

# 2023 - 2024 OZARK CAMPUS CATALOG

## REGULATIONS & PROCEDURES

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All students must give prompt attention to communications from faculty and staff members of the University. OneTech is the official University communication to students, however, students may be contacted by other means as necessary.

### Academic Integrity

Both the professor and students are responsible for creating an environment that enables all students to reach their academic potential. The classroom is under the control of the professor who will give students a statement of his or her classroom expectations and policies in a syllabus at the beginning of the semester. The term "classroom" as used in this Academic Integrity Policy includes face-to-face, hybrid and online classes. It is not restricted to classrooms on or off campus but also includes playing fields and laboratories, as well as University computer areas on or off campus as well as field trips associated with class-related matters. Students will conduct themselves in a non-disruptive and civil manner when attending classes and other events associated with Arkansas Tech University.

If any instructor, student, or staff member has compelling facts and evidence an individual has violated any category of academic integrity, that instructor, student, or staff member must report the suspected violation(s) to Academic Affairs using the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior found at <https://www.atu.edu/academic-integrity>.

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### Academic Misconduct

The faculty must also accept a responsibility to clarify and interpret for the students matters of academic misconduct especially those concerning the student's classroom behavior. 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 and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class.

Involvement in such activities as conspiracy or breaking and entering is to be reported to the Campus Safety Officer for appropriate action through regular institutional disciplinary channels.

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### Academic Probation

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.

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### Academic Suspension

Suspension will be automatic for sophomore, junior and senior students who in a probationary semester fail to achieve a 1.75 semester grade point: or who fail to remove themselves from probation within three successive full semesters. Students may combine summer term grades at Arkansas Tech with those of the spring semester immediately preceding in order to establish eligibility for retention in college.

Suspension means that the student will not be allowed to attend Arkansas Tech the succeeding regular semester. After one regular semester the student may be eligible for readmission on academic probation. Students receiving a second academic suspension will be eligible to seek readmission one year from the date of suspension. Students who believe there are extenuating circumstances which would justify earlier readmission must appeal to the Chief Student Officer for a hearing. Students who meet the semester/year stipulation must file a request for readmission with the Office of Student Services. Readmission does not reestablish financial aid eligibility.

Students on academic suspension who wish to transfer to Arkansas Tech University-Ozark Campus may be granted the opportunity to be conditionally admitted on academic probation.

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### Adding/Dropping Courses

The deadline for adding courses or changing courses or sections is given in the [Academic Calendar](#); thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped after the official attendance date and through the thirteenth week of a fall or spring semester will be recorded with a grade of "W." Students may add, drop, or change sections of courses only by following the official procedure which requires that they obtain and return the necessary forms to the Office of Student Services after obtaining formal approval of their academic advisor. Failure to

complete this procedure can result in a grade of "F" being entered on the student's record. Please note: A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "WN."

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## **Auditing Courses**

Auditing of courses requires official admission to the University, approval by the instructor involved, and payment of the regular fee for the course. Audit will be on a "space available" basis. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they do not take examinations or receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor. Students may change from taking a course for credit to audit during the first thirteen weeks of the semester. Students enrolled for audit who do not wish to complete the course(s) must complete the official drop/withdrawal procedures stated in this section of the catalog.

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## **On-Line Courses**

Students who enroll in on-line course offerings will be responsible for the technology requirements for the class which may include access to a computer, Internet capabilities, and software applications. Students may utilize on-campus computer labs and the library subject to availability. Because there is no physical attendance in an on-line class, to be considered "attending", students will be required to complete the Federal Attendance Module on Blackboard or an initial assignment within a specified number of days. Failure to do so may result in the student being dropped for non-attendance.

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## **Class Absence**

Regular class attendance is considered essential if students are to receive maximum benefit from any course. Control of class attendance is vested in the teacher, who has the responsibility of defining early in each course his/her standards and procedures. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "WN".

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## **Class Enrollment Status**

The minimum credit hour load for classification as a full-time undergraduate student in any term is 12 undergraduate credit hours. Classification as a three quarter time is 9-11 undergraduate hours; half time is 6-8 undergraduate hours; and less than half time is 1-5 undergraduate hours.

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## **Class Load Policy**

A student can expect to spend 2-3 hours outside the class (for studying, homework, preparation, etc.) for each hour in the class. This means that a student can expect to spend 24-36 hours studying for a 12 semester credit hour load. It is therefore recommended that a full-time student enroll in no more than 18 hours per semester. Students working full-time are encouraged to take no more than 12 hours per semester. Students readmitted after academic suspension cannot take more than 12 hours per semester. Students on academic probation must obtain approval from their advisor to enroll in more than 15 hours per semester.

These totals include all courses for which students may enroll. Permission to take course loads above these maximums must be obtained in advance of registration from the Chief Student Officer.

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## **Classroom Behavior**

Each member of the Arkansas Tech University community assumes an obligation to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This process includes an appeals process students may use to challenge perceived violations or excessive penalties. Students who exhibit disruptive behavior may also be referred to the Chief Student Officer.

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## **Course Overload**

Students who enroll above the maximum loads without securing permission from the Chief Student Officer will be dropped from their classes. To be considered for a course overload, the student must submit a petition to the Chief Student Officer and should meet the following criteria:

1. Have a 3.25 minimum grade point average in the preceding summer term (minimum: 12 semester hours) or in the preceding fall or spring semester (minimum: 12 semester hours) at the university, or

2. Be in good academic standing in the college if in the last semester before graduation. The maximum overload permitted in any college by an approved petition is a load totaling 24 hours for a fall, spring or summer term. Overloads over 21 hours will be subject to review by the Office of Student Services.

## Class Standing

Students with fewer than 30 semester hours are classified as freshmen, students with 30 through 59 semester hours as sophomores, students with 60 through 89 hours as juniors, and students with at least 90 hours as seniors.

## Clemency

In accordance with ACT 1000 of 1991, an undergraduate student who has previously attended Arkansas Tech University or Arkansas Tech University-Ozark Campus may apply to have the grades and credits earned for one or more consecutive terms or semesters removed from his/her grade point average providing the following criteria are met.

After re-entering Arkansas Tech Ozark, following a separation of at least three years, a student may request academic clemency at the Office of Student Services. The student must specify the term or consecutive terms for which academic clemency is desired. The period of separation may be waived in the case of impending graduation. Academic clemency may be granted only one time and is irreversible. If the request is approved, academic clemency will cover all credits earned during the term or terms for which academic clemency is requested. The student's complete record will remain on the transcript with the added notation of "academic clemency granted" and the effective date.

**Academic clemency does not restore eligibility for student financial aid or scholarships.**

## Conduct

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 as well as those outlined in the Ozark Campus, Undergraduate, or Graduate Catalogs.

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. The Student Handbook is located online at <https://www.atu.edu/studenthandbook>. Students seeking interpretations of provisions within the Student Code of Conduct may contact Richard Harris, Chief Student Officer at [rharris1@atu.edu](mailto:rharris1@atu.edu) or 479 667-3433.

## Honor Rolls

Students whose grade point at the end of each semester is 4.00 will be placed on the Chancellor's Roll for outstanding scholarship, given a certificate to recognize their achievement, and will be recognized through appropriate news media. Students whose grade point at the end of each semester is 3.50 or better will be placed on the Honor Roll. Recognition will be accorded these students through appropriate news media.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Arkansas Tech University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Arkansas Tech University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Arkansas Tech University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Arkansas Tech University.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that Arkansas Tech University may make, without consent, under this federal law.

FERPA permits the disclosure of PII from student's education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

- To other school officials, including teachers, within Arkansas Tech University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. §99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)).
- Directory information at Arkansas Tech University consists of the student's name, home town, electronic mail address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), date of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received.
- "Dates of attendance" as used above 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.

- This information may be made available upon request to members of the general public.
  - If a student on the Russellville campus wishes for this "directory" 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 **Dr. Keegan Nichols, Vice President for Student Affairs** at [knichols@atu.edu](mailto:knichols@atu.edu) or **479-968-0238**.
  - If a student on the Ozark campus wishes for this "directory" 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 **Mr. Richard Harris, Chief Student Officer** at [rharris1@atu.edu](mailto:rharris1@atu.edu) or **479-667-3433**.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Grading

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 Chief Academic Officer.

Grade points are awarded on the basis of: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points; WN, 0 points.

A grade of "Pass" for pass/fail courses is not calculated in the grade point average, but does count in earned hours. A grade of "Fail" for these courses is calculated in the grade point average as 0 points.

## Graduation

Please refer to the section entitled "[Graduation Requirements](#)" for information pertaining to degree audit, application for graduation, and other graduation requirements.

## Repeated Courses

Students may repeat courses they have taken at Arkansas Tech University-Ozark Campus for the purpose of grade point adjustments (1) only by re-enrolling in the same courses at Arkansas Tech University-Ozark Campus and (2) subject to the following provisions. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. **Students may not repeat a course in which the highest grade possible has already been earned.** Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

## Student Records

Student academic records are maintained in Office of Student Services. Unofficial copies of academic records are available for guidance purposes to students and their advisors. All student records are maintained in compliance with the standards and guidelines of The Family Educational Rights and Privacy Act of 1974, Federal Law 93-380.

## Traffic Regulations

By authority of the Board of Trustees and in accordance with Legislative Act 328, 1967, Arkansas Tech University requires all members of the faculty, staff, student body and classified personnel to register motor vehicles which they own or operate on the Tech campus or on lands controlled by the University.

In accordance with A.C.A. 25-17-307, the Board of Trustees of Arkansas Tech University establishes the following rules and regulations for the registration, operation, and parking of motor vehicles on Arkansas Tech University campuses. These rules and regulations are binding on all members of the faculty, staff, student body, classified personnel, and others utilizing the lands owned or controlled by Arkansas Tech University. Lands owned or controlled by Tech will henceforth be known as the CAMPUS for the purposes of clarification in this brochure.

Arkansas Tech Department of Public Safety officers are constituted peace officers by A.C.A. 25-17-305, by action of the Board of Trustees, and under the laws of this state possess all the authority provided by law for city police and county sheriffs to be exercised as required for the safety and protection of the University community. Enforcement of traffic regulations on the Tech campus is the responsibility of the Department of Public Safety. All drivers will observe and obey the orders of the Department of Public Safety officers while such officers are engaged in the performance of their respective duties. This includes producing and rendering identification and permits requested.

**YOU ARE RESPONSIBLE FOR COMPLYING WITH ALL RULES AND REGULATIONS.**

#### **REGISTRATION OF VEHICLES**

Registration shall be accomplished at the time of regular registration for the fall, spring or summer semesters at the Office of Student Services or at locations and times specified.

Students must purchase a parking permit that can be used on any vehicle that is registered under the student's name. Vehicles are defined as any self-propelled vehicle having two or more wheels.

All vehicles on Tech campuses are required to register and display a current parking permit.

Permits are valid from August 15 one year through August 15 of the next year. After securing a permit at the Office of Student Services, charges are assessed to the individual's account at the Office of Student Accounts.

Permits must be displayed by hanging on the rear view mirror so the number can be read through the front windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. These permits can be moved from vehicle to vehicle.

Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle, upon termination of employment or withdrawal from the University.

Only one permit per individual can be purchased unless the prior permit was lost or stolen. The lost or stolen permit will be invalid. There is no refund for permit cost. Permits are full price for replacement.

Summer term permits will be one-half the original cost.

Falsifying registration information, such as buying permits for another person in his/her name will be fined \$ 20.00. Also, the person who allows another individual to purchase a permit for him/her will be fined \$20.00.

Charges will be assessed at the time of registration of the vehicle as follows for all faculty, staff and students and other non-Tech employees.

A \$15.00 for the calendar year (August 15 through August 15)

B \$15.00 from the beginning of the second semester through August 15

Permit fees are non-refundable

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### **Restricted Parking Areas**

#### **YELLOW CURBS RESTRICTED PARKING**

No parking at yellow curbs at all times.

#### **FIRE ZONES**

No parking in fire zones as marked.

#### **RED**

No students or ineligible employees between 7:30 a.m. and 5:00 p.m. Monday through Friday.

#### **BLUE/WHITE**

Designated disability parking zones. This includes ramps as well as parking spaces.

#### **SIGNS**

Restricted by signs posted.

#### **ANY ATHLETIC OR DRILL FIELD**

No parking at any time. These will not be posted. Arkansas Tech University reserves the right to set aside areas as necessary for special events in all parking areas of the University. The University further reserves the right to temporarily block certain streets as necessary without notice to the public.

#### **TOWING AND IMPOUNDING OF VEHICLES**

The University reserves the right to immobilize, tow and/or impound any vehicle that is parked on University property in such a way as to constitute a serious hazard; or any vehicle owned by a violator having three or more violations in any academic year. The Department of Public Safety may direct an authorized commercial garage to carry out any towing action. Violators will be responsible for paying all costs for removal, impounding and storage of such vehicles. Vehicles may be held until all charges are paid.

### **PAYMENT OF VIOLATIONS/FINES**

A person receiving notice of a parking or traffic violation should go to the Office of Student Services to pay the fine placed against his/her account. The office is closed Saturdays, Sundays and holidays. Check the **PARKING AND TRAFFIC REGULATIONS** for a listing of all fines for violations.

### **MOVING VIOLATIONS**

Moving violations include all traffic laws as stated in the Arkansas Motor Vehicle and Traffic laws and State Highway Commission Regulations. The official Tech parking citation notice placed on vehicles will be sufficient as summons for violation of these rules and regulations. In lieu of a University citation, the violator may be issued an Additional violation. Rules are as follows:

- 1 .Speed limit on campus is 20 mph unless otherwise posted.
- 2 .No U-turns
- 3 .Yield the right-of-way to all pedestrians in campus crosswalks.

### **ACCIDENTS**

All traffic accidents occurring on the campus or grounds controlled by the University must be reported immediately to the Department of Public Safety by calling on campus 479-508-3359. If you are unable to contact anyone at that number, call 911 and your call will be directed to the nearest Law Enforcement Agency.

### **DISABILITY PARKING**

As required, a number of parking spaces have been set aside for use by handicapped individuals only. Each space has been marked with signs and/or blue and white paint on the space. Only individuals who have been issued, and are displaying, a disability license plate or placard issued by the State of Arkansas are permitted to park in spaces marked with blue and white stripes. Vehicles must also have valid Tech permit. License plates, decals and placards may be obtained from the State Revenue Office. Transfer of a disability license or placard is a violation of the Arkansas state law. The offender will be ticketed accordingly.

### **SPECIAL EVENT PARKING**

Contact the person in charge of facilities use at 479-667-2117.

### **VISITOR PARKING**

Visitors are always welcome on campus and may park in any non-restricted area. Currently enrolled students or employees are not considered visitors. Visitors, please secure a visitor's permit at no cost at the Office of Student Services. If a visitor is issued a citation, please visit the Office of Student Services to have the citation removed..

### **MOTORCYCLES AND MOTORBIKE**

Motorbikes, motor scooters, motorcycles and bicycles must be operated only on streets normally designated for auto-mobile use. A permit must be displayed if parked on campus or an optional decal may be affixed to the left front fork.

### **APPEALS**

All appeals will be dealt with according to the rules and regulations stated in this booklet. All appeals must be made within three school days. Appeals made after three school days will not be considered. All faculty, staff and students appeals should follow the above procedures. Appeals forms are available at Department of Public Safety.

### **PARKING REGULATIONS**

All parking regulations will be enforced 7 days a week, 24 hours a day.

- 1 .The responsibility for finding a legal parking space rests with the vehicle operator.
- 2 .Lack of space is not a valid excuse for violating a parking regulation.
- 3 .Standard parking/traffic regulations and definitions, as enacted in the Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations will be rigidly enforced on the Tech campus at all times, including legal holidays and the time between semesters when classes are not in session.
- 4 .Violators of established Parking and Traffic Regulations may be issued a Uniform Traffic Ticket payable in Municipal Court in Ozark, Arkansas, in lieu of Tech citation.
- 5 .Violation notices will be affixed to the motor vehicle or presented to the driver. Payment may be either mailed or paid in person at the Office of Student Services.
- 6 .Vehicles are considered parked when left standing, stopped or unattended for any period of time.
- 7 .It is illegal to re-use a ticket.
- 8 .Pedestrians have the right-of-way at designated crosswalks at all times except at signal-controlled intersections where pedestrians will be expected to comply with the signal.
- 9 .Students, faculty and staff members are expected to be familiar with and abide by the regulations at all times. The fact that any vehicle does not receive a violation notice while his/her vehicle is parked or operated in violation of any regulation or law does not mean or imply that such a regulation or law is invalid.
- 10 Due to evolving changes, signage will supersede zones as marked on the map.
- 11 Vehicles are assumed abandoned if left parked and stationary for a period of two weeks. Such vehicles will be towed at the owner's expense.

- 12 School buses and other large vehicles, as well as special purpose vehicles, are required to park in areas designated by the Department of Public Safety.
- 13 You are responsible for all violations by a vehicle displaying a permit issued in your name. If you lend your car, proper operation of the vehicle is still your responsibility.
- 14 Only one type of Tech permit is to be displayed on a vehicle at a time.
- 15 Obey regulatory signs and barricades established by the Department of Public Safety.
- 16 Vehicles will not be operated on the Tech campus without required safety equipment prescribed by the vehicle code of the State of Arkansas.
- 17 Vehicles parked in parallel parking spaces must be parked with the passengers' door to the curb with flow of traffic.
- 18 Vehicles will be parked within designated parking boundaries and in no case shall they overlap into or onto roadway, crosswalk or sidewalk. The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the vehicle over the line.
- 19 The time limit on 15 minute zones will be observed at all times.
- 20 A traffic ticket or any other communication from a Department of Public Safety officer, while in the performance of his duties, is considered to be an official University notice. Failure to respond will make the recipient subject to disciplinary action.
- 21 If a permit is not visible to the officer while he is issuing a citation, the citation will be for no current permit. If, in the course of issuing a citation, the officer discovers the permit, he has the discretion to downgrade that ticket to improper display only.
- 22 Windshields, side wings, side or rear windows may not be obstructed with any sign, sun shield, sun visor, poster or other transparent material other than a certificate or sticker required by state law or campus regulations. This will include writing on vehicle windows with shoe polish.
- 23 No boats, campers or trailers allowed to park on campus.

**GENERAL INFORMATION**

- 1. Operating a motor vehicle in any manner which may create a disturbance on campus may be considered a traffic violation. This includes excessive use (determined by city ordinance or officer's discretion) of boom box, stereo, horn, illegal exhaust systems, squealing of tires or placing pedestrians or other drivers in a hazardous situation.
- 2. All personnel, including visitors, are expected to adhere to all campus and state regulations regarding safety procedures.
- 3. Arkansas Tech University cannot and does not assume the obligation of providing parking spaces for all vehicles at all times.
- 4. Arkansas Tech University does not assume responsibility for the care and protection of any vehicle or its contents while said vehicle is operated or parked on the campus or lands controlled by the University.
- 5. Vehicles that do not qualify for registration or "approved as safe" by the State of Arkansas are not permitted on the campus at any time. Disabled and abandoned vehicles will be turned over to the State Police for disposal according to law.
- 6. Mechanical work other than minor repairs such as replacement of vehicle battery or flat tires will not be permitted on the Tech campus. Exception will be given to students working under the direction of the Automotive Service Department.
- 7. Arkansas Tech University reserves the right to restrict or revoke the use of an automobile on campus to anyone if the use of that vehicle is thought to be detrimental to the academic achievement of any student or if the person has abused the privilege of operating said vehicle on or off campus.
- 8. It shall be the responsibility of any driver of a disabled vehicle (i.e. dead battery, out of gas, keys locked in car, etc.) to immediately notify the Department of Public Safety of the problem and location of the disabled vehicle. Failure to make notification may result in the vehicle's being either towed or given a ticket. Abandoned vehicles shall be towed at the owner's expense.
- 9. Flagrant disregard of campus parking and traffic regulations will result in the vehicle being towed to storage and parking privileges on campus revoked. Towing and storage charges will be assessed prior to the release of the vehicle to the owner.

Board of Trustee approval is requested for the following Parking Violations and Fines on the Ozark Campus.

| Violation                             | Fine     |
|---------------------------------------|----------|
| Warning                               | \$00.00  |
| Failure to display current permit     | \$20.00  |
| Unauthorized Handicapped Parking      | \$100.00 |
| Parking Where Prohibited by Signs     | \$20.00  |
| Parking in and Unauthorized Zone      | \$20.00  |
| Blocking                              | \$20.00  |
| Failure to Stop or Yield Right of Way | \$25.00  |
| Reckless Driving                      | \$50.00  |
| Speeding                              | \$35.00  |

Any rates or fines contained in this document are subject to change.

**Verification of Student Identity**

Verification by the university of the identity of students who participate in university-offered distance (on-line) classes or coursework is done by utilizing a secure login and pass code. Sharing of a student's secure login or pass code is a violation of the Academic Dishonesty policy.

## **Withdrawals**

A student who wishes to withdraw from school during a semester is required to follow the official withdrawal procedure which requires submitting a written request to the Office of Student Services. Students who withdraw without following this required procedure will have their grades recorded as "F." If a student withdraws officially, the procedure for recording grades is identical with that for dropping an individual course, as described in this section under the heading "Adding/Dropping Courses." If a student withdraws from school during the final two weeks of a semester, the Chief Student Officer may waive the requirement that grades of "F" be recorded if the circumstances forcing a withdrawal justify special consideration.

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## **University Policy**

While every effort will be made to conform to catalog announcements, the school reserves the right to adapt its policies as may be necessary.