

2008 - 2009 Student Handbook

Arkansas Tech University

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Welcome



Dear TECH Student,

Arkansas Tech University is a special place. We have a very proud heritage from the past, a tremendous set of opportunities for intellectual and personal development in the present, and a bright promise for the future. When you registered as a student at TECH, you became a part of this place. From now on, Arkansas Tech University will be a part of most of the significant future activities you undertake, whether they are educational, professional, or social in nature.

To help you make the most of all of these opportunities, we offer this student handbook. Remember that TECH has no higher purpose than to assist you in achieving your career and educational goals, and that everyone here is dedicated to giving you all of the assistance, which is available and appropriate. We hope that you will join with us in making TECH the foundation for a better tomorrow for all of us.

If there is any way that my office can be of help to you during your time on our campus, I hope that you will contact me.

Robert Charles Brown
President
Arkansas Tech University

Dear Fellow TECH Students,

Welcome to Arkansas Tech!

I am very excited that you have chosen TECH to be your University. TECH is a place where dreams begin to take shape and become reality. TECH has many resources available to you in reaching your educational goals and I hope you will take full advantage of those resources.

The only advice that I can offer as you begin your college career is that college is what you make of it. So, make it the best experience of your life thus far by getting involved with student activities and organizations. The lessons you learn will benefit you throughout your life and the friends you make will last just as long.

It is very important to me that we as students work together to make Arkansas Tech the best University in the state. Your Senators and I would like to invite you to always feel free to discuss any ideas or concerns with us that you may have about our campus. The Student Government Association meets every Wednesday at Noon and our meetings are always open to students. I would also like to welcome you to stop by my office located in the Doc Bryan Student Services Building, room 248 any time to let me know how your SGA can better serve you.

I hope that you have a wonderful year.

Sam Bartlett
President
Student Government Association

Departments and Services

PURPOSE

The services and programs described in this handbook are provided to enhance student learning and personal development at Arkansas Tech University. Administrative responsibility for these programs rests with the vice presidents:

Student Services - Dr. Gary Biller
Doc Bryan Student Services Center, Room 202
Phone: 968-0238
gbiller@atu.edu

Academic Affairs - Dr. Jack Hamm
Administration Building, Room 202
Phone: 968-0319
jhamm@atu.edu

Finance and Administration - Mr. David Moseley
Administration Building, Room 207
Phone: 968-0301
dmoseley@atu.edu

Development - Mrs. Jayne Jones
Administration Building, Room 209
Phone: 498-6076
jjones@atu.edu

ACADEMIC ADVISING CENTER

Bryan Hall Building, Room 101
964-0843 ♦ lclarke@atu.edu
Linda Clarke, Director

The Academic Advising Center (AAC) provides academic advising to all undeclared majors, first-time entering freshmen, and conditional admission students. The AAC is responsible for the summer registration program for first-time entering freshmen. The Center also contacts "at risk" students through an Early Warning program, provides a Tutor Referral Service, and is the functionary between faculty, advisor assignments and student records. Academic advising appointments can be scheduled Monday-Friday during general office hours.

ADMISSIONS OFFICE AND STUDENT RECRUITMENT

Doc Bryan Student Services Center, Room 141
968-0343 ♦ tech.enroll@atu.edu
Shauna Donnell, Assistant Vice President
Director, Enrollment Management

The Admissions and Recruitment Office provides services to prospective students and their families as they move from secondary to post-secondary education; to transfer students as they

move from one postsecondary institution to another; and to adult learners as they return to continue formal learning. The Admissions Office provides admissions counseling, arranges campus tours, maintains records on prospective students, manages the University's freshmen and transfer scholarship programs, and assists the Enrollment Office with programs such as Tech Open House and Time-Out for Tech. Students who have questions about Academic ACT Scholarships should contact Alisa Waniewski, Coordinator of Recruitment & Academic Scholarships.

CAREER SERVICES

Doc Bryan Student Services Center, Suite 211
968-0278 ♦ career.services@atu.edu
Dr. David Boop, Director
<http://careers.atu.edu>

Career internships and employment opportunities are provided through a variety of services, including workshops, campus interviews, career fairs, employment referrals, and more. Although services are available to current TECH students and alumni, graduating seniors should register online for campus interviews, resume referrals and job notifications. For help with cover letters, resumes, applications, the interview process, internships, or career counseling, students should schedule an appointment by calling 968-0278. To access part-time, full-time and campus job listings, visit the website or stop by Monday-Friday, 8-5.

COUNSELING CENTER

513 West "L" Street
880-2240 ♦ jbolle@atu.edu
Jeanne Bolle, Associate Dean of Students/Director
<http://stuserv.atu.edu/cc/>

The Arkansas Tech University Counseling Center, 513 West "L" Street, provides counseling, consultation, and outreach services to the Arkansas Tech University community. Students enrolled at TECH are eligible for free and confidential personal counseling services at the Counseling Center. The counseling center staff is committed to promoting the educational mission of the University by working with the campus community to establish and maintain healthy and effective behavior patterns and lifestyles that enhance learning and personal growth. The range of services provided by the counseling center includes confidential personal counseling for students in individual, couples, or group sessions. The staff provides consultation as needed to students, parents, staff, faculty, and administration. Presentations and outreach programming covering mental health issues and personal growth topics are scheduled throughout the year and are available upon request. The Center has

a small library of self-help books and videos, and a variety of informational brochures.

Students come into the counseling center for a number of different reasons. Some come in because of sleep problems, depressed moods, anxiety, relationship conflicts with boyfriends/girlfriends, parents, or peers, confusion about future goals, difficulties in studying or concentration, or simply a desire to know oneself better. Students are free to come in for an initial meeting with no obligation to return unless she/he chooses. Sitting down and talking with a counselor is often the best way to decide if counseling might be helpful.

The Counseling Center is open Monday - Friday from 8:00 a.m. - 5:00 p.m. * year round. The Center is staffed by the director who is also a mental health counselor, a full-time mental health counselor, a secretary, a graduate assistant, and student workers. Please visit our website for additional information by going to the Quick Links drop down on the Arkansas Tech home page, and clicking on Counseling Center, or at <http://www.atu.edu/cscenter/index.shtml>, or contact us by phone at (479) 880-2240.

*For after-hours emergencies, an on-call Student Services staff member is available to assist students by calling Public Safety at (479) 968-0222.

DISABILITY SERVICES

Bryan Hall, Room 103
968-0302 ♦ ccrawford@atu.edu
Dr. Carolyn Crawford, Director
<http://utds.atu.edu>
TTY phone number: 964-3290

Arkansas Tech University is committed to providing equal opportunities for higher education to academically qualified individuals who are disabled. Students with disabilities attending TECH will be integrated as completely as possible into the University community. TECH does not offer a specialized curriculum for students with disabilities nor does it assume the role of a rehabilitation center, but does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where feasible.

Services include consideration of classroom and building accessibility, planning for adequate travel time between classes, arranging for interpreters, note-taking assistance, alternative testing, and similar types of accommodations. Per individual needs, students who may require academic support are encouraged to utilize tutoring and study skills assistance available to all students through the individual departmental labs.

Students must register their disabilities with the director for Disability Services two weeks prior to enrollment each semester to discuss any special arrangements that may be needed. Registration with

Disability Services entails: (1) completion of a waiver to authorize the release of information regarding their disability to professors and other campus personnel providing services for the student and (2) presentation of documentation from a qualified professional who is licensed or certified to diagnose the disability in question and provide recommendations regarding accommodations. Acceptable documentation should reflect the following:

- Should be current in most cases
- A specific diagnosis
- Level of severity of the disability
- Current medications/treatment
- Functional limitations due to the disability
- Recommended academic accommodations

Some residence halls have been modified to accommodate residence living for non ambulatory students.

TECH is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Affirmative Action Officer serves as the coordinator for these federal programs.

FRATERNITIES AND SORORITIES

Doc Bryan Student Services Center, Room 233
968-0276 ♦ pkelly@atu.edu
<http://grecs.atu.edu>

The Office of Fraternity & Sorority Life is responsible for advising the governing councils for our fraternity and sorority community (IFC, NPC, and NPHC), the Fraternity & Sorority Programming Board, and the auxiliary groups such as Order of Omega Leadership Honor Society and Gamma Sigma Alpha Academic Honor Society. The Office also provides assistance to individual chapters and leaders in the fraternity and sorority community in promoting both organizational and individual development and supports the recruitment/intake and expansion/extension processes. Through an emphasis on academic excellence, active participation in community service and philanthropic activities, ongoing leadership development, and positive interactions between all fraternities and sororities, the Office of Fraternity & Sorority Life helps to promote fraternities and sororities as an integral and productive part of the University community. Contact the Fraternity / Sorority Advisor or check out the website for more information regarding how you can become involved in the fraternity and sorority community.

HEALTH AND WELLNESS CENTER

Dean Hall Room 126
968-0329 ♦ rwoolf@atu.edu
Rita Woolf, RN, Director
<http://stuserv.atu.edu/hwc/>

All Arkansas Tech University students are eligible to use the services of the Health and Wellness Center. Services provided are designed to help the students maintain their health through education and prevention and to restore their health when necessary by treatment of illness, injury or stress.

The Health and Wellness Center is staffed by a full-time registered nurse (RN) and full-time secretary. The hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday. We provide confidential information and services. The registered nurse does physical assessments, treats minor injuries and illnesses, dispenses nonprescription medication, provides health education or refers you to another health care provider. There is no charge for seeing the registered nurse.

Charges from outside health care providers are not covered by the Health Center therefore students who are not covered by family or other insurance are encouraged to purchase individual health and accident insurance. Information on TECH's student insurance policy is available at the Health and Wellness Center or online at: www.macori.com.

INTERCOLLEGIATE ATHLETICS

Hull Building
968-0245 ♦ smullins@atu.edu
Steve Mullins, Athletic Director
<http://athletics.atu.edu/>

The University participates in sports sponsored by the Gulf South Conference and the National Collegiate Athletic Association. Students who wish to try out for intercollegiate athletics teams in the men's sports of football, baseball, golf, and basketball or women's sports of basketball, tennis, volleyball, cross country, golf and softball should contact the head coach of the specific sport. All students who practice or participate in intercollegiate athletics must meet eligibility requirements as set forth by the University, the Gulf South Conference, and the Division II of the National Collegiate Athletics Association.

INTERNATIONAL AND MULTICULTURAL STUDENT SERVICES

Tomlinson 029
964-0832 ♦ apennington@atu.edu
Amy Pennington, Director
<http://imsso.atu.edu/>

The International and Multicultural Student Services Office focuses on supporting the needs of a diverse group of Tech students. The office offers a wide range of services for international and multicultural students, including new student orientation, immigration advising, cross-cultural programs and all other support services necessary to ensure that international and multicultural students have rewarding academic careers.

INTRAMURAL AND RECREATIONAL SPORTS

University Commons Clubhouse
356-2010 ♦ bhenderson3@atu.edu
Brian Henderson, Coordinator
<http://intramural.atu.edu/>

The University provides athletic programs in a variety of sports for all interested students who do not participate in intercollegiate sports. Students should check the Intramural Office or its website for more detailed information on intramural sports.

REGISTRAR'S OFFICE

Doc Bryan Student Services Center, Room 153
968-0272 ♦ trhodes@atu.edu
Tammy Rhodes, Registrar
<http://registrar.atu.edu/>

The Registrar's Office coordinates registration and class enrollment activities, publishes the schedule of courses, provides official copies of academic transcripts, and coordinates commencement ceremonies and the related graduation activities. The Registrar's Office serves as the certifying office for athletic eligibility and veterans benefits. The office is open Monday-Friday from 7:30 a.m. - 5:00 p.m. except on Thursday the office closes at 4:00 p.m.

RESIDENTIAL LIFE

Doc Bryan Student Services Center, Room 229
968-0376 ♦ msabolo@atu.edu
Marty Sabolo, Director
<http://reslife.atu.edu/reslife.htm>

The residential life program at Arkansas Tech University exists as an integral part of the educational program and academic support services of the University. Activities and programs are conducted to assist students in adjusting to and enjoying the TECH community and in making college life a meaningful growth experience.

Single students under 21, and with under 60 hours of college work completed, are required to live on campus, as space permits, in University-owned housing units and to purchase a meal plan. Exemptions include students living with immediate family, married students, or students with dependent children.

Housing contracts, applications for University housing, room assignments and questions concerning housing are handled by the Residential Life Office.

SPIRIT SQUADS

Doc Bryan Student Services Center, Room 233
968-0276 ♦ jmartin@atu.edu

Jaime Martin, Coordinator of Spirit Squads
<http://spiritsquads.atu.edu>

The University has two Spirit Squads: the Tech Cheerleaders and the Golden Girls (dance). The Spirit Squads' first priority is to support the athletic teams and other groups at Tech. In addition, the squad members are expected to promote and uphold school spirit and facilitate crowd involvement during athletic events. The Spirit Squads hold annual tryouts in April/May each year. Contact the Coordinator of the Spirit Squads or check out the website for more information regarding Cheerleading or Dance at Arkansas Tech.

STUDENT ACCOUNTS OFFICE

Doc Bryan Student Services Center, Room 133
968-0271 ♦ mjohnson@atu.edu

Marilyn Johnson, Business Manager
<http://stuacct.s.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--Arkansas Tech University 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.

Check Disbursements--Refund checks on student account overpayments and student labor

checks are disbursed in the Student Accounts Office. Student ID card or driver's license must be presented to the cashier at the time of disbursement.

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, TECH Fit, and the swimming pool, and serves as the meal ticket for on-campus students as well as a declining balance debit card at several campus locations. 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.

STUDENT FINANCIAL AID

Doc Bryan Student Services Center, Room 117
968-0399 ♦ fa.help@atu.edu

Shirley Goines, Director
<http://finaid.atu.edu>

The University provides financial aid for students in the form of employment, scholarships, loans and grants. Students who need financial assistance should contact the Student Financial Aid Office. TECH participates in all current federal assistance programs. Information and application forms are available from the Student Financial Aid Office.

To be eligible for student financial aid from federally funded programs, a student must be in *good standing and making satisfactory progress*.

Academic policies for students receiving federally funded student financial aid:

General

1. This policy applies to funds received through the Federal Pell, Supplemental Educational Opportunity (FSEOG), Academic Competitiveness (ACG) and SMART Grants, the Federal Work Study, the Federal Perkins Loan, the Federal Subsidized Stafford Loan, the Federal Unsubsidized Stafford Loan, and the Federal PLUS loan programs.
2. This policy will be applied automatically and without favor or prejudice, with progress being checked at the end of each fall and spring semester.
3. Any appeal of this policy must be made in writing to the Financial Aid Academic Policy Appeal Committee and turned in to the Financial Aid Office within thirty days of the notification of the violation. Financial aid will not be paid retroactively for any semester's lost eligibility.

- Students must meet all conditions of the policy. Violation of any section will result in loss of aid.

Institutional Academic Suspension

- Any student whose name appears on the institutional suspension list will not be eligible to receive aid for their next period of enrollment even if they do re-enroll with the approval of the Admissions Council unless summer hours earned at TECH re-establish eligibility.
- It is the student's responsibility to notify the Financial Aid Office when they are no longer on the suspension list.

Satisfactory Academic Progress Undergraduates

- A student is considered making satisfactory academic progress as a full-time student if the total credits earned (with a grade of "D" or better) are:

# of semesters	minimum # hrs. "earned"
1	9
2	21
3	33
4	48
5	60
6	72
7	84
8	96
9	108
10	120

NOTE: ALL part-time students must always earn the number of hours in which they are enrolled. Incomplete, repeat, and audit classes are counted as hours attempted. No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the courses. Students may use summer hours earned at TECH to fulfill the academic progress requirement. Hours earned at another institution will not meet the requirement.

- Transfer students** will be assigned an "equivalent semesters attended" based on the number of hours accepted by the Registrar's

Office rounded down to the nearest quarter semester. Example: A student with fifty-four transfer hours would have "equivalent semesters attended" of 4.5 (54 divided by 12 = 4.5). It is the student's responsibility to make sure transfer transcripts are on file with the Registrar.

- A student must receive a bachelor's degree by the end of six (6) years of full-time attendance, an associate's degree by the end of three (3) years of full-time attendance and a certificate by the end of one and one-half (1.5) years of full-time attendance. Allowances will be made for semesters involving required remedial course work and certificates which require more than one year. All fall and spring semesters attended will be counted whether a student received financial aid during the semester or not. Students may use summer hours earned at TECH to fulfill the academic progress requirement. Hours earned at another institution will not meet the requirement. Less than full-time semesters will be counted proportionally (See chart below).

Attempted hours Part-time enrollment chart

1 - 5 hrs.= .25 semester
6 - 8 hrs.= .50 semester
9 - 11 hrs.= .75 semester
12+ hrs.= 1 semester

- Students granted academic clemency will have all semesters attended counted on the basis of attempted hours and actual attendance.

Subsequent Credentials or Teacher Certification

- Full-time students must earn an average of twelve hours per semester; part-time students must earn the hours for which they enroll each semester.
- A second bachelor's degree or teacher certification must be completed by the end of three years of full-time enrollment. A second associate degree or certificate must be completed by the end of one and one-half years of full-time enrollment.

Funds may be received for no more than three certificates, two associate degrees, two bachelors and two master's degrees.

Graduate Degree

- Full-time students must earn an average of nine hours per semester; part-time students must earn the hours in which they enroll each semester.
- Degree must be completed by the end of three years of full-time enrollment.

Required Grade Point Average First Undergraduate Degree

1. All students must have a minimum cumulative grade point average (GPA) of 1.0 at the end of their first semester, 1.50 at the end of their second semester, 1.75 at the end of their third semester and 2.0 at the end of their fourth and all following regular (fall and spring) semesters or "equivalent transfer semesters". Example, a student who earns 24 hours in four half-time semesters would be required to have a 2.0 at the end of the fourth semester. While a student who earns 24 hours in two full-time semesters would still have two additional semesters before a 2.0 GPA would be required. To continue on aid, this GPA must be maintained for all remaining semesters. No appeal will be granted for anyone in violation of the **required cumulative 2.0 GPA**.
2. Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement.
3. It is the student's responsibility to notify the Financial Aid Office when they have attained the required GPA.

Subsequent Credentials or Teacher Certification

Students must maintain a 2.0 GPA each semester.

Graduate Degree

Students must maintain a 3.0 GPA on graduate courses each semester.

WITHDRAWALS

During each undergraduate or graduate career, a student receiving aid may completely withdraw **ONE SEMESTER ONLY** or receive all grades of "F" and return the next semester to receive all entitled financial aid. Upon withdrawing any additional semesters or receiving all grades of "F" while on financial aid, the student will not receive aid for their next period of enrollment. The next period of enrollment hours must be equivalent to the number of hours enrolled during the withdrawal semester. (Example: If a student withdraws a second time while enrolled in 12 hours, the student would have to pay for 12 hours before becoming eligible to receive financial aid.)

Federal regulations require a calculation to determine how much aid, if any, must be returned to the Federal programs when a student withdraws or receives all grades of "F". Students who must repay funds will be notified of the amount by the Financial Aid Office.

UNIVERSITY TESTING

Bryan Hall, Room 103

968-0302 ♦ kpittman@atu.edu

Karen Pittman, Testing Coordinator

<http://utds.atu.edu>

TTY phone number: 964-3290

Testing services include providing registration information and materials and administering examinations such as the American College Test Assessment (ACT), Graduate Record Exam (GRE), Law School Admission Test (LSAT), Miller's Analogy Test (MAT), Medical College Admissions Test (MCAT), National Teachers Examinations (PRAXIS), and others. Test preparation is available for many of these exams.

Credit by examination is also a testing service. It allows an individual to earn college credit by attaining the qualifying score established by Arkansas Tech University. Examinations included in this program are Advanced Placement (AP), College Level Examination Program (CLEP), National League for Nursing (NLN), and Arkansas Tech examinations.

Conduct and Records

CHANGE OF ADDRESS AND NAME

Students are required to notify the University of any address changes immediately. Address change forms are available in the Registrar's Office for students changing their permanent, local, billing, or financial aid address(es). If the student is unable to come to the Registrar's Office, the address(es) may be changed on-line from the Tech web site at <http://www.atu.edu> or by writing to the Registrar's Office.

A student who no longer wishes to use his/her assigned Tech post office box must close the box at the Tech Post Office and provide a forwarding address.

A student wishing to change his/her name because of marriage or divorce must provide the Registrar's Office with a legal document (example: marriage license, divorce decree) to officially change his/her name.

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 233, for further information.

For grades, course work, and other 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 in this handbook.

COMMUNICATIONS PRIVACY POLICY

Act 1799 of 2003 requires all institutions of higher education adopt an Electronic Communication Privacy policy that governs 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:

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

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.

A supervisor, whether faculty or staff, should also not develop a dating or sexual relationship with

an employee when the supervisor has a "position of authority" with respect to the employee.

Should a dating or sexual relationship develop or exist, the person with the greater position of authority must consult with an appropriate supervisor. The supervisor, with advice from University Counsel, shall develop a mechanism to ensure that objective evaluation is achieved, that conflicts of interest are avoided, and that the interest of the other individual and University are fully protected. If this policy is violated, any discipline, if necessary, shall be reviewed on a case by case basis.

DIRECTORY INFORMATION

"Directory information" at Arkansas Tech University consists of the student's name, address, telephone listing, electronic mail address, dates of attendance¹, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

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

¹Dates 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.

DISRUPTION OF UNIVERSITY FUNCTIONS

Arkansas Tech University promotes academic freedom and discussion. However, anyone who is disruptive to University operations, violates University policies, or violates Arkansas law, may be prohibited from coming on University premises, prohibited from attending University functions, arrested, and/or criminally prosecuted.

SPEECH AND DEMONSTRATION REGULATIONS

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

following regulations regarding time, place, and manner of such activities.

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

Time, Place, and Manner Limitations:

Interior: Demonstrations, debates, and speeches may be held inside University facilities only in compliance with established procedures for the use of the facility.

Exterior: Arkansas Tech University requires that speakers, scheduled and unscheduled, sponsored and unsponsored, University affiliated or visitors to the campus, use designated locations in order to avoid unreasonable conflict with the normal functions and requirements of the University and to assure that the flow of vehicular and pedestrian traffic will not be impeded. The designated free speech and demonstration area for the campus of Arkansas Tech University is the west courtyard of the Doc Bryan Student Services Building. Use of the University facilities will be scheduled by the Office of the Vice President for Student Services so as to best accommodate all users and to avoid monopolization by any person, agency, or organization. Authorization for any speech or demonstration will require identification of the individual or organization and agreement to abide by University regulations.

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

- No structures may be erected.
- There must be no obstruction of entrances or exits to buildings.
- There must be no interference with educational activities inside or outside of buildings.
- There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of university activities. (sidewalks, roads and parking areas must remain unobstructed)
- There must be no interference with scheduled university ceremonies, events or activities.
- Damage or destruction of property owned or operated by the university, or damage to property belonging to students, faculty, staff or guests of the university is prohibited. Persons or organizations causing such damage may be held financially responsible.

- Persons or organizations responsible for a demonstration or Other Freedom of Expression event must remove all signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.
- There must be compliance with all applicable state and federal laws and university policies, rules and regulations.

Administration, enforcement, and appeals: These regulations shall be administered and enforced by the Office of the Vice President for Student Services and such other University officials as shall be designated.

Any individual violating these regulations regarding time, place, and manner of speech and demonstration will be subject to immediate eviction or removal from the campus, without further warning, by appropriate University agents or officials and may be subject to appropriate legal action.

Individual students or student organizations violating these regulations may, upon written complaint to the Office of the Vice President for Student Services, be subject to the action as described in the Student Code of Conduct.

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

For more information, contact the Office of the Vice President for Student Services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 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, e.g., name, address, telephone listings, attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most previous educational agency or institution attended unless the student specifically requests in writing that her/his prior consent be obtained.

A request to suppress from public distribution the above-mentioned information must be made in writing to the Vice President for Student Services. 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 Vice President for Student Services' Office, Doc Bryan Student Services Center 202.

RESIDENCE HALL JUDICIAL PROCESS

Information about the residence hall judicial process is provided to all residence hall students and is available in the Residential Life Office, Doc Bryan Student Services Center, Room 229.

ARKANSAS TECH UNIVERSITY STUDENT CODE OF CONDUCT

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

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

ARTICLE I: DEFINITIONS

- A. The term "University" means Arkansas Tech University.
- B. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or graduate studies and those who attend post-secondary educational institutions other than Arkansas Tech University and who reside in University housing. Persons who are not officially enrolled for a particular term but have a continuing relationship with the University are considered "students."
- C. The term "faculty member" means any person hired by the University to conduct classroom activities.
- D. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A

person's status in a particular situation shall be determined by the judicial advisor.

- F. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- G. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
- H. The term "judicial body" means any person or persons authorized by the Vice President for Student Services to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- I. The term "judicial advisor" means a University official authorized on a case-by-case basis by the Vice President for Student Services to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Services may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member of a judicial body. Nothing shall prevent the Vice President for Student Services from authorizing the same judicial advisor to impose sanctions in all cases.
- J. The term "appellate authority" means any person or persons authorized by the Vice President for Student Services to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the judicial advisor.
- K. The term "shall" is used in the imperative sense.
- L. The term "may" is used in the permissive sense.
- M. The Vice President for Student Services is that person designated by the University President to be responsible for the administration of the Student Code.
- N. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Residential Life Handbook, Parking and Traffic Regulations, and Graduate/Undergraduate Catalogs.
- O. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University community.
- P. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear

acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

ARTICLE II: JUDICIAL AUTHORITY

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

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the University

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

B. Conduct Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any University official, faculty member or office.
 - c. Forgery, alteration, unauthorized use, or misuse of any University document, record, or instrument of identification.
 - d. Tampering with the election of any University-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person. This includes sexual and gender harassment that may be described as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions that adversely affect the working or learning environment of others.
4. Stalking, defined as willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.
5. Attempted or actual theft of and/or damage to property of the University, services of the University, or property of a member of the University community or other personal or public property.
6. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
9. Violation of published University policies, rules or regulations.
10. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
11. Use, possession or distribution of inhalants, narcotic or other controlled substances and paraphernalia, except as expressly permitted by law. The University may notify parents or guardians of students under age 21 who are found to be in violation of this policy.
12. Use, possession, or distribution of alcoholic beverages or public intoxication. The University may notify parents or guardians of students under age 21 who are found to be in violation of this policy.
13. Illegal or unauthorized use, possession, or distribution of firearms, rifles, shotguns, pistols, bows, arrows, explosives (including fireworks), incendiaries, shell-loading equipment or combustible materials for loading, or any other weapon or dangerous

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

A complete list of Tech's computer use policies can be found at:
<http://cservices.atu.edu/policies.htm>
 20. Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the directions of a judicial body or University official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
 21. Being knowingly present at the commission of a violation and/or exhibiting passive approval and participation.
- C. Violation of Law and University Discipline**
1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed only for grave misconduct that demonstrates flagrant disregard for the University community.
 2. University disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
 3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions

imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: ADJUDICATION OF STUDENT MISCONDUCT AND APPEALS PROCESS

A. Judicial Policies

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President for Student Services for assignment to a judicial advisor. Any charge should be submitted as soon as possible after the event takes place, preferably within 72 hours. Charges that involve academic grievances shall be filed with the Office of the Vice President for Academic Affairs.
2. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties. When the parties mutually agree and the judicial advisor concurs with the agreement, such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial board or a member thereof.
3. All charges and possible disciplinary actions shall be presented to the accused student in written form sent or delivered to the address listed in the registrar's records. This shall constitute full and adequate notice. The failure of a student to provide an address change or forwarding address, or the refusal or inability to accept the mailed notice, shall not constitute good cause for failure to comply with the notification. If the accused student fails to respond within 72 hours of notification of charges, the judicial advisor will determine the appropriate judicial process. A time shall be set for a hearing, if necessary, in not less than three (3) days, and hearings shall be conducted within a reasonable amount of time.
4. The accused student shall meet with the judicial advisor in a preliminary conference to ensure that the student understands the judicial process and

her/his due process rights. Failure to attend the preliminary conference will result in a hearing being scheduled. The accused student may request one change in the date and time of the preliminary conference by requesting it 24 hours prior to the scheduled conference.

- a. In conjunction with the preliminary conference, the judicial advisor shall offer the accused student an opportunity to informally resolve the alleged violation.
 - i. This will involve a review of the incident and discussion of the possible sanction(s), if the accused student accepts responsibility for the violation.
 - ii. If the student accepts the resolution offered by the judicial advisor, the student and the judicial advisor shall sign and date the informal resolution agreement, which shall include information regarding the violations for which the student has been found responsible and the resulting sanctions.
 1. A student has three class days from the date of signing the informal resolution agreement to reconsider the agreement and request a hearing.
 2. The outcome of an informal resolution cannot be contested after three class days have passed and there is no appeal.
 3. The outcome of a hearing shall replace any agreements made during the informal resolution.
 - iii. If the student does not accept the resolution offered by the judicial advisor, including any resulting sanction, the case will proceed to a hearing.
- b. A hearing shall be set to occur no less than three nor more than 15 class days after the student has been notified. Time limits for scheduling of hearings may be adjusted at the discretion of the judicial advisor.

B. Hearings

After reviewing all charges and evidence, the judicial advisor will recommend the appropriate course of action to the Vice

President for Student Services. If according to the Vice President for Student Services, the charges have merit and/or they cannot be disposed of administratively by mutual consent of the parties, four (4) courses of action may occur.

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

Residential Life Conduct Board

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

Student Services Conduct Board

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

Administrative Disciplinary Hearing

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

C. Hearing Guidelines

1. Hearings normally shall be conducted in private.
2. Admission of any person to the hearing who is not a party or potential witness

shall be at the discretion of the judicial body and/or the judicial advisor.

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

D. **Sanctions**

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges** - Suspension or denial of rights and privileges for a designated period of time, including participation in athletic or extracurricular activities.
 - d. **Monetary Fines**
 - e. **Restitution** - Compensation for loss, injury, damage to or misappropriation of University property. This may take the form of appropriate service and/or monetary or material replacement.
 - f. **Discretionary Sanctions** - Work assignments, service to the University, or other related discretionary sanctions (such sanctions must have the prior approval of the judicial advisor). Violations of alcohol/drug policy are subject to completion of Student Education Program on Alcohol and Other Drugs.
 - g. **Holds** - Withholding of grades, official transcript and/or degree.
 - h. **Course credit** - Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit.
 - i. **Denial of degree** - University degree may be denied, revoked, and/or a diploma may be withdrawn.
 - j. **Loss of Scholarship** - Scholarships awarded by the University or University-related programs may be partially or fully revoked.
 - k. **Housing Suspension** - Separation of the student from University housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- l. **Housing Expulsion** - Permanent separation of the student from University housing.
- m. **University Suspension** - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- n. **University Expulsion** - Permanent separation of the student from the University.
- o. Other penalty as deemed appropriate under the conditions.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's record. Upon graduation and application to the judicial advisor, the student's confidential record may be expunged of disciplinary actions other than University housing expulsion, University suspension or University expulsion.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section D 1, a through f and o.
 - b. **Deactivation** - Loss of all privileges, including University recognition, for a specified period of time.
5. In each case in which a judicial body determines that a student or organization has violated the Student Code, the sanction(s) shall be recommended to the Vice President for Student Services. In cases in which persons other than or in addition to the judicial advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the judicial advisor in determining and imposing sanctions. The Vice President for Student Services is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial advisor shall make a recommendation to the Vice President for Student Services who will advise the accused in writing of the determination and of the sanction(s) imposed, if any.

E. **Interim Suspension**

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

1. Interim suspension may be imposed only:
 - a) to ensure the safety and well-being of members of the University community or preservation of University property;
 - b) to ensure the student's own physical or emotional safety and well-being; or
 - c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During the interim suspension, students shall be denied access to University housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Services or the judicial advisor may determine to be appropriate.

F. **Appeals**

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

University Conduct Board:

This appellate Conduct Board hears appeals that involve University suspension of longer than one (1) year and University expulsion. It is composed of two (2) faculty members, three (3) students, two (2) Student Services staff members, and one (1) non-voting Chairperson. The two (2) faculty members are chosen by the Vice President for Student Services, the three

(3) students will be the RHA president, the SGA president and the IFC or Panhellenic president. The two (2) Student Services staff members are chosen by the Vice President for Student Services. The non-voting Chairperson is the Dean of Students or designee. The University Conduct Board makes a recommendation regarding the appeal to the Vice President for Student Services. The student may appeal this decision, in writing, to the University President.

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

tion(s) for the accused student. Following an appeal, the Vice President for Student Services may, upon review of the case, modify the sanctions imposed by the judicial advisor or review board. Sanctions imposed by the Vice President for Student Services, upon review of the case, may be modified by the University President, when appropriate.

5. In cases involving appeals by persons other than students accused of violating the Student Code, the Vice President for Student Services may, upon review of the case, modify the sanctions imposed by the judicial advisor or remand the case to the original judicial body and judicial advisor.

ARTICLE V: INTERPRETATION AND REVISION

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

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, and the informal means should be 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.

INFORMAL GRIEVANCE PROCEDURE

The procedure for an informal grievance is as follows:

1. The person should first discuss her/his grievance with the person responsible for the action, interpretation, or application leading to the problem.
2. If the grievance remains unresolved, the complainant may discuss it with the appropriate supervisory official.
3. If the circumstances of the grievance prevent the use of the above listed steps, or if the appropriate official does not resolve the grievance within five (5) school days, the

complainant may discuss the grievance with the administrative head of that portion of the institution out of which the problem arose. In all cases, this should be 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, or designate, shall serve as secretary and advisor to the committee, but will not vote. In matters concerning civil rights and equal opportunity, the affirmative action officer shall also serve as advisor, but shall have no vote.
4. The grievance committee will hear the grievance with such witnesses and evidence as it deems germane and shall present its recommendations in writing to the administrative head within three (3) school days of the hearing. The administrative head will render a decision within three (3) days. Copies of the findings, recommendation, and decision will be made available to all parties.
5. The decision of the administrative head may be appealed in writing to the 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.

ACADEMIC POLICIES

The undergraduate catalog covers regulations and procedures regarding academic policies at TECH. Each student should be thoroughly familiar with this section of the catalog.

STUDENT ACADEMIC CONDUCT POLICIES

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Arkansas Tech University requires certain standards of academic integrity and conduct from all students. Arkansas Tech University 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. A complete copy of this policy is available at the Office of the Vice President of Academic Affairs at <http://www.atu.edu/acad/services.htm>.

CLASS ABSENCES

Attendance policies are set by individual instructors and will be announced at the beginning of courses. When participation in some TECH-related function requires missing class(es), courtesy would require the student's notifying her/his 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 successive days which by their nature (such as an emergency) make it difficult for the student to contact her/his instructors, she/he may contact the Student Services Office, Doc Bryan Student Services Center, Room 233, (479-968-0239) to have instructors notified.

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 school, if the department head should be the instructor involved (appeal of a grade); or the student may appeal to the dean of the school 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 school (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 school 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 school, or two from the school and one from the student's major department, if that department is not in the same school as that in which the course is offered (appeal of a grade); or three faculty members from the school in which the academic program is administered (appeal of program dismissal). The committee members will be appointed by the deans(s) of the school(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 school 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 school 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 school 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 school, 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.

Campus Facilities

ROLLER SKATES, INLINE SKATES, SCOOTERS, SKATEBOARDS

At no time are roller skates, inline skates, scooters, skateboards, or bicycles to be used inside buildings. These activities are not to occur in streets or in parking lots unless it is part of a planned, preapproved recreational event. Other prohibited areas are benches, ledges, loading docks and rails. Skateboards are prohibited.

SELLING & SOLICITING ON CAMPUS

Arkansas Tech University has an institutional policy prohibiting solicitation on the campus or in any University-owned facility. Students are requested to promptly report any incident of soliciting to the Student Services Office. For further information, see "Solicitation by Organizations."

SIGN & POSTER DISPLAY POLICIES

The display of signs and posters on any University property is allowed by registered student organizations and University departments under the policies listed below:

All campus sign and poster displays not originating with a TECH academic or administrative office must be approved for posting by the Office of Student Services or the Office of Residential Life.

Signs and posters may be placed on campus *bulletin boards only* and by *registered student organizations and University departments only*. Bulletin board signs may be no larger than 14 x 18 inches and must be identified as to the organization or department responsible for their display.

Any student organization which wishes to place a poster, sign, or any other display (including chalking) in any *other location* must have the approval of the Student Services Office or the Residential Life Office. Some exceptions are allowed at specific times (such as during welcome week, homecoming, and SGA elections) and at certain designated locations. Approval and guidelines for such exceptions are obtained from the Student Services Office or, for residence halls, from the Residential Life Office.

Poster routing is available for all recognized TECH Clubs/Organizations, TECH Department Special Event(s), and Academic Departments. Information can be obtained by contacting the Student Services Office.

Placing handbills and fliers on automobiles parked on campus is prohibited. No handbills or

fliers may be distributed on campus without approval from the Student Services Office.

Commercial announcements are not to be placed at any campus location without prior approval of the Office of Student Services.

Individuals or organizations violating the sign and poster display policies are subject to fines and/or University disciplinary action.

STUDENT USE OF FACILITIES

Requests for use of nonacademic University facilities should be submitted to the Student Services Office, Doc Bryan Student Services Center, Room 233, one week or more prior to the event. To reserve rooms in academic buildings, contact the Office of Academic Affairs, Administration 200. Student organizations that request the use of University buildings are responsible for the conduct of their members and guests.

Damages to buildings or building equipment, other than fair wear-and-tear, are the responsibility of individuals or organizations using the facilities and the University must be reimbursed for these damages. On-campus student organizations are responsible for returning facilities to their proper condition after an event. This includes take-down and clean-up. The use of decorations for programs and activities must be discussed with the Office of Student Services prior to their use.

BOOKSTORE

The University-owned bookstore, located in the Young Building, carries many educational items including reference books, lab manuals, workbooks, calculators and, of course, textbooks. Computer software is also available at special educational prices. If the software you need is not in stock, the bookstore can special order it. In addition to the above items the bookstore carries gift items, sportswear, greeting cards, school supplies, paperback best sellers, health and beauty supplies and a wide selection of backpacks.

Before buying your books, remember: The responsibility for selecting the correct books for courses lies with the student. Assistance is available upon request. Paying by check, credit card or book voucher always requires a TECH I.D.

After buying your 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.

How textbooks are priced: New textbooks are priced at the publisher's list price. Any discounts the bookstore may receive from publishers are passed

on to the students. Used books are priced at seventy percent of the new list price. The bookstore strives to acquire all of the used books possible prior to the beginning of each semester. Used books are shelved on the front row of each course section.

Return policy: You are eligible for a full refund on new or used textbooks until the end of the 5th class day. The following conditions apply:

1. You must have your cash register receipt and student I.D.
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, cliffs notes, 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, student I.D. 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 Bookstore, refund checks will be disbursed through the Student Accounts office for refunds greater than \$100.00

Buy-back policy: Book Buy Back is held during finals week of the fall and spring semesters and the last day of each summer term. Textbooks will be worth up to 50% of the new price if the 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 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 everyday buy back 12 PM until 4 PM.

A current TECH I.D. is required to sell books back. The bookstore does not guarantee the buy back of any textbooks at any time.

CAFETERIA/ DOC'S PLACE

Chambers Cafeteria and Doc's Place and convenience store in the Doc Bryan Student Services Center are operated under contract by a national catering firm. Provisions are made for special diets and work or class schedules which conflict with serving hours. Any student who resides in the Residence Halls is required to purchase a

meal plan which must be cancelled with the Director of Residential Life at the time of withdrawal from school or in any circumstance in which the student is no longer required to purchase a meal plan. Payment for meals will continue until the student has surrendered the meal ticket. Any suggestion a student might have about the food service should be reported to the food service manager, one of the food service committee members, or the Office of Residential Life.

Off-campus students, faculty, staff, and alumni may purchase multiple-meal plans, single meals, or declining balance plans. For more information, call 479-968-0262.

CAFETERIA HOURS OF OPERATION

Monday-Friday
Breakfast 7:00 a.m.-9:00 a.m.
Continental Breakfast 9:00 a.m.-10:00 a.m.
Lunch 11:00 a.m.-1:30 p.m.
Dinner 5:00 p.m.-7:00 p.m.
(Friday dinner 5:00 p.m.-6:30 p.m.)
Saturday and Sunday
Brunch 11:00 a.m.-1:00 p.m.
Dinner 5:00 p.m.-6:30 p.m.

DOC'S PLACE HOURS OF OPERATION

Monday-Thursday
7:30 a.m.-9:00 p.m.
Friday
7:30 a.m.-2:00 p.m.

CONVENIENCE STORE HOURS

Monday-Thursday
9:00 a.m.-5:00 p.m.
Friday
9:00 a.m.-2:00 p.m.

When it is necessary to temporarily amend these hours, notice will be posted in the dining room in advance.

COMPUTER CENTER

The TECH Computer Center is located in two places (1) the Corley Building which contains the IBM Mainframe and the Programming Division of Computer Services as well as a number of Student/Classroom computer labs. The mainframe serves the academic community by providing program instruction for students enrolled in computer science in an environment that is common for large businesses and industries. The primary rooms are COR 253 and COR 259 with Labs in COR 234, COR 235, COR 240 and COR 115. (2) The Pendergraft Library and Technology Center contains the Networking/PC Division of Computer Services. This area houses the Tech Domain Servers which control student logins, user storage,

Tech Web Systems and all other PC related activities. The primary rooms are RPL 150 Campus PC Support Desk and RPL 116 PC Data Center. The microcomputer labs are equipped with Dell Pentium IV machines which are connected to the campus network. This environment provides software for student use in a wide variety of classes offered by the University. The Pendergraft Technology Center on the third floor has been designated as the primary open access lab for students. These labs are generally open according to the schedule of the Library. (Other open labs are available in Witherspoon, Williamson, Hull and Crabaugh Buildings.)

Software that is available for student use includes word processing, spreadsheets, data bases, compilers, graphics, statistics and a variety of others. Wireless connections for laptops are available in Corley and Pendergraft.

Access is available for all students to the Internet through our connection to the State network (ARKnet). All students are assigned a User ID (eID) 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.

TECH's campus-wide network is developed around fiber-optic connections to all campus facilities which provide a high-speed fast GIG Ethernet backbone.

TECH's computer use policies, guidelines and other information concerning computing at TECH can be found at <http://cservices.atu.edu>. You can receive assistance with computer related problems from the Campus Support Center located in room 328 of the Pendergraft Technology Center. The Campus Support Center can also be reached by calling 479-968-0646 or sending email to tech.support@atu.edu. People residing in the residence halls have a web site at <http://resnet.atu.edu>.

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, Residential Life, Financial Aid, Career Services, Registrar and Student Accounts. Student Government Association and Student Activities Board meeting rooms, a student union area with a food court, Doc's Place, and general meeting rooms are also included in this building.

HOURS OF OPERATION

Monday - Friday 7:00 a.m. - 12:00 midnight

Saturday 8:00 a.m. - 6:00 p.m.

Sunday 4:00 p.m. - 12:00 midnight

Other hours as arranged and approved

The kiosk on the west side of Doc Bryan is available to academic departments and chartered student organizations for posting notices of special events.

HULL BUILDING

The J.W. Hull Physical Education Building houses a variety of facilities available to TECH students, faculty and staff. These include: 4 racquetball courts, Tech Fit (housing fitness equipment), a swimming pool, 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.

ROSS PENDERGRAFT LIBRARY AND TECHNOLOGY CENTER

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 Arkansas Tech. Some of its features are: group study rooms of various sizes; more than 120 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; third floor help desks for technology-related problems; two distance learning classrooms equipped with 30 computer stations each; a large conference room equipped with audiovisual support; two instructional computer labs; a music/multimedia computer lab; a first floor copy center plus additional copiers throughout; networked laser 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 1,180,000 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 almost 1,000 periodicals in print, as well as many databases

and thousands of e-journals. Books are loaned for four weeks and may be renewed twice. 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. Librarian-mediated online searches are provided on request. 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 library.atu.edu.

LIBRARY HOURS

Monday - Thursday 7:30 a.m. - 11:00 p.m.

Friday 7:30 a.m. - 6:00 p.m.

Saturday 10:00 a.m. - 6:00 p.m.

Sunday 2:00 p.m. - 11:00 p.m.

YOUNG BUILDING

The Young Building houses the post office and the bookstore. Its ballroom is available for use by campus groups.

HOURS OF OPERATION

Ballroom

As scheduled in Student Services

Bookstore

Fall and Spring 7:30 a.m.-4:00 p.m.

Summer 7:00 a.m.-3:30 p.m.

Post Office Window Hours

Monday-Saturday 8:00 a.m.-3:00 p.m.

Post Office Lobby Hours

Monday-Saturday 7:30 a.m.-6:00 p.m.

Sunday 8:00 a.m.-6:00 p.m.

Safety, Security & Traffic

Arkansas Tech University is committed to providing a safe and secure environment for our students, faculty, staff, and guests. With the support of all members of our campus community, there is a continuing effort to keep the campus safe and secure. Because a truly safe campus can only be achieved through the cooperation of all students, faculty and staff, we hope you will join our effort to ensure that this endeavor is effective.

DEPARTMENT OF PUBLIC SAFETY

1511 N. Boulder
968-0222 ♦ dps@atu.edu
Steve Lawrence

Associate Dean of Students/Director
<http://dps.atu.edu>

The Arkansas Tech University Department of Public Safety is charged with maintaining order and enforcing the rules and regulations of the University. Its responsibilities include such duties as patrolling the campus; enforcing parking and traffic regulations; investigating accidents and reported incidents; and providing security for the University. The Department of Public Safety has the same police enforcement powers as other law enforcement agencies.

At least one officer of the department is on duty 24 hours a day. This officer can be reached either at the Department of Public Safety, located at 1511 N. Boulder (968-0222), or by calling on campus 911. A person calling 911 should give her/his name, location, the nature of the problem, and request that a TECH officer be dispatched to her/his location.

Reporting Crimes and Emergencies-To report a crime or emergency call the Department of Public Safety at 968-0222 or 911 on campus. The Department of Public Safety maintains direct radio contact with the 911 Communications Center and local law enforcement agencies. To reach the Department of Public Safety from off campus, dial (479) 968-0222. It is the responsibility of the Department of Public Safety to investigate and follow up on all reports of criminal activity on campus.

Criminal Activity Off Campus-The Department of Public Safety maintains a close working relationship with area Law Enforcement Agencies. Off-campus criminal activities in which any University-recognized organization is involved are reported to the University by the local police agencies.

Facilities and Security- Residence halls are locked 24 hours a day.

SAFETY AND SECURITY PROGRAMS

Campus Security-Information regarding Arkansas Tech University's safety and security programs and procedures is included in each fall's new student orientation program and new employees are given this information during the orientation they receive from the personnel office. The same information is made available upon request to all prospective students and job applicants.

Crime Prevention-Arkansas Tech University'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 University Police officers or other guest speakers. Through programs such as these, students and employees are reminded to follow such preventative procedures as:

- ✓Do report all crimes and/or suspicious activities to the Department of Public Safety.

- ✓Do protect personal property such as calculators, tape recorders, radios, etc. by marking them with an identification number.

- ✓Do record all serial #s, and brand names.

- ✓Do lock rooms and car doors at all times.....

- ✓Do not prop doors open for any reason.

- ✓Do walk in well-lighted areas at night.

- ✓Do not walk alone at night.

- ✓Do not leave books, jewelry, purses, wallets, cell phones, backpacks or other valuables unattended ever.

SEXUAL HARASSMENT

It is the policy of Arkansas Tech University 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 Arkansas Tech University. 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 reflects 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 consents 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.

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 allegedly 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.

1. 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, accused individual and the appropriate dean or department head of his or her decision, and shall attach a copy of the final statement of 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 Classified Employee Handbook, in the form of a formal grievance hearing.

2. 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 for a determination pursuant to Article IV 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.

TRAFFIC REGULATIONS

A current brochure listing traffic regulations is distributed at the time of hang tag purchase, and additional copies are available from the Student Services Office, Room 233, Doc Bryan Student Services Center, and from the Department of Public Safety, 1511 N. Boulder.

Parking for the Handicapped - Any vehicle parked in an area designated for exclusive use of disabled persons (27-15-303) which does not legally display the special license, decal, or similar official designation of another state, shall be subject to impoundment by the appropriate law enforcement agency, and the owner will be subject to a fine of not less than \$100 or not more than \$500 for the first offense plus applicable towing, impounding, and related fees (27-15-305).

Handicapped Parking Decals - Handicapped parking decals can be obtained at the Arkansas State Revenue Office, located at 105 South Rochester in Russellville. Decals can be used by persons who are temporarily or permanently disabled, are good for the duration of the disability, 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.
5. One (1) representative from the faculty.

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 school days receipt of a ticket (excluding weekends and holidays).

Students must go before the Traffic and Parking Committee to speak on their own behalf when they believe the 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. Off-campus activities sponsored by recognized student groups must abide by all local

and state laws, as well as the Student Code of Conduct.

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 Alcohol in a "Dry" County: In a "dry" county it is legal for persons over the age of 21 to possess, for their own use, one case of beer and one gallon of liquor. Penalties for possession *above* these amounts include confiscation and a fine ranging from \$50 to \$500. (**Note: 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.

Knowingly Furnishing to a Minor: A person commits the offense of "Knowingly Furnishing to a Minor" if, being an adult, he knowingly purchases for or provides alcoholic beverage to a minor. Such an offense is a Class C misdemeanor, and can result in (1) a fine of up to \$1,000 and/or (2) imprisonment in the county jail (or other authorized institution) for up to one full 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 ineligible 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: 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: 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, TREATMENT

Several agencies in the Russellville area offer drug treatment and rehabilitation services or programs. TECH services related to alcohol and drug education, counseling, and/or treatment include:

The **TECH Counseling Center** (479-880-2240) provides information on alcohol and drug awareness and makes referrals for those with alcohol and other drug problems.

CHOICES is an early intervention program designed to:

- ✓Provide students the opportunity to evaluate their knowledge, attitudes and behaviors related to the use/abuse of alcohol and other drugs; and,

- ✓Provide students information about, and access to, other education programs and referral services related to the use/abuse of alcohol and other drugs.

- ✓Provide TECH an additional method of dealing with student discipline problems related to the use/abuse of alcohol and other drugs.

- ✓Students, who may participate voluntarily or by mandatory referral, attend up to four hours of classroom instruction that covers relevant areas such as legal aspects, alcoholism and the family, physiological effects, addiction, and recognizing problems. Participants meet twice with a counselor to receive additional information and complete two scoring inventories.

Agencies providing drug and alcohol counseling and a number of other behavioral healthcare services for all members of the family which have satellites in Russellville and throughout North Central Arkansas, include:

- Counseling Associates Incorporated 110 Skyline Drive, (telephone 479-968-1298).

- Community Services, Inc., 1505 S. Oswego Avenue, (telephone 479-967-3370).

Other area community programs can be located in the yellow pages of the telephone directory under the headings, "Alcoholism Information and Treatment Centers" and "Drug Abuse and Addiction Information and Treatment."

SEX OFFENSE POLICY & 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 & PREVENTION PROGRAMS

Sexual aggression and assault awareness and prevention programming is presented regularly during the year through the collaborative efforts of Residential Life and Student Services departments including the Arkansas Tech Counseling Center and the Department of Public Safety. Educational and informational programming related to sexual aggression and assault awareness is an essential part of freshman orientation and residential life programming. Guest speakers with related expertise are also brought to campus, frequently sponsored by student organizations. The Tech Counseling Center provides a variety of related educational and informational media for campus community use upon request. The Tech Counseling Center website contains a link to additional information regarding sexual aggression and assault at: <http://www.atu.edu/cscenter/index.shtml>. Upon request, the Department of Public Safety provides safe rides after dark on campus to students in residence halls. Through these combined efforts, students are educated and informed about preventative, sensitive, and responsible actions which they can take to increase personal safety, including the following tips.

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 incidences of date rape involve alcohol use by either or both the victim and perpetrator.

- ✓When dating a person for the first time, double date. Attend social events in twos or threes—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 given freely by the victim; whenever the victim fears that he/she will be injured if he/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 (911) and seek medical attention (and/or evidence collection) at the hospital emergency room. For assistance with this or for further information, any of the following campus departments may be contacted:

Department of Public Safety.... 968-0222

Counseling Center..... 880-2240

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 judicial system; and the right to full and prompt cooperation and assistance in the campus disciplinary process.

Counselors at the Arkansas Tech Counseling Center provide confidential and free counseling services to enrolled Tech students. Sexual assault victims may be assured that should they contact the Tech Counseling Center, it remains confidential.

DISCIPLINARY SANCTIONS

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

ANNUAL CRIME STATISTICS

Arkansas Tech University's crime statistics for the three most recent years can be found in the TECH Campus Security Report on TECH's website at:

<http://securityact.atu.edu/>

Student Organizations

THE ROLE OF STUDENT ORGANIZATIONS

Co-curricular programs and organizations provide opportunities for students to develop friendships, learn new skills and practice leadership and group development skills. There are more than 110 student organizations representing many areas of interest in the following categories: governmental, honorary professional, honorary service, national professional, religious, social, special interests, and

other University-recognized groups. It is well documented that students who are involved in campus activities of their choice are more likely to complete their educational goals.

The overall goal of student organizations at TECH is to provide students additional educational tools which will assist them to: function successfully in their chosen occupational fields; achieve a greater cultural appreciation; achieve greater personal happiness and self satisfaction; and develop the concepts of responsibility and service to others.

Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the University community and as such are obligated to contribute to the scholastic attainment and general development of the individual student. Skills and experiences obtained through memberships in student organizations serve as a valuable supplement to the formal curricula. Organizations applying for recognition by the University will be evaluated in view of the manner in which their constitutional objectives support the stated role of student organizations at Arkansas Tech University.

GENERAL REQUIREMENTS

General requirements for student groups are as follows:

1. Individual students and student groups are responsible for conducting their activities in a manner consistent with the regulations, standards, and *Code of Conduct* at Arkansas Tech University.
2. No organization shall require of its members any activity incompatible with scholastic attainment or acceptable general development. In particular, hazing in any form is prohibited. No student or group of students will be permitted to use mental, verbal, or physical violence against, or in any way jeopardize the health, scholastic standing, or civil liberties of another student or college personnel.
3. On or off-campus activities which are sponsored or affiliated with a University-recognized organization must be approved by the Office of Student Services.
4. Each organization has the right to elect and expel its own members, and is accountable for members' acts committed on behalf of the organization.
5. Each organization which desires to be chartered by Arkansas Tech University and which desires to use the facilities and services of the University must obtain approval in the manner described in the following paragraphs.

ADVISOR

Each organization shall have an active advisor who is a faculty member, an academic department staff member or a member of the administrative staff. Each honorary professional or special interest group, if related to a specific academic department, must have secured written approval of the appropriate department head before recognition will be granted.

DISCIPLINE

In instances in which a chartered organization has violated a general requirement, or the *Code of Conduct*, but withdrawal of recognition is felt by the investigating official to be too severe a measure, lesser sanctions may be levied against the offending organization by the Vice President for Student Services or his designated representative. These sanctions may include verbal or written admonition or disciplinary probation. Organizations may appeal such sanctions by submitting a written appeal to the Vice President for Student Services or designee. Such appeal must be made within five (5) class days of the date the sanction is levied.

DRY RECRUITMENT AND HAZING ACTIVITIES

Arkansas Tech University accepts and endorses the resolutions of the National Interfraternity Conference and the National Panhellenic Council on alcohol, dry recruitment, and hazing.

FINANCIAL RESPONSIBILITY

The University expects each organization to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by recognized organizations shall have the approval of the faculty sponsor. Organizations are urged to arrange for annual audits.

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

All campus organizations that receive University funds for use in their operation will be required to maintain an account at the Student Accounts Office and conduct all business transactions there. The residence hall agency accounts will also be maintained at the Student Accounts Office. Other campus organizations that do not use University funds in their operation may keep their funds in the Student Accounts Office or off-campus.

FOOD SALES ON CAMPUS

Food sales on campus must adhere to these guidelines:

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

MEMBERSHIP AND OFFICES OF ORGANIZATIONS

Active membership (those who are eligible to vote) in recognized organizations shall be limited to registered full-time students. Students on academic or disciplinary probation may not hold offices in registered student organizations.

NAMING OF ORGANIZATIONS

The name of an organization shall indicate the purpose of the group.

OBTAINING RECOGNITION BY THE UNIVERSITY

To achieve status as a recognized student organization at Arkansas Tech University, an organization must follow this procedure:

1. Consult with the designated representative in the Office of Student Services and obtain forms required for recognition.
2. Complete and return the required forms, along with copies of the organization's constitution and by-laws.
3. The constitution must contain the following:
 - a. Name of organization
 - b. Purpose, goals and objectives of the organization
 - c. Eligibility requirements of membership
 - d. Selection process and procedures for membership
 - e. Election process for officers

The associate dean of students or his designated representative will forward the completed forms and attachments to the Student Government Association committee on student organizations. This committee will evaluate the request for recognition and make suitable recommendations to the Student Senate and to the Vice President of Student Services. The decision will be communicated back to the applying organization from the Office of Student Services.

Following its initial recognition through this procedure, *each organization must* properly complete the TECH organization roster form in the Office of Student Services.

OFF-CAMPUS EVENTS

University-recognized organizations may conduct activities and programs off campus which do not violate federal, state or local laws. Arkansas Tech University assumes no responsibility for the conduct of participants nor for the financial and/or contractual obligations associated with off-campus events. Off-campus events which are sponsored by or affiliated with a University-recognized organization must be approved by the office of Student Services.

OFF-CAMPUS SOLICITATION

Requests for all off-campus solicitation must be approved by the Student Services Office. The Student Services Office will review the requests and notify the organization of the status of their requests.

ORGANIZATIONAL MEETINGS

Each recognized organization may, on its own responsibility and with approval of its advisor, hold closed meetings at which attendance is limited exclusively to members, and shall be allowed to invite any speaker of their own choosing to such meetings. Special permission must be obtained from the Vice President for Student Services or his designate to hold open meetings at which attendance of non-member students and/or the public is solicited or permitted. All such meetings must be properly scheduled in advance on the official University calendar, and no change to the agenda outlined in an approved request shall be made without prior written approval of the Vice President for Student Services.

PRIVATE DINING ROOM USE

All student use of the private dining room in Chambers Cafeteria must be approved by the Student Services Office. Each chartered organization of the University may use the private dining room at one (1) meal time per semester. There will be a facility charge for second and subsequent times it is used by an organization in one semester.

SCHEDULING AN ACTIVITY

An application for each date of an activity should be filed in the Student Services Office. A *University Calendar Request Form* should be completed for each date, or as indicated below. Organizations will be notified of action taken.

Your attention is called to the importance of, and necessity for, placing *all* University events on the calendar in order to avoid conflicts and to insure advanced preparation in all areas concerned. The procedures for scheduling events on the calendar are as follows:

1. For events in the Young Building complete the necessary forms in the Student Services Office, Doc Bryan Student Services Center, Room 233. Events in these buildings may be scheduled only one semester in advance.
2. For events in academic buildings (classrooms), complete the necessary forms in the Academic Affairs Office, Administration Building, Room 202, or phone 968-0319. Copies of the necessary form will be forwarded to the Student Services Office.
3. For events in the Hull Building Activities Area, complete the necessary forms in the Academic Affairs Office, Administration Building, Room 202, or phone 968-0319. Copies of the necessary forms will be forwarded to the Student Services Office.
4. For events held outside of a building on campus or inside any other campus facility, see the Student Services Office, Doc Bryan Student Services Center, Room 233, and complete the necessary forms.

SOLICITATION BY ORGANIZATIONS

Solicitation is selling, advertising, or obtaining contributions on campus. Any campus organization may be permitted to solicit, subject to approval by the Office of Student Services. Organizations must register their requests with the Office of Student Services by completing the proper form.

1. *Procedure*
All requests must be filed in the Office of Student Services at least seven (7) business days prior to the requested date(s) of solicitation. All requests will be reviewed, and applicants will be notified of approval or disapproval within three (3) working days after the application has been filed.
2. *Facility*
The Doc Bryan Building, the Young Building, and Chambers Cafeteria are the only University facilities where fund-raising activities are permitted, unless otherwise approved.
3. *Liability*
Organizations sponsoring solicitation may be held liable for any false advertising, fraudulent and/or illegal conduct as it relates to the sale of their merchandise, services, or activities.

SPECIAL EVENTS ON CAMPUS

Any committee or officers representing a group of students or an organization wishing to plan a party, banquet, luncheon, dinner, picnic, entertainment, or other special event on campus, must have it approved and placed on the University calendar in the Student Services Office. All University activities must be properly supervised. The sponsor of the organization or his/her designate

should insure proper supervision throughout the entire time of the activity. The University reserves the right to provide uniformed security officers at such programs as it deems necessary.

Each group will be responsible for the conduct of individuals (members and guests) attending social functions. In keeping with University policy, the use or possession of alcoholic beverages is not permitted at any on-campus University function.

SPECIAL PRIVILEGES OF RECOGNIZED ORGANIZATIONS

Each duly recognized organization shall have these privileges:

1. The right to use the name of Arkansas Tech University in connection with organizational activities.
2. Coordinated use of facilities of the University, to include buildings, grounds, equipment and assistance from staff.
3. Right to request news coverage by the *Arka Tech*, TECH radio, and TV.
4. To sponsor or present a public performance on University property.
5. To have an agency account.

TRAVEL IN UNIVERSITY VEHICLES

Students traveling in University vehicles and under the auspices of the institution are expected to follow these regulations:

1. Students representing TECH are expected to obey all State laws.
2. No possession or use of alcohol beverages or illegal drugs by anyone in a University vehicle is allowed. Violation of this regulation will result in disciplinary action.
3. When any kind of problem arises related to student travel or violation of TECH regulations or State laws, the Student Services Office should be notified on the first working day following the return to campus.

WITHDRAWAL OF RECOGNITION

Recognition and all privileges thereof may be withdrawn for cause. Withdrawal of recognition will be decided upon by the Vice President for Student Services. Initiation of a request for withdrawal of recognition or for lesser sanctions may be made by Academic Affairs, an academic or personnel dean or the Student Government Association. The request will be submitted in writing to the Vice President for Student Services. The general rationale of due process will be followed wherever appropriate. Grounds for withdrawal of recognition must include at least one of the following charges:

1. Willful or negligent violation of the rules, regulations or policies of the University or local, state or federal laws.

2. Conduct deemed irresponsible or in violation of the Student Code of Conduct.
3. The carrying out of a program inconsistent with the aims of the University or the constitutionally stated aims of the organization.
4. Failure to be represented at the fall & spring student organizations meeting to submit a current list of officers and a hazing statement.

CHARTERED TECH ORGANIZATIONS

Three campus organizations are directly funded by student activities fees. In addition to the intramural program, the organizations are:

Student Government Association - The Student Government Association is the supreme student governing body at Arkansas Tech University and serves as an intermediary between the faculty/administration and the student body in the interest of student welfare. SGA represents all students and serves as their communication link to the various components of the campus. SGA operates under a constitution adopted by the student body. It is organized **FOR** students, and students are encouraged to attend the meetings and go to SGA for assistance in any aspect of student life. The current constitution is available upon request at the SGA Office in the Doc Bryan Student Services Center.

SGA has nine (9) standing committees as listed below:

1. Campus Improvement
2. Constitutional Committee
3. Student Affairs Committee
4. Traffic Committee
5. Student Organization Committee
6. Safe Spring Break Committee
7. Homecoming
8. Marketing
9. TECH Connect

The SGA meets weekly in Doc Bryan 180. All meetings are open to the public. The SGA president may be reached by phone at 968-0239.

Student Activities Board - The Student Activities Board's goal is to contribute to the social, recreational, cultural, and educational development of both students and staff. SAB is open to all students in good standing. Listed below are brief descriptions of the committees of the SAB.

Comedy & Variety Acts: The Comedy & Variety Acts Committee programs comedians, hypnotists, jugglers, contemporary music and speakers to campus.

Student Center Programming: The Student Center Programming Committee is responsible for dances, Fun Flicks, Bingo, and other programs

connected with the Doc Bryan Student Services Center or the Young Building.

Movie Night: The Movie Night Committee is in charge of Movie Night. With a current Tech ID, students and faculty receive free admission to selected movies on numerous nights throughout the semester.

Coffeehouse: The Coffeehouse Committee is responsible for coffeehouse productions. These productions are related to Talent Shows, Poetry Readings, and noon day and late night musical entertainment.

Special Events: The Special Events Committee is responsible for presenting programs of special interest to the Tech community. These events include Bingo, Spring Fling, and concerts.

Technical Director: Assists with technical support of various entertainment, such as sound system, microphone, audio-visual, and webpage development

TECH Nite Side: TECH Nite Side programs are featured throughout the semester and take place in Doc Bryan. To provide students with a night full of safe entertainment, these programs will run from 7:00 PM to 1:00 AM. Feature films will be shown throughout the night, along with free midnight breakfast, and many other novelties (for example, picture key chains)!

Students may contact the SAB office in the Doc Bryan Student Services Center, Room 233, or call 968-0239 for more information.

Additional campus organizations are listed as follows. For the names of contact people, meeting times, or other information contact the Student Services Office, Doc Bryan Student Services Center, Room 233. Phone: 968-0239.

GOVERNMENTAL

Student Government Association
Interfraternity Council
Panhellenic Association
Residence Hall Association
National Pan-Hellenic Council (NPHC)

HONORARY PROFESSIONAL

Alpha Kappa Delta
Alpha Psi Omega
Beta Beta Beta
Beta Gamma Sigma
Kappa Kappa Psi
Kappa Pi
Phi Alpha Theta
Pi Kappa Delta
Psi Chi
Rho Phi Lambda
Sigma Alpha Iota
Sigma Tau Delta
Tau Beta Sigma

HONORARY SERVICE

Alpha Chi
Alpha Phi Omega
Gamma Sigma Alpha
National Society of Collegiate Scholars
Order of Omega
Phi Eta Sigma
Sigma Alpha Pi/Society for Leadership & Success
Student National Education Association

RELIGIOUS

Baptist Collegiate Ministry
Campus Ministry International
Catholic Campus Ministry (Catholic Student Center)
Chi Alpha (Assemblies of God)
Church of Christ Student Center (CCSC)
Excel Student Ministry
Lutheran Student Fellowship
Missionary Baptist Student Fellowship
TECH Fellowship
United Campus Ministry
Wesley Foundation (United Methodist)
Young Life
Zoe Student Ministries

SOCIAL

Alpha Gamma Sigma
Alpha Phi Alpha
Delta Zeta
Kappa Sigma
Phi Beta Sigma
Phi Lambda Chi
Phi Mu
Phi Mu Alpha Sinfonia
Sigma Phi Epsilon
Xi Phi Chi
Zeta Tau Alpha

SPECIAL INTEREST

Accounting Club
Agri Club
American Choral Directors Association
American Society of Heating, Refrigeration & Air Conditioning Engineers - Student Chapter (ASHRAE)
American Society of Mechanical Engineers
Association for Cultural Interaction
Atheist Free Thinkers
BACCHUS
Behavioral Science Club
Big Brothers & Big Sisters of ATU
Black Student Association
Campus Environmental Coalition
Chemistry Club
Chess Club
College Representatives Educating the World (CREW)
College Republicans

College Student Personnel Association
 Collegiate Future Farmers of America (FFA)
 Collegiate Middle Level Association
 Collegiate National Middle School Association
 Collegiate Music Educators National Conference
 Computer & Information Science Club
 Computer Club
 Delta Sigma Omicron
 Ducks Unlimited
 Engineering Society
 Fish and Wildlife Society
 Fisheries and Wildlife Club
 Geology Club
 Health & Physical Education, Wellness Science Club
 Hispanic Student Association
 History/International Relations/Political Science, & Philosophy Club
 History/International Relations, Political Science, & Pre Law Club
 Hospitality Society
 Indian Student Association
 Institute of Electrical & Electronic Engineers (IEEE)
 International Emergency Management Student Association (IEMSA)
 Japanese Animation Society
 Japanese Student Association
 Marketing Club
 Math Club
 Medical Assistants Association
 Mission Possible
 National Science Teachers of America - Student Chapter (NSTA)
 Nontraditional Students Association
 Outdoor Club
 Physics Club
 Pre-Medical Club
 Public Relations Student Society of America
 Recreation & Park Administration Club
 Role-Playing Gamers of ATU
 Rotaract Club
 ROTC
 Soccer Club
 Society of Automotive Engineering
 Society of Professional Journalists
 Society of Speech Inquiry
 Spanish Club
 Stride
 Student Activities Board
 Student Health Information Management Association (SHIMA)
 Student Nursing Association
 Students in Free Enterprise (SIFE)

Students of Television & Radio
 TECH Cycling Club
 TECH Fishing Club
 TECH Solar Raycers
 The Crew
 Theater Guild
 United Voices
 Unity for the Community
 Up 'til Dawn
 Upward Bound Alumni Society
 Visual Arts Association
 W5ATU
 Young Democrats

OTHER UNIVERSITY-RECOGNIZED GROUPS

Arka-Tech, Student Publication
 Brass Choir
 Chamber Choir
 Cheerleaders
 Choir
 Concert Band
 Concert Chorale
 Golden Girls Dance Team
 Jazz Band
 Marching Band
 Orchestra
 Presidential Leadership Cabinet
 Symphonic Band
 TECH Sweethearts

STUDENT PUBLICATIONS

A student newspaper, the *Arka Tech*, is published and staffed by the students of the University. The editor of the publication is selected each spring. Students are invited and urged to write or work for the publication. The newspaper office is in the Doc Bryan Student Services Center where the editor can be contacted, or the advisor may be contacted in the News Bureau Office. Those who work as staff members may become the editor. The editor and business manager are paid for their work.

A literary journal, *Nebo*, is published twice a year by the English Department. Students who are interested in receiving practical experience in editing and writing through this publication should contact the English Department.

ALMA MATER

Alma Mater, Alma Mater,
May we lift our eyes to thee,
May thy glory and thy honor
Be for'er our destiny
May the colors green and gold
Our loyal hearts for'er enthrall,
And thy mem'ry live forever
In the hearts of us all.

Alma Mater, Alma Mater,
Cherished beacon of our youth,
Radiant emblem, shining symbol,
Guide that leads us on to truth.
Down life's pathway beaming for us,
Lead us ever by thy light;
Should we falter, then restore us
By thy spirit's glorious might.