

ARKANSAS STATE UNIVERSITY STUDENT HANDBOOK 2024-2025



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WELCOME LETTER

Dear Students:

Welcome to A-State, home of the Red Wolves! It is our honor to provide you with the highest quality education and living-learning environment. We value your trust and strive continually to meet your needs to the very best of our ability.



This handbook contains information that each of you will need at some point in your academic career at A-State. I encourage you to familiarize yourself with it and refer to it often. The Student Handbook, along with the Undergraduate Bulletin, will provide answers to most of your questions, and will direct you to other resources if needed.

As A-State continues to provide excellence in education, we are proud to offer students quality residential, dining, and fitness/recreation facilities as well as services that support your personal and professional growth. Cultural, entertainment, and athletic events are available to you on campus throughout the year. I hope you will take the opportunity to be part of the many student clubs and organizations registered with the Leadership Center. If you don't find a group that fits your interests, consider starting your own registered student organization.

I encourage you to focus on the pursuit of knowledge and to become involved with out-of-class activities that support development of leadership skills, decision-making abilities, and civic responsibility.

Sincerely,

Martha Spack, Ed.D.
Vice Chancellor of Student Affairs
Dean of Students

A-STATE MISSION STATEMENT

Arkansas State University educates leaders, enhances intellectual growth and enriches lives.

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WHERE TO GO FOR ANSWERS

Academic Affairs & Research Division http://www.astate.edu/a/academic-affairs-and-research/	<i>Administration Building Rm. 202</i> 870-972-2030
Access & Accommodation Services http://www.astate.edu/a/disability/	<i>Reng Student Union Rm. 2181</i> 870-972-3964
Admissions (Office of) https://www.astate.edu/info/admissions/undergraduate/	<i>Reng Student Union Rm. 2099</i> 870-972-2782
University Advising Center http://www.astate.edu/college/university-college/advising-center/	<i>Dean B. Ellis Library Suite 117</i> 870-972-3001
Alumni Relations http://www.astatealumni.org/	<i>Cooper Alumni Center Rm. 150</i> 870-972-2586
A-State Bookstore: Textbook Brokers https://astatebookstore.com/	<i>2106 E Johnson Ave.</i> 870-935-2325
Athletics Office (ASU Athletic Department) www.astateredwolves.com	<i>217 Olympic Drive</i> 870-972-3880
Campus Card Center (Student IDs) https://www.astate.edu/a/card-center/	<i>Dean B. Ellis Library Room 149</i> 870-972-2900
Campus Information Desk http://www.astate.edu/a/student-union/	<i>Reng Student Union, Second Floor</i> 870-972-2056
Career Services http://www.astate.edu/a/careers/	<i>Reng Student Union Rm. 2067</i> 870-972-2055
Chancellor's Office http://www.astate.edu/a/chancellor/	<i>Administration Building Rm. 201</i> 870-972-3030
Wilson Counseling Center http://www.astate.edu/a/counseling-services/	<i>Wilson Counseling Center</i> 870-972-2318
Dean of Students/Vice Chancellor for Student Affairs https://www.astate.edu/a/dean-of-students/	<i>Reng Student Union Rm. 2029</i> 870-972-2048
Dining Services http://www.astate.edu/a/dining/	<i>Reng Student Union Rm. 2008</i> 870-972-2059

Finance and Administration http://www.astate.edu/a/finance/	<i>Administration Building Rm. 203</i> 870-972-2024
Financial Aid and Scholarships http://www.astate.edu/a/finaid/	<i>Reng Student Union Rm. 2078</i> 870-972-2310
Enrollment Management and Global Outreach https://www.astate.edu/a/enrollment-management/	<i>Administration Building Rm. 233</i> 870-972-2329
The Graduate School (Graduate Admissions) http://www.astate.edu/college/graduate-school/	<i>Dean B. Ellis Library Rm. 619</i> 870-972-3029
Fraternity & Sorority Life http://www.astate.edu/a/leadership-center/greek-life/	<i>Reng Student Union Rm. 2067</i> 870-972-2055
The Herald (Student Newspaper) https://astatetheherald.com/	<i>Communications Rm. 224</i> 870-972-3076
Information and Technology Services (Computer Help Desk) http://www.astate.edu/a/its/	<i>2713C Pawnee Rd.</i> 870-972-3933
International Programs https://www.astate.edu/a/global-initiatives/international/	<i>102 N. Caraway Rd.</i> 870-972-2329
Intramural Sports Office http://www.astate.edu/a/campus-recreation/intramurals/	<i>Red Wolf Center Rm. 107</i> 870-972-3109
KASU Radio Station http://kasu.org	<i>Communications Rm. 152</i> 870-972-2200
Leadership Center http://www.astate.edu/a/leadership-center/	<i>Reng Student Union Rm. 2067</i> 870-972-2055
Library (Dean B. Ellis Library) http://www.astate.edu/a/library/	<i>108 Cooley Drive</i> 870-972-3077
Multicultural Affairs http://www.astate.edu/a/multicultural-center/index.dot	<i>Reng Student Union Rm. 3003</i> 870-680-4052
Museum Office (ASU Museum) http://www.astate.edu/a/museum/	<i>Dean B. Ellis Library, Second Floor</i> 870-972-2074
Non-Traditional Student Services http://www.astate.edu/a/multicultural-center/non-trad/	<i>Reng Student Union Rm. 3003</i> 870-680-4052
NYIT Medical Clinic http://www.astate.edu/a/student-health-center/	<i>333B Red Wolf Blvd.</i> 870-972-2054

Parking Services http://www.astate.edu/a/parking/	2301 E. Johnson Ave., Suite D 870-972-2945
Red W.O.L.F. Center (Fitness Facility) http://www.astate.edu/a/campus-recreation/red-wolf-center/	Red W.O.L.F. Center Rm. 104 870-972-3800
Registrar's Office http://www.astate.edu/a/registrar/	Reng Student Union Rm. 2130 870-972-2031
University Housing https://www.astate.edu/a/university-housing/	Reng Student Union Rm. 2167 870-972-2042
Student Conduct (Office of) http://www.astate.edu/a/student-conduct/	Reng Student Union Rm. 2174 870-972-2034
Student Government Association http://www.astate.edu/a/leadership-center/sga/	Reng Student Union Rm. 2001 870-972-2055
Student Support Services http://www.astate.edu/college/university-college/student-support-services/	Dean B. Ellis Library, Suite 132 & 133 870-972-2320
Student Union (Reng Student Union) http://www.astate.edu/a/student-union/	Reng Student Union Rm. 2067 870-972-2073
Testing Center http://www.astate.edu/a/testing/	Reng Student Union Rm. 3034 870-972-2038
Transcripts http://www.astate.edu/a/registrar/students/transcripts/	Reng Student Union Rm. 2130 870-972-2031
Treasurer's Office https://www.astate.edu/a/treasurers-office/	Reng Student Union Rm 2146 870-972-2285
University Police <u>Dispatch:</u> Reng Student Union Rm. 2166 / <u>Administration:</u> 503 Robinson St. http://www.astate.edu/a/police/	870-972-2093
Volunteer A-State http://www.astate.edu/a/leadership-center/volunteer/	Reng Student Union Rm. 2067 870-972-2055

ACADEMIC CALENDAR

https://www.astate.edu/a/academic-affairs-and-research/calendars/future/Academic-Calendar-AY-24-25_5.22.24.pdf

The academic calendar can be found online at the link provided above.

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ABOUT A-STATE

Arkansas State, founded in 1909, is the second-largest university in the state. It is located on Crowley's Ridge in Jonesboro. A Carnegie Research 2 university, A-State hosts the first osteopathic medical school in Arkansas, the New York Institute of Technology's College of Osteopathic Medicine, and opened the first U.S.-style residential campus in Mexico in fall of 2017. With its Discover 2025 Strategic Plan as its guide, A-State is engaged in creating new collaboration opportunities including the Center for No-Boundary Thinking, the recently established Institute for Rural Initiatives, and exploring a public-private partnership to bring the first College of Veterinary Medicine to the state. A-State is home to more than 13,000 current students from across America and around the world, and proud to have over 100,000 alumni who are #AStateMade.

Undergraduate experiences are highlighted for the last decade with the Create@State spring conference. Create@State participants have an advantage in achieving the graduate school of their choice, including continuing to advanced degrees at A-State. Research opportunities alongside our faculty are not the exception at A-State. Whether it is performing experiments at the Arkansas Biosciences Institute at A-State or assisting with research studies in other laboratory spaces, hands-on work usually associated with graduate school is common for our students.

A-State begins its second decade offering online curriculum and course work, and remains the largest provider of 100% online degree programs based in the state with 99 degree programs and 18 more set to launch in the upcoming academic year.

Combined with hosting the region's first convention center, the Red Wolf Convention Center and Embassy Suites hotel, a one-mile radius on the A-State campus serves as the cultural hub of the region with the largest concert venue, First National Bank Arena, as well as the largest concert hall and theatre located at Fowler Center.

The Bradbury Art Museum is the region's leading visual arts facility. Arkansas State's Heritage Sites program operates four nationally or internationally known museum locations including the Johnny Cash Boyhood Home and the Hemingway-Pfeiffer Museum. And, the Arkansas State Museum located adjacent to the Dean B. Ellis Library is home to the only accredited natural history museum on a university campus in our state.

Among our academic divisions, the Neil Griffin College of Business is the first named college, and is home to the Delta Center for Economic Development, the Bob Wood Sales Leadership Center, the Women's Leadership Center, and one of the top-rated online MBA programs in the region.

One of the region's centers of excellence in media and communication, Arkansas State's School of Media and Journalism is home to an accredited media programs whose students regularly take home national awards, the oldest NPR-member radio station west of the Mississippi (KASU) and a century-long tradition of a student-run newspaper, The Herald. A-State's College of Nursing and Health Professions is nationally known with collaborative arrangements with NYIT's on-campus medical school. The College of Engineering and Computer Science is home to the Hytrol Materials Handling Laboratory. The College of

Education and Behavioral Science operates the one of the largest early childhood services systems in the region.

Making campus a safe and welcoming place to live is a high priority. Arkansas State became the first Arkansas institution designated as a Bicycle Friendly University by the League of American Bicyclists in 2014, and in 2018 was upgraded to Silver status. A-State became the largest National Weather Service StormReady Campus in the state of Arkansas, and recently was cited as having one of the top 25 university police departments in the country.

A-State is the home of the Red Wolves, an FBS Division I athletics program, highlighted by making nine consecutive bowl appearances, back-to-back triple crown conference track titles for men and women, 14 consecutive NCAA bowling championship appearances including national runner-up in 2021, and recently earning both the Bubas Cup (awarded to the Sun Belt Conference’s top all-sport award) as well as a record high student-athlete GPA in the same season. Arkansas State sponsors 16 varsity sports teams, including football, cross country, basketball, golf, indoor track, outdoor track and baseball for men; women athletes compete in soccer, outdoor track, cross country, indoor track, bowling, tennis, basketball, volleyball and golf. A-State also sponsors nationally competitive club sport teams like rugby, softball, competitive cheer and dance, and Esports that have earned national titles or national runner-up titles in recent years.

DIVERSITY AT A-STATE

The quest for knowledge is central to the very existence of Arkansas State University and universities in general. While portions of knowledge may be attained in various segments of the university and society, the fullness of knowledge can only be obtained when people of all races, ethnicities, colors, gender identities, religions, and socio-economic statuses are free to gather and exchange their life’s experiences, problem solving skills, methods and styles of communications, values, beliefs, and ways of thinking and learning in an environment that encourages the presence and participation of all who desire to be affiliated with the academy. Achieving this fullness of knowledge begins with recognizing that no single people, group, personality, discipline or trade is the caretaker of all knowledge or life experiences. Rather, the pursuit and sharing of knowledge requires the presence, and meaningful participation of those who may contribute their unique qualities and experiences to this constantly changing mosaic we call diversity.

A-State will be known for its commitment to diversity as evidenced by its inclusive work and learning environments, its acceptance of differences as positive and enriching and its ability to attract, retain and advance a diverse faculty, staff and student body. A-State will have an environment where anyone, no matter who they are, will see a consistent reflection of themselves on the campus and in its activities. They will feel comfortable, welcomed, and as if they belong at A-State.

Diversity at A-State is a process embracing the ideal of inclusion and belonging. Through continuous education, the A-State community constantly moves towards that ideal by accepting each person as an equal and valued member of the campus community.

Students can learn more about grants, mentoring, success programs and other diversity initiatives at <https://www.astate.edu/diversity>

Contact Info: (870) 972-3081 or diversity@astate.edu

ACADEMIC AFFAIRS DIVISION

<http://www.astate.edu/a/academic-affairs-and-research/>

GENERAL INFORMATION

The academic division of the university is under the direction of the Provost and Executive Vice Chancellor for Academic Affairs and Research.

ACCREDITATION

Arkansas State University is accredited by The Higher Learning Commission (HLC). A-State was first accredited in 1928 and has had continuous accreditation since that time. Arkansas State participates in the Standard Pathway option for maintaining accreditation with HLC that follows a 10-year cycle with comprehensive reviews in years four and ten. The Standard Pathway is focused on quality assurance and institutional improvement. Information regarding accreditation can be found at the link below:

<https://www.astate.edu/a/assessment/Accreditation/>

DEGREES OFFERED

<http://www.astate.edu/info/academics/degrees/>

CLASSROOM AND GRADE INFORMATION

STUDENT RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS

<http://www.astate.edu/a/registrar/students/bulletins/>

Each student should study the Undergraduate or Graduate Bulletins and this Student Handbook thoroughly and become completely familiar with the organization, policies, and regulations of the University. Failure to do this may result in serious mistakes for which the student shall be held fully responsible.

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ACADEMIC ADVISING

<http://www.astate.edu/college/university-college/academic-advising-at-a-state/index.dot>

REGISTRATION & STUDENT ACADEMIC LOAD

Undergraduate:

<http://www.astate.edu/a/registrar/students/registration/index.dot>

Graduate:

<http://www.astate.edu/college/graduate-school/academic-policies/>

CLASS SCHEDULE CHANGES & INDIVIDUAL COURSE DROP DEADLINES

<http://www.astate.edu/a/registrar/students/add-or-drop-classes/>

WITHDRAWAL FROM THE UNIVERSITY

Undergraduate:

<https://www.astate.edu/a/registrar/students/withdrawals/index.dot>

Graduate:

<http://www.astate.edu/college/graduate-school/academic-policies/>

ACADEMIC PROBATION & SUSPENSION

Undergraduate:

<https://www.astate.edu/a/registrar/students/academic-standing/index.dot>

Graduate:

<http://www.astate.edu/college/graduate-school/academic-policies/>

CLASS ATTENDANCE POLICY

Students should attend every lecture, recitation and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed

work or receive a failing grade on missed work. It is the practice of Arkansas State University to allow students to participate in university sponsored academic or athletic events, even when those events cause them to be absent from class. Students participating in university sponsored academic or athletic events will not have those days counted against their available absences and will be given reasonable opportunities to make up missed assignments and exams.

Students enrolled in freshman or sophomore level courses numbered 1000 or 2000 may during the spring and fall semester miss no more than twice the number of lectures, recitations, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Students who miss more than the maximum number of freshman or sophomore level classes may be assigned a grade of "FN" for the course. Students who may be assigned a grade of "FN" in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course. In determining whether excessive absences should result in a failing grade, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absences.

Students enrolled in upper-level courses will not be assigned a grade of "FN" solely for failing to attend classes. However, instructors shall set forth in their syllabi at the beginning of the semester their attendance requirements and expectations with regard to makeup policy for work missed, class participation and other factors that may influence course grades. In determining whether excessive absences should adversely affect a grade in an upper level course, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absences.

Students must utilize their available absences for any cause which requires them to miss class including, but not being limited to, vacation, illness, emergency, or religious observances. Students who are aware that they will have absences during a term should ensure that they do not exceed the absences available.

INCLEMENT WEATHER POLICY

The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local news media will publicize the closing. Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor.

GRADUATING WITH HONORS

<http://www.astate.edu/a/registrar/students/graduation/honors-info/>

Honor Roll (Undergraduate) - <http://www.astate.edu/a/registrar/students/honor-roll/>

Wilson Award (Undergraduate)- <http://www.astate.edu/a/scholars/wilson-award/>

ACADEMIC RIGHTS AND RESPONSIBILITIES

The student, as a member of the academic community, has both rights and responsibilities. The most essential right is the right to learn, and the university has a duty to provide for the student those privileges, opportunities and protections that best promote the learning process. The student has a responsibility to other members of the academic community, the most important being to refrain from interference with the rights of others.

The effectiveness of the educational process depends upon the provision of satisfactory conditions and opportunities for learning. The responsibility to secure, respect and protect such opportunities and conditions must be shared by all members of the academic community.

ACADEMIC RESPONSIBILITIES OF THE STUDENT

- The student is responsible for being informed about academic requirements, both general and specific, for completing a degree program as outlined in the Undergraduate or Graduate Bulletin.
- The student is responsible for learning the content of a course of study according to standards of performance established by the faculty.
- The student’s behavior in the classroom shall be conducive to the learning process for all concerned.

THE ACADEMIC RIGHTS OF THE STUDENT

- The student shall have the right to an academic environment that is accepting of all students without regard for race, national origin, gender, disability, ethnicity, sexual orientation, age, or religion.
- The student shall be free to take reasoned exception to data and views offered in the classroom, and to express differences of opinion without fear of penalty.

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- The student has a right to protection against improper disclosure of information concerning grades, health or character that an instructor acquires in the course of his/her professional relationship with the student.
- The student has a right to a course grade that represents the instructor’s professional judgment of the student's performance in the course.
- The student has a right to be governed by educationally justifiable academic regulations.
- The student has a right to competent instruction.
- The student has the right to accurate and clear information in order to determine:
 - The general requirements for establishing and maintaining an acceptable academic standing.
 - His/her academic relationship with the university and any special conditions that apply.
 - The graduation requirements for a particular curriculum and major.

ACADEMIC MISCONDUCT

Arkansas State University promotes academic integrity and professional ethics among all members of the A-State academic community. Violations of this policy are considered as serious misconduct and may result in severe penalties, up to and including expulsion from Arkansas State University. A student deemed to have engaged in academic misconduct may not avoid academic sanctions by withdrawing from a class, a program, or the University. Students that participate in organizations such as Honors College or Athletics program(s) are subject to dismissal from those programs in addition to the penalties set forth below. The respective program(s) will be notified of any offense. Colleges and Departments may add to these prohibitions and standards applicable to all students in order to enforce academic integrity and professional ethics to meet their special needs for a specific degree program.

For the purposes of these definitions, an assignment includes any task assigned as a course requirement or program requirement. Assignments include but are not limited to papers, projects, homework, and exams.

A. Plagiarism

Plagiarism is the act of taking, using, and/or presenting the idea(s), work(s), and/or writing(s) of another person or entity (e.g., artificial intelligence) as one's own.

Plagiarism includes, but is not limited to:

- 1) Submitting as one’s own any theme, paper, report, computer program, presentation, creative work, or scholarly work of any nature belonging to, or written or created by another, including artificial intelligence, without prior permission of the instructor and proper citations.
 - a) To avoid plagiarism, give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
 - b) If you directly quote works written by another person(s) or entity (e.g., artificial intelligence), enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).

- c) Research for an assignment, as well as the complete assignment, must be the work of the person seeking academic credit for the course. Permission of the instructor to use prior work completed for another course or assignment must be obtained in advance.

B. Cheating/Unapproved Collaboration

Cheating is an act of dishonesty with the intent of obtaining and/or using information in a fraudulent or unauthorized manner. Examples of cheating include, but are not limited to:

- 1) Observing and/or copying from another student's assignment.
- 2) Giving or receiving assistance during an examination period. This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.
- 3) Using class notes, outlines, and/or other unauthorized information during an examination.
- 4) Using, buying, selling, stealing, transporting, or soliciting, in part or in whole, the contents of an assignment when such action is not authorized by the instructor of the class.
- 5) Using for credit in a subsequent class an assignment written for credit in a previous class without the knowledge and permission of the instructor of the subsequent class. This includes when a student is repeating a course for credit.
- 6) Impersonating or attempting to impersonate another person, or permitting or requesting another person to impersonate you for the purpose of taking an examination or completing other assignments.
- 7) Unauthorized collaborating during an examination, lab, or any course requirement with any other person by giving or receiving information without specific permission of the instructor.
- 8) Altering grades or official records.
- 9) Falsifying or signing another person's name on any academically-related University form or document.
- 10) Sabotaging or interfering with the academic progress of others.
- 11) Submitting altered, fraudulent, or falsified data, course, degree program requirements, including but not limited to honor's thesis; doctoral dissertation; qualifying exam; dissertation defense, and University records/forms.

PROCEDURE FOR HANDLING ACADEMIC MISCONDUCT CHARGES

A student disagreeing with a report of academic misconduct should follow the procedure as outlined below:

- 1) **Step One:** Any faculty member or University official who suspects an act of academic misconduct occurred for which they deem sanction appropriate, must report this information, along with a recommended sanction, directly to the Office of Academic Affairs via the Academic Misconduct Report Form within ten (10) business days of

becoming aware of the act and no later than the next academic semester. Academic Affairs will consult with the student’s academic department, and review any prior academic misconduct the student was found responsible for, to determine in consultation with the academic department if administrative-level sanctions should be added and which sanction is appropriate. Course-level sanctions may be imposed prior to a finding of responsibility with the exception of a failing grade for the class or removal from class. These sanctions may only be imposed after a finding of responsibility.

- 2) **Step Two:** Within ten (10) business days of receipt of the academic misconduct referral, Academic Affairs will notify the student through official University channels of the alleged offense and related sanction(s). This notification will include instructions for preparing for a hearing, should the student disagree with the allegation. An academic misconduct meeting between the student and an Academic Affairs representative will be arranged to apprise the student of the allegation and related sanction(s) within five (5) business days. The student will accept or deny responsibility at this time. Students who do not respond to the notification will be deemed to have waived their denial of the alleged act and any objection to the related sanction(s). A student who accepts responsibility will be found responsible and the related sanctions will be imposed.
- 3) **Step Three:** Within five (5) business days of the meeting with Academic Affairs, a student disagreeing with the allegation must submit their request, in writing to Academic Affairs, for an academic misconduct hearing before the University Academic Integrity Committee (UAIC), along with any written material the student would like the Committee to consider. The UAIC is a shared governance committee which will consist of three faculty members, two undergraduates, and one graduate student from each academic college. The Assistant Vice Provost for Academic Student Services and the Graduate Dean will serve as Ex Officio members. The convening committee for academic misconduct hearings is three faculty members and one student. For cases involving academic misconduct of a graduate student, the student representative will be a graduate student. The UAIC only determines whether the student is responsible and does not determine the sanction. The sanction imposed upon a finding of responsibility is determined in Step One and presented to the student in Step Two.
- 4) **Step Four:** Within ten (10) business days of receipt of the written request for Committee hearing, the case goes to the University Academic Integrity Committee for determination of responsibility.
- 5) **Step Five:** Within three (3) business days of receipt of the Committee’s determination, a student disagreeing with the hearing outcome may appeal in writing to the Provost. If the student does not appeal within the applicable timeframe, the Office of Academic Affairs will notify the involved parties, and the sanction(s) related to the academic misconduct the student was found responsible for will be imposed by the appropriate party.

- 6) **Step Six:** Within three (3) business days of the Provost’s receipt of the written appeal, the Provost will make a final determination based upon the written appeal and all documents related to the allegation and hearing. The Office of Academic Affairs will notify all involved parties of the determination. If the finding of responsibility stands, the sanction(s) related to the academic misconduct the student was found responsible for will be imposed by the appropriate party.

All cases of academic misconduct will be housed within Academic Affairs. Prior offenses will be considered when determining the sanction(s). All cases will follow the published timeline unless an extension is granted for extenuating circumstances by the Assistant Vice Provost for Academic Student Services.

SANCTIONS FOR ACADEMIC MISCONDUCT

Course-level sanctions may be imposed prior to a finding of responsibility with the exception of a failing grade for the class or removal from class. These sanctions may only be imposed after a finding of responsibility. Acts of behavioral misconduct are not covered by this section and should be reported to the Office of Student Conduct.

Academic Misconduct that occurs in clinical, field, and internship sites is subject to sanctions established by the respective program. These sanctions may or may not be included in the list below.

Course-level sanctions for Academic Misconduct can be imposed by the faculty member or instructor who discovered the Academic Misconduct upon a finding of responsibility (see Procedure for Handling Academic Misconduct Charges).

The following course-level sanctions may be imposed by the instructor for academic misconduct:

- Completion of Educational Modules;
- A reduction of grade for assignment;
- An alternative assignment;
- A failing grade on the assignment;
- Rewriting or repeat performance of assignment; and, or
- A failing grade for the class;

In addition, the following administrative-level sanctions may be imposed for Academic Misconduct upon a finding of responsibility based on the seriousness and/or prior acts of academic misconduct of the respective student. Administrative-level sanctions are determined by the student’s academic department in consultation with Academic Affairs:

- Completion of Education Modules;
- A failing grade for the course;
- Removal from the course;
- Dismissal from a particular program;
- Suspension from a particular program for one semester or more;
- Suspension from the University for one semester;
- Expulsion from the University; and/or
- Other appropriate sanctions as warranted by the specific acts of the student.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Under certain circumstances, Arkansas State University students have the right to grieve alleged violations of their academic rights. A grievance is a complaint alleging that one or more of the "academic rights of students" (as stated in the Student Handbook on page 14) have been violated. For cases of academic misconduct, refer to the Academic Misconduct section of this handbook.

STUDENT RIGHTS GRIEVANCE PROCEDURE

Step 1:

Since the faculty has the primary responsibility for course development, course delivery, the assessment of student achievement, and the sanction for academic misconduct, any student who has a complaint related to an academic issue should first consult with the course instructor within ten (10) working days of the incident and try to resolve the complaint. If the grievance involves a faculty member who is no longer employed at the university, or with whom the student does not feel comfortable approaching the student should move to step two of this process. If the complaint is resolved, the grievance process ends.

Step 2:

If the complaint is not resolved in step one, and if the student wishes to pursue the complaint further, the student shall consult with the department chair/unit supervisor within fifteen (15) working days of the academic incident. The appropriate chair/unit supervisor shall consult informally with the student and the individual against whom the complaint has been made to attempt to resolve the complaint. The chair/unit supervisor shall notify the student and the individual against whom the complaint has been made in writing of the resolution or lack thereof within ten (10) working days of the student's first consultation with the chair/unit supervisor. If the complaint is resolved, the grievance process ends.

Step 3:

If the complaint is not resolved in step two, and if the student wishes to pursue the complaint further, the student shall file a formal written complaint with the department chair/supervisor within thirty-five (35) working days from the academic incident. The written complaint must specify the academic right(s) the student alleges has (have) been violated and must include:

- a) Date and details of the alleged violation;
- b) Any available evidence of the alleged violation;
- c) Names, addresses, and phone numbers of witnesses to the violation;
- d) The requested remedy to the alleged violation.

The chair/unit supervisor shall investigate the complaint using whatever processes are appropriate including, but not being limited to, written responses from or interviews with faculty members, other students, and other parties. The chair/unit supervisor shall notify the student and the individual against whom the complaint has been filed in writing of the chair/unit supervisor's finding and recommendation within ten (10) working days of receipt of

the written complaint. If both parties in the complaint accept the recommendation, they will sign a statement to that effect and the grievance process ends. The chair/unit supervisor shall retain the written records of the process for five calendar years. Upon request, the chair/unit supervisor shall provide either or both parties with copies of all information gathered during the investigation.

Step 4:

If the complaint is not resolved in step three, either party may request that the dean appoint a college hearing committee. The request for a college hearing committee review must be made in writing to the dean within ten (10) working days of completion of the process listed in step three.

A-State Online Students and those residing Out-of-State

Students, including A-State Online students and those residing Out-of-State, must follow Arkansas State University's published grievance policy. If any student must report an unresolved grievance, the student may complete the student complaint form for the Arkansas Department of Higher Education (ADHE) found at: <https://adhe.edu/students-parents/student-grievance-form>. Resolution by ADHE are final.

Students must submit a written grievance to ADHE using the form. The grievant must also provide written documentation from Arkansas State University verifying that the A-State appeal process has been followed.

Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ADHE.

THE COLLEGE HEARING COMMITTEE

The college hearing committee shall be organized in the following manner:

At the beginning of each Fall semester, each college dean, independent department chair, and other academic unit supervisors shall identify a "hearing committee pool," consisting of nine (9) to eighteen (18) faculty members, five (5) to ten (10) undergraduate students, or five (5) to ten (10) graduate students, depending on the rank of the student making the appeal.

When a hearing committee must be convened, the dean shall appoint a college hearing committee comprised, to the extent possible, of individuals knowledgeable in the area asserted in the grievance. The hearing shall take place no sooner than five (5) and not later than ten (10) working days after the hearing committee is appointed, unless there is a compelling reason why another time must be selected. At a prearranged time prior to the hearing, the members of the hearing committee will meet with the dean to receive all relevant background materials and to review the process to be utilized during the hearing. The individual against whom the complaint has been filed and the student may attend this meeting as observers. All non-committee members will then withdraw and the hearing committee will elect a chair to preside at the subsequent hearing.

The hearing will be conducted in private. Witnesses will be admitted for testimony only and then asked to leave. The testimony will be tape recorded, but the final deliberations of the committee will not be recorded.

The student and the individual against whom the complaint has been filed must appear in person and answer questions from members of the hearing committee. The student and the individual against whom the complaint has been filed each may have one person present during the hearing to advise them. Those persons may not address the hearing committee, speak on behalf of the student or individual against whom the complaint has been filed, question witnesses, or otherwise actively participate in the hearing.

A university attorney may also attend the hearing and may advise the committee on procedural issues but may not question witnesses or otherwise actively participate in the hearing. The dean shall attend as an observer only.

The student and the person against whom the complaint has been filed may make an oral statement and/or submit sworn written statements and other exhibits and witnesses in their behalf. The student and the individual against whom the complaint has been filed may hear and question all witnesses testifying before the hearing committee. Neither the student nor the individual against whom the complaint has been filed may be present during the deliberations of the hearing committee.

The hearing committee shall conduct its deliberations based upon the evidence presented at the hearing that is relevant to the issue or issues before the committee. The hearing committee shall present to the dean a written report detailing its findings and its recommendations relative to the complaint within five (5) working days following conclusion of the hearing. Member(s) of the hearing committee may file a minority opinion, which shall be appended to the committee report. Within ten (10) working days following receipt of the hearing committee report, the dean will notify the student and individual against whom the complaint was filed whether the recommendations are accepted or rejected. The decision of the dean is final as to the student except in the case of expulsion from the university where the student shall have a final appeal to the Vice Chancellor for Academic Affairs and Research which must be filed in writing within ten (10) working days following receipt of the dean's decision.

If the individual against whom the complaint was filed refuses to accept a remedy accepted by the dean, the individual may appeal to the Vice Chancellor for Academic Affairs and Research in writing within ten (10) working days following receipt of the dean's decision. The decision of the Vice Chancellor for Academic Affairs and Research to accept or reject the recommended remedy is final as to the individual against whom the complaint has been filed.

TESTING CENTER

<http://www.astate.edu/a/testing/index.dot>

The A-State Testing Center is certified by Educational Testing Service (ETS), the College Board, Pearson VUE and several private boards and societies to coordinate the administration and security of numerous standardized testing programs. Through the Testing Center, students seeking undergraduate graduate school admissions can take the required exams on any

national test date. One program gives students the opportunity to earn college credit-by-exam. The Testing Center also administers exams to individuals from the surrounding communities to certify proficiency in fields such as real estate, teaching, and engineering.

The specific assessment tests administered by the A-State Testing Center are:

- Credit-by-Exam - College Level Exam Program (CLEP)
- Undergraduate Admission - Test of English as a Foreign Language (TOEFL)
- Course Placement – Accuplacer
- Post-Graduate - Graduate Record Exam (GRE) and Graduate Management Admission Test (GMAT)
- Occupational Certification-PRAXIS-Learning and Teaching, and PRAXIS-Specialty Area, AR Real Estate Exam, National Board of Osteopathic Medical Examiners (NBOME), AR Foundations of Reading and Fundamentals of Engineering Exam

STUDENT AFFAIRS

<https://www.astate.edu/a/dean-of-students/>

GENERAL INFORMATION

The Division of Student Affairs is dedicated to creating a positive and inclusive community of students and scholars through advocacy, education, and engagement. The Division is a leader and primary spokesperson for students.

The Division of Student Affairs consists of seven functional departments, each of which is responsible for providing a variety of student support, service, and educational programs which are accessible to all members of the university community. The departments are: Campus Recreation, Leadership Center, Wilson Counseling Center, University Housing, Student Conduct, and the Reng Student Union Events.

CAMPUS LIFE

<http://www.astate.edu/info/campus-life/index.dot>

CAMPUS RECREATION/RED W.O.L.F. CENTER

<http://www.astate.edu/a/campus-recreation/index.dot>

RED W.O.L.F. CENTER AND WELLNESS PROGRAMS

The Red W.O.L.F. Center, which stands for Wellness Opportunities and Life Fitness, is a state-of-the-art fitness center located on the campus of Arkansas State University. The Red W.O.L.F. Center facilitates a wide variety of activities which contribute to the overall health, social development and well-being of Arkansas State University students.

The Red W.O.L.F. Center includes three full-size basketball courts and a Multi-Activity Court (MAC). The Red W.O.L.F. Center also has designated areas for Group Fitness classes (dance and spin studios), and a one-tenth mile indoor walking/jogging track. Additionally, the facility has a 31 ft. high indoor climbing wall, and bike and hammock share programs available to students.

The Red W.O.L.F. Center is equipped with a variety of cardio equipment such as Woodway Treadmills, Precore Ellipticals and AMTs, Cybex ArcTrainers, Upright and Recumbent Bicycles, Espresso Bikes, Helix Lateral Trainers, Matrix Climbmills and Steppers, Jacob’s Ladder, and Rowing Machines. The facility also features a full free-weight area, equipped with weights and stations for Olympic lifts as well as selectorized weight machines from Hoist and FreeMotion.

A-State Campus Recreation offers many different activities that are designed to address the physical, mental, and social well-being of student participants through various forms of exercise and activity. Group fitness classes are available to all enrolled Arkansas State University-Jonesboro students who pay the student activity fee.

To access the Red W.O.L.F. Center, students must be currently registered, assessed the student activity fee, with an active student ID for presentation upon entering the facility.

INTRAMURALS

<http://www.astate.edu/a/campus-recreation/intramurals/>

Campus Recreation and the Office of Intramural Sports provide recreational programs and facilities for the enhancement of a total educational experience and quality of life for the University community. The Intramural program provides an opportunity for students, faculty and staff to participate in more than 30 activities, within a structured and competitive environment. Teams and/or individuals may be organized within Greek organizations, residence halls, independent groups, or other A-State organizations.

Specific information on intramural activities & employment may be obtained by any of the following three ways:

- 1) You can contact an Intramural staff member by calling (870) 972-3800, or emailing jomiller@astate.edu
- 2) You can visit the Intramural office which is located in the Red W.O.L.F. Center, room 104B.
- 3) You can go to the departmental webpage at <http://www.astate.edu/a/campus-recreation/intramurals/> and find all the information you need about intramurals from events offered to departmental news.

CLUB SPORTS

<http://www.astate.edu/a/campus-recreation/club-sports/>

A Club Sport is an organization of students formed for the purpose of engaging in competition in a particular athletic activity with other institutions of higher education. Club Sports participants engage in physical competition rather than academic contests.

Club Sports are established at A-State for the purpose of promoting and organizing athletic competition. Club Sports are unlike intramurals in that competition is with other institutions of higher learning. Club Sports are unlike varsity sports in that they do not carry A-State NCAA designation.

Club Sports are designed for those students who desire to continue to compete at the collegiate level but do not participate in NCAA sports. Any proposed Club Sport must have a nationally recognized governing body and must not duplicate any sport currently offered by A-State as a NCAA sport.

Specific information on Club Sports may be obtained by any of the following three ways:

- 1) You can go to the Club Sports webpage at <http://www.astate.edu/a/campus-recreation/club-sports/>
- 2) You can contact Campus Recreation Staff at 870-972-3800 or bmays@astate.edu or chicks@astate.edu
- 3) You can visit the Campus Recreation office located in the Red W.O.L.F Center, room 104C

DINING SERVICES

<https://astate.sodexomyway.com/en-us/>

Sodexo Dining Services provides fresh, hot meals and great customer service to all who enter our doors. Our goal is to ensure that our students and guests leave with an excellent dining experience. Providing quality and excellence in every meal is paramount to our success.

In our Acansa Dining Hall, students have a variety of dining options to choose from. With 10 different concept stations available, there is something for everyone. Our pizza station offers a range of delicious options, including calzones, breadsticks, and dessert pizzas. The Chef's Table provides made-to-order dishes on a daily basis, with a vegetarian option available as well. At our International Station, students can enjoy custom dishes featuring international flavors. Burgers, fries, and grilled chicken sandwiches are available daily on our grill. For those who prefer sandwiches, wraps or "build-your-own" options, our Deli Line is the perfect choice. We also have a full salad bar for lunch and dinner, and our Soup Station always has three soups or chili available. Our Main Entrée Line offers home-style comfort foods, while Simple Serving is our allergen-free area where students with allergies, gluten intolerance, or health-related dietary concerns can enjoy many delicious options. Last but not least, our Bakery offers a variety of desserts including cookies, brownies, and ice cream to satisfy any sweet tooth.

At the Acansa dining hall, students can opt for meals to-go. This program provides students with a reusable container, allowing them to take their food with them. Once they are done, they can simply return the container and receive a fresh one for use or to store for future use. The Reng Student Union also houses several retail outlets including Godfather’s Pizza, Howl’s Campus Grill, Chick-fil-A, Freshens, Scarlet’s Kitchen, Sushi with Gusto, the Campus Store, Starbucks, and The Sweet Shoppe. If you can’t make it to the Union, you can choose to swing by the Humanities & Social Sciences building and enjoy Einstein Bros Bagels. North Park Quad Campus Store has a variety of retail items with twice as much space as the Student Union campus store, we are able to provide more household and grocery items for students to choose from. NPQ remains open till midnight on weekdays to give students flexible shopping hours. We also offer mobile ordering through our new Everyday App to allow students to order ahead and skip the line. Through this app we also offer late night delivery to on-campus residence halls and apartments till 11:00pm.

Our newest addition is The Aspretto Coffee Cart located on the main floor of the Dean Ellis Library. For a hot on-the-go option our Just Baked Vending machine at the Study Lounge in the Reng Student Center is available for those with a need for a hot food option after hours as it is available 24hrs.

In addition to campus dining, Sodexo Dining Services offers full-service catering. Our catering services rank among the best in Northeast Arkansas! We cater dinners for on-campus groups, local businesses, private events, and even nationally known guests. We plan, design, prepare and deliver catering services for all kinds of events. Continental breakfasts, box lunches, corporate banquets, and weddings are a few things in which our catering staff specializes.

LEADERSHIP CENTER

<http://www.astate.edu/LeadershipCenter>

The Leadership Center consists of several major areas of concentration and houses two departments: The *Office of Student Engagement* and the *Office of Fraternity & Sorority Life*. For each of the following areas, staff and students create programming for the student body at A-State. Nearly all events sponsored by this office are free to students with a valid A-State ID. The professional staff members within the Leadership Center are available to assist students by promoting academic success, demonstrating positive leadership, fostering a sense of diversity, and encouraging students to form a connection with the campus community.

The Leadership Center announces all events through several forms of communication such as the A-State Daily Digest, the Student App, posters and flyers around campus, social media outlets hosted by the Leadership Center, and mass emails to student organizations. If you are interested in a specific event or in volunteering to assist in planning for an event, feel free to stop by the Leadership Center to speak with a staff member or student leader. The Leadership Center is located on the second level of the Reng Student Union, Suite 2067. The office is staffed from 8:00 a.m. to 5:00 p.m., Monday through Friday.

<http://www.astate.edu/LeadershipCenter>

OFFICE OF STUDENT ENGAGEMENT

- Leadership Programs
- New Student Orientation
- Registered Student Organizations
- Reng Student Union/Pavilion Reservation for Facility Usage
- Student Activities Board
- Student Government Association
- Volunteer A-State

NEW STUDENT ORIENTATION

<http://www.astate.edu/NSO>

New Student Orientation is a mandatory program designed to assist incoming students in developing an understanding of the transition students will make to the collegiate environment and to enhance their success in college. There is no fee associated with the Orientation program. Throughout the Orientation process, students will have the opportunity to meet an academic adviser, register for classes, and learn about the University. Also, students will meet currently enrolled A-State students as well as other new students. Parents also enjoy a unique program of events that involves their participation in their student's collegiate experience. Please visit: <http://www.astate.edu/NSO>

REGISTERED STUDENT ORGANIZATIONS

<http://www.astate.edu/RSO>

The students at Arkansas State University sponsor a wide variety of student organizations on campus. These organizations allow students to become connected with peers who share similar interests. Being a member of a student organization provides an avenue for students to stay connected outside of the classroom, meet new friends, and explore academic and social interests with other students.

The Leadership Center offers advisement to student organizations on campus. In addition, the Leadership Center maintains an accurate listing of all student organizations and provides contact information for those students interested in joining a specific organization. Currently, students have the opportunity to join academic, club sports, special interest, Greek, and religious organizations on our campus. For more information, contact the Leadership Center at 972-2055.

Leadership Center General Policies

- 1) Students who are selected to participate in any leadership experience advised through the Leadership Center (SAB, Orientation Leaders, GSL, etc.) must be in good standing with the University and maintain the minimum GPA requirements designated by the program guidelines.
- 2) All Registered Student Organizations must abide by the policies and procedures set forth by the Leadership Center. Registered Student Organizations found in violation of the Standards of Student Conduct are subject to sanctions outlined in the Student Conduct process. Registered Student Organizations and their individual members are

responsible for knowing and abiding by all University regulations as included in, but not limited to: Leadership Center General Policies, Standards of Student Conduct, Student Handbook, and special rules designed by governing groups (example, IFC, NPHC, NPC, SGA, SAB, Etc.) In addition, Registered Student Organizations and their individual members are held responsible for knowing and abiding by all local, state and federal laws.

- 3) All Registered Student Organizations and their individual members who are Chapters of an Inter/National Organization are held responsible for knowing and abiding by the rules and regulations of the Inter/National Organization.
- 4) Registered Student Organization Requirements: Registered Student Organizations will be recognized by the university upon completion of all requirements set forth by the Leadership Center, this includes but is not limited to submitting an updated Constitution, membership roster, and leadership form each semester or academic year as changes are made. Constitutions should be updated each fall semester.
- 5) Eligibility for Membership in a Registered Student Organization: Only A-State students and professional staff may serve as active, voting members of a campus organization. A student who is on academic or conduct suspension may not serve as an active member of any campus organization.
- 6) Eligibility to Hold Office in a Registered Student Organization: Only full-time students who are not on academic or conduct probation or suspension and have a minimum GPA of 2.5 and meet the grade requirements of the given organization if they are more rigorous may hold office in any organization.
- 7) Financial Records for Registered Student Organizations: Registered campus organizations that do not have financial records audited by their national office may keep their funds in the Office of Finance of the university subject to annual audit.
- 8) Formation of New Registered Student Organizations: New registered student organizations may be formed at the university by approval of the Leadership Center Designee and the Director of Leadership Center. Applications are available in the Leadership Center and organizations may also find registration information online at <http://www.astate.edu/LeadershipCenter>.
- 9) Unregistered Student Organizations: Unregistered student organizations may not function at A-State. A-State students may not participate in unregistered or unrecognized student organizations per the Standards of Student Conduct. Unregistered or unrecognized organizations may not reserve space nor hold events or activities for the A-State student body.
- 10) Appeals: The Director of the Leadership Center and/or the Dean of Students will serve as the appeals officer if a potential student organization is unhappy with the decision made by the Leadership Center designee.

For updates on all currently registered student organizations, visit <http://www.astate.edu/LeadershipCenter>.

STUDENT ACTIVITIES BOARD (SAB)

<http://www.astate.edu/SAB>

The Student Activities Board (SAB) plans entertaining and educational events for the campus community. Events are planned by the students for the students. Throughout the semester students have the opportunity to participate in a wide variety of events including Welcome Week, Order of the Pack, Homecoming, SpringFest, Speakers, and Multicultural Events.

Student Activities Board Directors are selected each March through an application and interview process. Volunteer event committees meet regularly throughout the year to plan and implement events sponsored by SAB. To become involved with SAB contact the Leadership Center at 972-2055 to receive up-to-date information regarding meetings and events.

SAB is comprised of a President, Committee Directors, and Committee Members.

STUDENT GOVERNMENT ASSOCIATION (SGA)

<http://www.astate.edu/SGA>

The Student Government Association (SGA) is the voice of the graduate and undergraduate student body at Arkansas State University. Senators and staff seek to provide advocacy and support by highlighting key campus issues, serving on university committees, and participating in the university shared governance process. SGA raises awareness by hosting periodical Campus Safety Walk-Throughs, sponsoring the A-State Food Pantry and more. SGA led initiatives to build the Reng Student Union and Red WOLF Center.

Who is involved in SGA?

The Senate consists of elected student representatives for each classification and academic college, as well as, representatives for the Non-Traditional student population, the International student populations, ROTC, and the Honors College. President, Vice President and Senator elections are conducted each March and Freshman Senator elections occur every September. The elected President and Vice President appoint an administration consisting of a Parliamentarian, Cultural Diversity Director, Public Relations Director, Chief of Staff, and Secretary.

RENG STUDENT UNION

<http://www.astate.edu/a/student-union/index.dot>

The Reng Student Union is the hub of campus life at A-State providing student services, campus activities, meeting rooms, and banquet and conference capabilities. The A-State Pavilion, located near Centennial Bank Stadium, is also operated by the Reng Student Union. The Reng Student Union offers its facilities and event planning services to all A-State registered student organizations at no charge when those events are free to the university and community.

The Campus Information Center is centrally located on the second floor of the Reng Student Union for students and campus guests who may have inquiries about campus and community events and their locations.

CAREER SERVICES

<https://www.astate.edu/a/careers/>

Mission

Career Services serves as a bridge between students, alumni, faculty, and employers during the career planning process that provides programs and learning strategies to educate, enhance, and enrich lifelong academic and career goals.

Core Services

- Provides Career Coaching
- Hosts Career Fairs and special events
- Conducts career development presentations and workshops
- Assists students with obtaining work-study positions, part-time jobs, internships, and full-time opportunities

Career Services offers a variety of services to assist you with developing career readiness confidence while meeting your career-related goals. Services are free and include the following: career coaching, access to job listings, career-related workshops, and career fairs.

Career coaching sessions are used to explore opportunities related to a student's major and career goals. Sessions are offered in-person and virtually.

Career Services professionals and guest speakers conduct career education workshops and classroom presentations throughout the academic year. Guest speakers are industry leaders, alumni, interns, and others with subject-matter expertise.

Career Fairs are hosted every Fall and Spring. The goal is to attract companies and graduate programs from a plethora of industries, to recruit interns, full-time employees, and graduate students from Arkansas State University. You can network face-to-face or virtually with employers. Students also have access to search for work-study positions, part-time jobs, internships, and full-time opportunities through *Handshake*. To access the portal, login to my.AState and search for HireAState (Jobs) powered by Handshake.

FRATERNITY & SORORITY LIFE

<http://www.astate.edu/FSL>

The A-State Fraternity & Sorority Community has long been known for scholarship, leadership, community service, campus involvement, and lifelong friendships. The 23 fraternities and sororities affiliated with our University have built a strong reputation for upholding these values. The A-State Fraternity & Sorority Community, its alumni, and current undergraduate chapter members will expect you to continue the positive legacy which has been established. Membership in a fraternity or sorority is like having a home away from home. You will foster deep friendships with your brothers or sisters, and they will become your family here at A-State. The memories you share with them will last a lifetime.

Each of our fraternities/sororities fall under one of three umbrella councils. Where we do not currently have a fourth Multicultural Greek Council, we do have a Latina-based, but not exclusive, sorority, Sigma Iota Alpha, that temporarily operates under the National Pan-Hellenic Council. Once a second multicultural fraternity or sorority charters on-campus, we will be able to create a Multicultural Greek Council.

College Panhellenic Council (Panhellenic)

Alpha Gamma Delta, Alpha Omicron Pi, Chi Omega, Delta Zeta and Zeta Tau Alpha

Interfraternity Council (IFC)

Alpha Tau Omega, Alpha Gamma Rho, Kappa Alpha Order, Kappa Sigma, Lambda Chi Alpha, Phi Delta Theta, Pi Kappa Alpha, Sigma Chi and Tau Kappa Epsilon

National Pan-Hellenic Council (NPHC)

Alpha Kappa Alpha Sorority Inc., Alpha Phi Alpha Fraternity Inc., Delta Sigma Theta Sorority, Inc., Kappa Alpha Psi Fraternity Inc., Omega Psi Phi Fraternity, Inc., Phi Beta Sigma Fraternity Inc., Sigma Gamma Rho Sorority Inc., Zeta Phi Beta Sorority Inc., Iota Phi theta Fraternity Inc., and Sigma Iota Alpha (newly colonized Latina-based but not exclusive sorority)

We hope your experience here at A-State will be rewarding and memorable. Please consider the Fraternity & Sorority Life Office as a resource where you can find answers to questions or concerns you might have. We look forward to meeting you, and please drop in and see us anytime in the Leadership Center. For more information, call 870-972-2055.

The A-State Fraternity & Sorority Community holds itself to a higher set of principles than is expected of the general student. These standards for the A-State Panhellenic Council, National Pan-Hellenic Council, and the Interfraternity Council member organizations can be found at <http://www.astate.edu/FSL>. The standards for membership into any A-State fraternity and sorority is restricted to full time students enrolled at the A-State- Jonesboro campus.

PARKING SERVICES

<https://www.astate.edu/parking>

Mission Statement

Our mission is to provide courteous, safe, and efficient parking services for the campus community and general public.

Top 10 Parking Tips for A-State

- 1) Read the parking regulations online at www.AState.edu/Parking.
- 2) Display a current parking permit in the proper manner at all times.
- 3) Report a missing permit immediately to Parking Services.
- 4) Secure a temporary permit from Parking Services if current permit is unavailable.
- 5) Update any changes in primary vehicle information at the Parking eBiz site through myCampus.
- 6) Report any changes in resident/commuter status to Parking Services.
- 7) Avoid parking in unauthorized zones such as visitor *, fire lanes, service/delivery, etc.
- 8) Avoid parking in reserved or contract spaces. **
- 9) Pay all metered and garage parking during the hours posted.
- 10) Avoid relying on hearsay regarding parking regulations. ***

* Visitor parking is never an option for students and employees during the hours posted.

** Unauthorized vehicles parked in reserved or contract spaces will be ticketed and towed.

*** The current version of the online parking regulations is the best source for parking regulation information.

Contact Parking Services at parking@astate.edu or 870.972.2945 to report any problems with parking gates, meters, pay stations, or other components of the campus parking infrastructure during regular business hours (8:00 AM to 5:00 PM on weekdays). After regular business hours and on weekends, contact UPD at 870-972-2093

UNIVERSITY HOUSING

<http://www.astate.edu/housing>

UNIVERSITY HOUSING STAFF

The University Housing Staff consists of both full-time professionals and students and is responsible for residence hall matters, including student well-being, physical facilities, staffing, programs, room assignments, budgeting, and policy formation and enforcement.

Resident Assistant

A Resident Assistant (RA) is a student staff member that lives in residential locations. They are carefully selected and well-trained students that promote and provide leadership, support, mentorship and programs, and serve as a resource. They help the student become integrated into campus and residential life and provide aid in establishing effective residence hall government. Enforcing rules and regulations is another responsibility of the RA. Student staff

members also work at residence halls desk to aid visitors, handle the office business calls, assisting residents with problems, and promote a positive image for the residence hall.

Residence Education Coordinator

The Residence Education Coordinator (REC) is a professional staff member who has the primary responsibility for the overall operation of the residence hall community. They are concerned with helping students utilize the facilities, aiding student adjustment to university life, and acting as advisers to students and organizations within the residence halls. These full-time staff members work closely with the Office of Student Conduct as necessary.

Housekeeping and Maintenance

Facilities Management (FM) staff members are responsible for normal cleaning duties in public areas. Residents are responsible for cleaning their own rooms and bathrooms. The FM staff in each hall do a great deal to make the hall a more comfortable and pleasant place in which to live. The neat and clean appearance of the halls, lounges, and public restrooms are a direct result of their efforts. Student cooperation in caring for these facilities will help make the job of the staff much easier and will help create a pleasant atmosphere in each hall.

The FM maintenance staff is responsible for making repairs in the residence halls and apartments. Maintenance problems should be reported by submitting a work order online via the University Housing Website link or through a residence hall staff member or front desk in the building/complex.

Residents should never attempt to make room repairs themselves as it may result in charges. Residents should report the work order online or contact the front desk or the Office of University Housing. The link below can be used to place work orders online.

<https://www.astate.edu/a/university-housing/online-forms/maintenancerequest.dot>

Staff on Duty

At least one RA per community and one REC are “on duty” every night of the week. If any problem arises, please contact the staff member on duty in the hall. During the weekday business hours contact the Office of University Housing, the duty phone number, or a staff member. Outside of business hours, please call the duty phone number that is posted in your residence hall. Refer to the University Housing website for update to date information for each community’s duty phone number.

FACILITIES & SERVICES

Cable

Basic cable plus streaming cable is provided at no additional charge to residence hall students. Cable repair requests should be reported through the use of the 24 hours/7 days a week support line at (855) 465-6754.

Elevators

Elevators are located in residence halls with five or more stories as well as Honors building 4 for the convenience of the residents. People with disabilities should be allowed to use an elevator prior to someone without disabilities. Maintenance of elevators should be reported to the hall offices.

Laundry

Washers and dryers are located in each residential complex. If the machines are not working properly, contact the Office of University Housing, notify the front desk of your residential community, or complete a work order using the number on the machine. If you are out of Laundry Funds please email Housing@AState.edu to request additional funds be applied to your Camps Card. If your Campus Card is not working on the laundry machine please notify the RA on duty or call the Campus Card Center during business hours. Your assistance in reporting issues helps the staff resolve any issues in a timely manner.

Pest Control

To prevent unwanted pests, students should keep the room clean, properly store food items, and take out the trash. If pests are found, University Housing provides extermination services. Please contact the hall desk immediately or complete an online work order request.

Room Repairs

Any damages present in the room prior to check in should be marked on the room condition report. Please review this form to ensure that all damages are reported within 24 hours of checking in. If, during the course of any given semester, damages occur within the room the student must immediately report these damages to the hall staff. Damages that are made by the resident or the resident's guests will also be placed on a work order with an attached damage statement for the billing of such repairs.

Telephone Service

The University does not furnish telephone service to student rooms. There is a phone at the front desk that may be used to contact emergency personnel.

TV and Study Lounges

Many residence halls have a TV and study lounges for students' convenience. Furniture and lobby fixtures must remain in the lobbies and lounges.

Vending Machines

Vending machines are located throughout the residence halls. Consult the hall staff for the location of the nearest vending machine. For snack and drink machine refunds, please report the amount lost to the Treasurer's Office in the Reng Student Union.

SAFETY & SECURITY**Fire Alarms**

Each building is equipped with a fire alarm system. They are there for protection; therefore, students and guests should not tamper with them. This includes components such as sprinkler systems and smoke detectors. Fire drills are conducted to familiarize the residents with the sound of the building alarm, emergency exits that are available, and the procedure for evacuating the building. Drills are required each semester under the Higher Education Opportunity Act of 2008 to receive federal funds. Failure to respond to a fire alarm will result in conduct action. Tampering with fire safety equipment is a violation of University policy, and will also result in conduct action.

If a fire alarm sounds:

- Quickly put on a coat (if necessary) and hard - soled shoes.
- Take a towel to put over the face to prevent smoke inhalation.
- Check the door or doorknob. If it is hot, do not open it. If it is cool, exit cautiously and lock the door. Each student is encouraged to take their keys and University ID Card with them.
- Walk quickly, but in an orderly manner, through the nearest, safe exit for the area and continue to the identified evacuation assembly point for your building.
- Do not use elevators.
- Do not reenter the building for any reason until told to do so by a University Housing staff member.
- Everyone, including residence hall personnel, must leave the hall whenever the alarm sounds in a reasonable, responsible, and prompt time/manner. Failure to do so will result in conduct action.

Safeguarding Personal Property

Residents are highly encouraged to invest in renter's insurance. Renter's insurance can be purchased through homeowner's policies or from independent companies specializing in residence hall insurance.

The safety and security of the hall is the responsibility of each resident, residence hall staff, and University Police officers. The University Police Department has a rotating staff who are available 24 hours a day to assist residents and staff.

Hints for Safeguarding Personal Property:

- Mark or permit University Police to mark individual property so it can be easily identified.
- Lock all room doors and windows.
- Never leave personal items unattended. (This includes staying with laundry in the laundry room).
- Leave items not needed at home, if possible.
- Lock automobiles when not in use.
- If one must leave items in an automobile, lock them in the vehicle out of view.
- Report all items lost or stolen to the University Police Office or appropriate officials.
- If one is aware of a crime that has been committed or is being committed, contact the University Police Office immediately and furnish as much information as possible.
- Large sums of money should not be kept in one's room.

Severe Weather

Weather alerts are broadcast to campus members in various formats, including outdoor sirens, radio, television, social media, and University communication platforms. Weather that poses an imminent threat to the A-State campus or alters the operating status will be communicated via A-State Alerts.

Tornado Watches:

When a tornado watch is issued, it means all ingredients are present for potential tornadoes. However, at this point, the ingredients have not yet combined.

- Monitor weather using mobile weather apps and the National Weather Service.

- Identify where you will be, where you will go, and what you will do if severe weather approaches.
- As weather approaches, move to safe areas. For campus, the designated safe area is the Reng Student Union. Note: the window of opportunity to change buildings is during a watch. Once a warning is issued, it may not be safe to leave a building.

Tornado Warnings:

When a tornado warning is issued, it means ingredients have started combining and rotation is visible, either by a spotter or on radar. This rotation may be on the ground (tornado) or rotating within the clouds (funnel cloud).

- You should not move buildings – seek shelter at the building you are currently in.
- If driving, find the nearest sturdy building to seek shelter. Do not stay in the car, under an overpass, or try and outrun the storm. Concrete culverts can also be a shelter point.
- Monitor via radio/mobile devices until the storm passes. Do not leave the shelter until you verify the threat has passed.

Winter Weather:

Winter weather can form as ice, sleet, freezing rain, or snow. These conditions may cause hazardous travel conditions and potentially cause the University to temporarily alter operations.

- Monitor your A-State email and A-State Alerts for response/closing notifications.
- Turn faucets on to a drip to allow water to circulate in freezing temperatures. This prevents pipes from freezing.
- Be careful traveling to and traversing campus, as weather hazards may still be present.
- If you are unable to commute, notify your instructor in accordance with the Provost's Inclement Weather Policy.

Stolen Property

The university assumes no responsibility for the loss of personal articles, but will assist in every possible way to recover such items. Losses should be reported to the University Police and University Housing Staff immediately. Protect the contents of the room by locking the door when leaving. University Police has an engraving service available for valuable items. Residents are encouraged to purchase renter's insurance.

Card Access

Each residence hall is locked 24 hours a day, seven days a week. Only residents of the hall will gain access to the hall via the A-State identification card or mobile credentials. The host is responsible for letting the guest into the residence hall. Residents are required to have their Student I.D. on them at all times. Failure to carry your card or provide your card to another person is a violation of the Student Code of Conduct. If one experiences problems with the card system, they should contact a residence hall staff member or the front desk.

Gate Access

The entrances to the parking lots for Kays/University, NorthPark Quads/Red Wolf Den, Pack Place, The Circle, Greek Village, and Collegiate Park are gate controlled. Only students residing in these complexes have access to the parking lots. Students are expected to carry their ID card with them at all times. The ID card is necessary to access the gates. Broken or vandalized gates should be reported to the front desk of your residence hall immediately. UPD will investigate instances of broken/vandalized gates. Students found to have vandalized the gates

will be subject to a conduct referral. A minimum restitution is \$285.00 or the current unit cost to replace a broken gate arm. Additional restitution may be required for repair or replacement of damaged mechanical parts. If a student experiences a malfunction with the gate working properly they may call Parking Services at 870- 972-2945 during business hours (8:00 AM to 5:00 PM on weekdays) or University Police Department at 870-972-2093.

HOUSING ASSIGNMENTS

Check-In

The residence halls are available to check into on the scheduled move in day, prior to classes beginning, allowing residents to get settled. A room condition report has been previously filled out by a RA with the conditions of each room. If there are any problems with a room, please report them to the RA within 24 hours of check in by noting additional damages on the provided form or online format. Throughout the semester, residents should report any damages that occur to the RA. Each resident is financially responsible for all damages that occur in their room during occupancy.

Room and Hall Changes

Room changes are evaluated on a case by case basis. To maintain accurate occupancy records, proper room change paperwork and procedures must be followed. See a REC for details. The REC must approve room changes within the building. Contact the REC to initiate a change from one residence hall to another. Any time a student changes rooms, they must be checked out of their old room and checked into their new room by a RA. Room damages will be assessed to the student’s university account.

Check Out

Residents of the halls are charged for room and board from the date that the room key is obtained by the resident until the room key is returned to the residence hall office and the resident officially checks out. However, the resident is responsible for the entire length of their contract while still enrolled at A-State. Residents may “buy out” of their contracts by paying cancellation fees in accordance with the University Housing - Housing Contract; first year students must be released by the On-Campus Waiver Request Committee before “buying out” of the contract. Residents who do not officially check out of the residence hall can expect to be charged for the use of the room until the key has been returned and/or assessed an improper check-out, lock change fee. Residents must have an approved on-campus waiver request, approved Contract Release, have formally withdrawn from the university or it be the end of the resident’s contract to check out.

Residence hall rooms must be left in satisfactory condition:

- 1) Wall and furnishing surfaces should be cleaned of excessive dirt, and grime.
- 2) Marks and dirt should be removed from door surfaces.
- 3) Trash should be removed from the room.
- 4) Floors should be clean; swept and mopped.
- 5) All provided furnishings must be left in the room, in good condition, and in their original position.
- 6) All bathrooms must be clean (toilets, sinks, showers, floors, etc.)

Residents who wish to have their prepayment refunded must ensure that their permanent address is correctly listed in A-State Self Service. Upon checking out, the paperwork will be processed by the Office of University Housing. A resident may request a refund of the prepayment in writing prior to the dates outlined in the University Housing- Housing Contract. All prepayment refunds will be processed by the 11th day of class through University Housing and then the refund processed through the Office of Finance. This process usually takes from two to three weeks.

Break Housing during Interim Periods

Break housing may be available between semesters, fall break, and spring break in non-apartment locations where the break is not included in the contract. If break housing is available, there will be a charge for this service by paying the nightly rate per community. Break housing must be pre-arranged with the Office of University Housing. If a student is found in housing during interim periods without proper arrangement, that student will be charged for their stay and receive a conduct referral. Students living in Collegiate Park, Red Wolf Den, Greek Village, Pack Place, Village, or The Circle will not be charged for break housing.

Cancellation of Room Assignment

A resident who has decided to not return to the residence halls or to cancel their room assignment must contact the Office of University Housing in writing. Please review your University Housing contract for the prepayment refund policy.

Consolidation

The Office of University Housing reserves the right to require occupants who are in rooms that have been designated as double occupancy to consolidate. The residence hall staff will have more information regarding this policy.

Renter's Insurance

Residents desiring insurance protection must make their own arrangements for the necessary coverage. The university does not provide insurance covering the loss and damage (due to water leak, fire, etc.) to residents' personal effects. Students are strongly encouraged to carry appropriate insurance to cover such losses.

Room Assignments

The Office of University Housing reserves the right to reassign students to other spaces, rooms or halls when doing so appears to be in the best interest of individuals or groups of students, or when it is determined that a student is not actually residing in their assigned space. The Office of University Housing also reserves the right to consolidate students who have not paid for a private room and have no roommate. Private room preference, roommate preference, and particular requests are accommodated based on date of prepayment, and space permitting.

Single Rooms

When space permits, a student may rent a room on a single basis by payment of an additional fee applicable to the particular semester. Assignments for single rooms are based on date of deposit. Rental of the room on a single basis guarantees that no roommate will be assigned for the specific semester. It does not entitle the student to make the extra set of furnishings

(where applicable) available to another student or guest. All furnishings are to remain in the resident’s room at all times this is to include the mattress and bed frame of the extra bed. There is no correlation between the amount of the additional fee and the size of furnishings of the room. When a student reserves a room on a single basis for a particular semester, they are obligated for the additional fee for that semester even though they may later decide to accept a roommate or move to another room.

Summer School Housing

Students who wish to reside in summer housing must be enrolled for the upcoming Fall term or enrolled in classes for the summer term. Students must submit a summer housing application through the Office of University Housing. Information for summer housing sign-ups are communicated through email and on the University Housing website. Interim housing may be available for the week(s) between Spring and Summer and Summer to fall terms. Contact the Office of University Housing for specific charges and instructions.

RESIDENCE HALL RIGHTS AND RESPONSIBILITIES

Preamble

In a community living situation, it is necessary to impose certain standards for conduct and behavior to ensure order. Each resident living in the residence hall has certain rights to which they are entitled.

These rights are:

- The right to sleep.
- The right to one’s personal belongings.
- The right to access one’s room and suite facilities.
- The right to a clean environment in which to live.
- The right to read and study free from undue interference in one’s room.
- The right to voice concerns and be heard.
- The right to personal privacy.
- The right to be free from verbal or written abuse, threats, intimidation or violence.

Residents are expected to respond appropriately to the reasonable requests of other residents and University Housing staff. Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behavior, as well as for the behavior of their guest(s).

STUDENT RESPONSIBILITIES

The following list of prohibited behavior is not exclusive and serves only as examples of specific actions constituting violations of the University Housing Standards of Student Conduct. Information included in this section should clarify or expand upon the Standards of Student Conduct.

Students are responsible for all violations occurring in their residence. If a violation occurs in a common space and a resident knows or should have known about the violation and has not reported to their RA, they will be held accountable for that violation.

31-01) Accepting a New Roommate

If a student is residing in a double occupancy room or apartment without a roommate and has not paid for private room/apartment occupancy, the vacant side of the room must remain clean and empty in anticipation of a new roommate. A new roommate may be assigned to the room at any time.

31-02) Alcohol

Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages is prohibited on residential building property.

31-03) Abandoned Property

All items brought into the space by the resident or someone admitted into the space by the resident must be removed from a residence upon check out. If a student fails to properly check out or items are left past check out, the University Housing Office shall declare them abandoned and they will be held for 30 business days and then discarded. The University shall not be liable for any damage to or loss of such property that occurs during the course of such removal, storage, delivery or disposal. There is a fee for removal of and storage of abandoned items that is assessed to a student's university account.

31-04) Active Sports

Participation in active sports within University-owned housing is prohibited. Outdoor basketball goals are not permitted in parking lots.

31-05) Appliance Usage

Appliances should have the Underwriters Laboratory (UL) mark where applicable, especially for cooking or other large appliances. Arkansas State University staff has a duty to mitigate hazardous electrical conditions or conditions that present a fire hazard and as such reserves the right to require the abatement of any condition deemed hazardous. Questions on appliances not explicitly answered here may be directed to the University Housing office.

Students **may not** have the following appliances in **any residence**:

- Space heating appliances
- Unlisted extension cords
- Instant pots
- Pressure cookers
- Hotplate
- Candles with an open flame
- Halogen lamps
- Lava lamps
- Sun lamps
- Deep fryer
- Charcoal/Gas grills

- Camp stoves
- Broilers
- Tanning beds

Students **are permitted** to have these appliances:

- UL-listed microwaves (may not exceed 900 Watts)
- UL-listed microwaves (may not exceed 900 watts)
- UL-listed refrigerators (may not exceed 4.6 cubic feet or 2.0 running amps)
- UL-listed coffee makers/water kettle
- UL-listed extension cords o Extension cords must be used responsibly. No extension cord may be plugged into another extension cord, a large appliance, or a surge protector.
- Electric blanket (must have automatic shutoff)
- Blenders
- Radios/Stereos
- Televisions
- LED desk lamps
- LED light strips
- Computers
- Gaming consoles
- Wax warmers

For **Arkansas Hall, Kays Hall, University Hall, the LLCs, and Northpark Quads**, students **may not** have:

- Large cooking appliances, such as (but not limited to):
 - Air Fryers
 - Toasters
 - Crock Pots
 - Induction Cooktops
 - Griddles
 - Hot Plates
 - George Foreman-styled Grills
- **Note:** For these buildings, no cooking outside of microwaves or small coffee makers should take place within residential rooms. For Arkansas, Kays, LLCs #4-6, and University, cooking may take place in the designated kitchen areas, but is limited to the use of a pot/pan on the stove. None of the above devices may be used in any of these buildings regardless of whether the building has a kitchen or not.

For **Collegiate Park, Pack Place, Red Wolf Den, Sorority Houses, The Circle, and The Village** students **are permitted** to have:

- Large cooking appliances, such as (but not limited to):
 - Air Fryers
 - Toasters
 - Crock Pots o Induction Cooktops
 - Griddles

- o Hot Plates
- o George Foreman-styled Grills
- **Note:** For these buildings, all usage of these appliances must take place in the designated kitchen area of the unit/building. These items **may not** be used in residential or individual rooms. All appliances should be maintained and operated in a safe and clean manner.

Arkansas State University expects its residents to adhere to these guidelines and maintain all equipment in a good, safe operational state. Safe and responsible electrical usage practices should be used. Large appliances (e.g. refrigerator, microwave, etc.) must be plugged directly into an outlet for electrical service. Extension cords should be good quality, UL-listed, and appropriately sized for the device they are serving. Extension cords are not allowed to be plugged into other extension cords, power taps, multiplug adapters, or surge protectors.

31-06) Bed Requirements

Beds provided by A-State must remain intact and in the assigned residence hall bedroom at all times in all Arkansas, University, Kays, Living Learning Communities, Pack Place, The Circle, Red Wolf Den, and Collegiate Park. All beds provided by A-State must be present and assembled at check out. If a student removes their bed from the room or stores it in another person’s assigned space, they are responsible for all costs of damages incurred due to dis/reassembly or relocation. The cost of any assigned bed not present at check-out will be assessed to the student it was originally assigned. Beds may never be placed in or taken from unassigned rooms. Beds may be raised using risers that have a minimum of 300lb weight limit per riser. Beds may not be lofted.

31-07) Bicycles

Bicycles and other wheeled transportation can only be stored in a residence if all roommates consent. If a bicycle is stored in a residence, it may not block any entrance or fire escape route. Bicycles can be stored in the provided bicycle racks outside of Arkansas Hall, Kays Hall, University Hall, and the Living Learning Communities. There is additional bicycle storage built into the stairwells in Northpark Quads and a designated space in Living Learning Community 4. Please refer to the Standards of Student Conduct in regards to bicycle parking or storage elsewhere on campus. Please remember to remove your bicycles from campus at the time of check out from University Housing at the end of each academic year if a student is not staying for the summer.

31-08) Computer Network Devices

The use of individual wireless routers is prohibited on the A-State network. The use of these routers degrades the University network and causes a disruption to other students. The “Appropriate Use of Information and Technology Resources” policies can be found at <http://www.astate.edu/dotAsset/42c06ed4-f1aa-43f2-88f3-b84cc32cb4b6.pdf>

This policy also prohibits any activity that would overload the network, or degrade network services.

31-09) Contact Paper/Removable Wallpaper

Contact paper or removable wallpaper may not be used on any surface or university owned furnishings unless it is serving as drawer liner.

31-10) Cooking

Cooking is only permitted in kitchens or when a student is using an approved appliance. Residents are responsible for ensuring that proper sanitation, ventilation and fire safety precautions are taken. If students are using the hall kitchen, they must clean up the area following use.

31-11) Courtesy Hours

Students and guests must adhere to a courteous level of sound at all times. Courtesy hours are always in effect.

31-12) Decorations

The following decorations are prohibited:

- Decorations hindering the use or restricting access to hallways, doorways, stairs, corridors, or fire related equipment.
- Cardboard, aluminum foil, cellophane, flags or other items used as window coverings, excluding cloth curtains.
- Curtains may only be hung using tension rods.
- Displaying alcohol/drug signs, or other related alcohol/drug memorabilia so they are visible from outside a student residence (such as in windows or on doors).
- Displaying alcohol containers of any kind.
- Attaching items to or tampering with light fixtures, ceiling tiles, fire safety equipment or exit signs.
- Hanging or displaying any item within 5 feet of a sprinkler spout.
- Using nails or other items that will puncture a wall. This clause is not applicable in the Village Apartments.
- Only adhesive putty, plastic adhesive hooks and magnets may be used to affix decorations. No tape may be used on walls or doors. This clause is not applicable in the Village Apartments.
- Using a cut/live evergreen tree as decoration.
- Painting or permanently altering a room in any way.
- Displaying electric/neon signs.
- Mounting televisions to the wall.
- Displaying material that is unlawful so it is visible from outside a student residence (such as in windows or on doors).
- Nothing can be mounted or hung from the ceiling.
- No more than 30% of the wall/ceiling space may be covered. No paper may be hung within 1 foot of an electrical outlet.
- LED decorative lights are not to be hung from ceiling or walls in a banner that sticks directly to the paint or uses multiple nail holes.

31-13) Elevator Operations

Students and guests may not interfere with the normal operation of an elevator.

31-14) Entrance to Buildings

- Exterior building doors may not be propped or forced open (including attempting to force them open).
- No one may enter a side door unless authorized by an appropriate University Housing staff member or having appropriate card access.
- When entering a building with a front desk, you must provide proof of residency upon request from the Resident Assistant or check in at their request.

31-15) Guest Escort Policy

All guests must be escorted by their hosts in a public area. A specific host must be immediately present in public areas and residences. A guest is anyone not assigned to the specific building, suite or apartment.

31-16) Guest Visitation

- Students may not host a guest without permission from the resident’s roommate(s) prior to the guest’s arrival.
- In buildings that require guest registration, all guests must be properly checked in at the front desk.
- In buildings that require guest registration (Kays Hall and University Hall), visitation hours are restricted to 8 a.m. to midnight Sunday through Thursday and 8 a.m. to 3 a.m. Friday and Saturday. Visitation in all other residences is determined by the unit. The visitation hours and regulations for each building are located on page 47 of the Student Handbook.
- No more than two guests are allowed per resident unless otherwise permitted by the Residence Education Coordinator, except in the Village.
- In 24 hour visitation halls, including the Village, guests may stay no more than two consecutive nights and a guest may not stay more than five nights collectively in any University residence (hall, apartment, house, etc.) space per month.

31-17) Guest Visitation – Under 18

All visitors must be a minimum of 18 years of age and have a valid photo ID to be allowed guest privileges. Exceptions to this are:

- Underage guests who are accompanied by their parent(s) or guardian(s) may visit from 8 am to midnight. For emergency situations, the appropriate Residence Education Coordinator may allow extended visitation.
- In some circumstances, underage guests may stay overnight if proper authorization is given. This must occur within the normal overnight guest policy for the building where the visitation will occur. You must contact the appropriate Residence Education Coordinator in advance of the visit to secure permission for this. Written and notarized parental (guardian) permission is required.
- Members of a resident’s immediate family who are not 18 may visit from 8 am to midnight. Residents wishing to have a sibling stay overnight should contact their Residence Education Coordinator 1 week in advance to request permission. Written and notarized parental (guardian) permission is required.

- Residents wishing to have their children visit the residence halls outside of 8 am to midnight should consult with their Residence Education Coordinator. Consistent overnight visits are not permitted.

31-18) Electric Mobility Devices

Any scooter, bicycle, skateboard, self-balancing board, or other transportation device powered by an electric battery system is prohibited from being possessed, used, stored, or charged in any way on residential building property. This includes inside and outside the immediate facility. Any device found to be in violation of this requirement is subject to removal, confiscation, and/or impoundment. Additionally, conduct sanctions may be imposed due to the severity of the fire risk this poses.

31-19) Key and Student I.D. Responsibility

Students are responsible for all assigned keys. Students may not allow another person use of any key or ID that allows entrance to a residence or residence facility. If a student is locked out of their residence they may check out a loaner key from the front desk. Village, Pack Place, and The Circle residents who are locked out should contact the corresponding duty phone. Failure to return the loaner key within 72 hours will result in an automatic lock change. A lost key will result in an automatic lock change. Residents will be billed for lock changes.

31-20) Lounges/Lobby Usage

When using lounges and lobbies all residents and their guest(s) must adhere to the following:

- The lobby atmosphere should be conducive to small-scale social interactions for residents and their guests.
- The lobby may be the meeting place for hall activities during specified times of the day.
- Courtesy and Quiet hours are enforced.
- No loitering is allowed in the main lobby area. This also pertains to inside and outside of the entrance ways and main desk foyer areas.
- The visitation and escort policies apply.
- University staff members (including student staff) have the authority to dismiss persons from the lobby.

31-21) Motorcycles

Motorcycles must be registered with Parking Services and follow their regulations. Motorcycles, mopeds, motor scooters, and other internal combustion engines are not permitted in University Owned Housing or common areas.

31-22) Open Flames

Possession and/or use of candles, incense, fireworks (including sparklers), or other open flame apparatus is prohibited within university-operated housing. Supervised candles and incense are permitted in the Village Apartments. Charcoal, gas, or pellet grills are not permitted to be used or stored at housing locations.

31-24) Power Strips

Students may not use multiple-outlet connections unless they are a power strip with a built-in circuit breaker that is clearly marked, carries an Underwriter’s Laboratory (U.L.) approval, has a maximum load of 15 amps and is plugged directly into a wall electrical outlet. Plug-mounted surge protectors are allowed, but must meet the same requirements as power strips. Extension cords must be heavy duty (no less than 12 gauge) extension cords and used properly.

31-25) Quiet Hours

Students and guests must adhere to minimum mandatory quiet hours in and around residence halls. Quiet hours are 10:00 pm – 8:00 am, seven days a week.

31-26) Quiet Hours for Finals

Students and guests must adhere to 24-hour quiet hours beginning each semester at 9:00 pm the last day of normally scheduled classes and ending after the completion of the final University exam period. Students and guests who violate this policy may be immediately removed from University housing.

31-27) Removal of University Property

University Housing has designated a location for all university property in and around university owned housing and common areas. Property may not be moved from its designated position without prior approval from the appropriate REC.

31-28) Syringe Disposal

Residents and guests may only have syringes for medically prescribed usage. They may not place exposed hypodermic needles directly in trash containers. If no container is available, used needles should be taken to the NYITCOM at Arkansas State Medical Clinic.

31-29) Trash

The appropriate trash receptacles (dumpsters) provided outside should be utilized for the disposal of all trash. Room trash cannot be disposed of in the residence hall trash cans located in kitchens, laundry facilities, common lounge space, and small trash bins outside of residence halls. Recycling receptacles should be used for only approved recycled items and not residents other personal trash items.

31-30) Vents

Heating and air conditioning vents, registers as well as return vents such as those in doors are to be left uncovered. If a student needs a vent to be dampened or adjusted, they should put in a work order for maintenance to make the appropriate adjustments.

31-31) Windows

A screen may not be removed from its window casing. If the screen is missing from a window, students may not use the window for egress or to hang or display items. The plane of the window may not be broken. No items may be hung or displayed so as to

obscure the window(s) in any way. No furniture may be placed in front of windows to completely block the window.

31-32) Patio/Balcony Standards:

University Housing reserves the right to ensure adherence of balcony/patio cleanliness. Campus furniture is not permitted on balconies/walkways at any time. (e.g., bar and desk chairs, living room couch and chairs, mattresses, etc.) All trash should be taken to the dumpster and not stored outside of residential doors or on balcony area. Residents must keep personal belongings on their balcony/patio, off the walkways and sidewalks. Residents are permitted to hang flags and tapestry if it does not obstruct the view of or entirely cover the balcony. Writing or painting on balconies/patios or decorative substances such as chalk, or window paint is prohibited. Balconies/patios should not be used as storage areas.

GENERAL UNIVERSITY HOUSING GUIDELINES

Bomb Threats

If a bomb threat or any other threatening phone call or other form of communication is received, gain as much information from the caller or messenger as possible and do not hang up the phone. Immediately notify the University Police Department at 870-972-2093. Please remain available for assistance to the investigative authorities.

Cleanliness

All campus residences will be inspected throughout the semester to ensure compliance with fire, health and safety standards. Residents should expect these to occur. Residents are required to allow University Housing Staff, including student staff, to enter their residences for these inspections and any follow up inspections. If there is no one present when the staff comes to complete a properly posted fire, health, and safety inspection, it will be completed without the residents’ being present. Due to the nature of the Village Apartments, there is no notice for fire, health and inspections. However, the University and the Office of University Housing reserve the right to conduct fire, health and safety inspections with no notice in emergency situations.

Fire, Health, and Safety inspections are made to ensure:

- that university property is being used properly;
- that reasonable standards of room cleanliness, safety, and sanitation are being observed; and
- that maintenance requirements are reported.

Students will be provided via email a guide instructing them on expectations for Fire, Health, and Safety Inspections and how to pass them. The email will be sent to the student’s @smail.astate.edu account approximately the first week of each month along with a reminder of the dates of FHS Inspections. Reasonable standards of room cleanliness include, but are not limited to: all trash properly removed from the room, no dirty dishes, food properly stored, floors and counters free from clothing and debris, bathrooms cleaned and no mildew buildup, bedding and towels regularly laundered, and no strong odors or contaminants. Cleanliness in common spaces is the responsibility of all residents assigned to the suite or apartment.

Residents who fail fire, health, and safety inspections will be given, in writing, 48 hours and the necessary corrections that must be made. If items found during the health, safety, and fire inspection are a violation of policy they may be confiscated. Violations of policy will be referred to the Office of Student Conduct. If the resident(s) fails the follow-up inspection they may be subject to fees to correct the issue, conduct violations and/or cancellation of the University Housing Contract.

2024-2025 Fire, Health, and Safety Inspection Dates

September 15-20, 2024

November 3-8, 2024

February 2-7, 2025

April 6-11, 2025

July 6-11, 2025

Community Billing

If any vandalism, theft, or damage occurs in such areas as one’s floor, hall, wing, lounge or community bathroom, which cannot be properly charged to an individual, all members of the floor or community may be billed equally for cleaning, replacement or repairs. Similarly, damage or theft in one’s building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed on their student account for their “share” of public area damages at the end of each semester. Residents will be given every opportunity through posted flyers, letters, emails and/or hall meetings to identify individual(s) responsible for the damage before a group billing is finalized. Active involvement in reducing damages within the community is encouraged.

Room Entry

The university reserves the right to have its representative(s) enter a resident’s room in the following instances:

- When it appears that an occupant may be physically harmed or endangered
- When it appears university property is endangered
- When it appears University or University Housing policy is being violated
- To make periodic health, safety, fire and maintenance inspections and/or repairs
- To deliver administrative letters and notices
- To complete room condition reports

Every attempt will be made to allow one to retain as much privacy as possible in their residence.

The actual searching of a room specifically for the purpose of removing illegal or prohibited articles will be done only when reliable information warrants such action. If possible, searches will be conducted in the resident’s presence. Police may be present to assist in a search.

Roommate Conflicts

Residents will be required to complete roommate, suitemate, and/or apartment agreements with individuals who share their living space. The agreements will be updated if new residents move into the living space. If a resident and their roommate are having a conflict, they should attempt to discuss the problem with each other. If this cannot be done, they should take their concerns to the RA. The RA will assess the situation and may mediate the situation, update the roommate agreement, or refer the concern to the Residence Education Coordinator. If the

concerns cannot be resolved, the Office of University Housing has the right to relocate one, both or none of the roommates.

Visitation

Visitation provides an opportunity for residents to create a more desirable living experience and further personal growth through greater interpersonal contact among students of both genders. The responsibility of this policy rests upon the individual who must maintain the element of academic privacy in the living areas, maintain their conduct in a manner that is in consideration of roommates or other concerned parties, and act in accordance with all university policies.

A guest is anyone who is not a resident of that specific residence hall or apartment (i.e. University Hall visiting Kays Hall). All guests must be checked in to the First Year Residence Halls (Kays and University) through the front desk, except intra-visitation in Kays Hall.

Visitation Policy for Arkansas Hall, Collegiate Park, North Park Quads, Honors LLC, Red Wolf Den, ROTC LLC, STEM Den, Pack Place, The Circle, and Village Apartments:

Determined by the living unit.

Visitation Policy for Greek Village:

Determined by international and/or national policies.

First Year Residence Halls (Kays and University) Visitation Hours are as follows:

Sunday through Thursday: 8a.m. - Midnight
 Friday and Saturday: 8a.m. - 3 a.m.

Kays Hall Intra-Visitation Policy

The intra-visitation policy for the residents of Kays Hall was designed to help enhance the community’s group dynamics. The intra-visitation hours (Kays Hall residents visiting fellow Kays Hall residents) are 24 hours a day. However, the escort policy must be followed at all times.

Any guests who do not reside in Kays Hall who wish to visit residents of Kays Hall must follow the normal visitation policies and hours. Individual floors in Kays Hall may choose to limit intra-visitation or visitation hours on a floor by a vote of that community at the beginning of each semester. These hours must be posted at the entrance to the hall.

Visitation Guiding Principles:

The following policies must be maintained for visitation:

- 1) All entering into and exiting from the hall must be through the lobby. Emergency fire doors are to be kept secured and used only in case of emergencies.
- 2) Each resident must meet and escort their guest to and from the lobby. Guests must be escorted at all times throughout the building.
- 3) Each guest must leave their IDs or some satisfactory form of photo identification with the Desk Assistant on duty in the hall (except intra-visitation in Kays Hall).
- 4) Each resident will be held responsible for the conduct of his or her guests.
- 5) The resident and their guest together must reclaim the IDs and/or other forms of identification before the closing hours of visitation.

- 6) Violations of the visitation policy will subject the resident and their guests to conduct action.
- 7) All occupants of a residence hall room or apartment must agree before visitation will be permitted.
- 8) All residents have a right to personal privacy. Based on this right, a person may choose to withdraw their agreement in reference to visitors in the room or apartment. If a dispute arises in reference to guests or visitation the RA should be informed immediately and the guest will be asked to leave, even if a previous agreement had been reached between residents.
- 9) Residents are only allowed two (2) guests at any time (except in the Village Apartments).
- 10) Only family members of the same gender as the host are permitted for overnight visitation in the First Year Experience halls (Kays and University). The stipulation of 2 guests/family members per host still applies.
- 11) All occupants of the room/living space must agree before overnight visitation is permitted in the room. No one is allowed to stay more than two consecutive nights and a guest may not stay more than 5 nights collectively in any residence hall space per month, unless they have properly notified the REC and received permission in advance.

MISSING STUDENT PROCEDURE

Rationale

In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must implement a missing student notification procedure for those students residing in on-campus housing.

Procedure for Informing Students

As part of the electronic application process, students will designate a confidential contact to be reached in the event the student is considered to be missing. Students may, at any time, change this information on-line. If the student is under the age of 18 and is not an emancipated minor, the confidential contact must be the student's parent or legal guardian. Students 18 years and older may designate the contact of their choice. During the first-floor meeting of the fall semester or as part of the check-in process, Resident Assistants (RAs) will review the Missing Student Procedure with new students. During the first week of the spring semester, the RA will meet with all new students to review the Missing Student Procedure.

Procedure for Determining if a Student is Missing

For purposes of this procedure, a University residence student may be considered to be a "missing student" if the person's absence is contrary to their usual pattern of behavior without explanation. For example, a student who typically stays on campus during weekends should not be considered missing if he/she has informed others of a weekend trip off campus. However, the unexplained absence of a student expected to be on campus triggers the Missing Student Procedure. Any person believing that a student is missing should report to University Housing.

If a student is reported missing to a University Housing staff member, the staff member should be sure to obtain the reporting person's name, relationship to the student, and contact information where the reporting person can be reliably reached. The staff member should

obtain local directory information about the missing student and immediately notify the missing student’s residence hall director or the staff member on call.

The Residence Education Coordinator/Associate Director should refer to the Reported Missing Student Checklist and contact the reporting person to obtain the additional information needed. If the Residence Education Coordinator/Associate Director determines at any point there is a credible threat to the well-being of the student reported as missing, the Residence Education Coordinator/Associate Director should call University Police and make a report to supervisory staff. The Residence Education Coordinator/Associate Director should then proceed to contact known student friends/relationships, beginning with roommates/suitemates, and the missing student’s Resident Assistant. The Residence Education Coordinator/Associate Director should also use direct and indirect methods of leaving messages for the student to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person. If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The Residence Education Coordinator/Associate Director may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

If pursuing known contacts has not resulted in locating the student, the Residence Education Coordinator/Associate Director should contact the Associate Director, who will then contact the Director of University Housing. The Director of University Housing will then notify the Vice Chancellor of Student Affairs/Dean of Students. The Vice Chancellor of Student Affairs/Dean of Students is responsible for reporting all obtained information. University Housing Staff will follow verbal notification with an Incident Report (IR). The contacted individuals may then authorize one or more of the following measures to determine recent activity by the student reported as missing:

- Building card reader access report
- Meal plan access report
- Class attendance
- Social Networking activity on sites such as Facebook
- In-plain-sight examination of room to see signs of recent use or planned departure
- Location of vehicle

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the contacted individual will file a police report with University Police to request law enforcement investigation. All information obtained about the missing student through investigation should be shared with the University Police.

If University Police determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:
 Notify the individual identified by the student to be contacted in this circumstance
 If the student is under 18 years old, notify a parent or guardian

University Communication of a Missing Student

In cases involving missing student residents, all inquiries by media or the public regarding missing student residents shall be referred to University Relations. All public statements will be coordinated through University Relations.

ENROLLMENT MANAGEMENT

FINANCIAL AID & SCHOLARSHIPS

<http://www.astate.edu/FinAid>

Welcome to the Arkansas State University Financial Aid and Scholarships Office. We strive to meet the financial needs of students by providing resources to those who would otherwise be unable to pursue a college education. We are located on the second floor of the Reng Student Union between Career Services and the Office of Admissions. Our office hours are 8 a.m. to 5 p.m., Monday through Friday.

The Financial Aid and Scholarships Office coordinates the awarding of grants, scholarships, loans and work-study funds to provide a comprehensive financial aid package for our students. You may find additional information about institutional scholarships, privately funded scholarships, state student aid, and federal student aid at <http://www.astate.edu/FinAid> or by calling our office at 870-972-2310, or e-mail us at FinAid@AState.edu.

Students also must meet specific academic requirements to continue receiving federal and state financial aid. If you have questions concerning these requirements, please feel free to contact our office or go to our website to find the Satisfactory Academic Progress (SAP) policy.

Students who have received institutional scholarships from Arkansas State University must meet specific academic requirements to continue receiving these scholarships. Most A-State institutional scholarships require that students enroll and pass 15 A-State hours per semester and a total of 30 hours per year. If you must drop one of your classes which will put you below 15 hours please contact our scholarship staff before you drop the class. If you have questions about your requirements to maintain your scholarship, please feel free to contact our office at scholarships@AState.edu or go to the website to review the scholarship guidelines.

If you have received the Arkansas Challenge/Lottery Scholarship you must complete at least 12 A-State hours your first semester and 15 A-State hours for each remaining semester. Also, you must maintain a cumulative 2.50 GPA each year to retain the scholarship. You may find additional information at the Arkansas Department of Higher Education website at <https://adhe.edu/>.

Once again welcome to Arkansas State University. We are happy to have you here and look forward to serving you during your enrollment.

ADMISSIONS

<https://www.astate.edu/info/admissions/undergraduate/>

The Office of Admissions, Suite 2099, found in the Reng Student Union, serves as the gateway to Arkansas State University for prospective students, families and visitors. At the forefront of both domestic and international student recruitment, the Office of Admissions is responsible for planning, coordinating, and implementing recruitment strategies for prospective students to support strategic enrollment goals and the institutional mission. Pre-enrollment services, awareness sessions, class presentations, higher education workshops, community receptions, on-campus programs and other outreach events are provided for students, parents, counselors, and administrators, on- and off-campus. Additionally, the Office of Admissions handles all marketing strategies, implementation, advertising and production as it relates to the recruitment cycle.

International recruitment for Arkansas State University connects with prospective students both virtually and through international travel. The Office of Admissions builds meaningful relationships with agencies, schools, and individual families through various outreach events and campaigns. Topics covered include the application process, admission and English proficiency requirements, scholarships, registration, housing and student services. International students are supported in their transitions to the United States through virtual pre-arrival preparations and workshops.

The Welcome Center, located at 2400 Aggie Road, is another vital facet of the Office of Admissions. Often a visitor's first impression of the university, the Welcome Center receives prospective students, families, and visiting groups for recruitment events, tours, and other campus business. Tours can be scheduled online at <https://www.astate.edu/a/recruitment/visit-campus/>. Any questions regarding the Welcome Center should be directed to 870-972-3851.

You may reach the Office of Admissions by calling 870-972-2782 or by email at admissions@astate.edu.

STUDENT SERVICES

ACCESS & ACCOMMODATION SERVICES

<http://www.astate.edu/a/disability/>

The Director of Access and Accommodation Services (A&AS) is the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and Amendments (ADAAA). Reasonable and appropriate accommodations are made for qualified students with disabilities and impairments to provide access and remove barriers to success. Reasonable access includes but is not limited to academic adjustments (extra time on exams, preferential seating, recording class lectures, note-taking services),

access to buildings/locations/spaces, use of various modes of communication, use of assistive devices and technology, adjustments regarding extracurricular activities, and more. Students who need to receive accommodations must register with Access and Accommodation Services, participate in an intake session, and follow the process required to maintain accommodations for each term.

Access and Accommodation Services (A&AS) is a student-centered, service-oriented program that assists students in gaining the knowledge and skills necessary for success in the university environment and beyond. The office also offers students with and without disabilities opportunities for work study and volunteerism. We strive to make interactions with our office rewarding and beneficial.

Students interested in working or volunteering may contact Access and Accommodation Services at (870) 972-3964, dservices@astate.edu, or visit the office in the Reng Student Union, Room 2181.

Disability Grievance Procedure

Arkansas State University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations while implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely due to such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination" in programs or activities sponsored by a public entity. Complaints should be submitted to the Director of Access and Accommodation Services who also serve as the Coordinator of ADA and 504 compliance efforts for A-State students. Grievance forms are available both on the web at <http://disability.astate.edu> under "Frequently Asked Questions," and in the Access and Accommodations office.

- A complaint should be filed in writing, contain the name, and contact information of the complainant, and briefly describe the alleged violation of the regulations.
- A complaint should be filed within 30 days the complainant becomes aware of the alleged violation (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis).
- An investigation, if deemed appropriate, shall follow upon the filing of a complaint. The investigation shall be conducted by the ADA and 504 Coordinator.

The grievance process is generally internal.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the investigating official and a copy forwarded to the complainant no later than 30 days after its filing. The ADA Coordinator shall maintain the files and records of Arkansas State University relating to the complaints filed. The complainant may request a reconsideration of the case in instances where they are dissatisfied with the resolution. The request for reconsideration should be made within 15 school days to the Access and Accommodation Services Committee.

If the complainant requests a reconsideration of the case in instances where they are dissatisfied with the resolution determined by the Access and Accommodation Services Committee, a written request for reconsideration may be submitted to the Vice Chancellor for

the Division of Access and Institutional Engagement or the Administrative Hearing Committee.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of the grievance procedure is not a prerequisite to the pursuit of other remedies. The entire process shall be constituted to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Arkansas State University complies with the ADA and implementing regulations.

WILSON COUNSELING CENTER

www.astate.edu/a/counseling-services/

Wilson Counseling Center
 [870] 972-2318 • FAX [870]-972-3375
 Monday-Friday 8:00 A.M. - 5:00 P.M.

The Wilson Counseling Center is committed to helping you benefit as much as possible from your experience at A-State. This support may include helping you to perform better academically, to cope with your emotions, or to be more effective in your relationships with others.

The University environment can be exciting and challenging. It also can be highly stressful since you may face academic pressures as well as demands from family, friends, and loved ones at the same time. While we work with students who may be experiencing a crisis, our goal is to help you deal with your concerns before they develop into more serious problems.

To enroll in counseling, please contact our office at 870-972-2318, drop by the office, or email us at counseling@astate.edu to schedule an initial intake. During the intake, you will consult with a counselor who will help determine the best way to meet your goals. Wilson Counseling Center provides multiple options for care including group counseling, online self-help through TAO, workshops, consultation, and short-term individual counseling.

MULTICULTURAL AFFAIRS

<http://www.astate.edu/a/multicultural-center/>

Mission

Arkansas State University’s Office of Multicultural Affairs works to create a welcoming and inclusive campus environment by providing programming that promotes an appreciation for diversity, multiculturalism, and social justice. We are committed to affirming the overall experiences of our students, and serving as a support system and resource for the concerns and needs of students from marginalized and/or underrepresented identity groups.

Goals

- To help foster an inclusive campus environment where everyone matters and everyone contributes.
- To advance diversity education and cultural competence through programs and initiatives.
- To provide leadership opportunities and development for students.
- To facilitate meaningful relationships and provide collaboration opportunities that create multicultural awareness.
- To continuously advocate for marginalized student groups.

Contact Info: 870-680-4052 or astateMC@astate.edu

MULTICULTURAL CENTER

Programs & Services

- **Cultural, Educational, and Social Programming:** The Multicultural Center staff plans a variety of events to assist faculty, staff, and students with learning about and celebrating cultures (i.e. Hispanic Heritage Month, Black History Month, LGBT+ Awareness, etc). Additionally, the Center sponsors programs that promote the academic success and social integration of marginalized and underrepresented populations.
- **Leadership Development:** The Multicultural Center staff works with student leaders on key skills to develop as a multicultural leader. Students use these skills for things such as contributing to student organizations, job preparation, or event planning, etc.
- **Multicultural Ambassador Program:** The Multicultural Ambassadors are students who are passionate about multicultural education and who take an active role on campus to bring awareness to multicultural issues. Multicultural Ambassadors are selected each spring semester in April. Interested students can pick-up an application in the Multicultural Center.
- **Diversity Training & Workshops:** The Multicultural Center staff provides training and/or workshops to help individuals and groups learn about themselves, ways to advocate for marginalized groups, and how to incorporate diversity into their everyday life.
- **Multicultural Student Groups:** The Multicultural Center supports a number of multicultural student groups. These groups allow students to become acclimated to campus life, to advocate for the needs of marginalized students on campus, to connect with other multicultural students, and to develop leadership skills and skills for communication across cultures. (i.e. Sister to Sister (S2S), Brother 2 Brother (B2B), Hispanic Outreach & Latino Appreciation (HOLA), Gender-Sexuality Alliance, Black Student Association (BSA), and more).
- **Comfortable (Home away from Home):** Stop by and visit with our staff, hang with your friends, meet new friends, or just get away from the everyday hustle and bustle of college life. The Multicultural Center offers a lounge space in Reng Student Union Suite #3003.
- **Cultural Resource Center:** Students can stop by the Multicultural Center to check-out books, magazines, artifacts, documentaries, and more in the Resource Library. This option is great for students to use for class projects or for general knowledge to learn about other cultures and groups.

- **Meeting and Programming Space:** The Multicultural Center space is available for meetings and programs. To book the space, contact us at 870.680.4052 or email astatemc@astate.edu.
- **Study Lounge & Computer Lab:** All students are welcome to the Multicultural Center to use the Mac computer lab and study lounge.

Want to get involved with the Office of Multicultural Affairs? We have plenty of volunteer opportunities. Call us at 870.680.4052 or email astatemc@astate.edu. The staff members are located in the Multicultural Center on the third floor of the Reng Student Union, suite #3003. Office Hours are posted online at the following link: <http://www.astate.edu/a/multicultural-center/>.

WOMEN & GENDER PROGRAMS

- **Women’s History Month:** Various programs are hosted during March, National Women’s History month to acknowledge, teach and celebrate the accomplishments of women across the globe.
- **Safe Zone Training:** Students, faculty, or staff can receive training on how to advocate for individuals who identify as LGBT+. The training offers a space where students can be heard and learn in a no judgment zone. Attendees receive resources to assist with fostering success for LGBT+ students.
- **LGBT+ Lecture Series:** Each year, Multicultural Center sponsors a lecture or workshop to discuss topics and promote awareness for issues surrounding the LGBT+ community.
- **Social Justice Education:** Each month Women and Gender Initiatives highlights different social justice topics through panel discussions, informational tables in the Open Court Area of the Student Union, and through our social media. We also spotlight Transgender Day of Remembrance, World Aids Day, and National Pronouns Day. We offer information, personal stories, and resources for understanding more about these topics as well as different ways to get involved. It is our goal to provide visibility to issues affecting women and the LGBTQ+ community.

Connect with Women and Gender programs in the Multicultural Center, located in the Reng Student Union Suite #3003.

NON-TRADITIONAL STUDENT SERVICES

<http://www.astate.edu/a/multicultural-center/non-trad/>

Who is a non-traditional student?

- Students who are 25 years or older
- Students who did not enter college after high school
- Students who are married or single with children
- Students who commute 30 miles from the university
- Students who are working professionals

Non-Traditional Student Services helps connect non-traditional students to Arkansas State University and Jonesboro by providing educational and social resources and programs to help ensure success for all non-traditional students. Our area sponsors programs such as the semi-annual Non-Traditional Student Fest, Family Game Nights, a Non-Traditional Student Recognition Ceremony, and more.

The Non-Traditional Student Lounge is located in the Reng Student Union Suite 2067. For more information, contact 870-680-4052 or AstateMC@AState.edu.

MILITARY & VETERAN STUDENT SERVICES

At Arkansas State University, we are pleased to assist military and veteran students in taking advantage of the numerous educational opportunities available through the Montgomery GI Bill® and other programs. Regardless of whether you are a new student, a returning student or transferring to our campus from another institution, we are here to help you find the resources you need to make the most out of your time at A-State.

If you have questions about VA benefits or other initiatives through the U.S. Department of Veteran Affairs, please contact the campus Veteran’s Representative.

Veteran’s Representative: Chelsie Gillespie **Contact Info:** 870-972-2031 or cgillespie@astate.edu

Veteran Student Programs

- New Student Orientation session to connect military and veteran students to campus offices.
- A designated lounge space for student veterans to study, network, or just decompress. The Military & Veteran Student Lounge is located in the Reng Student Union Suite #2067
- Engaging events specifically for student veterans such as the Veteran’s Resource Fair, Veteran’s Appreciation Day, and Veteran Student graduation
- A resource book to help veteran students transition and promote success while at A-State
- Collaborations with multiple departments to assist with military and veteran student success
- Leadership training for those wishing to grow their leadership skills
- Veteran student organization for veterans and dependents

Contact Info: 870-972-3326 or studentveterans@smail.astate.edu

Beck Center for Veterans:

- Exclusive area specifically for veterans
- Help with the processing VA claims to ensure Veteran needs are being met
- Review of records to process documents into eBenefits
- Veteran beneficial programs throughout the semester
- Emotional Support training every Thursday in the afternoon

- Free service dog training
- Food and Textiles free for Student Veterans

Director: Mrs. Jana Haskins, LCSW

Contact Info: 870-972-2624 or jhaskins@astate.edu

STUDENT CONDUCT

<http://www.astate.edu/a/student-conduct/>

Located in Suite 2205 in the Reng Student Union

870-972-2034

studentconduct@astate.edu

Mission

It is the mission of the Office of Student Conduct at A-State (OSC) to facilitate a positive and safe environment for student learning. The OSC strives to help achieve a community in which individuals learn the value of demonstrating respect for others, themselves and the University. Additionally, it is our purpose to be a catalyst for the development of the whole student by the education of and enforcement of the regulations set forth in the Standards of Student Conduct.

General Information

All non-academic violations of the Standards of Student Conduct are processed through the Office of Student Conduct. The OSC Staff members are also available for programming needs in reference to the Standards of Student Conduct and appropriate behavior.

STANDARDS OF STUDENT CONDUCT

Preamble

Arkansas State University is an interdependent learning community consisting of students, faculty and staff. Just as any community has a culture, along with written and unwritten "expectations" for conduct, we too have a culture and associated expectations for behavior. The community's expectation is that conduct is marked by integrity. Any student who chooses to enroll at the university also chooses to become part of this community and constructively contribute to its culture. This choice is an obligation to conduct oneself in such a way as to facilitate the mission of the community, which is to "...enhance intellectual life and enrich lives..."

The following principles are part of the collective expectation of the members of this community relative to personal conduct.

- Ethical Behavior — The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy and achievement.
- Morality — Members of a learning community commit to the ideals of appropriate human conduct. This lifestyle seeks to harm no one and attempts to be a positive contributor in every interaction.

- **Respect** — Every member of this community should seek to gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct himself or herself in a manner worthy of that regard, which is gained by decent and correct behavior.

The learning community at Arkansas State University does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed.

University Jurisdiction

The university has jurisdiction over any student or student organization alleged to have violated the Standards of Student Conduct on campus or off campus. For the purpose of the student conduct process, a “student” is defined as any person who is admitted, enrolled or registered for study at Arkansas State University for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, Arkansas State University are considered “students”. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of the academic year including, but not limited to, fraternity or sorority recruitment, orientation, placement testing, and residence hall check-in.

Inherent Authority

The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its members.

Interim Measures

The Vice Chancellor of Student Affairs/Dean of Students, or their designee, may enforce an interim action if necessary to maintain safety or order; including but not limited to, making adjustments in student housing arrangements; imposing conditions of no contact between an accused student and the accusing student; temporarily suspending a student; or banning a student from campus. The Vice Chancellor for Academic Affairs, or their designee, may remove a student from a class to maintain order. Within twenty-four (24) hours of imposing the interim measure(s), the accused student or student organization will receive written notification of any interim measures which explains the institution’s reasons for enacting the interim measures.

In cases in which an interim suspension has been issued the following will occur: an interim measure hearing will be held within three (3) business days of the written notice unless otherwise waived by the accused student, to determine whether there is substantial evidence that the accused student poses a risk to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate that risk.

At an interim measure hearing, the accused student and the accusing student may be represented by an attorney or a non-attorney advocate who may fully participate in the interim measure hearing. An accused student’s waiver of their right to be represented by an attorney or a non-attorney advocate shall not constitute an admission of guilt or a waiver of additional rights.

Student Contact Information

All students are responsible for maintaining their current address, email address and phone number with the Office of the Registrar. It is also the student’s responsibility to frequently monitor campus e-mail and the university website, as these electronic means of communication are the university’s most effective and efficient ways to disseminate important information to the campus community. Campus email is the primary means of communication from the Office of Student Conduct; appearance notifications, hearing notifications and decision notifications will be sent to the student’s A-State email address.

Modifying the Standards of Student Conduct

The university reserves the right to amend the Standards of Student Conduct at any time. Every effort will be made to communicate any changes made to the university community at least ten days prior to policy change, except at the start of the academic year. The Standards of Student Conduct will be updated each summer and the new version will be available in the Student Handbook for that academic year.

Policy Interpretation

The Vice Chancellor of Student Affairs/Dean of Students, or their designee is the final authority in defining and interpreting the Non-Academic Standards of Student Conduct and conduct procedures. The Vice Chancellor for Academic Affairs and Research or their designee is the final authority in defining and interpreting the Academic Standards of Student Conduct.

Standards of Student Conduct

When the conduct of any member falls outside the bounds of acceptable behavior, that member can expect the community of Arkansas State University to call such conduct into question. The university reserves the right to discipline students or student organizations for inappropriate actions that occur on or off the campus to secure compliance with the University Standards of Student Conduct. Students are expected to comply with all university policies and procedures. Students failing to maintain these Standards may be asked to leave the university community.

Standards of Student Conduct are divided into two categories: Non-Academic Misconduct and Academic Misconduct. The following list of prohibited behavior is not exclusive and serves only as examples of specific actions constituting Non-academic Misconduct. The Academic Misconduct list can be found in the Student Handbook under Academic Rights and Responsibilities on page 14.

Non-Academic Misconduct Standards of Student Conduct

The following is a list of prohibited behavior:

1) Accessory

A student commits a violation of the Non-Academic Standards of Student Conduct if they aid another student in the commission of a violation of the Non-Academic Standards of Student Conduct or is present or fails to leave immediately a situation where a violation is occurring.

2) Alcohol

- Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages, on university property or at university sponsored events, except as allowed by Institutional and System policy.
- Use by, possession of or distribution to person(s) under twenty-one (21) years of age of any alcoholic beverage.
- Public intoxication or impairment that can be attributed to the use of alcohol.
- Activities or promotions that encourage excessive and/or rapid consumption of alcoholic beverages, including the use of common containers.
- The possession and/or use of drinking paraphernalia or products that promote the abuse of alcohol and/or put the user in a position to consume alcohol irresponsibly. This includes but is not limited to funnels, taps, and beer pong tables.

3) Bicycles, Skateboards, Skates

Potentially dangerous or damaging use to self, property or others, of skateboards, bicycles, scooters, skates, hover boards, self-balancing scooters, battery powered two-wheeled scooters, or other wheeled forms of transportation. The use of skateboards and hover boards is permitted only on sidewalks and parking lots unless otherwise posted. No wheeled form of transportation covered in this policy is permitted in the parking garage. Bicycles must be parked in bike racks and other designated areas.

4) Computer Misuse

Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the university or another user without permission. This includes peer to peer distribution of copyrighted materials and/or illegal downloading of copyrighted materials, which are also violations of Federal Law.

5) Damage to Property

Damaging or destroying university property or the property of others, or actions that have the potential for such damage or destruction. Conduct which threatens to damage, or creates hazardous conditions.

6) Disruption of University Business

Engaging in, leading or inciting others to materially and substantially disrupt or obstruct teaching, research, administration or other university functions, operations or activities including, but not limited to, the blocking of ingress or egress to the university's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by members of the university community.

7) Disruptive Conduct

Disrupting the regular or normal functions of the Arkansas State University community, including behavior which breaches the peace, limits the safety or violates the rights of others.

8) Drugs

- Use, manufacturing, distribution, sale or illegal possession of any quantity, whether usable or not, of any drug, narcotic or controlled substance without a valid medical prescription under current medical supervision.
- Impairment that can be attributed to the use of any drug, narcotic or controlled substance.
- Possession and/or use of drug paraphernalia which includes objects used, primarily intended for use or designed for use in ingesting, inhaling, or otherwise introducing any drug, narcotic or controlled substance into the human body including, but not limited to, pipes, water pipes, bong, hookahs, roach clips and vials without valid medical prescription.
- Misuse or abuse of prescription drugs.
- Misuse or abuse of any chemical substance.
- Medical marijuana in any form shall not be had or used on any University campus or owned or leased space, including campus housing, or at any university-sponsored events or activities.

9) Endangering Conduct

Unlawful abuse, verbal abuse, threats, intimidation, coercion and/or other unlawful conduct which threatens or endangers the health or safety of self or others or violates a legal protective/no contact order, or an institutional no contact directive.

10) Failure to Comply

Failure to comply with directions, verbal, written, or electronic of university officials, or those appointed to act on behalf of the university in the performance of their duties.

11) False Accusations

- Knowingly, intentionally, or recklessly submitting a false report to the Office of Student Conduct, the University Police Department, or any other University Department.
- Providing false or falsified information with intent of harming another university community member.
- Attempting to intimidate witnesses necessary to conflict resolutions pending with the university.
- Altering or destroying information necessary to conflict resolutions pending with the university.

12) False or Fraudulent Information

- Furnishing false information to a university official.
- Forgery, alteration, taking possession of or the unauthorized use of University documents, records, keys or identification without the consent or authorization of the appropriate University Official.
- Use, manufacturing, distribution, sale, or possession of false identification.
- Altering, defacing, or falsifying IDs, or in any way conspiring to obtain false identification.

13) Fire/Emergency Threat

- Starting a fire or creating a fire hazard, including false alarms by setting off the fire alarm system, making a bomb threat or creating a false emergency of any kind.
- Tampering with, misusing or damaging fire extinguishers, sprinkler heads, alarms or other safety equipment.

14) Gambling

Gambling in residence halls or on or about university property without legal permit as an authorized state organization and approval from the Office of Student Conduct.

15) Guest Responsibility

- Failure to inform guests, both student and non-student, of university policies. Guests are any person not assigned to a specific building, suite or apartment if the incident occurs in university owned housing or any person not associated with the university community that reasonably appears to be with a student.
- Students are responsible for the conduct of their guests on or in university property and at functions sponsored by the university or any recognized university organization.

16) Harassment

Any form of conduct (written, verbal, physical, graphic, or electronic) that is 1) unwanted; 2) directed towards an individual or group of people; AND 3) so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the of the victim would be adversely affected to a degree that interferes with an individual's education or employment performance or creates an intimidating, hostile, or offensive university environment.

17) Hazing

Any mental or physical requirement, request or obligation placed upon any person that could intentionally or unintentionally cause discomfort, pain, fright, disgrace, injury or which is personally degrading for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in, a group or organization. A person’s expressed or implied consent to hazing does not negate the above standards. For more information and resources regarding hazing, please check out the following link: <http://www.astate.edu/hazing>.

18) Unlawful Behavior

Any conduct that is otherwise unlawful.

19) Littering

Littering, including the improper disposal of tobacco products and trash.

20) Non-recognized Organizations

Non-recognized and/or unregistered student groups attempting to function on the campus in the name of Arkansas State University. Acting as an organization or representing oneself as a member of an organization when that organization has been removed from campus.

21) Objects Dropped or Thrown

Throwing objects or causing an object to fall from buildings or other elevated areas when such throwing or dropping creates a risk of personal injury or property damage.

22) Recording Ethics

Viewing, transmitting, recording, filming, photographing, producing or creating a digital electronic file of the image or voice of another person without their knowledge, or consent.

This policy also applies in the classroom setting except where permission is received from the instructor.

23) Sexual Harassment

Unwelcome gender-based verbal or physical conduct and occurs when:

- Submission to, or toleration of, such conduct is made either explicitly or implicitly as a condition of instruction, employment, or participation in other university activities;
- Submission to, or rejection of, such conduct is used as the basis for employment or education decisions affecting the individual;
- Such conduct is severe, pervasive, and objectionably offensive such that it has the effect of unreasonably interfering with an individual’s education or work performance or creating an intimidating, hostile or offensive university environment.

Sexual Assault, Stalking, Domestic Violence, and Dating Violence, as those terms are defined in the Title IX (Sexual Harassment Discrimination) Grievance Procedure, are also prohibited as forms of Sexual Harassment.

Sexual Harassment that meets the jurisdictional requirements of the Title IX (Sexual Harassment Discrimination) Grievance Procedure shall be addressed using that procedure. All other claims of sex-based discrimination, including but not limited to sexual harassment-type activities that are not governed by the Title IX (Sexual Harassment Discrimination) Grievance Procedure, are governed by the “Other Sex-Based Discrimination Grievance Procedure.”

The Title IX (Sexual Harassment Discrimination) Grievance Procedure and the Other Sex-Based Discrimination Grievance Procedure can both be located on the A-State [Office of Institutional Integrity and Title IX](#).

24) Sexual Assault

Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn. Sexual acts occur without consent when they are performed by force, in response to a threat, against a person’s will, or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind-altering substances such as drugs or alcohol.

Sexual Assault that meets the jurisdictional requirements of Title IX shall be addressed using the Title IX procedure.

25) Smoking

Use of tobacco is not permitted on university property. This includes, but is not limited to, the use all lighted tobacco and plant products including cigarettes, cigars, and pipes, smokeless tobacco, and vaping devices including e-cigarettes. Possession of tobacco products by persons under the age of 21 is prohibited.

26) Solicitation Activities

Solicitation not in accordance with federal, state or local laws.

27) Student I.D. Cards

- Failure to carry a valid Arkansas State University I.D. card at all times when on university property or at university sponsored events, except when properly checked into a residence hall.
- Allowing others to use one’s I.D. card for access to a building, cafeteria, or parking lot or for use at any establishment that accepts the I.D Card for payment.
- Transferring and or duplicating university I.D. cards.
- Failure to provide I.D. cards upon request to any individual acting on behalf of the university in the performance of their official duties.

28) Theft

Theft of any kind including but not limited to; attempted theft, possession, sale or barter of, seizing or concealing property of another person without their permission.

29) Unauthorized Use

- Unauthorized or illegal entry into a building, classroom, office, room, vehicle, or residence hall. Unauthorized entry includes, but is not limited to, entry into a building through a window or side door.
- Unauthorized entry with a vehicle into any gated and/or private parking lot on University property.
- Unauthorized use or possession of University property.
- Use or possession of any University key without proper authorization including duplication of any University key.

30) Violation of Law

Arrest or citation for violation(s) of local, state, or federal law, and/or conduct that adversely affects the student’s suitability as a member of the university community and is in violation of law or University procedure.

31) Violations of Other University Regulations

Violations of any university rule or regulations outside the Standards of Student Conduct.

32) Weapons

Unless authorized by law, the use, possession or storage of weapons. Weapons include, but are not limited to, firearms, explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, numb chucks, brass knuckles, tasers or other electrical stun

devices, bows or cross bows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate.

33) Pet Possession

Students and guests may not possess an animal on campus other than fish; aquariums are to be limited to 10 gallons or less. This policy does not affect rights granted by the Fair Housing Act, the Rehabilitation Act, or the American with Disabilities Act; hence, this policy is not applicable to service or support animals. For questions on how to properly register an assistance animal, please first contact Access & Accommodation Services at (870)972-3964. This policy also does not apply horses as permitted at the Equine Center or animals used as part of an academic program. Residents of The Village and The Circle have the ability to have specific pets within their assigned housing space with approval from University Housing. The Director of University Housing (or designee) must approve all animals, aside from fish, that will reside in The Village and The Circle, and outlined policies must be followed.

Conduct Information and Procedures

- 1) Any individual may refer a student or registered student organization to the A-State Office of Student Conduct for potential violations of the A-State Non-Academic Standards of Student Conduct. Conduct Referrals, or Incident Reports should be submitted to the Office of Student Conduct within ten (10) university business days. Conduct referrals or Incident Reports reporting incidents of Sexual Assault, Sexual Harassment, or Sexual Misconduct should be referred to the A-State Office Institutional Integrity and Title IX: <https://www.astate.edu/a/Office-of-Title-IX/index.dot>
- 2) Upon receiving a Conduct Referral or Incident Report, the A-State Office of Student Conduct will determine if there is sufficient information to show a student or registered student organization potentially violated a policy of the A-State Non-Academic Standards of Student Conduct. The student or registered student organization (Respondent) who potentially violated a policy of the A-State Non-Academic Standards of Student Conduct will be contacted through university email to schedule an initial meeting with the A-State Office of Student Conduct concerning the potential policy violations. For registered student organizations, the Notice will be emailed to the organization’s primary representative, typically the President on file with the Leadership Center or Fraternity and Sorority Life. Failure to read and comply with the letter is not grounds for appeal.
- 3) The A-State Office of Student Conduct will determine the initial hearing officer. The initial hearing officer may be one of the following: Director of Student Conduct, Office of Student Conduct staff members, Hearing Boards, and/or others designated by the Director of Student Conduct.
- 4) Serious Violations
 “Serious violations” may result in a suspension or expulsion. In the event a potential policy violation may rise to the level of suspension or expulsion, the conduct process will follow the expectations outlined in [Act 470 of 2023](#) for “serious violations.”

Any Respondent or Complainant participating in disciplinary proceedings involving a “serious violation” will also be provided notice of the following:

- a. The rights of the Respondent and Complainant as set forth in the Student Code of Conduct as well as in [Act 470 of 2023](#) and other applicable law, if any; and,
- b. The date, time, location of each phase of the student disciplinary process at least:
 - i. One (1) business day prior to any scheduled event at which the Participant (Complainant, Respondent, or Witness) is expected to participate; and,
 - ii. Seven (7) business days prior to a disciplinary hearing.

All official communications will be sent to the university email address of the Complainant and Respondent. For registered student organizations, the official communication will be emailed to the organization’s primary representative, typically the President on file with the Leadership Center or Fraternity and Sorority Life. Failure to read and comply with the notice is not grounds for appeal.

Interim Measure Hearing

In cases in which an interim suspension has been issued the following will occur: within three (3) business days of the written notice, unless otherwise waived by the accused student, an interim measure hearing will be held to determine whether there is substantial evidence that the accused student poses a risk to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate that risk.

At an interim measure hearing, the accused student and the accusing student may be represented by an attorney or a non-attorney advocate who may fully participate in the interim measure hearing. An accused student’s waiver of their right to be represented by an attorney or a non-attorney advocate shall not constitute an admission of guilt or a waiver of additional rights.

- 5) Students are responsible for all communication during the conduct process, except for suspension and expulsion. Students may have an attorney or non-attorney advocate present at all meetings and hearings throughout the conduct process, but the attorney or non-attorney advocate may not speak for the student. In cases of potential “serious violations,” students have the right to be represented by an attorney or non-attorney advocate. The attorney or non-attorney advocate may fully participate during a disciplinary proceeding.

A “fully participating attorney or non-attorney advocate” may attend all meetings with the student or registered student organization, provide the opening and closing statement on behalf of the student or registered student organization during the hearing, and prepare an appeal on behalf of the student or registered student organization if they are found “responsible” and choose to appeal.

Sex-Based Discrimination Information and Procedures

1. Allegations of sex-based discrimination of any kind, including but not limited to sexual harassment, sexual assault, stalking, domestic violence, and dating violence must be initially reported to the Office of Institutional Integrity and Title IX: <https://www.astate.edu/a/Office-of-Title-IX/index.dot> The Office of Title IX and Institutional Equity will coordinate the investigation of all allegations of violations of sex-based discrimination either under the Title IX (Sexual Harassment Discrimination) Grievance Procedure or under the Other Sex-Based Discrimination Grievance Procedure, as applicable.

Procedures for Resolving Non-Academic Conduct Charges for Violations of the Standards of Student Conduct

1. Initial Meeting:

The hearing officer will meet with the Respondent to review the potential policy violation(s) of the A-State Non-Academic Standards of Student Conduct. The hearing officer will inform the Respondent of their options to resolve the potential policy violation(s). The Respondent may have up to 48 hours to decide which of the following options the Respondent would like to utilize:

- a) The Respondent may accept responsibility and request an Informal Case Resolution with the hearing officer. The hearing officer will then assign an appropriate sanction through university email. If the Respondent disagrees with the assigned sanction(s), they may request the sanction(s) be reviewed. Requests for a review of sanction(s) must be submitted to the A-State Office of Student Conduct using the Appeal Request Form. The link to the Appeal Request Form is in the decision letter provided to the respondent through university email. The deadline to submit an appeal is within 72 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday. Sanction review is the only appeal available through the Informal Case Resolution Process.
- b) The Respondent may plea "not responsible" or "no plea" and request a formal administrative hearing occur immediately (within 24 hours) after completing their informal case resolution form during the initial meeting. A formal administrative conduct hearing is a meeting between the Respondent and the hearing officer where the hearing officer decides responsibility. Alternatively, the Respondent may request a formal conduct hearing occur at least 48 hours after the completion of their initial meeting. If the Respondent is found responsible, the hearing officer will assign sanction(s) in writing, through university email, after the close of the meeting. If the Respondent does not agree with the sanction(s) assigned or the decision of responsibility, they appeal the sanction(s) or the decision of responsibility. Requests for a review of sanction(s) or decision of responsibility must be submitted to the A-State Office of Student Conduct using the Appeal Request Form. The link to the form is in the decision letter provided to the Respondent through university email. The deadline to submit an appeal is within 72 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday.
- c) Any Respondent who fails to attend a scheduled Informal Case Resolution meeting may have a student conduct hold placed on their A-State student account until their formal conduct hearing is completed.

2. Formal Conduct Hearing:

If a Respondent does not accept responsibility and requests a formal hearing, does not attend the scheduled informal case resolution meeting, or if the initial hearing officer does not feel that an informal case resolution is appropriate, then a Formal Conduct Hearing will be held. There are four types of Formal Conduct Hearings: An Administrative Hearing, Student Disciplinary Committee, "Serious Violations" Hearing Committee, and a Fraternity & Sorority Life Hearing Board. The A-State Office of Student Conduct will determine the appropriate hearing body. All Formal Conduct Hearings are recorded for appeal purposes by the A-State Office of Student Conduct. No other recordings may be made outside of the university's chosen method to record the hearing.

Procedures for Resolving "Serious Violations" of Non-Academic Misconduct:

1. Investigation
 - a) A Respondent, Complainant, and/or any witness may be asked to appear at an investigative meeting with the Office of Student Conduct to discuss the report or gather additional information.
 - b) The Office of Student Conduct reserves the right to convene an investigative committee to conduct meetings with Respondents, Complainants, and/or witnesses as well as to gather evidence.
 - c) If a Respondent or Complainant wants to add an individual witness list, their name and contact information must be submitted to the Office of Student Conduct at minimum five (5) business days before the live hearing.

2. A Complainant or Respondent may choose not to "fully participate" in any or all "disciplinary proceedings." A "disciplinary proceeding" means a hearing, appeal, or investigatory interview conducted by an institution's administrator relating to an alleged "serious violation." "Fully participate" means the opportunity for an institution, a student complainant, a student respondent, or a registered student organization to be provided an opportunity to present and be advised by an attorney or non-attorney advocate. If an individual chooses not to participate in the process, they will need to complete a waiver. The waiver will be emailed to the Complainant or Respondent through university email.

3. Any Complainant or Respondent who is an involved party with a "serious violation" will be granted reasonable continuing access to the administrative file subject to any applicable restrictions that are authorized by law. The Complainant or Respondent will have the ability to review the administrative file beginning seven (7) business days before a disciplinary hearing. All evidence the University or another participant intends to introduce at a disciplinary hearing will be submitted to the Administrative File at least three (3) business days prior to such hearing. When evidence is submitted less than three (3) business days prior, all participants will be immediately notified, and such evidence will only be admissible at the hearing at the discretion of the hearing body.

4. Any Complainant or Respondent who is an involved party with a "serious violation" will be granted reasonable continuing access to the administrative file subject to any applicable restrictions that are authorized by law. The Complainant or Respondent will have the ability to review the administrative file beginning seven (7) business days before a disciplinary hearing. All evidence the University or another participant intends to introduce at a disciplinary hearing will be submitted to the Administrative File at least three (3) business days prior to such hearing. When evidence is submitted less than three

(3) business days prior, all participants will be immediately notified, and such evidence will only be admissible at the hearing at the discretion of the hearing body.

Types of Formal Conduct Hearings

Administrative

Administrative hearings are heard by A-State Office of Student Conduct staff or A-State staff designated by the A-State Director of Student Conduct.

Student Disciplinary Committee

A Student Disciplinary Committee Hearing consists of a minimum of three A-State students and faculty or staff members selected by the A-State Office of Student Conduct from a pool of hearing board members.

Fraternity & Sorority Life Hearing Boards

Fraternity & Sorority Life Hearing boards are assigned in fraternity or sorority life cases where it is appropriate that the alleged chapter should have a hearing board consisting of their fraternity and sorority peers. Fraternity & Sorority Life Hearing Boards consist of at least three Arkansas State University student members of the Fraternity & Sorority Life Hearing Board. The members of all Fraternity & Sorority Life Boards will be selected and trained to participate in the conduct process.

“Serious Violations” Hearing Committee

A “Serious Violations” Hearing Committee consists of a minimum of three A-State staff and faculty members selected by the A-State Office of Student Conduct from a pool of hearing board members. The “Serious Violations” Hearing Committee will be used in all cases of serious violations of non-academic misconduct.

Registered Student Organizations

Cases involving registered student organizations will follow the same procedure noted for students. If a student organization is a social Greek letter organization, the Director of Student Conduct or designee will confer with the Director of Fraternity & Sorority Life before assigning the initial hearing body. The Office of Student Conduct may choose to adjudicate the case or assign it to the disciplinary committee of the appropriate council (Inter-fraternity, National Panhellenic, National Pan-Hellenic). If the Office of Student Conduct hears the case, the appropriate council may hear the case simultaneously if the organization that has allegedly violated the Standards of Student Conduct has also violated council policies.

A registered student organization may be subject to the conduct process in the following situations:

- An alleged offense was committed by one or more members of an organization and an executive member or advisor encouraged, sanctioned or was complicit while it occurred.
- An alleged offense was committed by one or more members of an organization and organization funds were used to finance the venture.
- An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
- An organization has chosen to protect one or more individual offenders who were members or guests of the organization.

- The Director of Student Conduct or designee deems that the alleged offense, by its nature, was an organization offense and not the actions of the individual members.
- If a reasonable person would assume the behavior was sponsored or supported by the organization.
- An alleged offense occurred as a result of an organization sponsored function.
- A pattern of individual violations is found to have existed without proper and appropriate group control, remedy or sanction.

Formal Conduct Hearing Guiding Principles

- a) The Respondent will attend an initial meeting with a hearing officer before a formal hearing. Not attending the scheduled meeting could result in a potential policy violation of “failure to comply.”
- b) The A-State Office of Student Conduct will notify Respondents of a formal hearing with at least 48-hours’ notice through university email, unless the Respondent elects to have an immediate formal administrative hearing.
- c) A Respondent may choose not to attend a scheduled formal hearing; however, the A-State Office of Student Conduct may decide responsibility in their absence.
- d) Respondents may choose not to answer any questions, not speak during the hearing, or not present information to the hearing body.
- e) Respondents must turn in a complete witness list into the A-State Office of Student Conduct one (1) university business day before the hearing – (a minimum of 24- hours before the hearing). In addition, students are responsible for notifying their witnesses of the time, date, and place of the hearing.
- f) Respondents may request, in writing to the A-State Office of Student Conduct, a list of all witnesses and access to all information before the hearing date. All information requests must be in writing, through university email, and allow a minimum of one (1) university business day for the information to be compiled from the time of the request.
- g) No character witnesses or irrelevant information will be considered in a hearing.
- h) A determination of responsibility will be based on a preponderance of the evidence or if it is “more likely than not” that a policy violation occurred.
- i) A Respondent may select an advocate to be present at the hearing. The advocate may confer and advise the student quietly, confidentially, and in a non-disruptive manner. An advocate may only speak in a hearing when addressed by the hearing officer or chair. An advocate may not be a witness in the hearing. A list of trained advocates is available in the Office of Student Conduct.
- j) The hearing officer will remove any disruptive hearing participants, and the hearing will proceed without them.
- k) The alleged victim (Complainant) may select an advocate to be present at the hearing. The advocate may confer and advise the complainant in a quiet, confidential, and non-disruptive manner.
- l) No recordings of hearings shall be made by any person other than the university. The A-State Office of Student Conduct will only maintain the hearing recording for the appeal process. If no appeal is made, the A-State Office of Student Conduct will destroy the recording ten (10) university business days after the appeal date. If an appeal is made, the recording will be destroyed at the close of the appeal process. A student will be given reasonable access to their hearing recording for review, with the understanding that no duplication of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provided to the A-State

Office of Student Conduct at least one (1) business day notice from the time of the request to make the appropriate arrangements.

- m) Hearing officers will provide a decision to the Respondent.

Serious Violation Live Hearing Guiding Principles

- a) Where charges involve a “serious violation,” the case will be heard by the “Serious Violations” Hearing Committee with the purpose of arriving at a fair and just decision. Live hearings before the “Serious Violations” Hearing Committee are closed meetings that permit the Complainant, including the University, and Respondent to address the alleged violation.
- b) The A-State Office of Student Conduct will provide the Complainant(s) and Respondent(s) at minimum seven business (7) days’ notice of the live hearing through university email.
- c) If the Complainant or Respondent does not appear for the hearing, the hearing may proceed without them being present.
- d) A Respondent or Complainant participating in disciplinary proceedings involving a “serious violation” may have an attorney or non-attorney advocate representing them in the disciplinary process.
- e) A Respondent or Complainant is responsible for making arrangements for the use of an attorney or a non-attorney advocate. The institution is not responsible for providing training or paying for the services of an attorney or non-attorney advocate.
- f) Upon written notice, the University will direct all communications related to disciplinary proceedings to both the attorney or non-attorney advocate and the Respondent or Complainant.
- g) Hearings involving more than one (1) Respondent may be conducted either separately or jointly. Joint hearings will only be conducted at the discretion of the Office of Student Conduct and upon agreement of the Respondents as demonstrated through the execution of an appropriate waiver under the Family Educational Rights and Privacy Act (FERPA).
- h) The “Serious Violations” Hearing Committee’s determination will be based on the preponderance of the evidence standard, which means that it is more likely than not that the Respondent is responsible for the alleged act.
- i) The Complainant(s) or Respondent(s) may choose not to answer any questions, not speak during the hearing, or not present information to the hearing body. The attorney or non-attorney advocate may present the student or student organization’s opening and closing statement. The attorney or non-attorney advocate may not answer questions on behalf of the Complainant or Respondent.
- j) Complainants and Respondents must turn in a complete witness list into the A-State Office of Student Conduct at minimum five (5) university business days before the hearing. In addition, Complainant and Respondent are responsible for notifying their witnesses of the time, date, and place of the hearing.
- k) Complainants and Respondents may request, in writing to the A-State Office of Student Conduct, a list of all witnesses and access to all information before the hearing date. All information requests must be in writing, through university email, and allow a minimum of three (3) university business days for the information to be compiled from the time of the request.
- l) No character witnesses or irrelevant information will be considered in a hearing.
- m) During the live hearing, the Respondent has the right to make an opening and closing statement; present relevant evidence; and cross-examine adverse witnesses through

- an attorney or non-attorney advocate, which the Respondent is responsible for selecting and compensating.
- n) The hearing officer may remove any disruptive hearing participants, and the hearing will proceed without them.
 - o) No recordings of hearings shall be made by any person other than the university. The A-State Office of Student Conduct will only maintain the hearing recording for the appeal process. If no appeal is made, the A-State Office of Student Conduct will destroy the recording one (1) year after the appeal date. If an appeal is made, the recording will be destroyed at the close of the appeal process. A student will be given reasonable access to their hearing recording for review, with the understanding that no duplication of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provided to the A-State Office of Student Conduct at least three (3) business day notice from the time of the request to make the appropriate arrangements.
 - p) Hearing committee will provide a decision to the Respondent and Complainant.

Appeal Process

Informal Case Resolution Appeal

A student or registered student organization found responsible for violating the Non-Academic Standards of Student Conduct through an Informal Case Resolution may request a sanction review for the following reason: *Sanction(s) are unreasonably harsh or inappropriate for the circumstances of the violation.*

Requests for review of sanction(s) must be submitted to the Office of Student Conduct using the Appeal Request Form. The link to the form is in the decision notification email a respondent receives through university email. The deadline to submit your appeal is within 72 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday. This is the only appeal available through the Informal Case Resolution Process.

The sanction review will be heard by the Director of Student Conduct unless they are the initial hearing officer. If the Director of Student Conduct is the initial hearing officer, the Vice-Chancellor for Diversity and Community Engagement or Designee will hear the review. The decision of the Appeal Officer is final.

Formal Conduct Hearing Appeal

A student or registered student organization found responsible for a violation of university policy during a Formal Conduct Hearing may request an appeal for one of the following reasons: *Insufficient information that a policy was violated; A serious procedural error in resolving the case; the sanction(s) are unreasonably harsh or inappropriate for the circumstances for the violation; or new information has been found that was not available at the time of the hearing.*

Requests for an appeal must be submitted to the Office of Student Conduct using the Appeal Request Form. The link to the form is in the decision notification email the respondent receives through university email. The deadline to submit your appeal is within 72 hours of being assigned the sanction(s) or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday. Typically, a decision will be

rendered within five (5) to ten (10) university business days. After review, the Vice-Chancellor for Diversity and Community Engagement or designee may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Alter the sanction(s) of the original hearing authority;
- Refer the case to the Office of Student Conduct for a new hearing, including the new information shared in the appeal.

The decision of the Appeal Officer is final.

Serious Violation Appeal

A student or registered student organization found responsible for a serious violation of university policy may request an appeal for one of the following reasons: *Insufficient information that a policy was violated; A serious procedural error in resolving the case; the sanction(s) are unreasonably harsh or inappropriate for the circumstances for the violation; or new information has been found that was not available at the time of the hearing.* If a student or student organization waives the right to be present at a disciplinary proceeding, the student or registered student organization shall not have the right to appeal the institution’s initial decision.

Requests for an appeal must be submitted to the Office of Student Conduct using the Appeal Request form. The link to the form is in the decision notification email the complainant and respondent will both separately receive through university email. The deadline to submit an appeal is within 25 days after the student or registered student organization receives final notification of the committee’s decision or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday. After review, the Vice-Chancellor for Diversity and Community Engagement or designee may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Alter the sanction(s) of the original hearing authority;
- Refer the case to the Office of Student Conduct for a new hearing, including the new information shared in the appeal.

The decision of the Appeal Officer is final.

MEDICAL AMNESTY POLICY

The safety and welfare of students is a University priority, and at times, students may need immediate medical assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the Standards of Student Conduct. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has instituted a medical amnesty policy. This policy is applicable to the following parties: 1) a student requesting medical assistance for oneself; 2) a student requesting medical assistance for another person; 3) a student for whom medical assistance was provided.

When responding to any alcohol or drug violations, the University will consider a student’s decision to request medical assistance, and in most cases, view the act of seeking medical assistance as good judgment, therefore not deserving of the typical sanctions. At a minimum, students or student organizations should make an anonymous report that would put the

student in need in contact with professional help. Examples where this policy may apply include:

- 1) A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
- 2) A student is reluctant to report that they have been sexually assaulted because they had been consuming alcohol and is under the age of 21. It is in the best interests of this community that victims choose to report to University officials. To encourage reporting incidents of sexual misconduct, the University pursues a procedure of offering victims of sexual misconduct limited immunity from being charged for any policy violations related to the sexual misconduct incident.

Although the University may choose not to impose disciplinary sanctions, the University may mandate educational options (such as alcohol and other drug assessments and attendance to alcohol education programs) in such cases. Once a student receives medical amnesty, any future amnesty is at the discretion of the Vice Chancellor of Student Affairs/Dean of Students or their designee. The Vice Chancellor of Student Affairs/Dean of Students or their designee also have discretion to determine that this policy does not apply in more serious situations, including criminal possession of drugs, property damage, and acts of violence.

Non-Academic Conduct Sanctions

Sanctions for Non-Academic Misconduct will be imposed by the Vice Chancellor of Student Affairs/Dean of Students or their designee upon individuals, groups or organizations that have been found responsible for violating the Standards of Student Conduct. The following sanctions may be imposed for Non-Academic Misconduct:

- **Educational Task** – Completion of a task which educates the student about and allows the student to learn from the misconduct.
- **Written Warning** – Official record that a student has been warned about behavior.
- **Removal of Property** – Required removal of property.
- **Restitution** – Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- **Restriction of Activities or Privileges** – Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time. These restrictions may include, but are not limited to, denial of the right to represent the University in any way, access to facilities or individuals, parking privileges, and/or participation in co-curricular activities.
- **Fees** – Monetary requirements based on the resolution of a case.
- **Conduct Probation** – A period of self-reflection, during which a student is on official warning that subsequent violations of university rules, regulations or policies are likely to result in a more severe sanction including suspension or expulsion from the university. A student placed on conduct probation is not considered to be in good standing with the university.
- **Housing Probation** – A period of self-reflection, during which a student is on official warning that subsequent violations of university rules, regulations or policies are likely to result in a more severe sanction including relocation or removal from university housing.
- **University Housing Relocation** – Required movement to another room, hall, floor, wing or building within University Housing. Once assigned this sanction, students must

relocate in no more than 24 hours, after which the relocated student cannot enter the room, hall, floor, wing or building they were removed from throughout their term of probation without permission from the Director of University Housing, Director of Student Conduct or designee.

- **Removal from University Housing** – Required removal from university housing. This action occurs without the refund of room fees. Once assigned this sanction, students must move within the designated time required or no more than 72 hours, after which the removed student cannot enter university housing without permission from the Director of University Housing, Director of Student Conduct or designee.
- **Conduct Suspension** – Temporarily canceling a student’s enrollment at Arkansas State University. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter university property during their term of suspension without prior permission from the Vice Chancellor for Student Affairs or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Arkansas State University.
- **Expulsion** – Permanently canceling a student’s enrollment at Arkansas State University. A dismissed student cannot re-enroll or graduate. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter University property once dismissed without prior permission from the Vice Chancellor for Student Affairs or designee.
- **Revocation or Denial of Degree or Admission** – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards.
- **Additional Sanctions** – In addition to those listed above, other sanctions may be implemented.

Non-Academic Student Conduct Records

Retention

Non-Academic Student Conduct Records will be maintained for seven years from the date of the last case resolution or two years post-graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely.

External Release

External release of records will occur in accordance with federal and state law.

Request to Expunge a Student Conduct Record

Non-Academic Student Conduct records will be maintained for seven years from the date of the last case resolution or two years post-graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely and are not eligible for expungement.

However, there are certain circumstances that would allow for a student or graduate to submit a petition to the A-State Office of Student Conduct to have their non-academic student conduct record expunged. The petition must be submitted using the “Request to Expunge a Student Conduct Record” form provided by the A-State Office of Student Conduct. Please note that the petition cannot be submitted prior to one full-calendar year after the date of a student’s last finding of responsibility or after seven years after a student’s last finding of responsibility.

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The term “expungement” refers to when a student’s disciplinary record is modified to indicate that a non-academic student conduct matter has been expunged from the student’s record. Expunged records are only released as required by law.

Please note: Reports and/or other correspondence related to the violation that are maintained by other university departments, local and/or university police, or another reporting agency are not subject to this removal provision. This provision will not alter the university’s Clery report.

A student is eligible to petition for record expungement if:

- The individual has remained free from any new disciplinary matters.
- The individual has completed all sanctions, on time, by the deadline provided by the Office of Student Conduct.
- Be within 30 hours of graduation or a graduate
- One full calendar year has passed since the date of the student’s last finding of responsibility and no more than seven years has passed since the student’s last finding of responsibility.

A student shall not be eligible for record expungement if:

- The individual was expelled from the University.
- The individual was suspended from the University.
- The record is precluded from expungement as designated by the state and/or federal law.
- The individual has an open student conduct case(s).

***This policy has no application to Title IX.*

Petition Review:

A decision regarding the petition will be made by the Director of Student Conduct or the appropriate designee. Appeals to the decision will be heard by the Vice Chancellor for Diversity and Community Engagement. Factors that will be considered in the petition review include the following:

- The student conduct record as a whole
- The nature of the violation(s)
- The number of the violation(s)
- Whether the student completed sanctions in a timely manner
- The student’s response to the petition’s questions and any supporting documentation.

Requests for an appeal of a decision made regarding a student’s request of their non-academic student conduct record expungement must be submitted to the Office of Student Conduct using the Appeal Request Form. The link to the form is located within the decision letter. The deadline to submit your appeal is within 72 hours of being assigned the decision or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5 p.m. on a weekday. Typically, a decision will be rendered within five (5) to ten (10) university business days.

Parental Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) was amended by Congress in 1998, allowing institutions to notify the parents of students under the age of 21 when a student commits a drug or alcohol violation. A-State has taken the stance that parents can serve as effective partners in the reduction, prevention and education of students regarding alcohol and drugs. A-State has therefore implemented the following parental notification policy:

The Office of Student Conduct may notify parents/legal guardians when a student is found to have violated A-State's Standards of Student Conduct in reference to the use/abuse of alcohol and/or drugs when a student is under the age of 21. Notification may occur in the case that one or more of the following situations occur:

- When a student represents a danger to him/herself or others while under the influence of alcohol or drugs. (Including, but not limited to alcohol poisoning, fighting on campus, hospitalization, medical transport, driving while under the influence)
- When a student has engaged in repeated violations of the university's alcohol or drug policy.
- When the Office of Student Conduct determines that another violation of the alcohol or drug policy will, more than likely, result in the student's separation from the university or removal from university housing.
- When it appears that a student's use or abuse of alcohol or drugs negatively interferes with their academic life or the community in which they live.
- When a student is taken into custody by law enforcement due to their activity or behavior while under the influence of drugs or alcohol.

When appropriate, the student will be allowed the first opportunity to contact a parent or legal guardian prior to and/or in addition to a representative from the Office of Student Conduct. All notifications will be coordinated through the Office of Student Conduct in applicable cases. All notifications will be inclusive of a listing of campus and community-based services that may be available to the student. The Office of Student Conduct reserves the right to make notifications on a case-by case basis.

Exceptions to the policy:

When possible, there will be an opportunity for a student to submit information that clearly demonstrates that notification will do more harm than good.

Notification of Decision Outcomes

Upon request, and as allowed by law, the appropriate office will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin if the victim is deceased. In all other cases, the decision outcome is only released as outlined above.

NYITCOM at ARKANSAS STATE MEDICAL CLINIC (STUDENT HEALTH CENTER)

<https://www.astate.edu/a/student-health-center/index.dot>

The mission of NYITCOM at Arkansas State Medical Clinic is to provide quality health care to students in an unbiased and friendly environment that promotes student and community wellness. Services provided include treatment of minor illness and injury, physical exams, immunizations, female and male exams, PAP Smears, STI testing, pregnancy testing, and pregnancy prevention (birth control, condoms, etc.). Students must be currently registered at Jonesboro campus and present a valid student ID upon arrival.

The clinic is located on campus adjacent to St. Bernard’s First Care at 333 Red Wolf Blvd. Operating hours are Monday through Friday, from 8 a.m. to 5 p.m. daily. Students should call 870-972-2054 to make an appointment with one of the APRN’s.

Emergency

If a student should become ill or injured during the hours the center is not open, they may go to the St. Bernard’s Fast Care clinic, St. Bernard’s Emergency Department, or NEA Baptist’s Emergency Department. There are other Urgent Care Walk-In Clinics also available in the city limits of Jonesboro.

If an ambulance is needed from the residence halls, please contact a staff member in order to ensure optimal service. Arkansas State University does not assume responsibility for payment of emergency transportation, emergency room fees, prescriptions, or outside test such as x-rays, labs, etc.

Services and Fees

There is no charge for A-State students to be evaluated at the clinic. Certain services such as laboratory tests, procedures, and immunizations are offered on a fee-for-service basis. Charges are applied directly to the student’s account.

GENERAL POLICIES & INFORMATION

ADMISSIONS PROCEDURES FOR STUDENTS WITH A CRIMINAL HISTORY

As a part of Arkansas State University’s effort to provide a safe campus and learning environment, the university will review an A-State Admissions Applicant's prior or pending criminal history, including whether the applicant is required to register as a sex offender. When an applicant has been arrested for, charged with, or found responsible for a felony, misdemeanor, or is required to register as a sex offender, the applicant must submit the A-State Criminal History Admissions Application and all required supporting documentation.

The **A-State Criminal History Admissions Committee (CHAC)** will review A-State Criminal History Admissions Applications and documentation for Arkansas State University-Jonesboro

and A-State Online Programs undergraduate admission, graduate school admission, readmission, and campus residential housing. The CHAC will determine if an applicant's past or current criminal history will disqualify the applicant for admission into Arkansas State University- Jonesboro or A-State Online Programs. Accordingly, the CHAC must approve Criminal History Admissions Applications before applicants can continue the Arkansas State University-Jonesboro or A-State Online Programs admissions process.

Criminal History Committee Structure

The Vice-Chancellor of Student Affairs (or designee) shall chair the CHAC and serve as a non-voting member. Other representatives, including legal counsel, may be added to review Criminal History Applications at the chair's discretion. Directors of the following offices shall appoint standing members to this committee who shall serve two-year staggered terms:

- Office of the Registrar (non-voting member)
- Office of Admissions (non-voting member)
- University Housing
- Counseling Services (for consultation purposes only)
- University Police
- Student Conduct
- Faculty Member

No member shall serve more than two consecutive terms without rotating off the committee for a minimum of one year as staffing allows.

Procedures

If the felony or sex offender question on the A-State Admissions application form is checked "yes," the applicant will be sent an email detailing the additional information needed for the Criminal History Admission Application process. The email will contain the link to the Criminal History Admission Application:

https://cm.maxient.com/reportingform.php?ArkansasStateUniv&layout_id=14.

All Applicants that check yes will be required to submit the following:

- Criminal History Admissions Application
- Police Report of all relevant Incident(s)
- Court Paperwork from Court decision(s)
- Letter explaining the incident and why the applicant would like to attend Arkansas State University including:
 - *Brief explanation of the incident(s)*
 - *Status of relevant sentence (completed, probation, parole, etc.)*
 - *Steps the applicant has taken since completing their sentence showing personal growth.*
 - *Why the applicant wants to attend Arkansas State University and how acquiring a college degree can help them in their personal and career growth.*
- Affidavits for arrest.
- Reference Letters (1 required, but up to 3 will be accepted).
- Criminal History Background check from Arkansas and the state(s) in which the felonies occurred (Fees may be required to complete this check).

The State of Arkansas **Criminal History Background** Check can be completed by contacting:

Arkansas State Police Identification Bureau
 #1 State Police Plaza Dr.
 Little Rock, AR 72209
 (501) 618-8500
www.asp.state.ar.us

Applicants will submit all requested information via the Criminal History Admissions Application link
https://cm.maxient.com/reportingform.php?ArkansasStateUniv&layout_id=14.

If Applicants are unable to submit the requested information electronically via the online application link, they may also mail the documentation to the Office of Student Conduct using the following address:

The Office of Student Conduct
PO Box 2762
State University, AR 72467

Once the Office of Student Conduct receives all requested information, the Criminal History Admissions Committee will meet to review the information provided. **Only complete applications will be reviewed.**

The Criminal History Admission Committee will determine if the applicant can continue the admissions process to Arkansas State University-Jonesboro or A-State Online Programs. The committee may also recommend the applicant be admitted with or without special conditions related to major selection, course scheduling, involvement in campus activities, and/or campus housing.

The decision of the Criminal History Admissions Committee is final. Applicants and appropriate departments will be notified in writing of the decision.

Applicants may not reapply for admission in the same academic year that they were denied by the Criminal History Admissions Committee unless there has been a change in their information.

APPROPRIATE USE OF INFORMATION & TECHNOLOGY RESOURCES

<http://www.astate.edu/dotAsset/42c06ed4-f1aa-43f2-88f3-b84cc32cb4b6.pdf>

Information Technology resources are provided to support the academic, research, service, and campus life components of A-State. These resources are for the sole use of A-State students, faculty and staff and other authorized users to accomplish the mission of the university.

Rights and Responsibilities

Arkansas State University expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because Arkansas State University is a state agency, all information stored within, or transmitted through systems and/or networks is considered public record and subject to disclosure under the Arkansas Freedom of Information Act unless exempt under the law.

Users do not own accounts on university computers, but are granted the privilege of exclusive use. The Electronic Communications Privacy Act authorizes system administrators and other university employees to access user data, activity, and information. By utilizing A-State computing and network resources, you give consent to accessing and monitoring by system administrators of any electronic communications, including stored and transmitted information, in order to enforce this policy or to protect the integrity of computer systems or the rights or property of the university. System administrators may examine or make copies of information and activities that are suspected of misuse or that have been corrupted or damaged.

User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law.

Computer and network usage and this policy is subject to the Arkansas State University Appropriate Use of Technology Resources Policy, as approved by the Board of Trustees. This policy can be found at the following link: <http://www.astate.edu/dotAsset/42c06ed4-f1aa-43f2-88f3-b84cc32cb4b6.pdf>.

Enforcement

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education. Repeated minor infractions or misconduct that are more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, and repeated harassment or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, employer or other appropriate university office for further action. If the individual is a student, the matter may be referred to the Office of Student Conduct for disciplinary action. Any offense that violates local, state or federal laws may result in the immediate loss of all university computing privileges and will be referred to appropriate university offices and/or other law enforcement authorities.

Standards

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account.
- Using the campus network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the campus network.

- Physically tampering with university owned networking equipment. This includes, but is not limited to, switches, wireless access points and data ports.
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses and worms.
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document.
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate downloading, reproduction, or dissemination of copyrighted text, images, multimedia, etc.
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or university regulations. Initiating or propagating electronic chain letters. Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, e.g. "spamming," "flooding," or "bombing."
- Displaying obscene, lewd or sexually harassing images or text in a public computer facility or location that can be in view of others.
- Using university resources for commercial activity such as creating products or services for sale.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another user's files or software without the explicit agreement of the owner.

CAMPUS SIGNS, POSTERS & PROMOTIONAL MATERIAL POLICY

- 1) All notices and printed materials must carry the name of the organization responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.
- 2) To avoid stains on buildings and difficulty of removal, chalk should not be used for marking on building surfaces.
- 3) Posters and signs should not be taped on glass or affixed to wall surfaces not specifically designated as bulletin boards. Such practices may result in unsightly tape marks, peeled paint or irreparable holes in building surfaces.

- 4) Outdoor posters and signs should be prepared with waterproof materials to avoid illegibility, paint stains and other problems in the event of rain.
- 5) Temporary free-standing publicity and directional signs may be used, provided they are displayed not more than one week in advance of the event being promoted. Flashing signs and similar commercial-type signs and marquees are not to be used on campus.
- 6) Groups desiring to place flyers on automobile windshields or distribute handbills may do so by obtaining advance approval from the Physical Plant and paying a \$25 litter fee. (No commercial solicitation will be permitted.)
- 7) The right to distribute notices and printed material shall not extend to posting materials that are unlawful.

CASH TRANSACTIONS BY STUDENT POLICY

Students are advised that no cash transaction should occur between a student and any university employee—faculty or staff—without an official Arkansas State University numbered receipt. There is no instance where a student should make a payment to a faculty or staff member for any kind of course materials. All required materials, including textbooks, outlines, study guides, etc., are to be available in the university bookstore or through their online course material service. If a student is approached by a university employee to make cash payments without an official receipt, the student should notify the treasurer in the Office of Finance immediately.

HAZING STATEMENT

Arkansas State University prohibits hazing by any group or individual affiliated with the University. A-State defines hazing as “any mental or physical requirement, request or obligation placed upon any person that could intentionally or unintentionally cause discomfort, pain, fright, disgrace, injury or which is personally degrading for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in, a group or organization. A person’s expressed or implied consent to hazing does not negate the standards above.”

When A-State’s Hazing policy is allegedly violated, the university will investigate all participants through the conduct process. A victim complaint is not necessary to initiate an investigation, as the university recognizes the difficulty in coming forward in such cases. The university takes all allegations of hazing seriously and will address all allegations of hazing to the best of its ability.

MANDATORY ADMINISTRATIVE LEAVE POLICY

- 1) The Dean of Students may invoke the Mandatory Administrative Leave Policy if a student engages in or exhibits behavior that fails to meet the essential eligibility requirements to remain a student at Arkansas State University-Jonesboro, such as:
 - a. Poses a direct threat to the health, safety, or welfare of students, staff, faculty or other members of the university community and/or university property; or
 - b. Interferes with the rights of students, staff, faculty, or other members of the university community, including disruption of the normal or sponsored academic and extra-curricular activities of the university.
- 2) Proceedings for Mandatory Administrative Leave are initiated by providing written information to the CARE Team that a student has engaged in or exhibited the above described prohibited behavior. The CARE Team shall meet and consider the allegations of the report, and, where appropriate, make a written recommendation to the Dean of Students that the student be placed on Mandatory Administrative Leave.
- 3) Upon receipt of the written recommendation from the CARE Team that a student has engaged in or exhibited the above described prohibited behavior, and should be placed on Mandatory Administrative Leave, and the charges leading to the recommendation, the Dean of Students may immediately place the student on Mandatory Administrative Leave. If Mandatory Administrative Leave is invoked, the Dean of Students shall email and/or mail to the student no later than the next business day a copy of the written charges provided to the Dean of Students, and notice that the student has been placed on leave.
- 4) The Dean of Students shall conduct a review within five business days after leave is invoked. The review shall include conferences with both the charging party and the student. The student shall have the right to present statements, witnesses, and/or evidence that refute the charges presented to the Dean of Students or demonstrates that no basis for Mandatory Administrative Leave exists. The student may be accompanied to the conference by an adviser of the student's choice.
- 5) If a student placed on Mandatory Administrative Leave wishes to re-enroll at the university, they will be required to present written evidence they will not exhibit the behavior that resulted in Mandatory Administrative Leave, including a recommendation from a medical or mental health professional as to whether the student should be able to function at the university without exhibiting the behavior that resulted in the Mandatory Administrative Leave to the Chancellor or the Chancellor's designee. The Chancellor or the Chancellor's designee may require an evaluation by the Director of the Counseling and Psychological Services Center; Director of the Student Health Center; certified alcohol and drug counselor; or, other mental health professional prior to considering a student's request to be readmitted to the university following Mandatory Administrative Leave. After review of all information obtained at the time a student previously on Mandatory Administrative Leave requests readmission, the Chancellor or the Chancellor's designee will either continue the Mandatory Administrative Leave or may readmit the student with or without qualifications.
- 6) Proceedings under the Mandatory Administrative Leave Policy do not preclude additional proceedings pursuant to the Student Code of Conduct.

**NON DISCRIMINATORY RESPONSIBILITIES
OF A-STATE/ SEXUAL DISCRIMINATION**

**SECTION 504 OF THE REHABILITATION ACT AND TITLE II OF THE AMERICANS
WITH DISABILITIES ACT**

ASU is committed to complying with all applicable provisions of the Rehabilitation Act and the Americans with Disabilities Act which prohibit discrimination against qualified individuals with disabilities on the basis of disability in all programs, activities, and services of public entities. ASU will not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, ASU will provide reasonable accommodations to a qualified individual with a disability, who has made ASU aware of his or her disability, provided that such accommodation does not constitute an undue hardship on ASU. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or their Human Resources Department. ASU encourages individuals with disabilities to come forward and request reasonable accommodation.

TITLE IX NON-DISCRIMINATION AND REPORTING STATEMENT

Arkansas State University does not discriminate on the basis of sex in any education program or activity that it operates. Further, A-State is subject to Title IX of the Education Amendments of 1972 and is therefore required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner. This requirement extends to admissions and employment with the university. Inquiries about the application of Title IX or 34 C.F.R. Part 106 to A-State may be referred to A-State’s Title IX Coordinator, to the Assistant Secretary for Civil Rights for the U.S. Department of Education, or both. A-State’s Title IX Coordinator holds the title Director of Title IX and Institutional Equity and may be contacted as follows:

By email: title9@astate.edu

By phone: 870-972-2015

In Person: Administration Building, Suite 104

By mail: Office of Title IX and Institutional Equity, P.O. Box 1500, State University, AR 72467

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by phone, or by email using the contact information provided above or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, provided above.

TITLE IX OF EDUCATION AMENDMENTS

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Title IX benefits both males and females, and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs, and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination and athletics. Arkansas State University has designated a Title IX coordinator. Any incidence of sexual discrimination of any kind should be reported to the Title IX coordinator who will take prompt action to secure a full and equitable review. In the event the sexual discrimination allegation is against the Title IX coordinator, the report should be made to the Office of General Counsel. Contact information for A-State’s Title IX Coordinator is located on the Office of Institutional Integrity and Title IX website <https://www.astate.edu/a/Office-of-Title-IX/index.dot> .

SEXUAL DISCRIMINATION

Arkansas State University is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

Sexual Harassment is defined under Title IX as unwelcome gender-based verbal or physical conduct and occurs when:

- 1) Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
- 2) Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
- 3) Such conduct is severe, pervasive, and objectionably offensive such that it has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act without consent. Sexual acts occur without consent when they are perpetrated by force, in response to a threat, against a person’s will, or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind-altering substances such as drugs or alcohol.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Domestic Violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Arkansas.

Dating Violence is defined as violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

It is important to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, sexual violence, stalking, domestic violence, or dating violence.

Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

A-State has a Title IX Coordinator who is charged with investigating all allegations of sex-based discrimination. Employees with supervisory responsibilities, including deans, vice chancellors, department chairs, faculty, student conduct, human resources, athletics administrators and coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. The Title IX Coordinator will conduct a prompt, thorough, and objective investigation of such claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including expulsion or suspension from Arkansas State University. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator will notify the appropriate law enforcement agency of all reports of sexual assault, stalking, domestic violence or dating violence, unless such report is prohibited by law. The person who has allegedly been subjected to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. The Title IX Coordinator will assist the person alleging to be subjected to sexual discrimination and the person alleged to have committed sexual discrimination with locating resources for counseling, medical treatment, legal advice, or other services.

Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

The University reserves the right to take those legally permitted supportive measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such supportive measures include, but are not limited to: modification of campus living or employment arrangements; interim suspensions from campus following an individualized assessment that determines, based on the allegations, that the person accused of the sexual discrimination poses an immediate threat to the physical health or safety of another person; reassignment of class assignments; no contact directive or communications requirements; leave with or without pay; and, reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Title IX Grievance Procedure, Student Conduct procedure, or Staff Grievance Procedure, as applicable.

SEXUAL HARASSMENT AND OTHER SEX-BASED DISCRIMINATION – PROCEDURES FOR REPORTING AND FILING GRIEVANCES

Persons reporting allegations of sexual discrimination must follow either the Title IX (Sexual Harassment Discrimination) Grievance Procedure or the Other Sex-Based Discrimination Grievance Procedure, as applicable. Both of these grievance procedures can be found on the A-State Office of Institutional Integrity and Title IX webpage <https://www.astate.edu/a/Office-of-Title-IX/index.dot>.

AGE DISCRIMINATION IN EMPLOYMENT ACT

The Age Discrimination in Employment Act (ADEA) protects individuals who are 40 years of age and older from employment discrimination based on age. The ADEA's protections apply to both employees and applicants. Under the ADEA, it is unlawful to discriminate against a person because of age with respect to any term, condition, or privilege of employment including, but not being limited to, hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training.

RETALIATORY ACTION PROHIBITED

Retaliation against a person who files a charge of discrimination, participates in an investigation, refuses to participate in an investigation, or opposes an unlawful employment practice is prohibited by law and Arkansas State University. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Human Resources Department.

OFFICE OF GLOBAL ENGAGEMENT AND OUTREACH INFORMATION

<https://www.astate.edu/a/global-initiatives/>

Arkansas State University's Office of Global Engagement and Outreach brings the world to A-State and takes A-State into the world. From incoming international students, to online programs and to students studying abroad, A-State's Office of Global Engagement and Outreach makes the university more globally diverse each day. As the world becomes a more global market with interactions between individuals in different countries occurring

constantly, A-State’s Office of Global Engagement and Outreach seeks to prepare students from all countries to be the best global citizens they can be.

The Office of Global Engagement and Outreach provide services through following major units:

- International Programs
- A-State Online Services (AOS)
- AOS Faculty Support

International Programs encompasses three units: International Student Services, the English Learning Academy, and Study Abroad. International Student Services provides information, programming, and services for international students including new student orientation, activities, retention services, and immigration advising. The office also works to facilitate interaction between domestic and international students through workshops, social programs, trips and cultural excursions. The International Student Services office collaborates with the international student organizations and other groups to promote cross-cultural activities and programs.

The English Learning Academy seeks to educate and improve the English language abilities of students from all around the world. Through unique classroom interactions and quality instruction, students are prepared for academic and social interactions at an American university.

Study Abroad is an academic experience which allows students to interact with people from other cultures while studying in other countries. The Study Abroad Office helps Arkansas State University provide access to quality affordable educational opportunities overseas. The office promotes immersion, academic excellence, and intercultural understanding. The Study Abroad Office collaborates with A-State departments across campus to develop innovative programs to equip students with the skills to grow as competent global citizens. Because we believe that study abroad is for every student regardless of their major, we are committed to providing comprehensive information and advising to support students and faculty before, during and after their international experience. We invite you to visit the Study Abroad office for more information about the programs.

For more information on any of the four units of International Programs, visit their website here: <https://www.astate.edu/a/global-initiatives/international/> .

Office of Distance Education & Technology

<http://www.astate.edu/a/global-initiatives/>

The Arkansas State Office of Distance Education & Technology comprises four distinct units, each dedicated to delivering high-quality distance education and transfer opportunities to students in the U.S. and abroad. A-State Online Services (AOS) facilitates streamlined student services, including application processing, advising, registrar functions, and financial aid. Collaborating closely with our online faculty, AOS Faculty Support fosters enriching online learning environments. Our University Centers located in Beebe, Mountain Home, and Mid-South extend educational access to local, underserved markets through transfer programs.

Furthermore, A-State Qatar serves as a pivotal international hub, connecting students in the region with A-State's academic programs and resources. Together, these departments underscore A-State's commitment to excellence and global engagement.

The Office of Global Engagement and Outreach provide services through following major units:

- A-State Online Services (AOS)
- AOS Faculty Support
- University Centers (Beebe, Mountain Home, Mid-South)
- A-State Qatar

The A-State Online Service office serves over 7,500 enrolled students, as well as assisting with and processing applications for approximately 1,000 potential students per semester. The office also helps students with academic advising, financial aid, class registration and tuition payments.

The AOS Faculty Support assists faculty members with the building, implementation, and maintenance of their online courses. The office collaborates with faculty to build the best quality courses possible as and provides insight on new technologies that can be adapted into the online modality. Faculty Support also provides professional development opportunities to continually expand the knowledge of faculty regarding teaching online as well as emerging technology. Learn more at: <https://www.astate.edu/a/global-initiatives/online/aos-faculty-student-support/>.

A-State's University Centers offer unique educational opportunities to North East Arkansas and the surrounding areas. With bachelor's level degree programs in a variety of areas, students can earn a degree at an affiliate campus. Each University Center has a representative who can assist students with information about admissions, advising and registration. Students interested in visiting with the University Center can find out more here: <https://www.astate.edu/info/academics/degree-centers/>

A-State Qatar, in collaboration with Global Studies Institute (GSI) is an official off-campus location that offers students in Qatar the opportunity to complete one of the degree programs approved by the Ministry of Education in Qatar via synchronous distance education delivery. Students have the opportunity earn the full degree in Qatar or are encouraged to complete a certain number of hours before completing their degree in Jonesboro if they wish to enjoy the cultural experience in the United States. Through collaboration between staff in A-State Online, and GSI, students in the Qatar program are provided support in admissions, academic advising, registration and student success

PRESENTING MATTERS TO THE BOARD OF TRUSTEES

The Board of Trustees is charged with the management and control of the Arkansas State University System. In order to provide information pertinent to the board's decision-making process, individuals may request to be placed on the agenda at board meetings. The Arkansas

State University System Board of Trustees will place on the agenda matters pertinent to the welfare of the ASU System.

Anyone desiring to bring a matter before the Board of Trustees may get a copy of the procedure at <http://www.asusystem.edu/about/policies/>.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

ANNUAL NOTIFICATION TO STUDENTS UNDER FERPA FOR POST-SECONDARY INSTITUTIONS AND DIRECTORY INFORMATION DISCLOSURE NOTICE 2024-2025

The Family Educational Rights and Privacy Act or FERPA, (sometimes called the Buckley Amendment) was passed by Congress in 1974 to afford eligible students certain rights with respect to their own education records. Consistent with federal regulations, A-State is providing this annual notice of student rights. A-State is also taking this opportunity to provide students with a Directory Information Disclosure Notice. For purposes of the Annual Notice of Student Rights and the Directory Information Disclosure Notice, the following definitions apply:

Student: “Student” means an individual who attends or has attended classes at A-State. “Student” does not include applicants for admission who are not accepted to A-State or applications who are accepted but choose not to attend A-State.

Education Record: “Education Records” are those records, files, documents, and other materials which contain information directly related to a student and are maintained by A-State or a person acting for A-State.

ANNUAL NOTICE OF STUDENT RIGHTS

An A-State Student’s rights under FERPA include:

1. The student’s right to inspect and review their own education records.
 - a. Students should submit written requests to the [Registrar](#) that identify the record(s) they wish to inspect. Arkansas State University is not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. A fee may be charged for copies.
2. The right to seek amendment of education records the student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
 - a. Students should write to the [Registrar](#) to clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
3. The right to have some control over the disclosure of information from their educational records. FERPA grants students the right to consent to disclosures of personally identifiable information contained in their education records, except to the

extent that FERPA and its implementing regulations authorize disclosure without consent.

- a. A student may consent in writing to disclosure of education records. The student’s written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the office of the [Registrar](#). The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar’s office before consent is retracted.
- b. A-State may disclose “directory information” related to individual students without their consent unless the student has opted out of such disclosure by submitting a request for non-disclosure of directory information form to the [Registrar](#). Please see the “Directory Information Disclosure Notice” section below for additional information, including the applicable definition of the term “directory information.”
- c. A-State may disclose education records without consent to a “school official” with a “legitimate educational interest.”
 - i. A “school official” is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted for special tasks (e.g., National Student Clearinghouse); a person serving on the Board of Trustees; or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.
 - ii. A school official has a legitimate educational interest if access is reasonably necessary in order to perform their instructional, research, administrative or other duties and responsibilities.
- d. Upon request, A-State may disclose education records without consent to officials of another college or school in which a student seeks or intends to enroll.
- e. In connection with an emergency, if such information is necessary to protect the health or safety of the student or another person, A-State may disclose education records without consent.
- f. A-State may disclose education records without consent in accordance with a lawful subpoena or court order.
- g. The parent of students may exercise inspection rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submission of a copy of income tax returns.
- h. A-State may otherwise disclose education records without consent as permitted under FERPA and its implementing regulations, including but not limited to 34 CFR § 99.31.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA and its implementing regulations. The name and address of the Office that administers FERPA are:

U.S. Department of Education
 Student Privacy Policy Office
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520
 See: <https://studentprivacy.ed.gov/file-a-complaint>

The Office of the Registrar maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges.

Additional information on FERPA can be found on the A-State Registrar’s website using this link <https://www.astate.edu/a/registrar/faculty-staff/ferpa-information/index.dot>

DIRECTORY INFORMATION DISCLOSURE NOTICE

Directory information may be disclosed to any person or entity without student consent unless the student submits a completed request for non-disclosure of directory information form to the Office of the Registrar. The written request for non-disclosure if directory information may be submitted to the Registrar at any time. If a student elects not to allow disclosure of directory information, A-State cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others, except as otherwise allowed by FERPA and its implementing regulations. The student may retract the directory information non-disclosure in writing at any time. Proper proof of identity may be required by the Registrar’s office before the directory information non-disclosure is retracted.

“Directory information” is designated to include the student’s name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and most recent previous educational agency or institution attended by the student.

TIMELY NOTIFICATION POLICY

In the event of a major crime incident occurring on the A-State campus or the surrounding area that will endanger or affect the campus community, the Chief of University Police, or their designee(s), will evaluate the circumstances and determine the need and manner for alerting the campus community.

The mode of notification will vary depending on the particular circumstances of the crime, or other emergency. One or more of the following communication tools will be used to notify students, faculty and staff:

- Text message through the emergency alert system
- Messages on Telephones through the Cisco Phone System
- Alerts on the A-State Website
- Signage placed in and around buildings
- Emails to A-State email addresses
- Media alerts

If a problem appears to be confined to a building or group of buildings, notification will generally occur through posting flyers in the affected area. If the buildings identified in this case are residential, University Housing Staff may notify their students through hall meetings or word of mouth in addition to the postings.

TRESPASSING POLICY

Arkansas State University's mission is to promote academic freedom and discussion. However, people who are disruptive to university operations and/or hinder or impede the educational process for students, faculty and staff, may be prohibited from coming on campus or attending university functions. Violations of any university policy could result in arrest and criminal prosecution.

UNIVERSITY COMMITTEES POLICY

Student involvement is vital to the governance structure at Arkansas State University. University committees provide many opportunities for individuals to serve the academic community in leadership roles by serving as a voice for all students. Eligibility for membership—only full-time students who are not on academic or disciplinary probation may hold positions on university committees. Also, membership will consist of students who have attained a 2.00 or higher-grade point average (semester and cumulative) and/or have no current or pending conflict with the assigned committee.

For a complete list of Shared Governance Committees and specific committee eligibility requirements, visit the Shared Governance website at: <http://www.astate.edu/a/shared-governance/>.

STUDENT HANDBOOK INFORMATION

Arkansas State University publishes this handbook annually, but the policies and procedures may be subject to change during the academic year. For additional information regarding any policies or procedures included in this handbook, contact the Office of Student Conduct (870-972-2034) or consult the online version available at <http://www.astate.edu/a/student-conduct/index.dot>.

The Student Handbook is reviewed and updated by the Office of Student Conduct. If you are aware of an error in this publication, please contact them at StudentConduct@astate.edu.

Should a change be made the university shall make effort to contact the Student Community and The Arkansas State Community at large at least ten days prior to implementation of the change with the exception of the start of each academic year. Change notification will occur through Arkansas State University assigned email addresses. Please note that every effort has been made to ensure the accuracy of information presented in this publication.

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