Arkansas Tech University  
2012-2013 Student Handbook  
Contents

Mission of the University ................................................................. 5  
Alma Mater ............................................................... 5  
Fight Song ............................................................... 5  
Welcome from the President ............................................................... 6  
Welcome from the SGA President ......................................................... 6  
Records .......................................................................................... 7  
Change of Address and Name ................................................................. 7  
Directory Information ................................................................. 7  
Family Educational Rights and Privacy Act .................................................. 7  
Departments and Services ............................................................... 7  
Academic Advising Center ............................................................... 8  
Alumni Association ................................................................. 8  
Affirmative Action ................................................................. 8  
Bookstore ................................................................. 9  
Campus Recreation ................................................................. 9  
Career Services, Norman Career Services .................................................. 10  
Counseling Services ............................................................... 10  
Computer Services, Campus Support Center ............................................. 10  
Disability Services ............................................................... 11  
Financial Aid ................................................................. 11  
Greek Life ................................................................. 14  
Health and Wellness Center ............................................................... 14  
Intercollegiate Athletics ............................................................... 14  
International and Multicultural Student Services ........................................ 14  
Library, Ross Pendergraft Library and Technology Center .................................. 15  
Registrar’s Office ............................................................... 15  
Residence Life ............................................................... 15  
Retention Services ............................................................... 16  
Spirit Squads ................................................................. 16  
Student Accounts Office ............................................................... 16  
Student Life ................................................................. 17  
Student Support Services ............................................................... 18  
Testing Services ................................................................. 18  
Tutoring Services ................................................................. 18  
Veteran Services ................................................................. 18  
Safety, Security and Traffic ................................................................ 19  
Department of Public Safety ............................................................... 19  
Reporting Emergencies and Crimes ......................................................... 19  
Emergency Alerts ............................................................... 19  
Facilities and Campus Security ............................................................... 19  
Crime Prevention ............................................................... 19  
Annual Crime Statistics ............................................................... 19  
Traffic Regulations ............................................................... 20  
Disabled Parking ............................................................... 20  
Traffic and Parking Committee ............................................................ 20  
Drug-Free Schools and Community Policy ................................................. 20  
Sex Offence Policy and Programs ........................................................... 22  
Awareness and Prevention Programs ......................................................... 22  
Reporting a Sex Offence ............................................................... 23  
Disciplinary Sanctions ............................................................... 23
# STUDENT CODE OF CONDUCT

- Definitions ................................................................. 24
- Student Code of Conduct Authority .................................. 25
- General Conduct Expectations ........................................ 25
- Jurisdiction of the University .......................................... 25
- Application of the Student Code of Conduct to Registered Student Organizations ......................................................... 25
- Conduct Rules and Regulations ...................................... 28
- Recording Industry Association of America Violation, Procedures and Policy ................................................................. 31
- Sexual Harassment Policy .............................................. 32
- Sexual Misconduct Policy .............................................. 34
- Off-Campus Conduct .................................................... 35
- Adjudication of Student Misconduct and Appeals Process .... 36
- Filing Complaints ......................................................... 36
- Preliminary Conference .................................................. 36
- Formal Hearing ............................................................ 37
- Sanctions ........................................................................ 38
- Interim Suspension ....................................................... 39
- Appeals .......................................................................... 39
- Classroom Provisions ................................................... 39
- Academic Policies ......................................................... 39
- Class Absences ............................................................... 39
- Student Academic Grievance Procedure ............................ 40
- Academic Conduct Policies ............................................ 41
- Academic Dishonesty ..................................................... 41
- Academic Misconduct .................................................... 42
- Interpretation and Revision ............................................. 43

# POLICY

- Communications Privacy Policy .................................... 44
- Consensual Relations Policy .......................................... 44
- Affirmative Action Policy .............................................. 44
- Complaints ...................................................................... 44
- Student Non-Academic Grievance Procedure .................... 45

# CAMPUS FACILITIES

- Tobacco-Free Policy ...................................................... 45
- Bicycles, Skates and Skateboards .................................... 46
- Selling and Soliciting ...................................................... 46
- Sign and Poster Display Policies .................................... 46
- Speech and Demonstration Regulations ............................ 47
- Student Use of Facilities .............................................. 48
- Baswell Techionery “Baz-Tech” ...................................... 48
- Chambers Cafeteria and Baswell Techionery ...................... 48
- Doc Bryan Student Services Center ................................ 49
- Hull Building .................................................................. 49
- Young Building ............................................................. 50

# REGISTERED STUDENT ORGANIZATIONS

- The Role of Registered Student Organizations .................. 50
- General Requirements .................................................. 50
- Registration of Student Organizations ............................... 50
- Benefits ......................................................................... 51
- Membership and Offices of Registered Student Organizations .......................................................... 51
- Organizational Meetings .............................................. 51
- Anti-Hazing Statement .................................................. 52
- Dry Recruitment ........................................................... 52
- Faculty and Staff Advisor ............................................. 52
- Pre-Requisites for Maintaining Registration .................... 52
- Organizational Discipline ............................................. 53
- Finances of Registered Student Organizations ................. 53
MISSION OF THE UNIVERSITY

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

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.

Fight Song
Fight on, Arkansas Tech,
Fight on to victory!
Break through to run up the score,
Conference Champions once more!
Fight! Fight! Fight!
We'll back you all the way,
Cheering for triumph always!
Go! Fight! Green and Gold,
Wonder Boys, You're Number One!!!
Congratulations!
You've made a life changing decision and you don't even fully know it yet. College is an interesting time. Your life is going to take a turn for greatness if you so choose to pursue it. I'd like to offer you some advice.

Go to class. Go to class. Go to class. You'll hear this over and over and over again. And do you know why? Because going to class is vital to your success.

You have all the freedom you want now. No one is holding you accountable but you and that is why going to class is so important. You need to establish the right habits and establish them early. This is your chance to better yourself in a way that does not present itself to every person.

Do well in class. C's may get degrees but they don't get you the job you've always dreamed of. Doing the bare minimum needed to get by will result in a bare minimum life. You can make all A's. You can get a 4.0 every semester in college. Everything you do is determined by how much effort you put into it. Talent and natural ability may get you to a certain point but hard work will always leave you with the best results.

If you're on scholarship, don't lose it. You are getting paid money for the chance to better yourself in a way that will lead to guess what? More money. It is a rare occurrence when you get paid to end up with a chance to make more money. If you aren't on scholarship, work as if you were. You are paying for every class that you skip. This is your future and this is your investment in a better one.

Wallace Mullins
President
Student Government Association

Get involved. Don't be the type of person who goes home every single weekend and never speaks to anyone. You can learn just as much, if not more, outside of the classroom by getting involved in our many student organizations and meeting new people. Devote yourself to something and you will get a reward greater than you ever could realize.

Remember this quote by Theodore Roosevelt:

"It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly, who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds, who knows great enthusiasms, the great devotions, who spends himself in a worthy cause, who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat."

Good luck. Don't forget that you are the one who determines who you are. I know you can do it. And at the end of it all, if you know you can too, that is all that matters.

Wallace Mullins
President
Student Government Association
RECORDS

Change of Address and Name
Students are required to notify the University of any address changes immediately. Address changes can be made online from within the OneTech portal at https://onetech.atu.edu, or by visiting the Registrar’s Office with a valid photo ID.

A student who no longer wishes to use his or 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 or her name must submit to the Registrar’s Office a completed Name Change form along with legal documentation indicating his or her new name such as a marriage license, divorce decree, Social Security card or updated driver’s license.

Directory Information
Directory information at Arkansas Tech University consists of the student’s name, address, telephone listing, electronic mail address, major field of study, grade level, enrollment status (undergraduate or graduate, full-time or part-time), 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 wishes for this information to be regarded as confidential, according to the provisions of the Family Educational Rights and Privacy Act of 1974, he or she should notify Susie Nicholson, Vice President for Student Services and University Relations at snicholson@atu.edu or 479-968-0238.

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.

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act of 1974 (FERPA) assures confidentiality of educational records containing information directly related to a presently enrolled student, a former student or alumni. The institution, according to the Act, may make public “directory information” about a student, i.e., student’s name, address, telephone listing, electronic mail address, dates of attendance, 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 unless the student specifically requests in writing that his or her 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 and University Relations, Susie Nicholson at snicholson@atu.edu. This request will remain in effect until rescinded in writing by the student. Further information about the Family Educational Rights and Privacy Act of 1974 may be obtained from the Office of the Vice President for Student Services and University Relations, Doc Bryan Student Services Center, Suite 202, or by calling 479-968-0238.

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

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

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

Administration and Finance
David Moseley, Senior Vice President for Administration and Finance
Administration Building, Room 207
479-968-0301
dmoseley@atu.edu
**Development**  
Jayne Jones, Vice President for Development  
Administration Building, Room 209  
479-498-6076  
jones@atu.edu

**Governmental Relations**  
Phil Jacobs, Vice President for Governmental Relations  
Administration Building, Room 201  
479-968-0320  
pjacobs@atu.edu

**Academic Advising Center**  
Rothwell Building, Suite 107  
479-964-0843  
Linda Clarke, Director, lclarke@atu.edu  
http://www.atu.edu/advising/

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 AAC also contacts “at risk” students through an Early Warning program and is the liaison between faculty, advisor assignments and student records. Academic advising appointments can be scheduled Monday-Friday during general office hours.

**Alumni Association**  
Alumni Office  
479-968-0242  
Kelly W. Davis, Director of Alumni Relations & Tech Loyalty Fund, kdavis@atu.edu  
www.techties.atu.edu

**Class Gift Pacesetters**  
Alumni Office  
479-968-0436  
Alison Parks, Coordinator of Young Alumni & Student Philanthropy, aparks@atu.edu  
http://www.atu.edu/givetotech/classgifts.htm

The mission of the Class Gift Pacesetters is to heighten students’ awareness of the Tech Loyalty Fund prior to their graduation. The Class Gift Campaigns encourage students to reflect on what the generosity of others has meant to them.

Committee members are selected at the end of second semester for service in the following year. They work throughout the academic year developing an educational campaign on philanthropy and the Tech Loyalty Fund. Students involved with the committee will have the opportunity to develop leadership skills, contribute to class spirit and school pride, increase the value of their Tech degree, and meet a diverse group of fellow students.

The Class Gift Campaign fosters friendly competition as the current year’s graduating class works to outpace the previous class’ participation level. The hope is that today’s Tech students will continue the new tradition of giving so that tomorrow’s Tech students can enjoy the same benefits they had.

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

The mission of the Arkansas Tech University Affirmative Action Office is to provide guidance and support for Arkansas Tech University’s efforts to achieve an education and work environment that is in compliance with both state and federal law and that is diverse in race, ethnicity, interests and abilities. The Affirmative Action office will monitor implementation of equal opportunity, affirmative action, sexual harassment and non-discrimination policies through compliance activities including education and training of Tech faculty and staff.
The Tech Bookstore, located in the Young Building, carries many educational items including reference books, lab manuals, workbooks, calculators, computer software and all required and optional textbooks. The Tech Bookstore also rents over 300 textbook titles. In addition to the above items the Tech Bookstore carries insignia items, sportswear, greeting cards, school supplies, art supplies, a wide selection of backpacks and food and drink items.

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

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

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

**Return policy.** You are eligible for a full refund on new, used or rented textbooks until the end of the 3rd class day. The following conditions apply:

1. You must have your cash register receipt and Tech student ID.
2. Your new textbooks must be returned in brand new, clean condition with no bent corners or water damage. Wrapped textbooks must be UNOPENED. Returns are not allowed on study guides, workbooks, CliffsNotes, reference books, dictionaries, etc.

Additional time for refunds will be given to students who drop a class or withdraw from school. Dates will be posted each semester. The following conditions apply:

1. You must have your cash register receipt, Tech student ID and drop slip.
2. Your new textbooks must be returned in brand new, clean condition with no bent corners or water damage. Wrapped textbooks must be UNOPENED.

The manager reserves the right to make the decision on the condition or salability of the merchandise.

There is a waiting period for refunds when payment is made by check. Check store for details. Due to limited cash availability in the Tech Bookstore, refunds of $200 or more will be disbursed through the Student Accounts office.

**Buy-back policy.** Book buy-back is held during final exam week of the fall and spring semesters and the last day of each summer term. Textbooks will be worth 50% of the new price if the Tech Bookstore has received a request from the instructor stating those textbooks are being used for the following semester, if the textbooks are in good condition and if the Tech Bookstore is not currently overstocked. Wholesale market value will be paid on current editions not used or needed for the following semester. We now offer every day buy-back from 12 pm until 4 pm. A current Tech student ID is required to sell books back. The Tech Bookstore does not guarantee the buy-back of any textbooks at any time.

**Campus Recreation**
University Commons Clubhouse
479-356-2010
http://www.atu.edu/campusrecreation

The mission of Campus Recreation is to provide participation in a variety of sport, fitness and recreational events that help stimulate student learning and personal development while enhancing the quality of life for Arkansas Tech University students, faculty, staff, alumni and families. Campus Recreation achieves this mission by providing opportunities for a diversified population to recreate, exercise and socialize through a variety of program areas such as:

- **Intramural Sports.** Approximately twenty (20) individual and/or team sports during the academic year.
- **Fitness.** Group exercise classes during the academic year.
- **Outdoor Recreation.** Offers students the opportunity to experience the outdoors through the rental of mountain bikes, camping tents and kayaks.
- **Special Events.** Campus Recreation hosts a variety of tournaments and events during the academic year. Events include extramural competitions in flag football and basketball, a disc golf tournament and others.
Career Services, Norman Career Services
Doc Bryan Student Services Center, Suite 229
479-968-0278
Ray Moll, Associate Dean for Student Success, rmoll@atu.edu
http://www.atu.edu/career/

Norman Career Services exists to provide guidance and services to current students and alumni of the University. The mission of Norman Career Services is to assist students and alumni in discovering their career potential and the education and professionalism necessary to fulfill their career goals. Activities and programs offered by Norman Career Services improve the skills necessary for professional career development and effective job search techniques.

For assistance with cover letters, resumes, interviewing skills, professional dress and etiquette, career counseling and assessments, job search assistance and career fairs please visit our office in Doc Bryan Student Services Center, Suite 229, call 479-968-0278 or visit our website at http://www.atu.edu/career.

Counseling Services
Health and Wellness Center, Dean Hall 126
479-968-0329
Kristy Stokes, LPC, Associate Dean for Student Wellness, kstokes2@atu.edu
http://www.atu.edu/cslcenter/

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

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

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

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

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

Computer Services, Campus Support Center
Ross Pendergraft Library and Technology Center (RPL), Room 150
479-968-0646
tech.support@atu.edu

Computer Labs. The microcomputer labs in RPL are equipped with Windows desktops which are connected to the high-speed campus network. This environment provides software for student use in a wide variety of classes offered by the University. The RPL Technology Center on the third floor has been designated as the primary open access labs for students. These labs are open during regular RPL hours. RPL hours can be found at http://library.atu.edu. There are also additional computers available on the first and second floors of RPL. Other open labs are available in Witherspoon Hall, Williamson, Hull, Rothwell and Crabaugh. Software that is available for student use includes word processing, spreadsheets, databases, compilers, graphic programs, statistics and a variety of others.

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

Computer Use Policies. Tech computer use policies, guidelines and other information concerning computing at Tech can be found at http://cservices.atu.edu.
**Computer Assistance.** You can receive assistance with computer related problems from the Campus Support Center located in room 150 of RPL. The Campus Support Center is open 24 hours a day excluding holidays. Please note that from Midnight until 7 am, there will only be telephone and email support available. The Campus Support Center can be reached by calling 479-968-0646 or 866-400-8022, or by sending email to tech.support@atu.edu. Students residing in the residence halls have an additional resource web site at http://resnet.atu.edu. Online students can also find valuable information at http://www.atu.edu/etech.

**Disability Services**
Bryan Hall, Room 103  
479-968-0302  
Christy Raines, Coordinator of Disability Services, craines3@atu.edu  
http://www.atu.edu/disabilities

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 it does assume responsibility for modifying campus facilities and procedures to accommodate individual needs where feasible. Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who request accommodations should submit information describing their disability, their past use of accommodations and the likely impact of the disability on their educational experiences to Disability Services. Types of helpful documentation supportive of such requests include medical records, psycho-educational testing reports and school records. If students do not have this documentation readily available, they are encouraged to meet with the Coordinator of Disability Services to discuss other ways to demonstrate a connection between their condition and any academic barriers they anticipate in the University environment.

The Coordinator of Disability Services will consider all forms of documentation including student self-report, observation and interaction with the student and external information from outside sources such as professionals who have diagnosed or treated the condition. External information can be a valuable tool for helping the Coordinator understand the student’s barriers, identify strategies for success, and assign reasonable accommodations which facilitate access.

Students seeking disability services should follow these steps accordingly:

**Step 1.** Contact the Administrative Assistant in the Office of Disability Services, requesting an intake packet. Schedule an intake appointment with the Coordinator of Disability Services. Complete intake packet as thoroughly as possible and bring the packet to the scheduled appointment.

**Step 2.** Attend the intake appointment with the Coordinator of Disability Services and submit the intake packet to the Coordinator at this time. Coordinator will review the packet as well as complete an interview with the student and/or parent in order to fully understand the disability and the impact of the disability on the student’s educational experience.

**Step 3.** Submit any additional documentation as requested by the Coordinator of Disability Services. If no further documentation is requested, proceed to Step 4.

**Step 4.** Upon notice from the Office of Disability Services, obtain letters of accommodation from the Administrative Assistant in the Office of Disability Services. Deliver the letters to all instructors and discuss the letter with instructors ensuring that both parties understand the accommodations.

**Financial Aid**
Doc Bryan Student Services Center, Room 117  
479-968-0399  
Shirley Goines, Director, fa.help@atu.edu  
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 current federal assistance programs. Information and application forms are available from the 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.

The Arkansas Tech University academic policy for students receiving federal financial aid may be found below or at http://www.atu.edu/finaid/docs/Academic_Policy.pdf.
General
This policy applies to funds received through Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Federal Perkins Loan, Federal Subsidized Direct Loan, Federal Unsubsidized Direct Loan and the Federal Direct PLUS loan programs.

This policy will be applied automatically and without favor or prejudice. With the exception of certificate and clock hour students, all federal aid recipients’ progress is reviewed annually at the end of each spring semester and upon the receipt of each new financial aid application. Certificate students are reviewed at the end of fall, spring, and summer two semesters. Clock hour students are reviewed at the end of each payment period. Students who have filed a successful appeal will be placed on an academic plan which will be monitored each semester throughout the course of the plan. Individual students will be reviewed within the semester if notification of a grade change is received by the Financial Aid Office.

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 re-enroll with the approval of the Admissions Council unless summer hours passed at Tech reestablish 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 - Undergraduate
1. A student is considered making satisfactory academic progress if hours passed ÷ hours attempted = 67% or greater. Example: If a student enrolls in fifteen (15) hours and passes nine (9) hours, the percentage equals 60%. Therefore this student is NOT making satisfactory academic progress. On the other hand, if the same student had passed twelve (12) hours, the percentage would equal 80% and the student would be making satisfactory academic progress. NOTE: Accepted transfer hours are counted as both attempted and passed and are considered in this calculation. Students granted academic clemency will have all semesters attended counted on the basis of attempted hours.

Incomplete, repeat and audit classes are counted as hours attempted but do not increase hours passed. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student’s cumulative grade point although all grades and all attempts are recorded on the student’s academic record. Federal financial aid will pay for only one repeat of a class with a grade of “D” or better. If an incomplete grade is not replaced by a passing letter grade by the end of the next regular semester it will become a grade of “F” and will be considered in the next regular determination of policy progress. 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.

2. A student must receive a bachelor’s degree by the end of 180 attempted credit hours, an associate’s degree by the end of 90 attempted credit hours and a certificate by the end of 45 attempted credit hours. Allowances will be made for semesters involving required remedial course work, bachelor’s degrees which require more than 120 earned hours, associate’s degrees which require more than 60 earned hours, and certificates which require more than 30 earned hours. All semesters attended will be counted when a student received financial aid during the semester or not. Clock hour students must complete their program by the end of 150% of the published length of the program.

Subsequent Credentials or Teacher Certification
Any second undergraduate degree or certification must be completed by the end of 45 attempted hours. If a degree is not completed within this timeframe, the student may appeal and provide a memo from their advisor detailing the reason(s) why it was not possible for the subsequent degree to be completed in the required timeframe. All hours not applicable to the subsequent degree will then be disregarded in the calculation of maximum hours.

Graduate Degree
A graduate student is considered making satisfactory academic progress if hours earned ÷ hours attempted = 67% or greater. Example: If a student enrolls in nine (9) hours and earns three (3) hours, the percentage equals 33%. Therefore this student is NOT making satisfactory academic progress. On the other hand, if the same student had earned six (6) hours, the percentage would equal 67% and the student would be making satisfactory academic progress. NOTE: Accepted transfer hours are counted as both attempted and earned and are considered in this calculation. The degree must be completed by the end of 54 attempted hours.
Required Grade Point Average
FIRST UNDERGRADUATE DEGREE

1. With the exception of certificate and clock hour students, 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 subsequent undergraduate 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. Certificate and clock hour students must have a 1.5 GPA at the end of the first semester and a cumulative GPA of at least a 2.0 thereafter. No appeal will be granted for anyone in violation of the required cumulative 2.0 GPA. *Transfer students will be assigned “equivalent transfer semesters” based on the number of hours accepted by the Registrar’s Office.

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.

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 cumulative GPA.

Graduate Degree
Students must maintain a 3.0 cumulative GPA.

Changing Majors
When a student changes majors they are required to continue meeting all sections of this policy. If the major change causes the student to exceed the maximum number of hours attempted, they may appeal and provide a memo from their advisor detailing the hours from the previous major which do not apply to the current major. All hours not applicable to the new major will then be disregarded in the calculation of maximum hours. The cumulative grade point average will still be considered as the student’s grade point.

Withdrawals
During each undergraduate or graduate career, a student receiving aid may completely withdraw or receive all grades of “F” ONE SEMESTER ONLY and return the next semester to receive all entitled financial aid. Upon withdrawing any additional semesters or receiving all grades of “F”, 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 within forty-five days of the amount by the Financial Aid Office.

Academic Scholarship Appeals & Deferments
A student who fails to retain his or her academic scholarship due to extreme extenuating circumstances may appeal for a reinstatement. Students may also appeal for a deferment due to military service, medical conditions and internships. A letter containing details of the circumstances and supporting documentation should be mailed to Alisa Waniewski, Coordinator of Recruitment & Academic Scholarships, Office of Admissions, Doc Bryan Student Services Center Suite 141, Russellville AR 72801. The letter should also contain the student’s ID number and return mailing address. The student will receive a letter containing the Scholarship Committee’s decision. Please note that this process only applies to ACADEMIC scholarships awarded by the Office of Admissions.

Questions regarding other scholarships should be directed to the following offices:

1. Academic ACT Scholarships, http://www.atu.edu/admissions/scholarships-renewal.php – Alisa Waniewski, Coordinator of Recruitment and Academic Scholarships, Admissions Office,awaniewski@atu.edu
3. Athletic Scholarships – Appropriate athletic coach
5. Scholarships provided by an outside source (company, civic club, church, etc.) – Organization that awarded the scholarship
Greek Life
Doc Bryan Student Services Center, Room 233
479-968-0276
Jamie Beck, Coordinator of Greek Life, jbeck12@atu.edu
http://www.atu.edu/greeks

The Office of Greek Life is responsible for advising the governing councils (IFC, CPC, and NPHC) for the registered social Greek organizations and Greek auxiliary groups such as Order of Omega Leadership Honor Society and Greek Programming Board. Greek Life also provides assistance to individual chapters and leaders in the Greek 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 Greek Life helps promote fraternities and sororities as an integral and productive part of the University community. Contact the Coordinator of Greek Life or visit the website for more information about how you can be involved in the Greek community.

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

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

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

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

Intercollegiate Athletics
Hull Building
479-968-0245
Steve Mullins, Athletic Director, smullins@atu.edu
http://athletics.atu.edu/

The University participates in sports sponsored by the Great American 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 Great American Conference and the Division II of the National Collegiate Athletic Association.

International and Multicultural Student Services
Tomlinson Building, Room 29
479-964-0832
Yasushi Onodera, Director, yonodera@atu.edu
http://www.atu.edu/imssos
http://www.facebook.com/ArkansasTechIMSSO

The Office of International and Multicultural Student Services is dedicated to providing student support services which enhance the college experience for international and multicultural students. Programs and activities are designed to encourage the intellectual and social development of students by providing opportunities for cross-cultural interaction. The achievement of academic excellence and the development of sensitivity, understanding, and appreciation of cultural diversity throughout the campus community provide the foundation for all support services.
Tech is home to students from over 35 countries worldwide as well as 40 states within the U.S. The IMSSO provides many opportunities for student involvement for both American and international students. Programs such as Global Connect provide opportunities for American students to mentor new international students from a variety of countries. Student organizations such as the Chinese Student Association, Indian Student Association, Saudi Arabian Student Association as well as others allow students to meet and interact with people from all over the world and from a variety of backgrounds within the U.S. To find out more about how you can get involved, please visit the website or Facebook page.

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

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

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

The library houses more than 1,200,000 items for use by the University community. Included in this number are book and periodical volumes, microforms, government documents, and multimedia titles. The Library subscribes to over 600 periodicals in print, as well as many databases and thousands of e-journals. Books are loaned for four weeks and may be renewed twice. DVD’s may be borrowed for three (3) days. Periodicals, microforms, and reference books do not circulate. Fines for overdue materials are 25 cents per day per item, or 25 cents per hour for reserves.

The library is a member of AMIGOS/OCLC, a regional broker of international bibliographic data and information services. The library’s catalog is accessible at any networked workstation, through the Tech homepage, and over the Internet.

Assistance in the retrieval and use of materials is provided by professional librarians, supported by paraprofessional staff and a number of part-time employees. Materials not available in the library may be requested through our interlibrary loan system, normally at no charge. An interlibrary loan form and other services are accessible through the library web page at http://library.atu.edu/.

**Library Hours**

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

**Registrar’s Office**

Doc Bryan Student Services Center, Suite 153  
479-968-0272  
Tammy Rhodes, Registrar, trhodes@atu.edu  
http://www.atu.edu/registrar/

The Registrar’s Office coordinates registration and class enrollment activities, maintains 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 8 am - 5 pm except on Thursday when the office closes at 4 pm.

**Residence Life**

Doc Bryan Student Services Center, Suite 211  
479-968-0376  
Aaron Hogan, Associate Dean for Residence Life, ahogan@atu.edu  
http://www.atu.edu/reslife/

The Office of Residence Life exists as a vital part of the educational program and academic support services of the University. The mission of the Office of Residence Life is to provide a clean, well-maintained, and safe living environment that is conducive to study and will foster a meaningful growth experience. Activities and programs presented within the residence halls are
designed to develop a community which encourages educational opportunities while promoting maturity, responsibility, and above all academic success.

Single students under the age of 21, and with fewer than 60 earned credit hours of college work, are required to live on campus, as space permits, in University owned housing facilities. These students are required to purchase a meal plan unless living in the University Commons apartments. Exemptions include: students living with immediate family within a 30 mile radius of the Russellville, Arkansas Campus, married students, or students with dependent children. Students under the age of 18 or over the age of 25 before October 1st of the current academic year are not permitted to live in University owned housing facilities.

Applications for University housing, housing contracts, room assignments, and questions concerning housing are managed by the Office of Residence Life.

Housing rules and regulations for all students contracted with the Office of Residence Life can be found in the Residence Life Guide to Living, located online at http://www.atu.edu/reslife/handbook72312.pdf. Students residing in any facilities maintained by the Office of Residence Life are responsible for understanding all policies contained in the guide. Questions should be directed to Aaron Hogan, Associate Dean for Residence Life at ahogan@atu.edu.

Retention Services
Doc Bryan Student Services Center, Suite 233
479-968-0334
Will Cooper, Coordinator of Retention Services, wcooper@atu.edu
http://www.atu.edu/studentsuccess/b2e.php

Bridge to Excellence is a first year mentoring program that pairs new students with faculty/staff mentors who help students navigate their first semester of college. Freshmen who meet with their B2E mentor are more likely to make good grades and stay in college than freshmen who do not meet with their B2E mentor.

All entering fall freshmen are given the opportunity to take the Noel-Levitz online College Student Inventory (CSI) to determine his/her academic, social and financial readiness for college. Students who complete a CSI are assigned a mentor, a faculty or staff volunteer who works one-on-one with new students to help them make a smooth and successful transition to college. The mentor arranges a meeting to discuss the mentee’s potential needs as identified in the CSI Student Report. Follow-up meetings are encouraged. The mentor also serves as the new student’s “go-to-person” whenever the first year student has questions or concerns about any college-related issue.

Spirit Squads
Doc Bryan Student Services Center, Suite 233
479-968-0276
Aubrey Holt, Coordinator of Student Life, aholt7@atu.edu
www.atu.edu/spirit

The University has two Spirit Squads, Tech Cheer and the Golden Girls dance team. The squads are selected each spring to serve for the following academic year. Tech Cheer participates in all home football, basketball and conference volleyball games and select away football and basketball games. The Golden Girls participate and perform at all home football and basketball games. Both squads participate in pep rallies throughout the year as well as campus and community related events.

Spirit Squad members must maintain a cumulative and semester grade point average of 2.00. Freshmen applicants must meet entrance requirements of the University. Members must maintain a full-time course load in order to be eligible to participate and are required to participate in scheduled practices and camp prior to the beginning of classes in August.

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

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

**Check-Cashing Policy.** Students cashing checks in the Student Accounts Office are required to show their Tech ID’s and are limited to $50 per day. Personal checks and third-party checks from immediate family, guardians, food service, state/federal government or Tech are accepted. Returned checks, including third-party checks, will be charged back to the student’s account along with a service charge of $10. Upon receipt of a second returned check on any student, the privilege of cashing checks will be revoked. Universal check forms, counter checks, or altered check forms are not acceptable under Federal Reserve Bank regulations.
Check Policy. Tech does not accept personal checks unless the check has the student’s identification number on it. If the University receives a check that does not have a student identification number, the University may write the student identification number on the check before accepting it. The University considers payment of an obligation by check as implied consent by the student for the University to write the student identification number on the check and to disclose the information on the check to third parties, such as the University’s bank, a clearinghouse or the student’s bank.

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 and Tech Fit, and serves as the meal ticket for on-campus students as well as a declining balance debit card at several campus locations. A valid ID card is required to access most buildings during evening and weekend hours of operations. ID cards are validated at the beginning of each semester upon financial settlement. A $25 fee is assessed for the replacement of lost or damaged cards which are obtained at the Student Accounts Office. The ID card should be carried at all times. Upon withdrawal from the University, ID cards are surrendered at the Student Accounts Office.

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

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

An ID card is subject to confiscation by a representative of the University when acting in performance of his or her duty if:
   a. the ID card is in the possession of an individual other than the person to whom the ID card was issued and this person is attempting to use the ID card to represent him or herself as a registered student; or
   b. the ID card is presented by the person to whom it was issued but it is not valid for the current term of registration, and the individual uses the ID in an attempt to access university services for duly registered students.

Student Life
Doc Bryan Student Services Center, Suite 233
479-968-0276
Aubrey Holt, Director of Student Life, aholt7@atu.edu
www.atu.edu/studentlife

The Office of Student Life creates and fosters initiatives for Arkansas Tech students to enrich their co-curricular experiences through leadership development, civic engagement and involvement opportunities. Students will enhance their personal, interpersonal, and organizational development.

Student Life programs and activities provide students with opportunities to:
- Expand critical and reflective thinking competencies;
- Display personal accountability and responsible judgment;
- Exhibit the ability to work effectively with those different from themselves;
- Demonstrate an understanding of group dynamics and effective teamwork;
- Develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others; and,
- Demonstrate responsible citizenship by engaging in the community.

Student Life oversees Registered Student Organizations, theLink, GOLD Cabinet and leadership and civic engagement programming. For more information, please visit our website.
Student Support Services
Bryan Hall, Suite 101
479-880-4172
Lori Wineland, Director of Student Support Services, lwineland@atu.edu
http://wwwatu.edu/sss/

The Student Support Services program is a federally funded TRiO Program designed to assist and serve 140 Tech students. The mission of Student Support Services is to increase the retention and graduation rates among program participants by providing comprehensive, individualized academic support. Eligibility is based on federally defined criteria where at least one of the following must be met:

1. First generation college student (neither parent has a bachelor’s degree);
2. Limited income (income eligible per federal guidelines); or
3. Have a documented learning or physical disability.

An eligible student must need academic support and be either a US Citizen or Permanent Resident who has not yet earned a bachelor’s degree, but is committed to using Student Support Services’ resources and graduating from Tech. There is no financial aid involved with this program, but the free program services that we will offer to our students will include but will not be limited to academic advice, career advising, tutoring, financial literacy and cultural enrichment.

Testing Services
Bryan Hall, Room 103
479-968-0302
Karen Pittman, Testing Coordinator, kpittman@atu.edu
http://wwwatu.edu/testing
TTY phone number: 479-964-3290

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 Analogies Test (MAT), Test of English as a Foreign Language (iBT TOEFL), National Teachers Examinations (PRAXIS) and others.

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 HIM Challenge Exams.

Tutoring Services
Doc Bryan Student Services Center, Suite 233
479-968-0334
Will Cooper, Coordinator of Retention Services, wcooper@atu.edu
http://wwwatu.edu/studentsuccess/TUTOR2010.php

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

Veteran Services
Doc Bryan Student Services Center, Suite 163
479-968-0445
Marsha Oels, Coordinator of Veteran Services, moels@atu.edu
wwwatu.edu/veterans

Arkansas Tech University is deemed approved, by the Arkansas State Approving Agency, to offer training to VA beneficiaries under the GI Bill. The mission of the Office of Veteran Services is to assist veterans, guardsmen, reservists and their dependents in taking full advantage of all educational benefits to which they are entitled, assist in their transition to student life and persist until they have attained their education goal.

Education programs include Chapter 33 Post-9/11 GI Bill; Chapter 30 Montgomery GI Bill – Active Duty; Chapter 35 Dependents’ Educational Assistance; Chapter 1606 Montgomery GI Bill – Selected Reserve; Chapter 1607 Reserve Educational Assistance Program; Chapter 32 Veterans’ Education Assistance Program, and Chapter 31 Vocational Rehabilitation for Veterans with Service-Connected Disabilities.
It is the responsibility of the Certifying Official to keep VA informed of the enrollment status of Veterans and other eligible persons, keep up-to-date on current VA rules and benefits, maintain records of VA students and make all records available for inspection. The Veteran Services staff can assist VA students in applying for education benefits, attempt to resolve payment problems through proper VA channels, disseminate and/or post information on VA education benefits, programs and contact points and ensure that VA students are fully aware of their responsibilities to the school. The Veteran Services staff can also assist with military withdrawals and evaluating military transfer work.

SAFETY, SECURITY AND TRAFFIC

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

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

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

Reporting Emergencies and Crimes. To report an emergency, call 911. The Department of Public Safety maintains direct radio contact with the Pope County 911 Communications Center and local law enforcement agencies. To report a non-emergency crime, call or come to the DPS office.

Emergency Alerts. Arkansas Tech University has developed the Campus Emergency and Outreach Notification (CEON) system to communicate important messages with members of the campus community. Emergency messages will be sent out via text messaging and phone calls in the event of a situation that poses an immediate threat to the life safety of campus. Outreach messages will be utilized in less urgent, but still important, situations. These include winter weather closings. In order to receive these important communications, members of the Arkansas Tech community must register for CEON. Information on how to register is located at this website, https://support.atu.edu/link/portal/16084/16101/Article-Folder/59/CEON.

Facilities and Campus Security. Residence halls are locked 24 hours a day and many areas of the campus are under video surveillance. Information regarding safety and security programs and procedures is provided during new student orientation programs 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. Tech’s crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and the security of others. Educational programs regarding campus crime and emergency procedures are conducted in residence halls at the beginning of the fall semester and periodically during the year. These programs, facilitated by student staff members, may include DPS police officers or other guest speakers. Through programs such as these, students and employees are reminded to follow these preventative procedures:

- Do report all crimes and/or suspicious activities to the Department of Public Safety.
- Do protect personal property such as cell phones, iPads, laptop computers and other valuable belongings by marking them with an identification number. Do record all serial #s and brand names.
- Do lock residence hall room doors 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, textbooks, backpacks or other valuables unattended.

Annual Crime Statistics. Crime statistics for the three (3) most recent years can be found in the Tech Campus Security Report at http://www.atu.edu/securityact/.
**Traffic Regulations.** A brochure listing traffic regulations is distributed at the time of hang tag purchase and additional copies are available from the Department of Public Safety.

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

**Traffic and Parking Committee.** The Traffic and Parking Committee reviews and conducts hearings on all appeals concerning traffic tickets, informs students of changes in policies and regulations and recommends methods of improving traffic and parking conditions on campus.

The committee is composed of the following persons:

1. No more than three (3) students appointed by the Student Government Association President.
2. One (1) representative from the Department of Public Safety.
3. One (1) representative from the Student Services Office.
4. Two (2) representatives from RHA.

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

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

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

**Drug-Free Schools and Communities Policy**

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

**Standards of Conduct.** Arkansas Tech University is committed to the maintenance of a drug and alcohol free work place and to a standard of conduct for employees and students that discourages the unlawful possession, use or distribution of controlled substances and alcohol on its property or as a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture or distribution of controlled substances or alcohol by students or employees on property of the University or as a part of any of the University’s activities is expressly prohibited. Off-campus activities sponsored by Registered Student Organizations 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 0.02 or higher (approximately one can of beer, one glass of wine, or one drink of hard liquor) to operate a motorized vehicle. Penalties for a first offense can result in (1) suspension of driver’s license for not less than 90 days; (2) a fine of no less than $100 nor more than $500; (3) assignment to public service work; and/or (4) completion of an alcohol and driving education program.
**Driving While Intoxicated.** A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated. Penalties for such offense may include (1) suspension of license for 120 days for the first offense with a blood alcohol content of at least .08; suspension of 180 days for the first offense with a blood alcohol content of .15 or more; suspension for 6 months for first offense if intoxicated by use of a controlled substance; (2) imprisonment for no less than 24 hours and no more than one year for the first offense (with additional imprisonment for subsequent offenses); (3) fines of no less than $150 and no more than $1,000 for the first offense (with stiffer fines for subsequent offenses); (4) as an alternative to payment of fines, public service work as deemed appropriate by the court in the event of financial inability to pay fines, and (5) a requirement to complete an alcohol education program as prescribed and approved by the Arkansas Highway Safety Program, or an alcoholism treatment program as approved by the Bureau of Alcohol and Drug Abuse Prevention. A blood alcohol level in excess of .04 may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of .08 or more shall give rise to a presumption of intoxication.

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

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

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

**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 $100 but not more than $100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and a fine of at least $2,500 but not more than $250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and a fine of at least $5,000 but not more than $250,000, or both. Special sentencing provisions for possession of crack cocaine are mandatory 5 to 20 years in prison and a fine of up to $250,000; both if (a) 1st conviction and the amount of crack possessed exceeds 5 grams, (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram. Personal and real property used to possess or to facilitate possession of a controlled substance may be forfeited if that offense is punishable by more than 1 year imprisonment. Vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance may also be forfeited. Additional sanctions include civil fines of up to $10,000; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses; and ineligibility to receive or purchase a firearm. Other sanctions vested within the
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.** Can cause nasal stuffiness; tender, bleeding nasal membranes; seizures; heart and respiratory failure; paranoia; and dependence (addiction).

**Marijuana.** Can lead to major lung diseases (emphysema, bronchitis); and puts people with heart disease or high blood pressure at extra risk. Marijuana impairs judgment and the kinds of complex coordination needed to drive a car.

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

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

Awareness and Prevention Programs. Sexual aggression and assault awareness and prevention programming is presented regularly during the year through the collaborative efforts of Residence Life and Student Services departments including the Counseling Services and the Department of Public Safety. Educational and informational programming related to sexual aggression and assault awareness is an essential part of freshman orientation and residence life programming. Guest speakers with related expertise are also brought to campus by Registered Student Organizations. Counseling Services provides a variety of related educational and informational media for campus community use upon request. The Counseling Services website contains a link with additional information regarding sexual aggression and assault at [http://wwwatu.edu/cslcenter/](http://wwwatu.edu/cslcenter/). 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 incidents of date rape involve alcohol use by either the victim, the perpetrator or both.
- When dating a person for the first time, double date. Attend social events with two or three people and watch out for each other. Commit to go together and to leave together.
- Do not place yourself in vulnerable situations. Walk in well lighted areas and with friends. Keep your room door and windows locked.
- Trust your intuition. If you sense you are in danger, leave the area or situation immediately.
What Men Can Do:

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

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

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

Department of Public Safety, 968-0222
Counseling Services, 968-0276
Dean of Students, 968-0239

Sexual assault victims are entitled to certain rights which shall be recognized and accorded by all Student Services personnel. Among these are:

• The right to be informed of their option to notify proper law enforcement authorities, including on-campus and local police, and the option to have the assistance of campus authorities in notifying such authorities.
• The right to have an incidence of sexual assault investigated and adjudicated by the campus conduct system.
• The right to full and prompt cooperation and assistance in the campus conduct process.

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

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

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

In compliance with the Constitution of the State of Arkansas, the Arkansas Tech University Board of Trustees is vested with authority to make regulations and policies, consistent with the laws of the land, for Arkansas Tech University. Students seeking interpretations of provisions within the Student Code of Conduct may contact Susie Nicholson, snicholson@atu.edu, Vice President for Student Services and University Relations or Amy N. Pennington, apennington@atu.edu, Dean of Students/Student Conduct Administrator.

Article I: Definitions
A. The term “University” refers to Arkansas Tech University. Arkansas Tech University is herein referred to as “Tech.”
B. The term “student” refers to each person who is currently enrolled, full-time or part-time, in any non-credit or credit courses pursuing undergraduate, graduate or post-graduate/professional studies. For disciplinary purposes, under the Student Code of Conduct, a student is also defined as any individual who:
   1. attends post-secondary educational institutions other than Tech;
   2. was enrolled within the last twelve months, but is not enrolled during a current term;
   3. has been notified of acceptance for admission but has yet to be enrolled for study;
   4. withdraws after allegedly violating the Student Code of Conduct;
   5. is a non-temporary guest having continuous residence at any University housing property, even if not enrolled at the University.
C. The term “faculty member” refers to any person hired by the University to conduct classroom activities.
D. The term “University official” refers to any person employed by the University, performing assigned administrative or professional responsibilities.
E. The term “member of the University community” includes any person who is a student, faculty member, University official, or any other person employed by the University. The status of a person in a particular situation shall be determined by the conduct advisor in conjunction with the Student Conduct Administrator.
F. The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University. This includes adjacent streets and sidewalks.
G. The term “organization” refers to any number of persons who have complied with the formal registration requirements for University recognition including but not limited to Registered Student Organizations.
H. The term “Student Conduct Administrator” refers to the person designated by the University President, through the Vice President for Student Services and University Relations, to be responsible for the administration of the Student Code of Conduct.
I. The term “conduct body” refers to any persons authorized by the Student Conduct Administrator to determine whether a student has violated the Student Code of Conduct and impose sanctions.
J. The term “conduct advisor” refers to a University official authorized on a case-by-case basis, by the Student Conduct Administrator, to investigate possible violations of the Student Code of Conduct and impose sanctions upon students found to have violated the Student Code of Conduct.
K. The term “appellate authority” refers to any person or persons authorized to consider an appeal of a decision by a conduct body.
L. The term “shall” is used in the imperative tense.
M. The term “may” is used in the permissive tense.
The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, Residence Life Guide to Living, Parking and Traffic Regulations and Graduate or Undergraduate Catalogs.

The term “complainant” refers to any person(s) who submits a charge alleging a violation of a University policy.

The term “respondent” refers to any student(s) accused of violating a University policy.

**Article II: Student Code of Conduct Authority**

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

A. The Vice President for Student Services and University Relations is designated by the University President to be responsible for overseeing the administration of the Student Code of Conduct through the appointment of a Student Conduct Administrator.

B. The Student Conduct Administrator shall ensure that the composition of the conduct body follows the criteria set forth in this document or other official University documents. The Student Conduct Administrator shall also determine which conduct advisor(s) shall be authorized to hear each case.

C. The Vice President for Student Services and University Relations, along with the Student Conduct Administrator, shall develop policies for the administration of the conduct program and procedural rules for the conduct body, including hearings, which are consistent with provisions of the Student Code of Conduct.

D. Decisions made by a conduct body and/or conduct advisor shall be final. Appeal of a conduct body and/or conduct advisor decision must follow the process outlined in the Student Code of Conduct.

**Article III: General Conduct Expectations**

A. **Jurisdiction of the University**

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

Each student is responsible under the Student Code of Conduct for his or her conduct occurring at any time prior to being awarded an applicable degree, even if the University does not discover the conduct until after awarding the degree. The Student Code of Conduct also applies to any student conduct that occurs during any interim period:

1. before classes have begun or after classes have ended;
2. during which the student’s enrollment temporarily ceases.

The Student Code of Conduct also applies to the student’s conduct:

3. if the student withdraws from the University, or leaves its premises, while a disciplinary matter is pending;
4. retroactively as of the student’s first admission application date if the student at any time has enrolled at the University.

B. **Application of the Student Code of Conduct to Registered Student Organizations**

As a condition of Registered Student Organization status at Tech, groups agree to abide by the Student Code of Conduct, as well as by all other applicable University policies and local, state and federal laws. Registered Student Organizations are herein referred to as “RSOs and/or RSO.”

1. **Charging a Registered Student Organization**

RSOs can generally be held responsible for violations of the Student Code of Conduct when:

a. One or more officers or authorized members/representatives, acting in the scope of their organizational capacities, commit a violation;

b. One or more of its members commit a violation after the action that constitutes the violation was approved by a vote of the organization or was part of a committee assignment of the organization;

c. A violation occurs at an activity funded by the organization;
d. A violation occurs as a result of an event sponsored by the organization;

e. One-tenth or more members of an organization or its officers permit, encourage, aid or assist in committing a violation;

f. One-tenth or more members of an organization or its officers fail to report to appropriate university authorities knowledge or information about a violation;

g. One-tenth or more members of an organization or its officers issue a casual or formal invitation to another member to participate in a violation;

h. One or more members or alumni commit a violation in the name of the organization;

i. One or more members of an organization fail to satisfactorily complete the terms of any disciplinary penalty related to an organizational violation;

j. One or more members of an organization commit a violation while attending a function as a representative of the University, including but not limited to, competitions, conferences and conventions;

k. One or more members willingly witness or observe a violation of the Student Code of Conduct and choose to remain present at the site of the violation (passive participation).

2. Jurisdiction and Authority
   a. Students, who are members of an RSO involved in a violation of the Student Code of Conduct, may be subject to discipline both as a member of the RSO and as an individual.

   b. The Coordinator of Student Life or designee shall be the conduct advisor for cases involving general RSOs.

   c. The Coordinator of Greek Life or designee shall be the conduct advisor for all cases involving social Greek organizations.

   d. The Assistant Dean for Residence Life or designee shall be the conduct advisor for all cases involving students contracted for housing with the Office of Residence Life who violate the Student Code of Conduct or housing rules and regulations.

   e. Under the direction of the Coordinator of Greek Life, Greek Governing Councils (i.e., Interfraternity Council, College Panhellenic Council and National Pan-Hellenic Council) shall be responsible for hearing cases for social Greek organizations affiliated with their respective council where their governing documents provide jurisdiction for incidents that do not involve a violation of the Student Code of Conduct. Registered social Greek organizations who violate the Student Code of Conduct may be subject to disciplinary action both as a member of the governing council and within the University’s conduct body.

   f. The Student Conduct Administrator will maintain jurisdiction over all cases involving RSOs where there is a possible violation of the Student Code of Conduct, including but not limited to, actions that may violate University policy and/or local, state or federal law; when there is a conflict of interest with one of the aforementioned conduct advisors; when the incident involves multiple violations, and/or all other incidents with possible sanctions.

3. Interim Disciplinary Action
   Information about interim disciplinary action is referenced in the Student Code of Conduct, Article IV, Section E.

4. Conduct Bodies and Procedures
   In determining whether or not an RSO violated the Student Code of Conduct, all conduct advisors and/or the conduct body shall make a decision as to whether or not the information presented establishes by a preponderance of information in support of the allegations, indicating that the information presented would lead a person to conclude that it was more likely than not that the RSO violated the cited University regulation(s). Upon receipt of a complaint alleging a violation of the Student Code of Conduct by an RSO, the Student Conduct Administrator or designee will fully investigate the charge. Pending the outcome of the investigation, the following means shall be utilized to resolve allegations of RSO misconduct:

   a. Preliminary Conference
      Alleged violations of the Student Code of Conduct shall require a preliminary conference with the president or primary contact of the accused RSO and a conduct advisor. In the preliminary conference, the conduct advisor shall review conduct procedures and all available information with the RSO president or primary contact to determine whether or not a decision can be made regarding the RSO’s responsibility without a formal hearing. The following procedures apply to preliminary conferences:
i. The accused RSO’s president or primary contact on record shall be notified that he/she needs to schedule a preliminary conference and shall be required to attend the scheduled preliminary conference. The accused RSO president or primary contact shall have no less than five (5) business days from the date of the notification to schedule the preliminary conference.

ii. If the RSO president or primary contact agrees that the RSO should accept responsibility for the violation(s) and the recommended sanctions, an informal resolution agreement may be prepared and signed by the president or primary contact, on behalf of the RSO, and the conduct advisor. A signed informal resolution agreement shall constitute an acceptance of the finding and sanction(s) with no subsequent proceedings.

iii. The RSO president or primary contact has three (3) business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing.

iv. If the RSO president or primary contact disagrees with the charge(s) and sanction(s), the matter shall be referred to the Student Services Conduct Board for a formal hearing.

v. If the RSO president or primary contact fails to attend the preliminary conference, the case will be scheduled for a formal hearing.

5. Alternate Conflict Resolution

In some instances, when requested, Student Services may elect to enact an alternative conflict resolution pathway to address disputes within the RSO community that do not involve a violation of the Student Code of Conduct. At these times, an arbiter may be appointed by the Student Conduct Administrator. All parties must agree to the conflict resolution pathway and to be bound by the decision agreed to within the pathway with no right to appeal.

6. Academic Misconduct Cases

Information about academic misconduct cases is referenced in the Student Code of Conduct, Article V, Section F.

7. Hearing Procedures

Information about hearing procedures are referenced in the Student Code of Conduct Article IV, Section C.

8. Appeals

Information about the appeal process is referenced in the Student Code of Conduct, Article IV, Section F.

9. Disciplinary Sanctions

The University cannot foresee all violations of the Student Code of Conduct. As such, RSOs may be subject to disciplinary action when their behavior is disruptive to the operation of the University. The following sanctions may be imposed by a conduct body upon any RSO found to have violated the Student Code of Conduct (multiple sanctions may be imposed):

a. Censure. A censure is an official statement that the RSO has violated a University regulation, and serves as a formal reprimand. A censure also indicates that future violations will likely result in a more serious level of sanctioning.

b. Disciplinary Probation. Disciplinary probation is a serious encumbrance on the RSOs good standing in the University community. Disciplinary probation will last at least one semester and any subsequent violations during the probationary period will be viewed as both a violation of University regulations and a violation of the probation. At the end of the disciplinary probation period, all lost privileges shall be restored. If more than three (3) disciplinary probation sanctions are imposed on an RSO, within a five (5) year period, the RSO will be banned from the University community. Disciplinary probation is not a pre-condition to imposition of more serious sanctions.

c. Deferred Suspension. Deferred suspension is a notice to an RSO that their actions are of such a serious nature that removal from the University for a period of time is recommended. The University will defer the suspension as long as the RSO meets all requirements set by the conduct body or conduct advisor. Any future violations would result in immediate removal from the University for an indefinite period of time with the possibility of additional sanctions. At the end of the deferred suspension period, all lost privileges and eligibility shall be restored. No more than one deferred suspension shall be imposed on an RSO prior to the RSO being banned from the University community. While an RSO is serving a deferred suspension, they may not represent the University in any official capacity, such as intercollegiate events or major extracurricular activities, including but not limited to, campus recreation and homecoming activities.

d. Disciplinary Suspension. Disciplinary suspension establishes a fixed period of time during which the RSO may not participate in any academic, extracurricular or other activities of the University. At the end of the suspension period, the RSO may be again registered only upon the recommendation of the Dean of Students.
e. **Indefinite Dismissal**  Indefinite dismissal denies the RSO the right to participate in any academic, extracurricular or other activities of the University. This is a permanent ban from the University community.

f. **Restrictions**  A restriction takes away a privilege that the RSO may or may not otherwise have had, including but not limited to:
   i. the ability to host guests on campus;
   ii. the ability to reserve space on campus;
   iii. the ability to attend athletic events;
   iv. the ability to host/sponsor/co-sponsor specified events/activities;
   v. the ability to sponsor or place a student on any University election ballot;
   vi. the ability to have contact with specified individuals or RSOs in the University community;
   vii. the ability to host/sponsor/co-sponsor off-campus events/activities with or without alcohol present.

f. **Educational Sanctions** The conduct body may also impose educational sanctions that promote learning and understanding. These sanctions may be developed as necessary by a conduct body, including but not limited to the following:
   i. Sponsorship of an education program;
   ii. Attendance at educational programs;
   iii. Requirement of members to complete TIPS University training program;
   iv. Attendance in conflict management training;
   v. Educational service hours;
   vi. Attendance in ethics workshop/training;
   vii. Reflective exercises.

h. **Restitution** RSOs may be required to restore any lost or damaged property and/or pay 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.

i. **Monetary Fines** A penalty imposed by the conduct body involving the collection of fees from the RSO.

C. **Conduct Rules and Regulations**

Any student or RSO found to have committed or attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV, Section D and Article III, Section B, 9.

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information or false reports to any University official, faculty member or office;
   b. Forgery, alteration, unauthorized use or misuse of any University document, record or instrument of identification;
   c. Tampering with the election of any University RSO or campus vote;
   d. Possible violations of the Academic Dishonesty Policy or the Academic Misconduct Policy are administered separately through academic channels as outlined in Article V of the Student Code of Conduct. Certain behaviors may violate both the Academic Dishonesty/Misconduct Policies and the Student Code of Conduct. In these cases, one process or both processes may be utilized.

2. Material 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 conduct occurs on University premises.

3. Attempted or actual theft of and/or damage to property of the University, services of the University, property of a member of the University community or other personal or public property.

4. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises. Failure to report a lost key issued by the University to proper officials.

5. Sexual harassment between students or from a student to another member of the University community. Please see Sexual Harassment Policy located in Article III, Section E.
If you feel that you have been a victim of sexual harassment, please contact Jennifer Fleming, Coordinator of Affirmative Action, Administration Building Suite 212, 479-498-6020, jfleming@atu.edu or affirmative-action@atu.edu.

6. Physical abuse between students or from a student to another member of the University community, defined as intentional physical contact with any person when such conduct threatens or endangers the health and safety of that person(s).

7. Threats defined as making statements, verbal or written, that communicate a clear and serious expression of intent to commit an act of unlawful violence upon a particular person or group of people.

8. Intimidation, defined as spoken or unspoken threats made with the intent to harass or alarm any individual or group, placing a person or group in fear of retaliation, bodily harm or death.

9. Stalking, defined as behavior with the intent to harass or alarm any individual or group, subjecting an individual or group to uninvited interaction or the threat of uninvited interaction. Willfully, maliciously and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened or harassed.

10. Hazing, defined in Arkansas law in § 6-5-201 and § 6-5-204, as:
   a. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him or her with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his or her fellow students, and acts calculated to produce such results;
   b. The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him or her,
   c. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him or her from remaining in that school, college, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts, or
   d. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
   e. The term “hazing” as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

11. 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.

12. Cyberbullying, defined as using an electronic device, such as a computer or cell phone, to send an electronic communication to harass, threaten, humiliate, defame or intimidate a person or group of people.

13. False notification of an emergency, defined as providing a false report to 911, the Department of Public Safety, or false activation of an emergency call station, panic button or fire alarm.

14. Violation of University policies, rules or regulations, including but not limited to Office of Residence Life regulations, may be considered a violation of the Student Code of Conduct.

15. Violation of local, state or federal law on University premises or at University sponsored or supervised activities.

16. Illegal drugs, including the use, possession, manufacturing or distribution of marijuana, inhalants, narcotics 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.

17. Use of any tobacco product, including but not limited to, smoking, dipping or chewing tobacco.

18. Improper use, possession or distribution of legal drugs.
19. Alcohol, including 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.

20. Prohibited weapons, including illegal or unauthorized use, possession, or distribution of firearms, rifles, shotguns, knives, swords, pistols, bows, arrows, explosives (including fireworks), incendiaries, shell-loading equipment or combustible materials for loading, or any other weapon, chemicals or dangerous instrumentalities in or on any University owned or University controlled facility or premises.

21. Destruction, vandalism, damage or misuse of University or private property including but not limited to buildings, library materials, computer hardware, software and network, trees, shrubbery or University files and records; violation of University rules for use of campus facilities; tampering with safety equipment, including but not limited to fire alarms, fire equipment or escape mechanisms and elevators.

22. 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.

23. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

24. Disorderly conduct; 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. Disorderly conduct includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video recording of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room, residence hall room or restroom.

25. Use of bicycles, skateboards, longboards, scooters or in-line and roller skates in restricted areas at the University.

26. Misuse of technology, 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 unauthorized transfer of a file;
   b. Unauthorized use of another individual's identification and password;
   c. Use of computing facilities and resources to interfere with the work of another student, faculty member or University official;
   d. Use of computing facilities and resources to send messages that adversely affect the University community and/or the pursuit of its objectives, including obscene or abusive messages;
   e. Use of computing facilities and resources to interfere with normal operation of the University computing system;
   f. Use of computing facilities and resources in violation of copyright law, including illegal file-sharing and downloading. Please see RIAA Violation Policy in Article III, Section D.

A complete list of Tech's computer use policies can be found at: https://support.atu.edu/link/portal/16084/16101/ArticleFolder/60/Policies.

27. Abuse of the judicial system, including but not limited to:
   a. Failure to obey the directions of a conduct body or University official;
   b. Falsification, distortion or misrepresentation of information before a conduct body;
   c. Disruption or interference with a conduct proceeding;
   d. Knowingly filing false charges that result in a conduct proceeding;
   e. Attempting to discourage an individual's proper participation in, or use of, the conduct system;
   f. Attempting to influence the impartiality of a member of a conduct body prior to and/or during the course of the conduct proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a member of a conduct body prior to, during and/or after a conduct proceeding;
   h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
   i. Influencing or attempting to influence another person to commit an abuse of the conduct system.

28. Knowingly being present at the commission of a violation and/or exhibiting passive approval and participation.
29. Misconduct abroad by any student, who in any foreign country undertakes study or represents the University otherwise, remains subject to the Student Code of Conduct.

30. Endangerment or any action that unnecessarily places oneself or others in danger or physical harm.

31. Discrimination, defined as actions that deprive other members of the university community of educational or employment access, benefits or opportunities on the basis of gender.

32. Bullying, defined as repeated or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct that is otherwise protected by the First Amendment.)


34. Violation of the Tech Sexual Misconduct Policy. Sexual misconduct is any sexual act which violates the laws of the State of Arkansas including but not limited to acts of rape (stranger or acquaintance date rape) and other forms of coerced sexual activity such as unwanted touching, fondling or other forms of sexual conduct. Any sexual activity which is entered into without consent of both or all persons involved is a violation of this policy. Affirmative consent (to sexual relations) is required, either verbally or by acts unmistakable in their meaning. The sexual misconduct policy is located in the Student Code of Conduct Article III, Section F.

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

D. Recording Industry Association of America Violation, Procedures and Policy

Tech recognizes that downloading and sharing copyrighted material online without permission is both illegal and unethical. Tech is obligated, based on federal regulations, to address and resolve any cases of copyright infringement brought to our attention via the procedures listed below:

1. Legal Counsel notifies Computer Services regarding violation type, IP address and the IP port number. Port is turned off immediately when notified by Legal Counsel.

2. Computer Services links the IP numbers to registered student.

3. Computer Services sends the student name, room location, student email, classification of the offending student, “material in question” (RIAA notice) and date to Assistant Dean for Residence Life.

4. Assistant Dean for Residence Life verifies room assignment(s) and contacts the student(s) via letter to schedule a conduct meeting. The room port is shut off until student attends conduct meeting.

5. Conduct meeting:
   a. Office of Residence Life waiver signed, student acknowledges that they have been informed of alleged violation;
   b. Conduct hearing;
   c. Hearing results in finding.

6. Conduct sanctions:
   a. 1st Offense: Room port shut off for a minimum of 10 weeks or until end of semester; Educational video (from RIAA) viewed online; Educational quiz due within 1 week of sanction; $75 fine.
   b. 2nd Offense: Loss of scholarship eligibility; Loss of student employment eligibility; Loss of internet access for the remainder of the semester.
   c. 3rd Offense: University suspension for 1 full semester

7. Students are responsible for the removal of any illegally downloaded material. If Tech is notified again of violation and it is the same material, the student will be held accountable for a second offense.

8. The Assistant Dean for Residence Life notifies Computer Services of the date when the student’s port can be re-activated. This cannot happen until the student attends a meeting and signs ResNet Waiver.

9. Should students wish to discuss the IP port in question and how it is affiliated with them, they are to make arrangements with Computer Services to address this situation.

10. Written appeals may be made within five (5) days from the notice of violation/sanction.
E. Sexual Harassment Policy

It is the policy of Tech to maintain the University community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

Sexual harassment by any faculty, staff or student is a violation of both law and University policy and will not be tolerated at Tech. The University considers sexual harassment to be a very serious issue and shall subject the offender to dismissal or other sanctions following the University’s investigation and substantiation of the complaint and compliance with due process requirements.

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

EEOC Guidelines define sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

Because of the unique situations which exist between students, faculty, supervisors, and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty members are encouraged to remain professional in all relationships with students. As teachers, professors encourage the free pursuit of learning by their students. They hold before them the best scholarly standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

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

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

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

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

**Report of Findings and Recommendation-Complaints Against Non-Students**

The Affirmative Action Officer will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the appropriate vice president within ten (10) working days (twenty working days if school is not in session) of receipt of the statement from the person whose conduct was complained about.

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

- Dismiss the complaint if the result of the completed investigation is inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or
- Find that the Sexual Harassment policy was violated.

If the Vice President determines that this policy was violated, he or she shall determine a disciplinary action that is appropriate for the severity of the conduct. The Vice President shall inform the individual bringing the complaint, the accused individual, and the appropriate dean or department head of his or her decision, and shall attach a copy of the final statement of findings. Copies of the vice president’s letter, the attached statement of findings, and relevant documents shall also be sent to the Affirmative Action Officer.

Disciplinary action may be appealed by the employee who is disciplined. Appeals for faculty shall be made, pursuant to the Faculty Handbook, to the Faculty Welfare Committee. Appeals for non-faculty shall be made, pursuant to the Classified Employee Handbook, in the form of a formal grievance hearing.

**Report of Findings and Recommendation-Complaints Against Students**

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

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

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

**F. Sexual Misconduct Policy**

The University should be a place of work and study for students, faculty and staff, free of all forms of discrimination, sexual intimidation and exploitation. Therefore, Tech will not tolerate unlawful harassment, discrimination or sexual violence by any student. Sexual discrimination includes all forms of sexual harassment, sexual assault and sexual violence by students against employees, students or third parties. Tech does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability or age.

Sexual misconduct is any sexual act which violates the laws of the State of Arkansas including but not limited to acts of rape (stranger or acquaintance date rape) and other forms of coerced sexual activity such as unwanted touching, fondling or other forms of sexual conduct. Any sexual activity which is entered into without consent of both or all persons involved is a violation of this policy. Affirmative consent (to sexual relations) is required, either verbally or by acts unmistakable in their meaning.

1. **Non-Consensual Sexual Contact**

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

2. **Non-Consensual Sexual Intercourse**

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

3. **Sexual Exploitation**

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

a. Invasion of sexual privacy;

b. Prostituting another student;

c. Non-consensual video or audio-taping of sexual activity;

d. Going beyond the boundaries of consent (such as surreptitiously permitting others to watch you having consensual sex);

e. Engaging in voyeurism;

f. Knowingly transmitting an STD or HIV to another student;

g. Exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals;

h. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

4. **Consent**

Consent as used in this policy is defined as clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

5. **Sanction Statement**

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

Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on sexual exploitation will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident.

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

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

**G. Off-Campus Conduct**

If a student is charged only with an off-campus violation of local, state or federal laws, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed if that behavior constitutes a safety or security threat to the campus.

University disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under the Student Code of Conduct will be conducted independently of any pending civil or criminal proceedings off-campus.

When a student is charged by local, state or federal authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also
the subject of a proceeding before a conduct body under the Student Code of Conduct, however, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Adjudication of Student Misconduct and Appeals Process

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

B. Preliminary Conference
1. The conduct advisor will present all charges, supporting documentation and meeting notification to the respondent in written form sent to the address listed in OneTech or delivered to the residence hall room of the respondent. This shall constitute full and adequate notice. The failure of a student to provide an address change or forwarding address, or the refusal or inability to accept the mailed notice, shall not constitute good cause for failure to comply with the notification.
2. The respondent shall meet with the conduct advisor in a preliminary conference.
3. The conduct advisor will review the charges and supporting documentation, advise the respondent of due process rights and explain the Student Code of Conduct adjudication process during the preliminary conference.
4. The conduct advisor shall offer the respondent an opportunity to informally resolve the alleged violation.
   a. The informal resolution process involves a review of the incident and discussion of the possible sanction(s).
   b. If the respondent accepts responsibility for the violation and the resolution offered by the conduct advisor, the respondent and the conduct advisor shall complete an informal resolution agreement, which shall include information regarding the violations for which the respondent has been found responsible, the resulting sanctions and signature of both the respondent and conduct advisor.
   c. When the respondent agrees to take responsibility for the violation and the sanction recommended by the conduct advisor, the case will be settled and there shall be no subsequent proceedings.
   d. The respondent has three (3) business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing.
   e. If the respondent wishes to request a formal hearing, he or she shall file a request for a formal hearing by notifying the Student Conduct Administrator in writing.
   f. The outcome of an informal resolution cannot be contested after three (3) business days.
   g. The outcome of a formal hearing shall replace any agreements made during the informal resolution.
   h. If the charges cannot be settled by mutual consent of the respondent and the conduct advisor or if the respondent maintains innocence, the case will be forwarded to the Student Conduct Administrator for referral to a conduct body for a formal hearing.
   i. A formal hearing shall be set to occur no less than five (5) business days and no more than ten (10) business days after the Student Conduct Administrator refers the case for a formal hearing. Time limits for scheduling of formal hearings may be adjusted at the discretion of the Student Conduct Administrator.
5. The conduct advisor may later serve in the same matter as a member of the conduct body.
6. The respondent may request one change in the date and time of the preliminary conference by requesting the change 24 hours prior to the scheduled conference.
7. Failure of the respondent to attend the preliminary conference will result in a formal hearing being scheduled.
C. **Formal Hearing**

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

**Composition of the Student Services Conduct Board**

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

**Hearing Guidelines**

1. Hearings shall normally be conducted in private.
2. The complainant, the respondent and their advisors (if any), shall be allowed to attend the entire portion of the student conduct hearing at which information is received excluding deliberation. Admission of any person to the hearing who is not a party or potential witness shall be at the discretion of the conduct body and/or the chairperson of the conduct body.
3. In hearings involving more than one respondent, the Student Conduct Administrator or designee may at his or her sole discretion permit the hearings concerning each respondent to be conducted separately or jointly.
4. The complainant and the respondent have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or respondent is responsible for presenting his or her own information. Advisors are not permitted to speak or to participate directly in any student conduct hearing. The respondent must notify the Student Conduct Administrator who they are bringing at least 72 hours prior to the hearing. A respondent should select as an advisor, a person whose schedule allows attendance at the scheduled date and time of the student conduct hearing; delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. The complainant, the respondent and the conduct body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the conduct body.
6. The complainant, the respondent and the conduct body may arrange for witnesses to present pertinent information to the Student Services Conduct Board. Witnesses will provide information to and answer questions from the Student Services Conduct Board. The complainant and respondent will not be allowed to directly cross-examine each other or witnesses.
7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the conduct body at the discretion of the chairperson.
8. All procedural questions are subject to the final decision of the chairperson of the conduct body.
9. After the portion of the hearing concludes in which all pertinent information has been received and the respondent, complainant and witnesses are dismissed, the conduct body shall determine by majority vote whether the respondent has violated each section of the Student Code of Conduct in which the respondent is charged and determine the sanction(s), if any.
10. The determination of the conduct body shall be made on the basis of whether it is more likely than not that the respondent violated the Student Code of Conduct.
11. Formal rules of process, procedure and/or technical rules of evidence, such as applied in criminal or civil court, are not used in the Student Services Conduct Board proceedings.
12. There shall be a single verbatim record, such as a digital recording, of all hearings before the Student Services Conduct Board, not including deliberations. The recording shall be the property of the University.
13. If the respondent does not appear before the conduct body for the formal hearing, the information in support of the charges shall be presented and considered in absentia.
14. The conduct body may accommodate concerns for the personal safety, well-being, retaliation and/or fears of the confrontation of the complainant, respondent and/or other witnesses during the formal hearing by providing a visual screen and/or by permitting participation by telephone, video conferencing or by other means at the discretion of the Student Conduct Administrator or designee.
15. After the formal hearing, the Student Conduct Administrator will advise each respondent in writing of the determination of the conduct body and any imposed sanction. Each record of any disciplinary process or sanction imposed under the Student Code of Conduct involving a respondent and any alleged victim may constitute an educational record the release of which is governed by FERPA.

D. Sanctions
1. The following sanctions may be imposed singularly or in combination upon any student found to have violated the Student Code Conduct:
   a. **Warning.** A notice in writing to the student that the student has violated institutional regulations.
   b. **Probation.** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
   c. **Loss of Privileges** Suspension or denial of rights and privileges for a designated period of time, including participation in athletic or extracurricular activities.
   d. **Monetary Fines** A penalty imposed by the conduct body involving the collection of fees from the student.
   e. **Restitution.** Compensation for loss, injury, damage to or misappropriation of University property. This may take the form of appropriate service and/or monetary or material replacement.
   f. **Educational Sanctions** The conduct body may also impose educational sanctions that promote learning and understanding. These sanctions may be developed as necessary by a conduct body, including but not limited to the following:
      i. Sponsorship of an education program;
      ii. Attendance at educational programs;
      iii. Requirement of members to complete TIPS University training program;
      iv. Attendance in conflict management training;
      v. Educational service hours;
      vi. Attendance in ethics workshop/training;
      vii. Reflective exercises.
   g. **Discretionary Sanctions** Work assignments, service to the University or other related sanctions. Students who violate the alcohol/drug policies may be subject to completion of alcohol and other drug education programs.
   h. **Holds** Withholding of grades, right to register for classes, official transcript and/or degree.
   i. **Denial of degree** University degree may be denied, revoked and/or a diploma may be withdrawn.
   j. **Loss of Scholarship** Scholarships awarded by the University or University-related programs may be partially or fully revoked.
   k. **Housing Suspension** Separation of the student from University housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   l. **Housing Expulsion** Permanent separation of the student from University housing.
   m. **University Suspension** Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   n. **University Expulsion** Permanent separation of the student from the University.
   o. **Revocation of Admission and/or Degree** Admission to or a degree awarded from Tech may be revoked for fraud, misrepresentation or violations of the Student Code of Conduct committed by a student prior to graduation.
2. Tech may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.
3. A disciplinary sanction becomes part of the student’s permanent academic record as set forth. A student’s permanent academic record includes any disciplinary sanction that comprises:
   a. Expulsion
   b. Any revocation of degree
4. More than one of the sanctions listed above may be imposed for any single violation.

5. Other than University expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s conduct record. Upon graduation and application to the Student Conduct Administrator, the student’s confidential record may be expunged of disciplinary actions other than University housing expulsion, University suspension or University expulsion.

6. Additional sanctions beyond those listed in this section of the Student Code of Conduct may be imposed upon RSOs. Please see Article III, Section 9.

E. Interim Suspension

In certain circumstances, the Student Conduct Administrator or designee, may impose a University or residence hall suspension prior to the formal hearing before a conduct body.

1. Interim suspension may be imposed only:
   a. to ensure the safety and well-being of members of the University community or preservation of University property;
   b. to ensure the student’s own physical or emotional safety and well-being; or
   c. if the student poses a definite threat of disruption of, or interference with, the normal operations of the University.

2. During the interim suspension the respondent shall be denied access to University housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Student Conduct Advisor or designee may determine to be appropriate.

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

F. Appeals

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

1. Alleged failure of the Student Services Conduct Board to follow procedures set forth in the Student Code of Conduct; or
2. Consideration of new evidence that was not available at the time of the hearing before the Student Services Conduct Board.

If an appeal is upheld, the review of the case may result in a modified sanction or the case may be remanded to the Student Services Conduct Board for a new hearing. If the appeal is denied, the sanction imposed by the Student Services Conduct Board shall be immediately implemented.

Sanctions issued following the Student Services Conduct Board hearing shall not be implemented until all appeals have been either exhausted or voluntarily waived.

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

A. Academic Policies
The undergraduate and graduate catalogs address regulations and procedures regarding academic policies at Tech. Each student should read and understand these sections of the catalog.

B. Class Absences
The policy of the University in regard to class absences is that regular class attendance is essential and that students, in their own interest, are therefore responsible for attending all classes in which they are enrolled.

Attendance policies are set forth by each individual instructor and will be announced at the beginning of the course. When participation in a University related function requires missing class, the student should, when possible, notify the instructor(s) prior to the absence. Absences due to sickness, accident or death in the family should be explained to each instructor by the student. For absences of more than five (5) successive days which by their nature, such as an emergency, make it difficult for the student to contact the instructor(s), the student may contact Amy N. Pennington, Dean of Students,
Classroom attendance policy:

1. Control of class attendance is vested in the teacher who has the responsibility for clearly defining in each course, early in the semester, the standards and procedures in regard to regularity and punctuality of class attendance;

2. Students will not be penalized by their instructors for class absences that result from participation in officially sanctioned University activities. It is the responsibility of students to present to their instructors notice and verification of authorized participation in such activities. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences;

3. Before invoking the most severe penalty for unsatisfactory class attendance, dropping a student from a course with a grade of “FE”, the instructor is obligated to notify the student, in writing, that an additional absence would result in this penalty;

4. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the instructor;

5. The action of dropping a student from a course for excessive absences becomes final when the instructor reports this action in writing to the Vice President for Academic Affairs. The student who chooses to protest such action as unjustified has recourse through the grievance procedure for appeal of an academic grade.

C. Student Academic Grievance Procedure
Appeal of Academic Grades or Academic Program Dismissal

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

1. Appeal of a grade or program dismissal must be made by the student directly affected.

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

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

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

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

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

7. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade, or no change (appeal of a grade); or recommend that the student be retained in the program or confirm the original dismissal decision of the departmental committee (appeal of program dismissal).
8. The committee recommendation will be conveyed to the dean of the college in which the course is offered. The dean will then seek resolution based on the recommendation (appeal of a grade). The committee recommendation will be conveyed to the dean of the college in which the program is administered (appeal of program dismissal). In the case of academic program dismissal, the dean will forward the following to the Vice President for Academic Affairs for review and action: (a) the recommendation of the departmental review committee, (b) a narrative of attempts to resolve the appeal, and (c) the committee’s recommendation. Appeal of academic program dismissal ends here upon final action by the Vice President for Academic Affairs.

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

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

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

D. Academic Conduct Policies

A university exists for the purpose of educating students and granting degrees to all students who complete graduation requirements. Therefore, Tech requires certain standards of academic integrity and conduct from all students. Tech expects an academic atmosphere to be maintained in all classes. This atmosphere is created by both the professor and the class to enable all students enrolled to reach their academic potential. Students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest practices. Students should also realize that the classroom is under the control of the professor who will give students a statement of his or her classroom policies in a syllabus at the beginning of the semester.

E. Academic Dishonesty

Academic dishonesty refers to the various categories of cheating and plagiarism in the classroom.

Cheating on an examination, quiz, or homework assignment involves any of several categories of dishonest activity. Examples of this are: a) copying from the examination or quiz of another student, b) bringing into the classroom notes, messages, or crib sheets in any format which gives the student extra help on the exam or quiz, and which were not approved by the instructor of the class; c) obtaining advance copies of exams or quizzes by any means; d) hiring a substitute to take an exam or bribing any other individual to obtain exam or quiz questions; e) buying term papers from the Internet or any other source; and f) using the same paper to fulfill requirements in several classes without the consent of the professors teaching those classes.

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

Procedure for Charges of Academic Dishonesty

Since charges of academic dishonesty may have serious consequences, a professor who suspects a student of any category of academic dishonesty must have facts and/or evidence to support the charge.

1. The professor will meet with the student and present him or her with a written outline of the alleged academic dishonesty and the evidence supporting the charge. Penalties for various levels of academic dishonesty vary from giving an ‘F’ on a particular quiz or exam, to giving an ‘F’ on a term paper or other written work, or giving the student an ‘F’ or ‘W’ for the course. The professor may also have different penalties for particular cases of academic dishonesty.

2. The professor will notify his or her department head (or dean if the professor is a department head) of the charge, evidence, and penalty.

3. If the student accused of academic dishonesty denies the charge or disagrees with the evidence presented by the professor, the student should make an appointment with the relevant department head (or dean if the professor is a department head, in which case, skip steps 4 and 5). The student may remain in class during the appeal process.
4. If the student is still dissatisfied after meeting with the department head, he or she should make an appointment with the dean of the college who will seek resolution of the problem.

5. If a resolution is not found, the dean will refer the student to the Academic Appeals Committee.

6. The student should then submit a written appeal to the Chair of the Academic Appeals Committee.

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

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

9. If the Academic Appeals Sub-Committee determines academic dishonesty has not occurred or evidence is insufficient, the sub-committee will forward all pertinent information to the Vice President for Academic Affairs. The Vice President will confer with the dean, department head, and professor to facilitate the return of the student to class without penalty. The department head will notify the student of the decision.

The complete procedural process for charges of academic dishonesty for Graduate Students can be found in the Graduate Catalog in the Academic Information Section located at this website: http://www.atu.edu/academics/catalog-graduate/academic_info.html.

F. Academic Misconduct

Academic misconduct concerns the student’s classroom behavior. This includes the manner of interacting with the professor and other students in the class. For example, students may disrupt the learning environment in a classroom through inappropriate behavior, such as, talking to students, unnecessary interruptions, attempting to monopolize the professor’s attention, or being chronically late to class. Misconduct also covers verbal or nonverbal harassment and/or threats in relation to classes. Student behavior should not infringe on the rights of other students or faculty during a class. Involvement in such activities as conspiracy, breaking and entering, or harassment/threats can be reported to campus security officials for appropriate action.

Procedure for Charges of Academic Misconduct

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

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

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

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

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

6. The Academic Appeals Sub-Committee will consider the written statements of the professor and the student involved in the incident of academic misconduct. The department head will also provide a statement that the warning procedure has been followed and the student has been suspended on an interim basis from attending the particular class, pending the decision of the Academic Appeals Sub-Committee. The Sub-Committee has the right to pursue further information from the professor, department head, and student.
7. If the Academic Appeals Sub-Committee determines academic misconduct has occurred, it will confirm the recommendation of the professor concerning the penalty. Such a decision will be given both to the Chair of the Academic Appeals Committee and the dean of the college from which the appeal originated. The student will be notified of the Sub-Committee’s decision by the Chair of the Sub-Committee that sat for the appeal. The Chair shall also notify the Vice President for Academic Affairs of the decision. The Vice President will review the case and forward the outcome to the Registrar after the three-day appeal period.

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

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

The complete procedural process for charges of academic misconduct for Graduate Students can be found in the Graduate Catalog in the Academic Information Section located at this website: http://www.atu.edu/academics/catalog-graduate/academic_info.html.

**Article VI: Interpretation and Revision**

A. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Student Conduct Administrator or designee for a final determination in his or her sole discretion.

B. The Student Code of Conduct shall be reviewed at minimum every two (2) years under the direction of the Student Conduct Administrator. Previous review: August 2012.
Communications Privacy Policy

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

Consensual Relations Policy

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

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

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

Affirmative Action Policy

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

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

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

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

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

Complaints

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

Contact the Office of Student Services, Doc Bryan Student Services Center, Suite 233, for further information.

For grades, course work and other academic program related issues, students should follow the Student Academic Grievance Procedure in this handbook. For other conditions affecting a student’s academic performance or learning environment, students should follow the Student Non-academic Grievance Procedure.
Student Non-Academic Grievance Procedure

Any alleged non-academic grievance (hereinafter referred to as “grievance”) which a student may have regarding a University employee, an institutional regulation and/or the interpretation and application of such regulation may be considered under this procedure. Grievance procedures are of both an informal and formal nature, 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 his or her grievance with the person responsible for the action, interpretation or application leading to the problem.
2. If the grievance remains unresolved, the complainant may discuss it with the appropriate supervisory official.
3. If the circumstances of the grievance prevent the use of the above listed steps, or if the appropriate official does not resolve the grievance within five (5) school days, the complainant may discuss the grievance with the administrative head of that portion of the institution out of which the problem arose. In all cases, this should be one of the Vice Presidents or the Director of Athletics.
4. If the grievance resulted from a violation of stated student regulations, federal law or the Arkansas Tech University affirmative action plan, the administrative head shall take immediate steps to enforce the stated regulation, law, or plan and resolve the grievance.
5. If the grievance involves questions of opinion not covered in stated policies, the administrative head shall counsel with the complainant and departmental official(s) to resolve the grievance if possible.

Formal Grievance Procedure

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

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

CAMPUS FACILITIES

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

“Campus” means all property, including buildings and grounds that are owned or operated by Arkansas Tech University. “Smoking” as that term is used in this policy means inhaling, exhaling, burning or carrying any, (a) lighted tobacco product, including cigarettes, cigars and pipe tobacco; and/or , (b) other lighted combustible plant material. “Student” as that term is used in this policy means an individual enrolled in a credit or noncredit course at Arkansas Tech University.
Student discipline
Students who violate this policy shall be disciplined as follows:
   a. First Offense: Written warning.
   b. Second Offense: Six month probation.
   c. Third and Subsequent Offenses: $50.00 fine.

Employee discipline
Employees who violate this policy shall be disciplined as follows:
   a. First Offense: Written warning.
   b. Second Offense: Written reprimand placed in personnel folder.
   c. Third and Subsequent Offenses: $50.00 fine.

Visitors/independent contractor discipline
Visitors or employees of independent contractors who violate this policy shall be disciplined as follows:
   a. First offense: Written warning.
   b. Second offence: Banishment from campus.

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

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

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

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

Furthermore, the use of bicycles, skates, and skateboards inside of campus buildings, including the residence halls, is strictly prohibited. Bicycles must be stored in bike racks located throughout the campus and should not be brought into the buildings. Skateboards must be picked up and carried when within campus buildings. Skates must be removed before entering campus buildings.

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

Selling and Soliciting. 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. Members of Registered Student Organizations should consult the Solicitation portion of the Student Handbook that specifically addresses RSO provisions.

Sign and 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:

• 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 Registered Student Organization which wishes to place a poster, sign or any other display (including chalking) in any other location must have permission from Student Services or Residence Life. Some exceptions are allowed at specific times, such as during Welcome Week, Homecoming, etc. and at certain designated locations. Proper recognition and guidelines for such exceptions are obtained from Student Services or, for residence halls, from the Residence Life Office.
• Placing handbills and fliers on automobiles parked on campus is prohibited. No handbills or fliers may be distributed on campus without approval from Student Services.

• Commercial announcements are not to be placed at any campus location without prior approval from Student Services.

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

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, ensure the orderly scheduling of campus facilities, ensure that vehicular and pedestrian traffic will not be impeded and to preclude conflicts with academic and extra-curricular activities, Arkansas Tech University reserves the right to limit such activities by the following regulations regarding time, place and manner of such activities:

Interior Locations. The following area is designated for demonstrations, debates, speeches and other forms of expression:

Where: Doc Bryan Student Services Center, Lecture Hall
Day: Every Tuesday
Time: 3 pm – 5 pm
Area Defined: This area is defined as all space located behind the entrance doors to the Lecture Hall, Room 109.

Exterior Locations. The following area is designated for demonstrations, debates, speeches and other forms of expression:

Where: Doc Bryan Student Services Center, West Courtyard
Day: Daily
Time: 8 am – 12 pm
Area Defined: This area is defined as the entire grass plot located behind the building marquee and includes the cement stage/platform located in front of the windows on the west side of the building.

Where: Hindsman Tower
Day: Daily
Time: 8 am – 12 pm
Area Defined: This area is defined as all space located under the tower roof and an area of five (5) feet surrounding the brick base in a circular fashion, not to impede walkways or sidewalks.

The following requirements shall apply to demonstrations, debates, speeches and other forms of expression in all designated areas:

• Arkansas Tech University will remain neutral as to the content of any public demonstration, debate, speech or other form of expression.

• 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, including sidewalks, roads and parking areas all of which must remain unobstructed.

• There must be no interference with scheduled University ceremonies, events or activities.

• Additional tables, chairs and/or other special accommodations for use in locations will not be provided by the University.

• Any display materials must be completely removed at the conclusion of the event.

• When display materials are used, a representative must be present at all times.

• 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, debate, speech or other form of expression event must remove all signs and litter from the area at the end of the event.

• There must be compliance with all applicable local, state and federal laws and University policies, rules and regulations.
Additionally, the following requirements shall apply to demonstrations, debates, speeches and other forms of expression:

**Interior Location.**
- Use of sound and/or voice amplification is permitted. Not outside sound equipment may be brought in from outside groups and connected to University equipment.

**Exterior Location.**
- Use of sound and/or voice amplification is not permitted while classes are in session.
- Overnight camping and related camping items, including but not limited to, tents, sleeping bags, tarps and other temporary shelters, are not permitted.
- No structures may be erected and no items may be staked or inserted into the ground.

Any individual violating these regulations regarding time, place and manner 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. Students or Registered Student Organizations violating these regulations may be subject to 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 Susie Nicholson, Vice President for Student Services and University Relations at 479-968-0238 or snicholson@atu.edu.

**Student Use of Facilities.** Requests for use of nonacademic University facilities should be submitted to Student Services via an online reservation service located at [http://reservations.atu.edu/](http://reservations.atu.edu/). RSOs that request the use of University buildings are responsible for the conduct of their members and guests. Damages to buildings or building equipment are the responsibility of individuals or organizations using the facilities, and the University must be reimbursed for these damages. RSOs are responsible for returning facilities to the original, proper condition after an event. This includes take-down and clean-up. The use of decorations for programs and activities must be discussed with Student Services prior to use.

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

**Hours of Operation (Meeting Space)**
Monday–Saturday 8:00 am-1 2:00 Midnight
Sunday 1:00 pm-12.00 Midnight

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

Any student who resides in the residence halls is required to purchase a meal plan. All meal plans must be cancelled in the Office of Residence Life at the time of withdrawal from the University. All students withdrawing from the University must properly check-out to receive credit for meals not eaten.

Any suggestion a student might have about the food service should be reported to the Director of Food Service or one of the Food Service Committee members. During every meal period a Manager or Supervisor is always present in the dining area. If there are any issues, please tell them right away.

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.

**Chambers Cafeteria Hours of Operation**
Monday-Friday
Breakfast 7.00 am-9.00 am
Continental Breakfast 9.00 am-10:30 am
Lunch 10:30 am-1:30 pm
Continuous Service 1:30 pm – 4:30 pm
Deli/Salad Bar/Pizza/Grill
Dinner 4:30 pm-7:00 pm (Friday dinner 4:30 pm-6:30 pm)
Saturday and Sunday
Brunch 11:00 am-1:00 pm
Dinner 5:00 pm-6:30 pm

**Baswell Techionery Hours of Operation**
Monday-Friday

“**Build Your Own Burger**”
Breakfast 7:00 am–10:00 am
Lunch 10:00 am- 9:00 pm

“**Yan Can Cook**”
10:00 am-2:00 pm

Monday – Saturday

“**Chick-Fil-A**” 11:00 am-9:00 pm
“**Which Wich**” 11:00 am-9 pm
“**Coffee/Outtakes Bar**” 7:00 am-9:00 pm and 11:00 am-9:00 pm on Saturday

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

**Grab-N-Go**
Now open in two locations! Location one is in Chambers Cafe and is open 10:30 am until 1:30 pm, Monday – Friday. Location two is in Doc Bryan Student Services Center 10:30 am until 1:30 pm, Monday – Friday. Grab-N-Go lunch is great for the student who does not have time to sit and eat in the café.

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

**You can follow Chartwells Food Service on Facebook at “Arkansas Tech University Chartwells”. Also, visit the webpage at [http://www.dineoncampus.com/arkansastech/](http://www.dineoncampus.com/arkansastech/) for daily menus and more.**

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

Hours of Operation (Meeting Space)
Monday–Saturday 8:00 am–12:00 Midnight
Sunday 1:00 pm–12:00 Midnight

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

Tech Fit, the fitness center, located in the Hull Building offers a variety of exercise options for students including:

- Two circuits which consist of 15 different Nautilus weight machines and 13 steps. Circuit training is a mixture of weight training and cardio at the same time.

- A number of free weights and machines. For example, bench press, dumb bells, and weight bars with attaching weights are available. On the walls, there are posters with exercises for different types of strength training from which people can get work out ideas.

- Many cardio machines for exercise options. These include: treadmills, ellipticals, stationary bicycles, and rowing machines. There is also a track all the way around Tech Fit, where 20 laps = 1 mile. There are televisions to watch while exercising. The televisions have closed captioning and can be heard through an FM radio.
- Abdominal training which includes an incline sit-up bench, stability balls, medicine balls, and Bosu Balance trainers.

**Young Building**
The Young Building is home to the post office and the Bookstore. In addition to these services, the building also houses a multi-purpose event space. Further information regarding space available for reservation can be found at [http://reservations.atu.edu/](http://reservations.atu.edu/).

**hours of Operation**

**Bookstore**
- Fall and Spring
  - Monday-Thursday 7:30 am-4:30 pm
  - Friday 7:30 am-4:00 pm
  - Summer 7:30 am-4:00 pm

**Post Office**
- Post Office Window Hours
  - Monday-Friday 7:30 am-4:15 pm
- Post Office Lobby Hours
  - Monday-Sunday 7:00 am-10:00 pm

---

**REGISTERED STUDENT ORGANIZATIONS**
Doc Bryan Student Services Center, Suite 233
479-968-0276
Aubrey Holt, Director of Student Life, aholt7@atu.edu
[http://www.atu.edu/studentlife](http://www.atu.edu/studentlife)
[http://thelink.atu.edu/](http://thelink.atu.edu/)

**The Role of Registered 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 100 Registered Student Organizations (RSOs) representing many areas of interest in the following categories: Academic/Professional, Fine Arts, Fraternity/Sorority, Honorary, Multicultural, Recreational, Religious, Special Interest and Student Governance. 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 RSOs at the University is to provide students additional educational tools which will assist them: 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, RSOs 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 RSOs serve as a valuable supplement to the formal curricula. Organizations applying for registration by the University will be evaluated in view of the manner in which their constitutional objectives support the stated role of RSOs at Arkansas Tech University.

**General Requirements**
General requirements for RSOs are as follows:

1. Individual students and student groups are responsible for conducting their activities in a manner consistent with all regulations, standards and aligned with the Student 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 university personnel.
3. On or off-campus activities which are sponsored or affiliated with a University RSO must be approved by the Office of Student Life.
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 registered 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.
Registration of Student Organizations

Categories and Definitions
An RSO is a group of students enrolled at Arkansas Tech University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the University and/or local, state or federal laws.

Conditions for Registration
1. Membership in the organization shall be open only to students enrolled at Arkansas Tech University without regard to race, religion, gender, disability or national origin; except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex.

2. The organization shall not duplicate the purposes and functions of a previously approved or current RSO unless the need for duplication is substantiated with the Office of Student Life.

3. The organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. The Office of Student Life is available to assist in organizational development.

4. The organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Arkansas Tech University.

5. Organization registration does not imply University approval of either the organization or its activities.

Registration of New and Reforming Groups
1. New and/or reforming student groups that desire the benefits of being an RSO must make an appointment with an Office of Student Life staff member coordinating RSOs to discuss the policy regulating the registration of student organizations.

2. After meeting with the staff member, the student should complete a registration packet on the eLink.

3. The Office of Student Life will review submitted materials for registration on the eLink. The decision will be communicated back to the applying organization from the Office of Student Life.

Annual Registration Process
1. The completed registration application should be completed on the eLink annually by late September. Specific dates will be announced annually. Complete registration packets include:
   a. List of officers
   b. Updated electronic copy of local constitution and/or by-laws and constitution and/or by-laws of any other local, state or national affiliate organization a minimum of once every fall registration period or when changes have been made. The constitution must contain the following:
      i. Name of organization. The name of an organization shall indicate the purpose of the group.
      ii. Purpose, goals and objectives of the organization.
      iii. Eligibility requirements of membership.
      iv. Selection process and procedures for membership, including non-discriminatory statement.
      v. Election process for officers.
   c. Agree to comply with all university standards, rules and/or policies as well as all local, state and federal laws.
   d. A full-time Arkansas Tech University faculty or staff member completing the Advisor Agreement form on the eLink, indicating their willingness to serve as the organization’s advisor.

2. New organizations registering as a single-sex, social fraternity or social sorority must show proof of their Title IX exemption. Upon filing their registration application, groups must attach a letter from their national affiliate with their IRS 501 C (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify single-sex exemption.

Benefits. Benefits of RSOs include, but are not limited to, free reservations for meeting space in the Doc Bryan Student Service Center, organization information published on the eLink, leadership training and access to RSO resource manuals. RSOs may apply for funding through the Student Development Fund and GOLD Cabinet each year provided they are registered as a student organization with the Office of Student Life prior to the application deadline.

Membership and Offices of Registered Student Organizations. Active membership (those who are eligible to vote) in RSOs shall be limited to registered full-time students on the Arkansas Tech University-Main Campus. Full-time is defined as twelve (12) hours for undergraduate students and six (6) hours for graduate students. Students on academic or disciplinary probation may not hold offices in RSOs.
Organizational Meetings. Each RSO 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 Director of Student Life to hold open meetings at which attendance of non-member students and/or the public is solicited or permitted.

Anti-Hazing Statement. Arkansas Tech University has a zero tolerance policy for the practice of hazing rituals and activities by any student, RSO, campus program or athletic team. Students involved in, encouraging, aiding and/or assisting in hazing or hazing related activities are subject to a conduct review resulting in possible suspension or expulsion from the University and reporting of involvement to local authorities. Failure to report known hazing incidents to the Dean of Students, an advisor or coach of an organization, the National Anti-Hazing Hotline, or the police may result in disciplinary action.

For more information on anti-hazing policies, please see Student Code of Conduct, Article III, Section C, 10.

Dry Recruitment. Arkansas Tech University has a zero tolerance policy for the use of alcohol in any form by any student, RSO, campus program or athletic team for the purpose of membership selection. All activities, ceremonies, new member programs, trainings and other events must be alcohol free.

Faculty or Staff Advisor
1. Each RSO shall have a full-time University faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the RSOs program planning and decision-making. The advisor must certify the RSOs expenditures by signing all agency account check requests. Most importantly, the advisor must oversee adherence to university standards, rules and/or policies as well as the RSOs constitution and by-laws.

2. RSOs may have additional advisors, i.e., coaches (typical of sports clubs), to the extent permitted by their constitution and by-laws; however, one advisor must be a full-time Arkansas Tech University faculty or staff member as required and identified in the registration packet.

3. Any individual who is a secondary advisor or coach who is not affiliated with the university or is not a full-time Tech employee should also be included when filling out the registration application on theLink, complete with names, addresses, telephone numbers and e-mail addresses.

4. RSOs have ten (10) business days to notify the Office of Student Life via theLink with the name, address, telephone number and e-mail address of any new or replacement full-time University faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.

Pre-Requisites for Maintaining Registration. To maintain active status throughout the academic year, an RSO must meet or submit the following criteria to the Office of Student Life.

1. Update the list of current officers within ten (10) business days from the day of elections and update the list of subsequent changes when such occur on theLink.

2. Update all advisor information on theLink within ten (10) business days of the acceptance of the full-time faculty or staff advisor to the position.

3. Submit all changes in documents on theLink relating to the organization (i.e., revisions to constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). RSOs shall be responsible for updating any revision to their local and affiliate constitutions with the Office of Student Life via theLink within ten (10) business days of any changes. Should an organizational dispute occur that involves University intervention, RSOs are bound by the constitutions and by-laws on theLink.

4. Conduct affairs in a lawful manner, in accordance with the constitution and by-laws on file, and applicable policies, rules, regulations and standards of the University and all local, state and federal laws.

5. Solicitation on or off campus is prohibited by RSOs that may abridge any contractual agreements of Arkansas Tech University. To avoid violations, RSOs should seek clarification on any solicitation initiatives or materials in the Office of Student Life. Any organization wishing to solicit must follow the policies and procedures listed in this Student Handbook.

6. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standards of the University. Any RSO sponsoring off-campus individuals or organizations should submit notification to the Office of Student Life via theLink.

7. The Office of Student Life and/or the Dean of Students may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the current Student Handbook.
Organizational Discipline. RSO discipline is outlined in the Student Code of Conduct, Article III, B.

Finances of Registered Student Organizations
The University expects each RSO to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by RSOs shall have the approval of the faculty or staff advisor. RSOs are urged to arrange for annual audits. In the event of disbanding or inactivation of an RSO, the primary responsibility for properly providing for close-out of RSO accounts and disposition of remaining monies rests with the RSO itself.

University Agency Accounts
1. All RSOs will be required to maintain an agency account in the Office of Student Accounts and conduct all business transactions there. The residence hall agency accounts will also be maintained in the Office of Student Accounts. National social fraternities and sororities must maintain an agency account in order to conduct business with the University. Procedures for establishing and maintaining an agency account are found in the following section.
2. Any money awarded to an RSO by the University for services rendered or as a prize for events, such as Homecoming or other campus activities, will only be deposited in the RSOs on-campus agency account.

Opening and Maintaining an On-Campus Agency Account
1. Forms for Office of Student Accounts agency accounts are available in the Office of Student Life and online at http://www.atu.edu/controller/forms.php. Up to three (3) student officers and an advisor will need to sign the forms. Signed forms need to be returned to the Office of Student Life, and within five (5) business days your student organization will be assigned an agency account number.
2. To activate the account or make deposits, you may find the deposit forms online at http://www.atu.edu/stuaccts/forms.shtml or in the Office of Student Accounts. Complete the form. Use 240000 following the agency account number for all deposits. Make sure the account number is correct. Take the form and deposit in the Office of Student Accounts between 8 am – 4 pm, Monday through Friday. Allow four (4) business days for your deposit to be posted to your account.
3. To change the current officers/advisor on file to be able to manage each agency account, you will need to complete a new agency account form in the Office of Student Life.
4. To make payments and charges from your agency account, listed officers or advisors will need to obtain a Request for Check Form online at http://www.atu.edu/controller/forms.php or from the Office of Student Life. Complete the request form. You will need to enter the agency account number in the fund location and 240200 in the account location. It is preferred that the request form be typed with the complete name and address of the vendor payee. If the payee is an individual, you will need to complete a Vendor Number Request form. Give a complete description of the item purchased. The Request for Check Form needs to be signed by one of the students on the signature card and the advisor. Allow five (5) business days for the checks to be drawn. Checks will be mailed directly to the vendor unless otherwise indicated on the request. Checks will not be issued unless you attach the original receipts or other detailed documentation to the Request for Check form. The Request for Check form will not be processed if there is not enough money in the account to cover the expenditure.

Use of University Space, Facilities and Off-Campus Events
An application for each date of an activity should be completed on theLink via the event registration form. Organizations will be notified of action taken. Reservation approval is pending event approval on theLink.

The procedures for scheduling events are as follows:
1. For events held inside Baswell Technionery, Doc Bryan Student Services Center or Young Building, complete the necessary forms at http://reservations.atu.edu/. Events in these buildings may be scheduled only two semesters in advance. For questions regarding this process, please contact Student Services, Doc Bryan Student Services Center, Suite 233, 479-968-0239.
2. For events in academic buildings such as classrooms, complete the necessary forms in the Academic Affairs Office, Administration Building, Room 202, 479-968-0319. Copies of the necessary form will be forwarded to Student Services.
3. For events in the Hull Building, complete the necessary forms in the Health and Physical Education Office, Hull Building, Room 110, 479-968-0344. Copies of the necessary forms will be forwarded to Student Services.
Special Events on Campus

1. Any committee or officers representing a group of students or an RSO wishing to plan a party, banquet, luncheon, dinner, picnic, entertainment or other special event on campus, must have the event registered via the event registration form and approved on theLink. All events must be properly supervised. The advisor of the RSO or his/her designee should ensure 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, at the expense of the RSO.

2. Any events sponsored by RSOs may not have portable stages that are assembled by students. Portable stages are defined as stages that can be assembled and removed from the space.

3. 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 function. For further details, please see the Student Code of Conduct.

Off-Campus Events
RSOs may conduct activities and programs off-campus which do not violate local, state or federal 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 an RSO must be submitted for approval via event registration on theLink.

Food at Events
Food at events on campus must adhere to the following guidelines:

1. Any RSO desiring food or drinks at their event on campus may do so if all supplies (including, but not limited to, drinks, food, cups, cutlery, napkins, plates, etc.) are under $150.

2. For events that will encumber supplies costing more than $150, Chartwells Food Service must be contacted for first right of refusal. If Chartwells Food Service is not able or willing to provide needed items, RSOs may obtain food/drinks off-campus.

3. Food that is served free of charge at potlucks, parties or meetings where the event is not open to the general public does not need prior approval. A potluck is defined as a gathering of people for a meal where the participants are expected to bring food ready to be shared among everyone at the gathering.

4. For events in Chambers Cafeteria or Baswell Techionery, all food, no matter what the item, must be purchased from Chartwells Food Service or one of its operations. No other food items, including items from home, can be brought into the dining operation.

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 federal, state and local laws.

2. Advisors are encouraged to attend any travel events with the RSO.

3. No possession or use of alcoholic beverages, tobacco or illegal drugs by anyone in a University vehicle is allowed. Violation of this regulation will result in disciplinary action.

4. When any kind of problem arises related to student travel or violation of Tech regulations or state laws, the Director of Student Life should be notified on the first business day following the return to campus.

5. Plans for travel including designated drivers, must be submitted at least ten (10) business days in advance to allow for a driver’s license background check.

Solicitations

Definitions. Solicitation is selling, advertising or obtaining contributions on or off campus. Any RSO may be permitted to solicit, subject to approval by the Office of Student Life. RSOs must register their requests with the Office of Student Life by completing the event registration form on theLink.

General Provisions. University facilities are not to be used for commercial activities or for personal gain.

Procedure

1. All requests must be completed via the event registration form on theLink 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) business days after the application has been filed.

2. If a Solicitation/Fundraising Proposal is targeting area businesses, the proposal must be turned in at least thirty (30) business days prior to the requested date(s) of solicitation. This is to ensure that there are currently no conflicts with University contracts and/or sponsorship efforts as well as to give the requesting party ample time to conduct
solicitation/fundraising efforts. All proposals will be reviewed and applicants will be notified of approval or disapproval within fourteen (14) business days after the proposal has been filed.

**Facility**

RSOs may use University facilities to raise funds on campus when they are in compliance with the following definitions and regulations:

1. All fundraising events must be approved by the Office of Student Life via the event registration form on theLink.
2. The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the stated purposes of the sponsoring organizations.
3. When a University facility or grounds is used for an event, the sponsoring organization shall pay and/or encumber beforehand all pre-established program costs (e.g., production costs, equipment rental fees).
4. When a University academic building is used for an event, the department head must approve the sponsoring organization’s request via theLink.
5. Organizations using University facilities to raise funds must be financially accountable and operate within the following guidelines:
   a. All funds raised must be deposited in an on-campus Agency Account and may be withdrawn in accordance with the original fundraising purpose only after all the bills incurred during the event have been paid.
6. The University reserves the right to investigate financial records of an RSO that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.
   a. In the event that a fundraiser loses money, the sponsoring organization remains liable for covering all cost incurred by the activity.
7. The publicity for the event must be submitted with the fundraising event registration form on theLink and approved by the Office of Student Life prior to distribution. Publicity should include the following information:
   a. The name of the sponsoring campus organization(s).
   b. The name of the benefiting on or off-campus organization(s) or individual.
   c. The intended specific uses of funds collected at the event.
   d. The amount of donation or percentage of net profit going to benefiting organizations.

**Benefits and Donations**

RSOs may sponsor non-commercial activities, sales and performances for the benefit of persons or off-campus organizations as long as the personal gain restriction is not violated and the RSO agrees to comply with the following stipulations:

1. The publicity for the event must be submitted with the fundraising event registration form on theLink and approved by the Office of Student Life prior to distribution. Publicity should include the following information:
   a. The name of the sponsoring campus organization(s).
   b. The name of the benefiting on or off-campus organization(s) or individual.
   c. The intended specific uses of funds collected at the event.
   d. The amount of donation or percentage of net profit going to benefiting organizations.
   e. A specific disclaimer of University sponsorship or endorsement.
2. All funds collected must be deposited into the RSOs on-campus agency account. Benefit income may be disbursed only from the account after all bills for the event expenses have been paid. All disbursements must be consistent with the original stated purpose of the event and in compliance with contractual agreements, including the amount of donation or percentage of net profit.
3. Soliciting donations from businesses in the Russellville area must comply with the following stipulations:
   a. A list of proposed businesses should be submitted with fundraising event registration form via theLink and be approved by Office of Student Life and the Vice President of Development.

**Liability**

RSOs 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.
Food Sales

Food sales on campus must adhere to these guidelines:

1. All food sales events must be submitted via the event registration form on theLink and approved by the Office of Student Life and by the department responsible for the facility.

2. The RSO responsible for selling food must accept the responsibility for any illness that may occur from consumption of the food sold.

3. No food sales may be conducted inside or in front of Baswell Tехиωmary or Chambers Cafeteria or set up adjacent to any building entrance in such a way as to impede free access into the building.

4. No commercial food vendor sales are permitted.

5. If food/drinks are to be sold, it must be handmade or donated.

6. RSOs may request to sell food on campus that is prepared by Chartwells Food Service.
   a. If food/drinks are to be purchased and re-sold, RSOs must first contact Chartwells Food Service for first right of refusal. If Chartwells Food Service is not able or willing to provide needed items, RSOs may obtain food/drinks off-campus.

7. Food that is served free of charge at potlucks, parties or meetings where the event is not open to the general public does not need prior approval. A potluck is a gathering of people for a meal where the participants are expected to bring food ready to be shared among everyone at the gathering.

Gambling

Gambling in any form is prohibited on University property. RSOs are prohibited from organizing gambling events off campus. Gambling includes, but not limited to, pay to enter activities such as raffles, bingo, tournament brackets, card games, tournaments, etc.

Motion Picture Policy

Under the U.S. Copyright Act, Public Law 94-553, Title 17 of the United States Code, Section 106 “the copyright owner has the exclusive right to display the copyrighted work publicly.” Hence, RSOs wishing to show a copyright motion picture or audiovisual must acquire a license.

To discuss the licensing process, please schedule a meeting with the Director of Student Life.

University Supported Organizations.

Three RSOs are directly supported by student activities fees. The organizations are listed below.

**Student Government Association.** The Student Government Association (SGA) is the overall 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 standing and ad hoc committees. For more information, please visit SGA’s page on theLink.

All weekly general meetings are open to the public. The SGA president may be reached by phone at 479-968-0276.

**Student Activities Board.** The Student Activities Board is committed to promoting student success and enhancing the campus community by providing enjoyable, engaging and creative activities for the student body. SAB fulfills this mission by serving in an advisory capacity to the designated SAB Advisor(s), suggesting, planning and implementing events, cultivating student involvement in SAB, and by collaborating with other organizations at the University.

Students interested in joining SAB as a General Member are encouraged to pick up an application in Doc Bryan Student Services Center, Suite 233. General Members of SAB agree to effectively assist with and attend at least one SAB event per month, or to take on an alternate responsibility approved by the SAB Advisor or Executive Board Member. General Members are encouraged to attend SAB volunteer meetings whenever possible in order to suggest ideas, offer feedback and to offer support for events.

SAB Executive Board positions include President and four (4) or five (5) Directors. These positions are open each spring and include a stipend. Any University student in good disciplinary and academic standing may apply for SAB Executive Board positions. The President position requires two (2) semesters of experience with SAB, but other Executive Board positions do not require prior SAB experience.

SAB activities can vary widely, but typical activities include comedians, magicians, musicians, game shows, social events, movies, etc.
GOLD Cabinet (Guiding Organization Leaders' Development)

1. The GOLD Cabinet provides programming that is designed to offer leadership skills and experiences to students so they may better serve their organizations. This organization helps incoming and current students get involved at Tech. RSOs have opportunities to request facilitation for workshops, retreats, and teambuilding.

2. The GOLD Cabinet advocates on behalf of all RSOs at the University. All RSOs have an opportunity to send representation to meetings so that their needs and concerns are heard.

3. The GOLD Cabinet oversees the Organization Aid program. The funding is designed to assist RSOs at Arkansas Tech. The goal of this program is to foster diversity and support students in their efforts to enhance their organizations, their members, the student body, or Tech. Applications are accepted on theLink.

Additional RSOs can be found on theLink at thelink.atu.edu
### Academic Calendar Fall 2012 Through Summer II 2013

#### Fall Semester 2012 - August 22, 2012 to December 11, 2012*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>August 20 - 21</td>
</tr>
<tr>
<td>Classes begin</td>
<td>August 22</td>
</tr>
<tr>
<td>Last day to officially withdraw/drop courses with full reduction of tuition/fees</td>
<td>August 28</td>
</tr>
<tr>
<td>Last day to register and add courses/change sections</td>
<td>August 28</td>
</tr>
<tr>
<td>Labor Day holiday</td>
<td>September 3</td>
</tr>
<tr>
<td>Last day to officially withdraw/drop courses with 80 percent reduction of tuition</td>
<td>September 26</td>
</tr>
<tr>
<td>Mid-term</td>
<td>October 10</td>
</tr>
<tr>
<td>Deadline for degree audit (transcript evaluation), December 2013 graduates</td>
<td>October 12</td>
</tr>
<tr>
<td>Preregistration for spring semester</td>
<td>November</td>
</tr>
<tr>
<td>Thanksgiving holidays</td>
<td>7:00 a.m., November 21 - 7:00 a.m., November 26</td>
</tr>
<tr>
<td>Last day to drop courses with a “W” or change from credit to audit</td>
<td>November 26</td>
</tr>
<tr>
<td>Reading Day</td>
<td>December 4</td>
</tr>
<tr>
<td>End of course examinations</td>
<td>6:00 a.m., December 5 - 9:00 p.m., December 11</td>
</tr>
<tr>
<td>Graduation</td>
<td>December 15</td>
</tr>
</tbody>
</table>

#### Spring Semester 2013 - January 14, 2013 to May 7, 2013*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>January 10 - 11</td>
</tr>
<tr>
<td>Classes begin</td>
<td>January 14</td>
</tr>
<tr>
<td>Last day to officially withdraw/drop courses with full reduction of tuition/fees</td>
<td>January 18</td>
</tr>
<tr>
<td>Martin Luther King Day holiday</td>
<td>January 18</td>
</tr>
<tr>
<td>Last day to register and add courses/change sections</td>
<td>January 21</td>
</tr>
<tr>
<td>Last day to officially withdraw/drop courses with 80 percent reduction of tuition</td>
<td>February 18</td>
</tr>
<tr>
<td>Mid-term</td>
<td>March 4</td>
</tr>
<tr>
<td>Deadline for degree audit (transcript evaluation), May 2014 graduates</td>
<td>March 6</td>
</tr>
<tr>
<td>Spring holidays</td>
<td>7:00 a.m., March 18 to 7:00 a.m., March 25</td>
</tr>
<tr>
<td>Deadline for degree audit (transcript evaluation), summer 2014 graduates</td>
<td>April 1</td>
</tr>
<tr>
<td>Preregistration for fall semester</td>
<td>April</td>
</tr>
<tr>
<td>Last day to drop courses with a “W” or change from credit to audit</td>
<td>April 19</td>
</tr>
<tr>
<td>Reading Day</td>
<td>April 30</td>
</tr>
<tr>
<td>End of course examinations</td>
<td>6:00 a.m., May 1 to 9:00 p.m., May 7</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 11</td>
</tr>
<tr>
<td>Event</td>
<td>Dates</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Summer Session 2013 (tentative)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>First Term - June 3, 2013 to July 5, 2013</strong></td>
<td></td>
</tr>
<tr>
<td>Late registration for first term</td>
<td>June 3 - 4</td>
</tr>
<tr>
<td>Classes begin</td>
<td>June 3</td>
</tr>
<tr>
<td>Last day to officially withdraw/drop courses with full reduction of</td>
<td>June 4</td>
</tr>
<tr>
<td>tuition and fees</td>
<td></td>
</tr>
<tr>
<td>Last day to register and add courses/change sections</td>
<td>June 4</td>
</tr>
<tr>
<td>Last day to officially withdraw/drop courses with 80 percent</td>
<td>June 7</td>
</tr>
<tr>
<td>reduction of tuition</td>
<td></td>
</tr>
<tr>
<td>Preregistration for freshmen for fall semester</td>
<td>May through August</td>
</tr>
<tr>
<td>Last day to drop courses with a “W” or change from credit to audit</td>
<td>June 28</td>
</tr>
<tr>
<td>Holiday</td>
<td>(Thursday) July 4</td>
</tr>
<tr>
<td>First term ends</td>
<td>July 5</td>
</tr>
<tr>
<td><strong>Second Term - July 8, 2013 to August 9, 2013</strong></td>
<td></td>
</tr>
<tr>
<td>Late registration for second term</td>
<td>July 8 - 9</td>
</tr>
<tr>
<td>Classes begin</td>
<td>July 8</td>
</tr>
<tr>
<td>Last day to officially withdraw/drop courses with full reduction of</td>
<td>July 9</td>
</tr>
<tr>
<td>tuition and fees</td>
<td></td>
</tr>
<tr>
<td>Last day to register and add courses/change sections</td>
<td>July 9</td>
</tr>
<tr>
<td>Last day to officially withdraw/drop courses with 80 percent</td>
<td>July 12</td>
</tr>
<tr>
<td>reduction of tuition</td>
<td></td>
</tr>
<tr>
<td>Last day to drop courses with a “W” or change from credit to audit</td>
<td>August 2</td>
</tr>
<tr>
<td>Second term ends</td>
<td>August 9</td>
</tr>
<tr>
<td>Graduation</td>
<td>August 10</td>
</tr>
</tbody>
</table>
Arkansas Tech University reserves the right to modify, alter or change any program, regulation or policy in this Student Handbook at any time during the period it is in effect. Effective dates of changes will be determined by the proper authorities of Arkansas Tech University. This handbook is not a contract.

The Arkansas Tech University Student Handbook is edited and published by Amy N. Pennington, Dean of Students, Doc Bryan Student Services Center, Suite 233, 479-968-0239, apennington@atu.edu.