence and the development of sensitivity, understanding, and appreciation of cultural diversity throughout the campus community provide the foundation for all support services.

Tech is home to students from over 35 countries worldwide as well as 40 states within the U.S. The IMSSO provides many opportunities for student involvement for both American and international students. Programs such as Global Connect provide opportunities for American students to mentor new international students from a variety of countries. Student organizations such as the Chinese Student Association, Indian Student Association, Saudi Arabian Student Association as well as others allow students to meet and interact with people from all over the world and from a variety of backgrounds within the U.S. To find out more about how you can get involved, please visit the website or Facebook page.

**Library, Ross Pendergraft Library and Technology Center (RPL)**

RPL 100
479-964-0569
Brent Etzel, Library Director
askalibrarian@atu.edu
http://library.atu.edu/

The Ross Pendergraft Library and Technology Center opened in June 1999. The facility is an architectural landmark which signaled a new era of library service at Tech. Some of its features are group study rooms of various sizes; more than 130 general use computer workstations configured for a variety of student needs; networked access to databases and electronic reference resources; a reference desk dedicated to assistance and instruction in information search and retrieval processes; two help desks for technology-related problems; a distance learning classroom; a large conference room equipped with audiovisual support; instructional computer labs; a music/multimedia computer lab; a first floor copy center plus additional copiers throughout; networked printing with 200 free pages per semester for students; access to the campus wireless network from almost anywhere with your own portable computer; comfortable reading areas with great views; and well-designed furniture throughout the building’s open floor plan.

The library houses more than 1,200,000 items for use by the University community. Included in this number are book and periodical volumes, microforms, government documents, and multimedia titles. The Library subscribes to over 600 periodicals in print, as well as many databases and thousands of e-journals. Books are loaned for four weeks and may be renewed twice. DVD’s may be borrowed for three (3) days. Periodicals, microforms, and reference books do not circulate. Fines for overdue materials are 25 cents per day per item, or 25 cents per hour for reserves.
The library is a member of AMIGOS/OCLC, a regional broker of international bibliographic data and information services. The library’s catalog is accessible at any networked workstation, through the Tech homepage, and over the Internet. Assistance in the retrieval and use of materials is provided by professional librarians, supported by paraprofessional staff and a number of part-time employees. Materials not available in the library may be requested through our interlibrary loan system, normally at no charge. An interlibrary loan form and other services are accessible through the library web page at http://library.atu.edu/. Concurrent students have access to all the Tech library databases and online journal subscriptions, which they may need to learn to navigate as part of their course requirements. Students can access these databases by using their OneTech email I.D.s and passwords.

Library Hours
Monday - Thursday 7:00 am - 12:00 am
Friday 7:00 am - 6:00 pm
Saturday 10:00 am - 6:00 pm
Sunday 2:00 pm - 12:00 am

Registrar’s Office
Doc Bryan Student Services Center, Suite 153
479-968-0272
Tammy Weaver, Registrar
tweaver@atu.edu
http://www.atu.edu/registrar/

The Registrar’s Office maintains the schedule of courses and provides official copies of academic transcripts. The office is open Monday-Friday from 8 am - 5 pm except on Thursday when the office closes at 4 pm.

Student Accounts Office
Doc Bryan Student Services Center, Room 133
479-968-0271
Marilyn Johnson, Business Manager
mjohnson@atu.edu
http://stuaccts.atu.edu

The Student Accounts Office provides a number of financial services to students.

Check-Cashing Policy
Students cashing checks in the Student Accounts Office are required to show their Tech ID’s and are limited to $50 per day. Personal checks and third-party checks from immediate family, guardians, food service, state/federal government or Tech are accepted. Returned checks, including third-party checks, will be charged back to the student’s account along with a service charge of $10. Upon receipt of a second returned check on any student, the privilege of cashing checks will be revoked. Universal check forms, counter checks, or altered check forms are not acceptable under Federal Reserve Bank regulations.

Check Policy
Tech does not accept personal checks unless the check has the student’s identification number on it. If the University receives a check that does not have a student identification number, the University may write the student identification number on the check before accepting it. The University considers payment of an obligation by check as implied consent by the student for the University to write the student identification number on the check and to disclose the information on the check to third parties, such as the University’s bank, a clearinghouse or the student’s bank.

Identification Cards
The Student Accounts Office issues identification cards bearing individual photographs to all students for use throughout their academic careers at Tech. The ID card permits admission to University-sponsored events and Tech Fit. A valid ID card is required to access most buildings during evening and weekend
hours of operations. ID cards are validated at the beginning of each semester upon financial settlement. A $25 fee is assessed for the replacement of lost or damaged cards which are obtained at the Student Accounts Office. The ID card should be carried at all times. Upon withdrawal from the University, ID cards are surrendered at the Student Accounts Office.

In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative. A person may be asked to present the ID card. If any person refuses or fails upon request to present the ID card, and it appears reasonable that the person has no legitimate reason to be on the campus or in the facility, the person will be asked to leave the campus or facility.

Any person who alters or intentionally mutilates an ID card, or who allows another to use his or her ID card will be subject to discipline.

An ID card is subject to confiscation by a representative of the University when acting in performance of his or her duty if:

a. the ID card is in the possession of an individual other than the person to whom the ID card was issued and this person is attempting to use the ID card to represent him or herself as a registered student; or

b. the ID card is presented by the person to whom it was issued but it is not valid for the current term of registration, and the individual uses the ID in an attempt to access university services for duly registered students.

**Tutoring Services**

Doc Bryan Student Services Center, Suite 233  
479-968-0249  
Dr. Elishia Heiden, Assistant Dean for Student Success  
eheiden@atu.edu  
http://www.atu.edu/studentsuccess/TUTOR2010.php

Arkansas Tech University offers a wide-range of academic help labs that provide free, one-on one tutoring each fall and spring. The Doc Bryan Tutoring Center is located in Doc Bryan 247. Our tutors receive training and must meet a GPA and class standing requirement. Academic tutoring areas include: Math, English, Chemistry, Biology, Physical Science, Physics, US History and World Civilization. Tutoring sessions vary per academic area but are available during daytime and evening hours.

**Safety, Security and Traffic**

Department of Public Safety  
479-968-0222  
Chief Joshua McMillian, Director of Public Safety  
dps@atu.edu  
http://www.atu.edu/psafe

The Arkansas Tech University Department of Public Safety (DPS) is charged with maintaining order, enforcing the rules and regulations of the University and providing safety education and training for students. Responsibilities include such duties as patrolling the campus, enforcing parking and traffic regulations, investigating accidents and reported incidents, hosting educational programs and providing security for the University. The police officers employed by DPS have the same investigative and arrest authorities as any city, county or state law enforcement agency.

DPS police officer(s) are on duty 24 hours a day. A police officer can be reached either by calling the Department of Public Safety at 479-968-0222 or by coming to the DPS office at 1508 N Boulder Avenue. In the case of emergency, call 911. A person calling 911 should give his or her name, location, nature of the problem and request that a Tech police officer be dispatched to his or her location.

**Reporting Emergencies and Crimes**

To report an emergency, call 911. The Department of Public Safety maintains direct radio contact with the Pope County 911 Communications Center and local law enforcement agencies. To report a nonemergency crime, call or come to the DPS office.
Emergency Alerts
Arkansas Tech University has developed the Campus Emergency and Outreach Notification (CEON) system to communicate important messages with members of the campus community. Emergency messages will be sent out via text messaging and phone calls in the event of a situation that poses an immediate threat to the life safety of campus. Outreach messages will be utilized in less urgent, but still important, situations. These include winter weather closings. In order to receive these important communications, members of the Arkansas Tech community must register for CEON. Information on how to register is located at this website, https://support.atu.edu/link/portal/16084/16101/Article-Folder/59/CEON.

Crime Prevention
Tech’s crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and the security of others. Educational programs regarding campus crime and emergency procedures are conducted in residence halls at the beginning of the fall semester and periodically during the year. These programs, facilitated by student staff members, may include DPS police officers or other guest speakers. Through programs such as these, students and employees are reminded to follow these preventative procedures:
- Do report all crimes and/or suspicious activities to the Department of Public Safety.
- Do protect personal property such as cell phones, iPads, laptop computers and other valuable belongings by marking them with an identification number.
- Do record all serial #s and brand names.
- Do lock car doors at all times.
- Do walk in well-lighted areas at night.
- Do not walk alone at night.
- Do not leave books, jewelry, purses, wallets, cell phones, textbooks, backpacks or other valuables unattended.

Annual Crime Statistics
Crime statistics for the three (3) most recent years can be found in the Tech Campus Security Report at http://www.atu.edu/securityact/.

Traffic Regulations
A brochure listing traffic regulations is distributed at the time of hang tag purchase and additional copies are available from the Department of Public Safety.

Disabled Parking
Arkansas Traffic Law Manual section 27-15-304 states, “Any vehicle found to be parked in an area designated for the exclusive use of any person with a disability, including the access aisle, on which is not displayed a special license plate, a special certificate or an official designation of another state as authorized or which is found to be parked in an area designated for the exclusive use of any person with a disability, if operated by a person who is not a person with a disability while not being used for the actual transporting of a person with a disability shall be subject to impoundment by the appropriate law enforcement agency. In addition thereto, the owner of the vehicle shall upon conviction be subject to a fine of not less than one hundred dollars ($100) nor more than five hundred dollars ($500) for the first offense and not less than two hundred fifty dollars ($250) nor more than one thousand dollars ($1,000) for the second and subsequent offenses, plus applicable towing, impoundment, and related fees as well as court costs.” Disabled parking decals can be obtained at the Revenue Office, located at 105 South Rochester in Russellville. Decals can be used by persons who are temporarily or permanently disabled and can be used anywhere in the state of Arkansas. A statement from a physician is necessary to obtain the decal.

Traffic and Parking Committee
The Traffic and Parking Committee reviews and conducts hearings on all appeals concerning traffic tickets, informs students of changes in policies and regulations and recommends methods of improving traffic and parking conditions on campus.
The committee is composed of the following persons:
1. No more than three (3) students appointed by the Student Government Association President.
2. One (1) representative from the Department of Public Safety.
3. One (1) representative from the Student Services Office.
4. Two (2) representatives from RHA.

The Traffic and Parking Committee will meet regularly at announced times to hear appeals on tickets. Appeals on tickets must be filed in writing with the Department of Public Safety within 3 business days upon receipt of a ticket.

Students must appear before the Traffic and Parking Committee to speak on their own behalf when they believe the police officer did not follow the applicable parking regulations in issuing a ticket. The decisions of the Traffic and Parking Committee are final. Students may also go before the Traffic and Parking Committee with materials concerning any other traffic and parking-related problems.

Tech reserves the right to restrict or revoke the use of an automobile to any student if the use of that vehicle is thought to be detrimental to the academic achievement of the student or if the student has abused the privilege of operating a vehicle on or off campus.

Drug-Free Schools and Communities Policy
This policy is mandated by and complies with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Standards of Conduct
Arkansas Tech University is committed to the maintenance of a drug and alcohol free work place and to a standard of conduct for employees and students that discourages the unlawful possession, use or distribution of controlled substances and alcohol on its property or as a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture or distribution of controlled substances or alcohol by students or employees on property of the University or as a part of any of the University’s activities is expressly prohibited.

Disciplinary Sanctions
Students violating the University policy on alcohol or other drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. Any employee violating any criminal drug statute while in the work place will be subject to discipline up to and including termination. The University may notify parents or guardians of students under age 21 who are found to be in violation of the drug or alcohol policies as set forth in the Student

Code of Conduct Legal Sanctions
The following legal sanctions, at a minimum, may occur for violation of local, state, or federal laws:

Underage DUI Law
The State of Arkansas’ “Underage DUI (Driving Under the Influence) Law” (Act 863) makes it an offense for a person under the age of 21 with a blood alcohol content of .02 or higher (approximately one can of beer, one glass of wine, or one drink of hard liquor) to operate a motorized vehicle. Penalties for a first offense can result in (1) suspension of driver’s license for not less than 90 days; (2) a fine of no less than $100 nor more than $500; (3) assignment to public service work; and/or (4) completion of an alcohol and driving education program.

Driving While Intoxicated
A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated. Penalties for such offense may include (1) suspension of license for 120 days for the first offense with a blood alcohol content of at least .08; suspension of 180 days for the first offense with a blood alcohol content of .15 or more; suspension for 6 months for first offense if intoxicated by use of a controlled substance; (2) imprisonment for no less than 24 hours and no more than one year for the first offense (with additional imprisonment for subsequent offenses); (3) fines of no less than $150 and no more than $1,000 for the first offense (with stiffer fines for subsequent offenses); (4) as an alternative to payment of fines, public service work as deemed appropriate by the court in the event of financial inability to pay fines; and (5) a requirement to complete an
alcohol education program as prescribed and approved by the Arkansas Highway Safety Program, or an alcoholism treatment program as approved by the Bureau of Alcohol and Drug Abuse Prevention. A blood alcohol level in excess of .04 may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of .08 or more shall give rise to a presumption of intoxication.

Public Intoxication
A person commits the offense of “Public Intoxication” if (1) he appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he is likely to endanger himself or other persons or property, or (2) he unreasonably annoys persons in his vicinity. Public intoxication is a Class C misdemeanor, and can result in a fine of up to $100, and/or imprisonment in the county jail (or other authorized institution) for up to 30 days.

Drinking in Public
A person commits the offense of “Drinking in Public” if that person consumes alcohol in any public place. This includes consumption while in a vehicle on a street or highway. Penalties include a fine of up to $100 and/or imprisonment for up to 30 days. Possession of any alcoholic beverages in Tech residence halls or on any other University property is prohibited.

Possession of Alcohol by a Minor
It is illegal for a person under the age of 21 to possess alcohol. Penalties include a fine of up to $500, probation under the direction of the court, and driver’s license suspension for a period of up to one year.

Manufacture or Delivery of a Controlled Substance
It is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance. Penalties for the manufacture or delivery of a controlled substance can range from three (3) years to life in prison, and fines up to $250,000, depending on the quantity and type of drug. In addition, real and personal property used in the manufacture, delivery, or importing of controlled substances may be forfeited to the government.

Manufacture or Delivery of a Counterfeit Substance
It is unlawful for any person to create, deliver, or possess with intent to deliver a counterfeit substance purporting to be a controlled substance. Penalties for the creating and/or delivery of a counterfeit substance can range from 1 to 20 years in prison, and fines up to $15,000 depending on the type of drug being counterfeited.

Possession of a Controlled or Counterfeit Substance
It is unlawful for any person to possess a controlled substance or counterfeit substance. Penalties for possession of a controlled or counterfeit substance can range from 1 to 10 years in prison and fines up to $10,000, depending on the type of drug (or counterfeit) possessed.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
1st conviction: Up to 1 year imprisonment and a fine of at least $1000 but not more than $100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and a fine of at least $2,500 but not more than $250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and a fine of at least $5,000 but not more than $250,000, or both. Special sentencing provisions for possession of crack cocaine are mandatory 5 to 20 years in prison and a fine of up to $250,000; both if (a) 1st conviction and the amount of crack possessed exceeds 5 grams, (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram. Personal and real property used to possess or to facilitate possession of a controlled substance may be forfeited if that offense is punishable by more than 1 year imprisonment.
Vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance may also be forfeited. Additional sanctions include civil fines of up to $10,000; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial
licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses; and ineligibility to receive or purchase a firearm. Other sanctions vested within the authorities of individual federal agencies are revocation of certain federal licenses and benefits such as pilot licenses and public housing.

Health Risks Associated With Alcohol Abuse and the Use of Illicit Drugs
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics. Cocaine can cause nasal stuffiness; tender, bleeding nasal membranes; seizures; heart and respiratory failure; paranoia; and dependence (addiction). Marijuana can lead to major lung diseases (emphysema, bronchitis); and puts people with heart disease or high blood pressure at extra risk. Marijuana impairs judgment and the kinds of complex coordination needed to drive a car.

Education, Counseling and Treatment
Several agencies in the Russellville area offer drug treatment and rehabilitation services or programs. Tech services related to alcohol and other drug education are found in Counseling Services which provides information on alcohol and drug awareness and makes referrals for those with alcohol and other drug problems.

Sex Offense Policy and Programs
Sexual assault is specifically prohibited on the Arkansas Tech University campus or in connection with any of the programs and activities it sponsors. Students committing sex offenses, whether on or off campus, are subject to University disciplinary action as well as criminal action. A sex offense is defined, in general, as any sexual act directed against another person, forcibly and/or against that person’s will or not forcibly or against the person’s will where the victim is incapable of giving consent (FBI National Incident Based Reporting System).

Awareness and Prevention Programs
Sexual aggression and assault awareness and prevention programming is presented regularly during the year through the collaborative efforts of Residence Life and Student Services departments including the Counseling Services and the Department of Public Safety. Counseling Services provides a variety of related educational and informational media for campus community use upon request. The Counseling Services website contains a link with additional information regarding sexual aggression and assault at http://www.atu.edu/cslcenter/. Through these combined efforts, students are educated and informed about preventative, sensitive and responsible actions which they can take to increase personal safety.

What Women Can Do:
• Clarify for yourself what you want, what you don’t want and define your limits ahead of time--before you meet an acquaintance or go out on a date.
• Communicate your intentions clearly. Tell your date or acquaintance what your intentions and limits are. “No” means no, and “yes” means yes. Be clear, firm and specific. Polite approaches are sometimes misunderstood or ignored.
• Be assertive. Men sometimes interpret silence or passivity as permission. Be clear, straightforward and firm with someone who is sexually pressuring you.
• Avoid excessive use of alcohol. Alcohol interferes significantly with judgment and communication. Most incidents of date rape involve alcohol use by the victim, the perpetrator or both.
• When dating a person for the first time, double date. Attend social events with two or three people and watch out for each other. Commit to go together and to leave together.
• Do not place yourself in vulnerable situations. Walk in well lighted areas and with friends. Keep your room door and windows locked.
• Trust your intuition. If you sense you are in danger, leave the area or situation immediately.

What Men Can Do:
• Always ask first. Listen for the response. If the response is not clear, ask again.
• Respect the wishes of the person. If she said “no,” she means no. Do not read other meanings into her response or her behavior. Even if she initially gives permission, then changes her mind. Respect her wishes.
• Never assume previous sex is permission for future sex. Again, listen to what the person is saying to you.
• Never assume women enjoy force or pressure to have sex. In reality, women wish to be treated with care and respect. Forced sex is a criminal act of violence.
• Never assume that women who show up in revealing clothes or who may seem to be acting provocatively want to have sex.
• Realize that alcohol and drugs are not an excuse to have sex. It is against the law to engage in sexual activity with someone who is intoxicated or incapable of saying “no.”

The Arkansas statute of rape is genderless, which means that rape victims/survivors and perpetrators of sexual assault may be either men or women. Sexual assault occurs when consent has not been given freely by the victim, whenever the victim fears that he or she will be injured if he or she does not submit, whenever the victim is incapable of giving consent or resisting due to alcohol or drugs and whenever the perpetrator uses physical force, threat, coercion or intimidation to overpower the victim.

Reporting a Sex Offense
If a sexual assault occurs, the victim of the assault is encouraged to contact the police by dialing 911 and seek medical attention (and/or evidence collection) at the hospital emergency room. For assistance or for further information, any of the following campus departments may be contacted: Department of Public Safety, 968-0222 Counseling Services, 968-0276 Dean of Students, 968-0239

Sexual assault victims are entitled to certain rights which shall be recognized and accorded by all Student Services personnel.
Among these are:
• The right to be informed of their option to notify proper law enforcement authorities, including on-campus and local police, and the option to have the assistance of campus authorities in notifying such authorities.
• The right to have an incidence of sexual assault investigated and adjudicated by the campus conduct system.
• The right to full and prompt cooperation and assistance in the campus conduct process.

Disciplinary Sanctions
Sanctions imposed for disciplinary purposes by the University against the perpetrators of sexual assault may include suspension or expulsion from the University.
Student Code of Conduct

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

Arkansas Tech University students are responsible for understanding all rules, regulations and policies that shape the structure of our campus community. Students should read, understand and follow the rules and regulations outlined in the Student Handbook and Student Code of Conduct.

Students who do not comply with the Arkansas Tech University Code of Conduct will be dismissed from the program permanently. Students who do not comply with their high schools code of conduct may also be dismissed from the program permanently.

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, consistent with the laws of the land, for Arkansas Tech University. Students seeking interpretations of provisions within the Student Code of Conduct may contact Susie Nicholson, snicholson@atu.edu, Vice President for Student Services and University Relations or Amy N. Pennington, apennington@atu.edu, Dean of Students/Student Conduct Administrator.

Article I: Definitions
A. The term “University” refers to Arkansas Tech University. Arkansas Tech University is herein referred to as “Tech.”
B. The term “student” refers to each person who is concurrently enrolled at Tech. For disciplinary purposes, a student is also defined as any individual who:
   1. was enrolled within the last twelve months, but is not enrolled during a current term;
   2. has been notified of acceptance for admission but has yet to be enrolled for study;
   3. withdraws after allegedly violating the Student Code of Conduct;
C. The term “faculty member” refers to any person hired by the University to conduct classroom activities.
D. The term “University official” refers to 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. The status of a person in a particular situation shall be determined by the conduct advisor in conjunction with the Student Conduct Administrator.
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. This includes adjacent streets and sidewalks.
G. The term “Student Conduct Administrator” refers to the person designated by the University President, through the Vice President for Student Services and University Relations, to be responsible for the administration of the Student Code of Conduct.
H. The term “conduct body” refers to any persons authorized by the Student Conduct Administrator to determine whether a student has violated the Student Code of Conduct and impose sanctions.
I. The term “conduct advisor” refers to a University official authorized on a case-by-case basis, by the Student Conduct Administrator, to investigate possible violations of the Student Code of Conduct and impose sanctions upon students found to have violated the Student Code of Conduct.
J. The term “appellate authority” refers to any person or persons authorized to consider an appeal of a decision by a conduct body.
K. The term “shall” is used in the imperative tense.
L. The term “may” is used in the permissive tense.
M. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook.
N. The term “complainant” refers to any person(s) who submits a charge alleging a violation of a University policy.
O. The term “respondent” refers to any student(s) accused of violating a University policy.
Article II: Student Code of Conduct Authority

While enrolled at the University, students are subject to delegated University authority. The Vice President for Student Services and University Relations shall designate a Student Conduct Administrator, who shall identify other conduct advisors to assist with the administration of the conduct process. The Student Conduct Administrator will train the conduct advisors and members of the conduct body who are responsible for the discipline of students and may, through the disciplinary procedures specified herein, impose sanctions for violations of the Student Code of Conduct. University disciplinary action will not be stayed or suspended even if a case(s) is pending, in process or determined in the civil or criminal courts.

A. The Vice President for Student Services and University Relations is designated by the University President to be responsible for overseeing the administration of the Student Code of Conduct through the appointment of a Student Conduct Administrator.
B. The Student Conduct Administrator shall ensure that the composition of the conduct body follows the criteria set forth in this document or other official University documents. The Student Conduct Administrator shall also determine which conduct advisor(s) shall be authorized to hear each case.
C. The Vice President for Student Services and University Relations, along with the Student Conduct Administrator, shall develop policies for the administration of the conduct program and procedural rules for the conduct body, including hearings, which are consistent with provisions of the Student Code of Conduct.
D. Decisions made by a conduct body and/or conduct advisor shall be final. Appeal of a conduct body and/or conduct advisor decision must follow the process outlined in the Student Code of Conduct.

Article III: General Conduct Expectations

A. Jurisdiction of the University
The Student Code of Conduct applies to the conduct of any University student that occurs 1) on University premises, or 2) at any University sponsored event or activity. In addition, the University may take action under the Student Code of Conduct based upon the behavior of a student off-campus if that behavior constitutes a safety or security threat to the campus and 1) directly affects any other University student, 2) substantially affects the University community or its objectives or 3) violates local, state or federal law.

Each student is responsible under the Student Code of Conduct for his or her conduct occurring at any time prior to being awarded an applicable degree, even if the University does not discover the conduct until after awarding the degree. The Student Code of Conduct also applies to any student conduct that occurs during any interim period:
1. Before classes have begun or after classes have ended;
2. During which the student’s enrollment temporarily ceases.

The Student Code of Conduct also applies to the student’s conduct:
3. If the student withdraws from the University, or leaves its premises, while a disciplinary matter is pending;
4. Retroactively as of the student’s first admission application date if the student at any time has enrolled at the University.

B. Sexual Harassment Policy
It is the policy of Tech to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.
Sexual harassment by any faculty, staff or student is a violation of both law and University policy and will not be tolerated at Tech. The University considers sexual harassment to be a very serious issue and shall subject the offender to dismissal or other sanctions following the University’s investigation and substantiation of the complaint and compliance with due process requirements.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be generally described as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions that adversely affect the working or learning environments of others.

EEOC Guidelines define sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is either explicitly or implicitly made a condition of an individual’s employment with the University or a factor in the educational program of a student; and/or
2. Submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individuals; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty-faculty, staff-staff, student-student). Both men and women may be victims of sexual harassment, and sexual harassment may occur between individuals of the same gender.

Because of the unique situations which exist between students, faculty, supervisors, and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty members are encouraged to remain professional in all relationships with students.

As teachers, professors encourage the free pursuit of learning by their students. They hold before them the best scholarly standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

Sexual harassment may create a hostile, abusive, demeaning, offensive, or intimidating environment. It is manifested by verbal or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. A person who is subject to sexual advances may nevertheless be a victim of sexual harassment if those advances were unwelcome.

If a professor’s speech or conduct takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Examples of sexual harassment may include, but are not limited to, the following:

- Verbal abuse of a sexual nature, which is considered to include, but is not limited to epithets, derogatory comments, sexual advances, invitations, propositions, comments, or requests for sexual favors;
- Intimate unwelcome physical contact;
- Repeated unwanted discussions of sexual matters;
- Use of sexual jokes, stories, analogies, or images which are not related to the subject of the class or work situation;
- Ogling, leering, or prolonged staring at another person’s body;
- Display or use of sexual graffiti or sexually-explicit pictures or objects;
- Sexually suggestive jokes, comments, e-mails, or other written or oral communications;
- Condition, explicitly or implicitly, academic or employment decisions upon an individual’s submission to requests for sexual favors or conduct.

Individuals who are aware of or have been subjected to sexual harassment are encouraged to promptly contact the Affirmative Action Officer, Jennifer Fleming, Coordinator of Affirmative Action, Administration Building Suite 212, 479-498-6020, jfleming@atu.edu or affirmative.action@atu.edu.

Resolution Options- The University provides two options for reporting and resolving matters involving sexual harassment: an informal resolution process and a formal complaint process. An individual who believes that he or she has been subjected to sexual harassment and seeks to take action may use the informal resolution process, the formal complaint process, or both. First use of the informal resolution process will, in most cases, be consistent with fairness and correcting an undesired circumstance with a minimum of emotional and professional damage. The informal resolution process and formal complaint resolution process are not mutually exclusive and neither is required as a pre-condition for choosing the other; however, they cannot both be used at the same time.

Informal Resolution- An individual who believes that he or she has been subjected to sexual harassment should contact the Affirmative Action Officer who will review the facts presented. The individual, if they are a faculty member, may additionally contact the Faculty Welfare Committee representative. No person shall be subject to restraints, interference, or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

Informal resolution may be appropriate when the conduct complained of is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. As there is no formal investigation involved in the
informal resolution process, there is no imposition of discipline. University methods for resolving complaint informally include, but are not limited to:

- Mediating between the victim and the individual who is engaging in the offensive conduct;
- Aiding in the modification of the situation in which the offensive conduct occurred;
- Assisting a department or division with the resolution of a real or perceived problem; or
- Arranging for a documented meeting between the person alleged to have engaged in the offensive conduct and a University official that involves, at a minimum, a discussion of the requirements of the Sexual Harassment policy.

The University will document any informal resolution. The documentation will be retained by the Affirmative Action Officer and, if a faculty member is involved, and so requests, the Faculty Welfare Committee representative. The documentation will be kept confidential to the extent permitted by law. If a complaint is filed in a faculty or staff’s permanent record, the faculty or staff member must be notified. An informal resolution meeting is not a precondition for filing a formal written complaint.

Formal Complaint- An individual who believes that he or she has been subjected to sexual harassment may submit a written formal complaint setting forth all pertinent facts to the Affirmative Action Officer who will review and investigate the facts presented. The individual, if they are a faculty member, may also request that a copy of the complaint be sent to the Faculty Welfare Committee representative. No person shall be subject to restraints, interference, or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment. Investigation- A formal investigation will be initiated if the complaint articulates sufficient specific facts which, if determined to be true, would support a finding that the University’s policy was violated. The Affirmative Action Officer will give the alleged offender a copy of the complaint. The alleged offender is also provided with an opportunity to respond to it within five (5) working days (ten working days if school is not in session) of receipt by the alleged offender. The letter will include a statement advising the alleged offender that retaliation against the individual who filed the complaint is prohibited and will subject the alleged offender to appropriate disciplinary action if retaliation occurs.

Both the individual submitting the complaint and the alleged offender will be individually interviewed as a part of the official investigation as will any witnesses or persons who have information related to the complaint. Documents relevant to the complaint will also be examined. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. In the course of a complaint investigation, the University will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.

Findings will be based on the totality of the circumstances surrounding the conduct complained of, including, but not limited to:

- The context of the conduct;
- The severity;
- The frequency; or
- Whether the conduct was physically threatening, humiliating, or was simply offensive in nature.

Representation- During the complaint process, the individual making the complaint and the alleged offender may designate and thereafter be accompanied by an advisor of his or her choosing at meetings and interviews at which he or she is present; however, no representative may examine witnesses or otherwise actively participate in a meeting or interview.

Report of Findings and Recommendation-Complaints Against Non-Students

The Affirmative Action Officer will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the appropriate vice president within ten (10) working days (twenty working days if school is not in session) of receipt of the statement from the person whose conduct was complained about. The appropriate vice president will promptly notify the individual bringing the complaint and the alleged offender that the investigation has been completed and attach a copy of the proposed statement of findings. A student’s identifiable information, if any, which is confidential by law, will be redacted. Within five (5) working days (ten working days if school is not in session) from the date of notification, the individual bringing the complaint and the alleged offender may each submit, for consideration by the appropriate vice president, such comments and corrections as they may have. Within ten (10) working days (twenty working days if school is not in session) from the date of notification, the vice president shall take one of the following actions:

- Dismiss the complaint if the result of the completed investigation is inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or
- Find that the Sexual Harassment policy was violated.
If the Vice President determines that this policy was violated, he or she shall determine a disciplinary action that is appropriate for the severity of the conduct. The Vice President shall inform the individual bringing the complaint, the accused individual, and the appropriate dean or department head of his or her decision, and shall attach a copy of the final statement of findings. Copies of the vice president’s letter, the attached statement of findings, and relevant documents shall also be sent to the Affirmative Action Officer. Disciplinary action may be appealed by the employee who is disciplined. Appeals for faculty shall be made, pursuant to the Faculty Handbook, to the Faculty Welfare Committee. Appeals for non-faculty shall be made, pursuant to the Classified Employee Handbook, in the form of a formal grievance hearing.

Report of Findings and Recommendation-Complaints Against Students

The Affirmative Action Officer will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the Vice President for Student Services and University Relations for a determination pursuant to Article III of the Arkansas Tech University Student Code of Conduct.

Filing of a False Complaint - Individuals whose complaint is found to be both false and have been made with malicious intent will be subject to disciplinary action, which may include, but is not limited to, demotion, transfer, suspension, expulsion, or termination of employment.

If you feel that you have been a victim of sexual harassment, please contact Jennifer Fleming, Coordinator of Affirmative Action, Administration Building Suite 212, 479-498-6020, jfleming@atu.edu or affirmative.action@atu.edu.

C. Sexual Misconduct Policy

The University should be a place of work and study for students, faculty and staff, free of all forms of discrimination, sexual intimidation and exploitation. Therefore, Tech will not tolerate unlawful harassment, discrimination or sexual violence by any student. Sexual discrimination includes all forms of sexual harassment, sexual assault and sexual violence by students against employees, students or third parties. Tech does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability or age. Sexual misconduct is any sexual act which violates the laws of the State of Arkansas including but not limited to acts of rape (stranger or acquaintance date rape) and other forms of coerced sexual activity such as unwanted touching, fondling or other forms of sexual conduct. Any sexual activity which is entered into without consent of both or all persons involved is a violation of this policy. Affirmative consent (to sexual relations) is required, either verbally or by acts unmistakable in their meaning.

1. Non-Consensual Sexual Contact

   Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or woman, which is without consent and/or is by force. Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

2. Non-Consensual Sexual Intercourse

   Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force.

3. Sexual Exploitation

   Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include but are not limited to:

   a. Invasion of sexual privacy;
   b. Prostituting another student;
   c. Non-consensual video or audio-taping of sexual activity;
   d. Going beyond the boundaries of consent (such as surreptitiously permitting others to watch you having consensual sex);
   e. Engaging in voyeurism;
   f. Knowingly transmitting an STD or HIV to another student;
   g. Exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals;
   h. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
4. Consent
Consent as used in this policy is defined as clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

5. Sanction Statement
Any student found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations. Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion. Any student found responsible for violating the policy on sexual exploitation will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident.

If you believe you have been involved in an incident of sexual misconduct and the respondent is a student, you have the right to pursue action through the University student conduct system and/or the appropriate law enforcement authorities and/or the courts. The University wishes to encourage all persons to report incidents of sexual misconduct, and therefore reserves the right to waive disciplinary charges against the victims for circumstances surrounding the incident. For example, a student who had been drinking underage would not typically face charges of violating alcohol policies.

If you feel that you have been a victim of sexual misconduct, please contact Jennifer Fleming, Coordinator of Affirmative Action, Administration Building Suite 212, 479-498-6020, jfleming@atu.edu or affirmative.action@atu.edu.

D. Off-Campus Conduct
If a student is charged only with an off-campus violation of local, state or federal laws, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed if that behavior constitutes a safety or security threat to the campus. University disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct 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 the Student Code of Conduct will be conducted independently of any pending civil or criminal proceedings off-campus.

When a student is charged by local, state or federal 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 conduct body under the Student Code of Conduct, however, the University may advise off-campus authorities of the existence of the Student Code of Conduct 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. Filing Complaints
1. Any member of the University community may file charges against a student for violations of the Student Code of Conduct.
2. Charges alleging a violation of the Student Code of Conduct should be submitted as soon as possible after the incident.
3. Charges shall be prepared in writing and directed to the Student Conduct Administrator. The Student Conduct Administrator is Amy N. Pennington, Dean of Students, Doc Bryan Suite 233, apennington@atu.edu.
4. The Student Conduct Administrator or designee will assign the case to a conduct advisor to investigate and initiate the conduct process.

B. Preliminary Conference
1. The conduct advisor will present all charges, supporting documentation and meeting notification to the respondent in written form sent to the address listed in OneTech. 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.

2. The respondent shall meet with the conduct advisor in a preliminary conference.

3. The conduct advisor will review the charges and supporting documentation, advise the respondent of due process rights and explain the Student Code of Conduct adjudication process during the preliminary conference.

4. The conduct advisor shall offer the respondent an opportunity to informally resolve the alleged violation.
   a. The informal resolution process involves a review of the incident and discussion of the possible sanction(s).
   b. If the respondent accepts responsibility for the violation and the resolution offered by the conduct advisor, the respondent and the conduct advisor shall complete an informal resolution agreement, which shall include information regarding the violations for which the respondent has been found responsible, the resulting sanctions and signature of both the respondent and conduct advisor.
   c. When the respondent agrees to take responsibility for the violation and the sanction recommended by the conduct advisor, the case will be settled and there shall be no subsequent proceedings.
   d. The respondent has three (3) business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing.
   e. If the respondent wishes to request a formal hearing, he or she shall file a request for a formal hearing by notifying the Student Conduct Administrator in writing.
   f. The outcome of an informal resolution cannot be contested after three (3) business days.
   g. The outcome of a formal hearing shall replace any agreements made during the informal resolution.
   h. If the charges cannot be settled by mutual consent of the respondent and the conduct advisor or if the respondent maintains innocence, the case will be forwarded to the Student Conduct Administrator for referral to a conduct body for a formal hearing.
   i. A formal hearing shall be set to occur no less than five (5) business days and no more than ten (10) business days after the Student Conduct Administrator refers the case for a formal hearing. Time limits for scheduling of formal hearings may be adjusted at the discretion of the Student Conduct Administrator.

5. The conduct advisor may later serve in the same matter as a member of the conduct body.

6. The respondent may request one change in the date and time of the preliminary conference by requesting the change 24 hours prior to the scheduled conference.

7. Failure of the respondent to attend the preliminary conference will result in a formal hearing being scheduled.

C. Formal Hearing
If the charges cannot be settled by mutual consent of the respondent and the conduct advisor or if the respondent maintains innocence, the Student Conduct Administrator will refer case to the Student Services Conduct Board to adjudicate the case in a formal hearing.

Composition of the Student Services Conduct Board
This conduct body is assigned to conduct formal hearings involving alleged violations of the Student Code of Conduct that cannot be settled during a preliminary conference. The conduct board is composed of the following members, appointed by the Student Conduct Administrator: Two (2) students representing membership from the following groups: Student Government Association, IFC/Panhellenic, Residence Hall Association or the Student Activities Board; Two (2) Resident Assistants; One (1) Residence Life staff member; One (1) Student Services staff member. The Student Conduct Administrator or designee will serve as the chairperson. The Student Services Conduct Board will hear the case and determine the appropriate sanction(s). All participants are bound to confidentiality in accordance with the federal Family Educational Rights and Privacy Act (FERPA).

Hearing Guidelines
1. Hearings shall normally be conducted in private.
2. The complainant, the respondent and their advisors (if any), shall be allowed to attend the entire portion of the student conduct hearing at which information is received excluding deliberation. Admission of any
person to the hearing who is not a party or potential witness shall be at the discretion of the conduct body and/or the chairperson of the conduct body.

3. In hearings involving more than one respondent, the Student Conduct Administrator or designee may at his or her sole discretion permit the hearings concerning each respondent to be conducted separately or jointly.

4. The complainant and the respondent have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or respondent is responsible for presenting his or her own information. Advisors are not permitted to speak or to participate directly in any student conduct hearing. The respondent must notify the Student Conduct Administrator who they are bringing at least 72 hours prior to the hearing. A respondent should select as an advisor, a person whose schedule allows attendance at the scheduled date and time of the student conduct hearing; delays will not normally be allowed due to the scheduling conflicts of an advisor.

5. The complainant, the respondent and the conduct body shall have the privilege of presenting witnesses, subject to the right of cross examination by the conduct body.

6. The complainant, the respondent and the conduct body may arrange for witnesses to present pertinent information to the Student Services Conduct Board. Witnesses will provide information to and answer questions from the Student Services Conduct Board. The complainant and respondent will not be allowed to directly cross-examine each other or witnesses.

7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the conduct body at the discretion of the chairperson.

8. All procedural questions are subject to the final decision of the chairperson of the conduct body.

9. After the portion of the hearing concludes in which all pertinent information has been received and the respondent, complainant and witnesses are dismissed, the conduct body shall determine by majority vote whether the respondent has violated each section of the Student Code of Conduct in which the respondent is charged and determine the sanction(s), if any.

10. The determination of the conduct body shall be made on the basis of whether it is more likely than not that the respondent violated the Student Code of Conduct.

11. Formal rules of process, procedure and/or technical rules of evidence, such as applied in criminal or civil court, are not used in the Student Services Conduct Board proceedings.

12. There shall be a single verbatim record, such as a digital recording, of all hearings before the Student Services Conduct Board, not including deliberations. The recording shall be the property of the University.

13. If the respondent does not appear before the conduct body for the formal hearing, the information in support of the charges shall be presented and considered in absentia.

14. The conduct body may accommodate concerns for the personal safety, well-being, retaliation/ and/or fears of the confrontation of the complainant, respondent and/or other witnesses during the formal hearing by providing a visual screen and/or by permitting participation by telephone, video conferencing or by other means at the discretion of the Student Conduct Administrator or designee.

15. After the formal hearing, the Student Conduct Administrator will advise each respondent in writing of the determination of the conduct body and any imposed sanction. Each record of any disciplinary process or sanction imposed under the Student Code of Conduct involving a respondent and any alleged victim may constitute an educational record the release of which is governed by FERPA.

D. Sanctions

1. The following sanctions may be imposed singularly or in combination upon any student found to have violated The Student Code Conduct:
   a. Warning. A notice in writing to the student that the student 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. A penalty imposed by the conduct body involving the collection of fees from the student.
   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. Educational Sanctions. The conduct body may also impose educational sanctions that promote learning and understanding. These sanctions may be developed as necessary by a conduct body, including but not limited to the following:

i. Sponsorship of an education program;
ii. Attendance at educational programs;
iii. Requirement of members to complete TIPS University training program;
iv. Attendance in conflict management training;
v. Educational service hours;
vi. Attendance in ethics workshop/training;
vii. Reflective exercises.

g. Discretionary Sanctions. Work assignments, service to the University or other related sanctions. Students who violate the alcohol/drug policies may be subject to completion of alcohol and other drug education programs.

h. Holds. Withholding of grades, right to register for classes, official transcript and/or degree.
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. Revocation of Admission and/or Degree. Admission to or a degree awarded from Tech may be revoked for fraud, misrepresentation or violations of the Student Code of Conduct committed by a student prior to graduation.

2. Tech may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.

3. A disciplinary sanction becomes part of the student’s permanent academic record as set forth. A student’s permanent academic record includes any disciplinary sanction that comprises:

a. Expulsion
b. Any revocation of degree

4. More than one of the sanctions listed above may be imposed for any single violation.

5. 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 conduct record. Upon graduation and application to the Student Conduct Administrator, the student’s confidential record may be expunged of disciplinary actions other than University housing expulsion, University suspension or University expulsion.

E. Interim Suspension
In certain circumstances, the Student Conduct Administrator or designee may impose a University or residence hall suspension prior to the formal hearing before a conduct 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 the respondent 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 Student Conduct Advisor or designee may determine to be appropriate.

3. The interim suspension does not replace the outlined conduct process, which shall proceed on the normal schedule, up to and through a formal hearing, if required.

F. Appeals
Appeal of the decision of the Student Services Conduct Board may be made in writing to Susie Nicholson, Vice President for Student Services and University Relations, located in the Office of Student Services, Doc Bryan
Student Services Center, Suite 202, 479-968-0238, snicholson@atu.edu within five (5) business days of notification of the decision. The only basis for appeal shall be:

1. Alleged failure of the Student Services Conduct Board to follow procedures set forth in the Student Code of Conduct; or
2. Consideration of new evidence that was not available at the time of the hearing before the Student Services Conduct Board. If an appeal is upheld, the review of the case may result in a modified sanction or the case may be remanded to the Student Services Conduct Board for a new hearing. If the appeal is denied, the sanction imposed by the Student Services Conduct Board shall be immediately implemented. Sanctions issued following the Student Services Conduct Board hearing shall not be implemented until all appeals have been either exhausted or voluntarily waived.

Article V: Classroom Provisions

While Student Services is generally responsible for addressing student conduct, classroom management and behaviors not otherwise in violation of the Student Code of Conduct are under the jurisdiction of the responsible faculty member. This section describes the expectations of Tech and references those procedures related to student conduct in the classroom.

A. Academic Policies

The undergraduate catalog addresses regulations and procedures regarding academic policies at Tech. Each student should read and understand these sections of the catalog.

B. Class Absences

The policy of the University in regard to class absences is that regular class attendance is essential and that students, in their own interest, are therefore responsible for attending all classes in which they are enrolled. Attendance policies are set forth by each individual instructor and will be announced at the beginning of the course. When participation in a University related function requires missing class, the student should, when possible, notify the instructor(s) prior to the absence. Absences due to sickness, accident or death in the family should be explained to each instructor by the student. For absences of more than five (5) successive days which by their nature, such as an emergency, make it difficult for the student to contact the instructor(s), the student may contact Amy N. Pennington, Dean of Students, located in the Office of Student Services, Doc Bryan Student Services Center, Suite 233, 479-968-0239, apennington@atu.edu, for assistance in notifying instructors.

Classroom attendance policy:

1. Control of class attendance is vested in the teacher who has the responsibility for clearly defining in each course, early in the semester, the standards and procedures in regard to regularity and punctuality of class attendance;
2. Students will not be penalized by their instructors for class absences that result from participation in officially sanctioned University activities. It is the responsibility of students to present to their instructors notice and verification of authorized participation in such activities. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences;
3. Before invoking the most severe penalty for unsatisfactory class attendance, dropping a student from a course with a grade of “FE”, the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty;
4. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor;
5. The action of dropping a student from a course for excessive absences becomes final when the instructor reports this action in writing to the Vice President for Academic Affairs. The student who chooses to protest such action as unjustified has recourse through the grievance procedure for appeal of an academic grade.

C. Student Academic Grievance Procedure

Appeal of Academic Grades or Academic Program Dismissal

The following regulations apply to the appeal of academic grades and academic program dismissal (grades having been assigned by an instructor and program dismissal having been made by a departmental committee):

1. Appeal of a grade or program dismissal must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved (appeal of a grade) or immediately following the dismissal decision (appeal of program dismissal). (Immediately, here, means before the beginning of another semester or summer term.)

3. All appeals of a grade must begin with the student making a written appeal to the instructor involved and explaining the nature of the problem. Upon receipt of a program dismissal decision from a departmental committee, the student wishing further consideration must make a written appeal of the decision to the head of the department in which the academic program is administered. Discussion based upon the written appeals and evidence of attempted resolution in this direct manner must precede any further step.

4. If either appeal is not resolved in Step 3, the student wishing further consideration must take the issue to the head of the department in which the course is taught or to the dean of the college, if the department head should be the instructor involved (appeal of a grade); or the student may appeal to the dean of the college in which the academic program is administered (appeal of program dismissal). If the appeal of a grade is not resolved at this level, the student may appeal to the dean of the college (in which the course is taught.)

5. If either appeal is not resolved in Step 4, the student may appeal to the dean of the college and ask for a formal hearing. At the time the student asks for a formal hearing, he/she must submit a written presentation of the case, with all related supporting documents, to the dean. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.

6. Each hearing committee will be an ad hoc committee sitting for an individual appeal. The committee will be composed of three faculty members from the college, or two from the college and one from the student’s major department, if that department is not in the same college as that in which the course is offered (appeal of a grade); or three faculty members from the college in which the academic program is administered (appeal of program dismissal). The committee members will be appointed by the deans(s) of the college(s) involved. The committee will select its own chairperson.

7. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade, or no change (appeal of a grade); or recommend that the student be retained in the program or confirm the original dismissal decision of the departmental committee (appeal of program dismissal).

8. The committee recommendation will be conveyed to the dean of the college in which the course is offered. The dean will then seek resolution based on the recommendation (appeal of a grade). The committee recommendation will be conveyed to the dean of the college in which the program is administered (appeal of program dismissal). In the case of academic program dismissal, the dean will forward the following to the Vice President for Academic Affairs for review and action: (a) the recommendation of the departmental review committee, (b) a narrative of attempts to resolve the appeal, and (c) the committee’s recommendation. Appeal of academic program dismissal ends here upon final action by the Vice President for Academic Affairs.

9. Failing resolution in Step 8 in the case of appeal of a grade, the issue will be reviewed by the Vice President for Academic Affairs who will initiate action in accordance with provisions in Step 10.

10. In the case of an instructor who has terminated his/her association with the University, the college dean shall carry out the recommendation of the committee. Otherwise, a grade will be changed only if a majority of the department members in which the course was offered (not including the faculty member involved with the case) agree with the proposed grade change.

Other grievances relating to an instructor will proceed through an appeal to the department head, dean of the college, and Vice President for Academic Affairs. The Vice President for Academic Affairs will evaluate the grievance to determine if the charge and evidence warrants initiating proceedings against the instructor under the appropriate provisions in the “Regulations on Academic Freedom and Tenure” approved by the Board of Trustees.

D. Academic Conduct Policies

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Tech requires certain standards of academic integrity and conduct from all students. Tech expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the professor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.
E. Academic Dishonesty
Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom. Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student; b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source; and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.

Plagiarism is stealing the ideas or writing of another person and using them as one’s own. This includes not only passages, but also sentences and phrases that are incorporated in the student’s written work without acknowledgement to the true author. Any paper written by cutting and pasting from the Internet or any other source is plagiarized. Slight modifications in wording do not change the fact the sentence or phrase is plagiarized. Acknowledgment of the source of ideas must be made through a recognized footnoting or citation format. Plagiarism includes recasting the phrase or passage in the student’s own words of another’s ideas that are not considered common knowledge. Acknowledgement of source must be made in this case as well.

Procedure for Charges of Academic Dishonesty
Since charges of academic dishonesty may have serious consequences, a professor who suspects a student of any category of academic dishonesty must have facts and/or evidence to support the charge.
1. The professor will meet with the student and present him or her with a written outline of the alleged academic dishonesty and the evidence supporting the charge. Penalties for various levels of academic dishonesty vary from giving an ‘F’ on a particular quiz or exam, to giving an ‘F’ or ‘W’ for the course. The professor may also have different penalties for particular cases of academic dishonesty.
2. The professor will notify his or her department head (or dean if the professor is a department head) of the charge, evidence, and penalty.
3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant department head (or dean if the professor is a department head; in which case, skip steps 4 and 5). The student may remain in class during the appeal process.
4. If the student is still dissatisfied after meeting with the department head, he or she should make an appointment with the dean of the college who will seek resolution of the problem.
5. If a resolution is not found, the dean will refer the student to the Academic Appeals Committee.
6. The student should then submit a written appeal to the Chair of the Academic Appeals Committee.
7. If the Academic Appeals Sub-Committee determines academic dishonesty has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the college from which the appeal originated. The student will be notified of the Sub-Committee’s decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.
8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three (3) working days of receiving notification of the sub-committee’s decision of the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.
9. If the Academic Appeals Sub-Committee determines academic dishonesty has not occurred or evidence is insufficient, the sub-committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to facilitate the return of the student to class without penalty. The department head will notify the student of the decision.

F. Academic Misconduct
Academic misconduct concerns the student’s classroom behavior. This includes the manner of interacting with the professor and other students in the class. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the professor’s attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment.
Procedures for Charges of Academic Misconduct

1. The professor of a class being disrupted by academic misconduct will speak with the disruptive student. Proper behavior and possible consequences for not modifying the behavior will be discussed with the student. Extreme incidents of academic misconduct, in which the student becomes verbally or physically abusive in class will be dealt with immediately by asking the student to leave the class. If the student refuses to leave, Campus security personnel will be called to remove the student, and the Dean of Students will also be informed of the behavior.

2. If the student ignores the professor’s requests to discuss the behavior, it is considered the student received an official warning that his or her classroom conduct is inappropriate. If the student continues the disruptive behavior, the professor will warn the student a second time to cease the behavior.

3. If the student has refused to respond or has ignored the professor’s first and second warning, the student will be suspended on an interim basis from the class where the warnings were given. Within 24 hours of the interim suspension, a notification will be sent to the Chair of the Academic Appeals Committee by the department head.

4. The Academic Appeals Sub-Committee will be appointed and a hearing conducted by the Academic Appeals Sub-Committee will be conducted within three (3) working days after the date of the notification of interim suspension.

5. On the same date the notification of suspension is sent to the Chair, the student will be advised by the department head that he or she has the right to submit a written statement to the Academic Appeals Sub-Committee, addressing the alleged incident of academic misconduct. The student’s written statement as well as the professor’s written statement shall be delivered to the Chair of the Academic Appeals Committee at least 24 hours prior to the hearing.

6. The Academic Appeals Sub-Committee will consider the written statements of the professor and the student involved in the incident of academic misconduct. The department head will also provide a statement that the warning procedure has been followed and the student has been suspended on an interim basis from attending the particular class, pending the decision of the Academic Appeals Sub-Committee. The Sub-Committee has the right to pursue further information from the professor, department head, and student.

7. If the Academic Appeals Sub-Committee determines academic misconduct has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the college from which the appeal originated. The student will be notified of the Sub-Committee’s decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.

8. The student shall have the right to appeal the decision of the Academic Appeals Sub-Committee by filing a Notice of Appeal with the Office of the Vice President for Academic Affairs within three (3) working days of receiving notification of the sub-committee’s decision from the Chair of the Sub-Committee. The decision of the Vice President for Academic Affairs will be final.

9. If the Academic Appeals Sub-Committee determines academic misconduct has not occurred or evidence is insufficient, the Sub-Committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to determine the course of action to be followed and the status of the student in regards to the class in question. The department head will notify the student of the decision.

Policies

Communications Privacy Policy

Act 1799 of 2003 requires all institutions of higher education adopt an Electronic Communication Privacy policy governing electronic communications originated or received by a faculty member, staff member or a student that is transmitted over the institution’s computer network system. Electronic communication includes any electronic mail
message transmitted through the international network of interconnected government, educational and commercial computer networks, and includes messages transmitted from or to any address affiliated with an Internet site. The complete policy may be found at: https://support.atu.edu/link/portal/16084/16101/Article/428/ElectronicCommunication-Privacy-Policy.

**Consensual Relations Policy**

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism or bias. When a sexual relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student.

An employee, whether faculty or staff, should not develop a dating or sexual relationship with a student whenever the employee is in a “position of authority” over that student. An employee is in a “position of authority” whenever he or she is that student’s teacher, or when the employee is either evaluating or supervising the student. The “position of authority” may also include formally advising the student or when that student is a major in the employee’s department. If this policy is violated, any discipline, if necessary, shall be reviewed on a case by case basis.

**Affirmative Action Policy**

Arkansas Tech University will provide equal opportunity in employment to all persons. This applies to all phases of the personnel process, including recruitment, hiring, placement, promotion, demotion, separation, transfer, training, compensation, discipline, and all other employment terms, conditions, and benefits. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

Arkansas Tech University will provide a copy of this policy to all applicants for employment. All faculty and staff will be notified annually of the policy. Further, Arkansas Tech University will consider through a designated grievance procedure the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

Arkansas Tech University will have an Affirmative Action Plan that contains a set of specific and result-oriented procedures to apply every good faith effort to achieve prompt and full utilization of minorities, women, those with disabilities, or veterans at all levels and all segments of its workforce where deficiencies exist. Additionally, Arkansas Tech University will continually monitor and evaluate its employment practices to ensure that they are free of bias or discrimination based upon race, color, religion, national origin, sex, age, disability, genetic information, or veteran status.

A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance, will be made available upon request.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, Ms. Jennifer Fleming, jfleming@atu.edu.

**Complaints**

Complaints from students, faculty, staff, alumni and others may be filed with the Office of Student Services. When appropriate, a complaint will be referred to the department involved. Complaints are not considered official unless they are written.

Contact the Office of Student Services, Doc Bryan Student Services Center, Suite 233, for further information. For grades, course work and other academic program related issues, students should follow the Student Academic Grievance Procedure in this handbook. For other conditions affecting a student’s academic performance or learning environment, students should follow the Student Non-academic Grievance Procedure.

**Student Non-Academic Grievance Procedure**

Any alleged non-academic grievance (hereinafter 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 with the informal means being exhausted before filing a formal grievance. A non-academic grievance may include instances of discrimination which create conditions affecting a student’s academic performance or learning environment.

The procedure for an informal grievance is as follows:
1. The person should first discuss his or her 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 one of the Vice Presidents or the Director of Athletics.
4. If the grievance resulted from a violation of stated student regulations, federal law or the Arkansas Tech University 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 on the Student Services Committee to complete the committee, which will be chaired by the administrative head, who will not vote, but only coordinate the hearing.
3. The Vice President for Student Services and University Relations, or designee, 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 President, with a copy to the administrative head, within ten (10) school days of receipt of the decision.
6. The decision of the President shall be final and binding.

**Tobacco-Free Policy**
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/or , (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.

Students who violate this policy shall be disciplined as follows:
a. First Offense: Written warning.
b. Second Offense: Six month probation.
c. Third and Subsequent Offenses: $50.00 fine.

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.

Visitors or employees of independent contractors who violate this policy shall be disciplined as follows:
a. First offense: Written warning.
b. Second offence: 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 business 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.

**Bicycles, Skates, and Skateboards Policy**

All individuals using bicycles, skates and skateboards are expected to use the equipment in a manner which is appropriate, considerate of others and of University property. Individuals who use the equipment recklessly or without care of others and University property will be confronted, documented and addressed through the provisions in the Student Code of Conduct.

Individuals are prohibited from engaging in tricks (sliding, grinding, jumps, etc.) anywhere on University property which includes stairs, steps, railing, benches and entrances to buildings. Loitering or “sessioning” in these areas for the purpose of attempting tricks or stunts is strictly prohibited and will be confronted and dealt with through the Student Code of Conduct.

Furthermore, the use of bicycles, skates, and skateboards inside of campus buildings, including the residence halls, is strictly prohibited. Bicycles must be stored in bike racks located throughout the campus and should not be brought into the buildings.

Skateboards must be picked up and carried when within campus buildings. Skates must be removed before entering campus buildings.

The campus should be maintained as a safe and beautiful environment for everyone. Reckless behavior which is defined as actions which endanger individuals and property should not be undertaken. It should be noted that the use of these items, in themselves, involves an assumption of personal risk. Persons who use them are personally liable for their actions.

**Campus Facilities**

**Chambers Cafeteria and Baswell Techionary**

Chambers Cafeteria, Baswell Techionary and the Convenience Store in the Doc Bryan Student Services Center are operated under contract by Chartwells Food Service, a national catering firm. Provisions are made for special diets and work or class schedules which conflict with serving hours.

<table>
<thead>
<tr>
<th><strong>Chambers Cafeteria</strong></th>
<th>Hours of Operation</th>
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<tbody>
<tr>
<td><strong>Cafeteria</strong></td>
<td><strong>Monday-Friday</strong></td>
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<tr>
<td>Breakfast 7:00 am-9:00 am</td>
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<tr>
<td>Continental Breakfast 9:00 am-10:30 am</td>
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</tr>
<tr>
<td>Lunch 10:30 am-1:30 pm</td>
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</tr>
<tr>
<td>Continuous Service 1:30 pm – 4:30 pm</td>
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<tr>
<td>Deli/Salad Bar/Pizza/Grill</td>
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<tr>
<td>Dinner 4:30 pm-7:00 pm (Friday dinner 4:30 pm-6:30 pm)</td>
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</tr>
<tr>
<td>Saturday and Sunday</td>
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</tr>
</tbody>
</table>
Brunch 11:00 am-1:00 pm
Dinner 5:00 pm-6:30 pm

**Baswell Techionary “Baz-Tech”**
Baswell Techionary is the newest campus hang-out where students can be found relaxing, studying, socializing and meeting. Baz-Tech house a food court, lounge area, outdoor patio and general meeting rooms. Further information regarding space available for reservation can be found at http://reservations.atu.edu/. Information regarding food court options and hours of operation can be found at http://www.dineoncampus.com/arkansastech.

**Hours of Operation (Meeting Space)**
Monday–Saturday 8:00 am- Midnight
Sunday 1:00 pm- Midnight

**Hours of Operation (Food)**
Monday–Friday
“Build Your Own Burger”
Breakfast 7:00 am–10:00 am
Lunch 10:00 am- 9:00 pm
“Yan Can Cook”
10:00 am-2:00 pm
Monday – Saturday
“Chick-Fil-A”
11:00 am-9:00 pm
“Which Wich”
11:00 am-9 pm
“Coffee/Outtakes Bar”
7:00 am-9:00pm
11:00 am-9:00 pm on Saturday

**Doc Bryan Student Services Center**
The Doc Bryan Student Services Center houses most of the services that students need from the day they enroll until the day they graduate. Some of the offices found here are those of Admissions, Student Services, Residence Life, Financial Aid, Career Services, Registrar, Student Accounts. The Student Government Association and Student Activities Board also have offices in Doc Bryan Student Services Center. A student lounge area and general meeting rooms are also included in this building, along with a convenience store and a Grab-N-Go dining option. Further information regarding space available for reservation can be found at http://reservations.atu.edu/.

**Hours of Operation (Meeting Space)**
Monday–Saturday 8:00 am– Midnight
Sunday 1:00 pm– Midnight

**Convenience Store/Pizza Station Hours**
Monday–Thursday
9:00 am-7:00 pm
Friday
9:00 am-5:00 pm
Closed Saturday and Sunday

**Hull Building**
The J.W. Hull Physical Education Building houses a variety of facilities available to Tech students, faculty and staff. These include four racquetball courts, Tech Fit and two gymnasiums. Volleyball courts, basketball courts, tennis courts and badminton courts are marked off on the gymnasium floors. Baskets and lockers are available for day use only to students participating in recreational activities and classroom experiences. Facilities are available daily and weekends when they are not being used for classes. Please call 498-6088 for Tech Fit information and 968-0344 for recreation information.

Tech Fit, the fitness center, located in the Hull Building, offers a variety of exercise options for students including:
• Two circuits which consist of 15 different Nautilus weight machines and 13 steps. Circuit training is a mixture of weight training and cardio at the same time.
• A number of free weights and machines. For example, bench press, dumb bells, and weight bars with attaching weights are available. On the walls, there are posters with exercises for different types of strength training from which people can get work out ideas.
• Many cardio machines for exercise options. These include: treadmills, ellipticals, stationary bicycles, and rowing machines. There is also a track all the way around Tech Fit, where 20 laps = 1 mile. There are televisions to watch while exercising. The televisions have closed captioning and can be heard through an FM radio.
• Abdominal training which includes an incline sit-up bench, stability balls, medicine balls, and Bosu Balance trainers.

Young Building
The Young Building is home to the Bookstore. The building also houses a multi-purpose event space.

Hours of Operation (Bookstore)
Fall and Spring
Monday-Thursday 7:30 am-4:30 pm
Friday 7:30 am-4:00 pm
Summer 7:30 am-4:00 pm
**Application Procedures**

1. To begin the application process for concurrent enrollment, start by going to Arkansas Tech’s website at [www.atu.edu](http://www.atu.edu).

2. Once at the homepage, scroll to the bottom and click on Apply Online.
3. If this is your first time applying, click on the first time user account creation link that is located at the bottom of the screen.

4. Create a login ID and Pin that you will remember. Your pin must be at least 6 characters long.
5. After you login, you will continue to the Application Type Screen.

6. Scroll to the bottom of the screen and select High School Concurrent as your application type.
7. On the next screen, you will choose the term you wish to begin concurrent enrollment. Then, fill in your name.

8. Once you have filled in the basic information, you will be taken to the Application Checklist screen. The blue circles next to each section identify the areas you have not completed in your application. You can begin completing these sections by clicking on the name link.
9. On the name screen, you will fill in your name. If you go by any name other than your first, please identify that in the preferred name section. Fill out the other questions as they apply to you.

10. You will continue to the Address and Phone screen where you will fill in where you permanently reside. Make sure to include the house number, PO Box number, or apartment number in the street line.
11. On the next screen, you will identify your citizen status, email address, social security number, gender, ethnicity and date of birth. Make sure to fill in the ethnicity information with a selection that represents you the closest. You will then answer whether or not you have any relatives who attended ATU and if you are an Arkansas resident.

12. On this screen, you will fill in information about your guardians.

If you have more than one guardian, click here to enter their information.
13. You will continue to fill in your guardian’s information on this screen by filling in their address. Fill this section in even if you have the same address.

14. Since you will be concurrently enrolled and have not graduated high school yet, you will select that you are a Non-Degree Seeking student.
15. You will fill in the information regarding your high school and graduation date on this screen. If you do not know the exact date of your graduation, please fill in May 1 of the year you are expecting to graduate.

16. In this section, you will answer each of the questions by checking yes or no.
17. Once you have finished the questions, your application is complete. If you skipped over any section, you will still have a blue circle next to that section. If you have all red checks, your application is ready to be submitted.

18. Once you click submit application, you will be taken to this screen where you will verify that all of the information you provided was truthful. If so, you will select I agree to the terms.
19. Once you have agreed to the terms, you will be directed to a screen confirming that you have submitted your application successfully.

ONETECH Guide
To access the OneTech portal, you can either go to ATU’s main page www.atu.edu or straight to the portal’s login page at https://onetech.atu.edu.
If you go to ATU’s website, scroll to the bottom of the page and click on the OneTech Portal link.

Once at the login page for OneTech, put in your OneTech ID and password. You will be able to find this information in your acceptance letter.
Once you are in the portal, you can access different tools through the tabs across the top of the screen.

The first page hosts your OneTech email inbox. You will also see personal and campus announcements.
If you scroll down on the first page you can access the OneTech directory that will allow you to search for any student, faculty or staff member who is in the OneTech system.

A little more down the page is where you can change your password. You are required to change your password every 120 days. If you do not reset the password, you will be locked out of the system. To gain access back to your account, call the Campus Support Center at 479-968-0646.
If you click on the student tab, the first thing you will see is your academic profile that tells your class standing, degree, the program you are in, as well as your major and academic advisors.

If you scroll to the bottom of the student screen, you will be able to access your student billing account. This will show you the amount you owe, your bill date, your due date and your account balance.