

ARKANSAS STATE UNIVERSITY STUDENT HANDBOOK 2019-2020



ARKANSAS STATE UNIVERSITY HANDBOOK 2019-2020

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WELCOME LETTER

Dear Students:

Welcome to A-State, home of the Red Wolves! It is our great honor and privilege 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. 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. Best wishes for a successful year in 2019-2020.

Sincerely,

Martha Spack, Ed.D.
Dean of Students

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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
Admissions (Office of) http://www.astate.edu/a/recruitment/	<i>Reng Student Union Rm. 2099</i> 870-972-2782
Registrar's Office (Undergraduate) http://www.astate.edu/info/admissions/	<i>Reng Student Union Rm. 2130</i> 870-972-2031
Advising Center (Wilson Advising Center) http://www.astate.edu/college/university-college/advising-center/	<i>107 N. Caraway Rd.</i> 870-972-3001
Alumni Relations http://www.astatealumni.org/	<i>Cooper Alumni Center Rm. 150</i> 870-972-2586
A-State Bookstore https://www.bkstr.com/arkansasstatestore/home/en?	<i>Reng Student Union, Second Floor</i> 870-972-2058
Athletics Office (ASU Athletic Department) www.astateredwolves.com	<i>217 Olympic Drive</i> 870-972-3880
Campus Card Center (Student IDs) http://www.astate.edu/onecard/	<i>Reng Student Union Rm. 2205</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. 2167</i> 870-972-3025
Cashier's Window http://www.astate.edu/a/treasurers-office/student-account-information/	<i>Reng Student Union, Second Floor</i> 870-972-3847
Chancellor's Office http://www.astate.edu/a/chancellor/	<i>Administration Building Rm. 201</i> 870-972-3030
Counseling Center http://www.astate.edu/a/counseling-services/	<i>Reng Student Union Rm. 2203</i> 870-972-2318
Dean of Students 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
Disability Services http://www.astate.edu/a/disability/	<i>Reng Student Union Rm. 2181</i> 870-972-3964

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
Global Initiatives (International Programs) http://www.astate.edu/info/admissions/international/	<i>Administration Building Rm. 104</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) http://www.asuherald.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
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
Parking Services http://www.astate.edu/a/parking/	<i>2301 E. Johnson Ave., Suite D</i> 870-972-2945
Red W.O.L.F. Center (Fitness Facility) http://www.astate.edu/a/campus-recreation/red-wolf-center/	<i>Red W.O.L.F. Center Rm. 107</i> 870-972-3800

Registrar's Office (Admissions, Records, & Registration) http://www.astate.edu/a/registrar/	<i>Reng Student Union Rm. 2130</i> 870-972-2031
Residence Life (Office of) http://www.astate.edu/a/residence-life/	<i>Reng Student Union Rm. 2053</i> 870-972-2042
Student Account Information http://www.astate.edu/a/treasurers-office/student-account-information/	<i>Reng Student Union Rm. 2146</i> 870-972-2285
Student Conduct (Office of) http://www.astate.edu/a/student-conduct/	<i>Reng Student Union Rm. 2064 B</i> 870-972-2034
Student Government Association http://www.astate.edu/a/leadership-center/sga/	<i>Reng Student Union Rm. 2001</i> 870-972-2050
Student Health Center http://www.astate.edu/a/student-health-center/	<i>333B Stadium Blvd.</i> 870-972-2054
Student Support Services http://www.astate.edu/college/university-college/student-support-services/	<i>Eugene W. Smith Hall Rm. 301</i> 870-972-2320
Student Union (Reng Student Union) http://www.astate.edu/a/student-union/	<i>Reng Student Union Rm. 2067</i> 870-972-2056
Testing Center http://www.astate.edu/a/testing/	<i>Reng Student Union Rm. 3034</i> 870-972-2038
Transcripts http://www.astate.edu/a/registrar/students/transcripts/	<i>Reng Student Union Rm. 2130</i> 870-972-2919
University Police <u>Dispatch:</u> <i>Reng Student Union Rm. 2166</i> / <u>Administration:</u> <i>503 Robinson St.</i> http://www.astate.edu/a/police/	870-972-2093
Volunteer A-State http://www.astate.edu/a/leadership-center/volunteer/	<i>Reng Student Union Rm. 2067</i> 870-972-2055

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ACADEMIC CALENDAR

<https://www.astate.edu/a/academic-affairs-and-research/calendars/future/Academic-Calendar-2019-2020-Final.pdf>

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

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ABOUT A-STATE

Arkansas State University's mission is to educate leaders, enhance intellectual growth and enrich lives. Founded in 1909, A-State is the second-largest university in the state and classed as a Carnegie Research 2 institution. It hosts the first osteopathic medical school in the state of Arkansas, NYIT's College of Osteopathic Medicine, and opened the first U.S.-style residential campus in Mexico in fall 2017.

Arkansas State offers 47 degrees and advanced certificates in 178 undergraduate and graduate fields of study. This includes 18 different master's degrees in 54 areas, along with several pre-professional programs. The university also offers three specialist degrees in six fields, and five doctoral degrees in nine fields, including educational leadership, environmental science, heritage studies, molecular biosciences, physical therapy, occupational therapy and nursing practice.

Dedicated to teaching, research and service, the university provides students with the broad educational foundations that help them develop critical thinking, decision-making, analytical, and communication skills. With more than 90,000 living alumni, the university is the state's leading provider of nursing graduates, early childhood educators, and agricultural business graduates.

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. These undergraduate experiences are highlighted by the annual Create@State spring conference. Create@State participants have an advantage in achieving the graduate school of their choice, including continuing to advance degrees at Arkansas State.

The Griffin College of Business is home to the Delta Center for Economic Development, the Robert M. "Bob" Wood Sales Leadership Center, the Women's Business Leadership Center, and one of the top rated online MBA programs in the country.

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 program whose students regularly take home national awards, the oldest NPR-member radio station west of the Mississippi (KASU), and a near century-long tradition of a student-run newspaper, *The Herald*.

Arkansas State was named the No. 1 nursing school in the state, and ninth in its national region by NurseJournal.org in 2016. Among the health professions areas, A-State added a doctoral program in occupational therapy, joining our long-established physical therapy program. Another key health care area is the pre-professional programs, ranging from medicine, dentistry and veterinary, along with the STEM research areas of science and mathematics.

A-State's engineering programs achieved a unique trifecta in 2013 with the national accreditation of three individual disciplines – civil, mechanical and electrical engineering – and doubled the number of incoming freshman majors in 2015. The College of Engineering and Computer Science recently opened the Hytrol Materials Handling Laboratory.

The campus has seen more than \$150 million in renovations and new facilities in the past seven years. A-State had four of the largest private giving years in school history from 2015-2019, and private funding is supporting another \$80 million in facility work currently underway for the northeast corner of campus, including the Red Wolf Convention Center and Embassy Suites.

Within a one-square-mile area of its campus, A-State serves as the cultural, entertainment and tourism 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. Centennial Bank Stadium is the home of the Red Wolves football program, a FBS Division I athletic program with eight consecutive bowl appearances. Nestled adjacent to all three is the new Red Wolf Convention Center and Embassy Suites hotel, the first large-scale convention facility in the region. The Bradbury Art Museum is the region's leading visual arts facility, and the Arkansas State University Museum is the only natural science, history and children's museum on a university campus in the state.

Across the broader Delta region, Arkansas State's Heritage Sites program operates four nationally or internationally known museum locations including the Johnny Cash Boyhood Home in Dyess, Ark., and the Hemingway-Pfeiffer Museum and Educational Center in Piggott, Ark.

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, one of only 59 in the United States. 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.

Arkansas State is the largest online university in the state with more online graduates and students than any Arkansas university. A-State Online provides dozens of 100 percent-online degree programs, including bachelor, master and specialist degrees. Many of our online programs are nationally ranked including the master's degrees in public administration, engineering management, sport administration and business administration.

As a student-focused campus, A-State involves students in the affairs of the university. Students are included in the executive committees, budgeting and planning processes, advisory committees, and shared governance. A-State students serve as ambassadors for the university by participating in recruiting and alumni events, and by helping host academic, business, political and social leaders who visit campus.

The institution developed from one of four state agricultural schools established by the Arkansas General Assembly in 1909. It opened as a vocational high school in 1910 and was reorganized as a junior college in 1918. The legislature approved a name change to State Agricultural and Mechanical College in 1925, and a four-year degree program was initiated in 1930. The name became Arkansas State College in 1933, and in 1967 the state legislature elevated the school to university status.

Jonesboro is Arkansas' fifth-largest city, and the heart of a vibrant, fast-growing metro area. It is located about halfway between the lower Mississippi Delta region, one of the most fertile agricultural and cultural areas in the world, and the Ozark Mountains, equally rich in American

folklore and tradition. Arkansas State boasts 154 buildings and occupies an area of 1,376 acres on the slopes of Crowley's Ridge.

The ASU System serves more than 23,000 students with independent college campuses at Beebe, Newport, Mountain Home and West Memphis. A new member institution, the College of the Ouachitas in Malvern, Ark., is joining the system in 2020. Arkansas State also offers bachelor's degree programs and upper-level courses at ASU-Beebe, ASU-Mountain Home and ASU Mid-South.

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, genders, religions, sexual orientation, 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. 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.

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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 (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. Additionally, A-State has 28 programmatic accreditors that accredit a variety of programs. Please see the A-State Bulletin for the list of programmatic accreditors.

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.

ACADEMIC ADVISORS

<http://www.astate.edu/college/university-college/advising-center/about-advising/>

REGISTRATION & STUDENT ACADEMIC LOAD

Undergraduate:

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

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:

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

Graduate:

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

ACADEMIC PROBATION & SUSPENSION

Undergraduate:

<http://www.astate.edu/a/registrar/students/academic-standing/>

Graduate:

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

CLASS ATTENDANCE POLICY

Undergraduate:

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 junior or senior upper-level courses numbered 3000 or 4000 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 make-up 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.

Graduate:

Class attendance is a critical component of learning and students are expected to attend and participate fully in all scheduled class meetings and activities. Attendance policy is established by the faculty of record for a given class.

Students who do not attend traditional classes or participate in online courses during the first eleven class days of a fall or spring semester, or the first five class days of a five week term,

will be assigned a grade of WN (withdrawal for non-attendance) and are administratively withdrawn from the class. The WN grade does not impact GPA calculation. Students who initially attend, but discontinue attendance or completion of assignments without officially dropping a class are assigned a grade of FN (failure for non-attendance.) The FN grade is equivalent to a grade of F for calculating GPA and academic standing. Academic standing, not attendance, determines whether or not the student is eligible for continued enrollment. (See probation, suspension and readmission of suspended students.)

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

Arkansas State University is a community of scholars whose members include its faculty, students and administrators. It is a forum where ideas are discovered, discussed and tested. The basic purposes of the university are the enlargement, dissemination and application of knowledge. These are achieved through classroom instruction, research, special lectures, concerts, discussion groups, seminars, experimentation, out-of-class activities, group living and leadership development.

The basic necessity for achievement of these purposes is freedom of expression and assembly. Without this freedom, effective testing of ideas cease and teaching, learning and research are rendered ineffective. Yet absolute freedom in all aspects of life leads to anarchy, just as absolute

order leads to tyranny. Both anarchy and tyranny are antithetical to the purposes and necessities of the university. Therefore, the university always must strive for that balance between maximum freedom and necessary order which best promotes its basic purposes by providing an environment most conducive to many faceted activities of teaching, learning and research.

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, which are equally essential to the purposes and processes of the university.

Regulations governing the activities and conduct of student groups and individual students are not comprehensive codes of desirable conduct; rather, they are limited to meeting the practical, routine necessities of a complex community and to the prohibition or limitation of behavior, which cannot be condoned because it interferes with the basic purposes, necessities and processes of the academic community, or with rights essential to other members of that community.

The student is not only a member of the academic community — he/she is also a citizen of the larger society. The university will use every method at its disposal to ensure that the campus environment is conducive to the learning process. It cannot condone those activities designed to disrupt and destroy the basic functions of the university. Each student has an obligation to the larger society, which is the responsibility of the legal and judicial authorities of the city, county, and state. The university cannot be expected to shelter a student from the reality of this obligation.

The university, in its relationship to each student, recognizes the constitutional rights of freedom of speech and due process when the student's right to continue as a student is in question. A student who feels that his/her constitutional rights have been violated and who has not found satisfactory relief within the university structure has access to the judicial process of the civil courts.

In order to protect student rights, to facilitate the definition of student responsibilities, to preserve necessary order, and to provide avenues through which students may seek to effect change, the guidelines in the following pages are established.

The freedom and effectiveness of the educational process depend 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. The faculty has the central role in the educational process and has the primary responsibility for the intellectual content and integrity of the university.

It is the faculty's role to encourage discussion, inquiry and expression among students and to act as an intellectual guide and counselor. They should foster honest academic conduct and evaluate students fairly and accurately. They should not exploit students for private advantage, and they should respect the faculty-student fiduciary relationship. The establishment and maintenance of the proper faculty and student relationships are basic to the university's function. This relationship should be founded on mutual respect and understanding and assumes a common dedication to the educational process. If problems arise in this relationship, both student and faculty should attempt to resolve them in informal, direct discussions as between well-intentioned and reasonable persons.

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.
- 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 the right to accurate and clearly stated information in order to determine:
 1. The general requirements for establishing and maintaining an acceptable academic standing.
 2. His/her over-all academic relationship with the university and any special conditions that apply.
 3. The graduation requirements for a particular curriculum and major.
 4. The student has a right to be governed by educationally justifiable academic regulations.

- The student has a right to competent instruction.

ACADEMIC MISCONDUCT

Arkansas State University enthusiastically 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.

A. PLAGIARISM

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

- 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.
- If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).
- Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments)

Discipline: Faculty members may respond to cases of plagiarism in any of the following ways:

- Return the paper or other item for rewriting; the grade may be lowered.
- Give a failing grade on the paper or other item—"F" if a letter grade is used or zero if a numerical grade is used.
- Give the student who plagiarized a failing grade in the course.
- Recommend sanctions, including disciplinary expulsion from the university.

B. CHEATING

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.

- Observing and/or copying from another student's test paper, reports, computer files and/or other class assignments.
- 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.)
- Using class notes, outlines, and other unauthorized information during an examination.
- Using, buying, selling, stealing, transporting, or soliciting, in part or in whole the contents of an examination or other assignment not authorized by the professor of the class.

5. Using for credit in one class a term paper, book report, project, or class assignment written for credit in another class without the knowledge and permission of the professor of the class.
6. Exchanging places with another person for the purpose of taking an examination or completing other assignments.

Discipline: Faculty members may respond to cases of cheating in any of the following ways:

1. Allow the testing to progress without interruption, informing the offending student about the offense—and award a failing grade on the test—"F" if a letter grade is used or zero if a numerical grade is used.
2. Seize the test of the offending student and give a failing grade on the paper.
3. Give the offending student a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the university.

Sanctions for Academic Misconduct

Sanctions for Academic Misconduct may be imposed by the faculty member or instructor discovering the Academic Misconduct except in the case of dismissal from a particular program which shall be made by the department chair or program director, or suspension or expulsion from the university, which shall be made by the dean. The following sanctions may be imposed for Academic Misconduct:

- A failing grade on the paper or project;
- Rewriting or repeat performance of course work;
- A failing grade for the class;
- Dismissal from the class;
- Dismissal from a particular program;
- Suspension or Expulsion from the university;
- Other appropriate sanctions as warranted by the specific acts of the student.

A Student may not avoid academic sanctions by withdrawing from a class, a program, or the university.

NOTE: Colleges and Departments (e.g., Art, Nursing, Biology) may add to these guidelines in order to enforce academic integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory experiences).

PROCEDURES FOR HANDLING ACADEMIC MISCONDUCT CHARGES FOR VIOLATIONS OF THE STANDARDS OF STUDENT CONDUCT

A student disagreeing with the sanction issued based on Academic Misconduct should follow the Academic Grievance Procedure.

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 15) have been violated.

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: <http://www.adhe.edu/students-parents/colleges-universities/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.

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TESTING CENTER

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

The A-State Testing Center is certified by Educational Testing Service (ETS), American College Testing (ACT), the College Board, Pearson VUE and several private boards and societies to coordinate the administration and security of numerous different standardized testing programs. Through the Testing Center, students seeking admission to specialized undergraduate degree programs or post graduate programs 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 teaching and counseling.

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

- Credit-by-Exam - College Level Exam Program (CLEP)
- Undergraduate Admission - ACT Assessment, SAT and SAT subject tests, and Test of English as a Foreign Language (TOEFL)
- Assessment - PRAXIS: Core Academic Skills for Educators (Core)
- Post-Graduate - Graduate Record Exam (GRE), Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT), Law School Admission Test (LSAT)
- Occupational Certification, PRAXIS: Subject Assessments, and School Leadership Series, and NCEES Fundamental of Engineering Exam.

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STUDENT AFFAIRS

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

GENERAL INFORMATION

The Dean of Students 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 five 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, the Leadership Center, Residence Life, Student Conduct, and the Student Union.

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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, VersaClimbers, 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 recreation fee.

To access the Red W.O.L.F. Center, students must be currently registered, charged the recreation 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) 680-4082, or emailing Andrew Hooper at thooper@astate.edu.
- 2) You can come by the Intramural office which is located in the Red W.O.L.F. Center, room 107.
- 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 ASU 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 ASU 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 ASU 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 cecummings@astate.edu or mhuckaby@astate.edu
- 3) You can come by the Campus Recreation office located in the Red W.O.L.F Center, room 107.

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DINING SERVICES

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

At Dining Services, we provide fresh, hot meals and great customer service to all who enter our doors. Quality and excellence in our food is paramount, and sending our customers away satisfied with their dining experience is our goal. Students have several dining options available to them. Our newly remodeled Acansa Dining Hall is complete with 10 different concept stations that give students many options from which to choose. Our Ultimate Pizza line offers a variety of pizzas including calzones, breadsticks, and dessert pizzas. The Vegetarian line features daily vegetarian and/or vegan meals. Our International Station creates fresh custom dishes featuring International flavors. Burgers, fries, and grilled cheese are offered daily on our grill. Students can choose a sandwich, wrap, or “build your own” at our deli line. We offer a full salad bar, complete with three daily soups. Our Main entrée line features home-style food with a southern flare. As a result of our renovation, we have added a Simple Servings line that offers many choices for our students with allergies, gluten intolerance, and those who prefer simple foods for health-related dietary concerns. Our new To-Go Area will be a nice addition to the Acansa Dining Hall for the on-the-go student.

The Reng Student Union hosts our retail outlets including Godfather’s Pizza, Howl’s Grill, Chick-fil-A, Freshens, Sushi with Gusto, and Starbucks. Scarlet’s Kitchen, a brand-new concept, will make a nice addition to our retail locations in the Reng Student Union. Scarlet’s Kitchen will have rotating themes and menus in a pop-up restaurant style. If you can’t make it to the Union, stop by Simply to Go in the library for a quick breakfast or lunch on-the-go including sandwiches, salads, wraps, drinks and other snacks. You may also swing by the Humanities & Social Sciences Building and enjoy Einstein Bros Bagels. Available in the Union, is the Campus Store where you can get a variety of snacks. Students can enjoy the Howl on Wheels truck that can be seen around campus during the afternoons and most late evenings.

In addition to campus dining, 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, 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.

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LEADERSHIP CENTER

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

The Leadership Center consists of several major areas of concentration. For each of the following areas, staff and students create programming for the student body at A-State. All events sponsored by this office are free to students with a valid A-State ID. The professional staff members in 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.

- Fraternity & Sorority Life
- 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

The Leadership Center announces all events through several forms of communication such as the A-State Daily Digest, Inside ASU, The Herald newspaper, 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.

FRATERNITY & SORORITY LIFE

<http://www.astate.edu/a/leadership-center/greek-life/>

Welcome to Arkansas State University! The A-State Fraternity/Sorority Community has long been known for scholarship, leadership, community service, campus involvement, and lifelong friendships. The 20 fraternities and sororities affiliated with our University have built a strong reputation for upholding these values. The A-State Fraternity & Sorority Community, the alumni, and current students 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:

National Panhellenic Conference (NPC)

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

Inter-fraternity Council (IFC)

Alpha Tau Omega, Alpha Gamma Rho, Kappa Alpha Order, Kappa Sigma, Lambda Chi Alpha, Pi Kappa Alpha, Sigma Chi, Sigma Pi, Tau Kappa Epsilon

National Pan-Hellenic Council (NPHC)

Alpha Kappa Alpha Sorority Inc., Delta Sigma Theta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Phi Beta Sigma Fraternity Inc., Zeta Phi Beta Inc.,

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/a/leadership-center/greek-life/> The standards for membership into any A-State fraternity and sorority is restricted to full time students enrolled at A-State-Jonesboro campus.

NEW STUDENT ORIENTATION

<http://www.astate.edu/info/admissions/undergraduate/new-student-orientation/>

New Student Orientation is a 1/2-day program for admitted students and their parents/guardians. This is a mandatory program designed to assist you 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 Registration program. At Registration, 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/info/admissions/undergraduate/new-student-orientation/>.

REGISTERED STUDENT ORGANIZATIONS

<http://www.astate.edu/a/leadership-center/rso/index.dot>

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/a/leadership-center/>.
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/a/leadership-center/>.

STUDENT ACTIVITIES BOARD (SAB)

<http://www.astate.edu/a/leadership-center/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, Mardi Gras, Pack Pride Day, 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 or join the Student Activities Board Facebook group to receive up-to-date information regarding meetings and events.

SAB is comprised of a President, Committee Directors, and Committee Members. Listed below are our committees and some of the programs SAB presents:

Global Issues & Awareness

Plans educational lectures, debates, and Cultural Week. Topics in the past have included: Healthy Relationships, Nutrition, Social Injustice, Same Sex Marriage, Pornography Debate, and Marijuana Legalization Debate.

Public Relations

Promotes SAB by providing promotional & public relation services for committee programs.

Homecoming/SpringFest

Coordinates the two major student events on campus, Homecoming & SpringFest.

Spirit Club

Coordinates the annual A-State Order of the Pack & A-State Pride Day. Works to promote school spirit at A-State.

Reng Student Union Events

Plans major events that take place in the Reng Student Union. These events are inclusive of: Mardi Gras, comedians, and bands.

STUDENT GOVERNMENT ASSOCIATION (SGA)

<http://www.astate.edu/a/leadership-center/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-Through, sponsoring the A-State Food Pantry, creating the campus bike share program and passing a resolution to allow students 24-hour access to a specific computer lab on campus. 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.

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PARKING SERVICES

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 towed.

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

[RETURN TO INDEX](#)

RESIDENCE LIFE

<http://www.astate.edu/a/residence-life/index.dot>

RESIDENCE LIFE STAFF

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

Desk Assistants

Desk Assistants are student staff members who work at the front desk/welcome desk of each residence hall. These Desk Assistants are responsible for offering assistance to visitors, handling

the office business calls, assisting residents with problems, and promoting a positive image for the residence hall.

Resident Assistant

A Resident Assistant (RA) is a student staff member that lives on each floor or in each building. 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.

Residence Life Coordinator

The Residence Life Coordinator (RLC) is a professional staff member who has primary responsibility for the overall operation, including discipline, 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.

Housekeeping and Maintenance

The housekeepers are responsible for normal cleaning duties in public areas. Residents are responsible for cleaning their own rooms and bathrooms. The housekeepers 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 housekeepers’ job much easier and will help create a pleasant atmosphere in each hall.

The 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 Residence Life 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, instead, residents should report the work order online or contact the front desk or the Department of Residence Life.

Staff on Duty

At least one RA per hall and one RLC 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 Department of Residence Life, the front desk of your residence hall, or a staff member. Outside of business hours, please call the duty phone number that is posted in your residence hall.

GETTING INVOLVED IN RESIDENCE LIFE

Hall Council/Area Council

Within residence halls exists an elected student hall council that develops and presents on-going activities. Hall/Area Councils are comprised of elected officers and floor/ building

representatives. Officers and floor/building representatives are selected every fall. All residents are welcome participants in Hall/Area Council. These councils sponsor social activities such as dances and cookouts; participate in campus events like Homecoming; do community service projects like trick-or-treating for local children; and many other activities. If a student wishes to get involved, please contact hall officers, the RA, or a Residence Life Coordinator.

Residence Hall Association

The Residence Hall Association (RHA) is an organization made up of all students living in the residence halls. It is also the umbrella organization for all hall councils. RHA serves as the voice for students living on campus, promotes leadership development of residents, sponsors campus wide programming, and the exchange of ideas between the residence halls. Members of RHA participate in regional and national leadership conferences, policy change, and initiatives such as the final exam kits. RHA Executive Board is the governing body of RHA. It is comprised of executive officers and representatives from each of the on-campus residential areas. Officers are elected in the spring for the following academic year, and hall representatives are selected each fall. Students interested in getting involved in RHA, should contact the Residence Life Coordinator, RA, or call the Department of Residence Life.

National Residence Hall Honorary

The National Residence Hall Honorary (NRHH) is a leadership-based honorary identifying the top 1% of on-campus student leaders. An organization focused on the values of recognition and service, students are selected following an application process.

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. Persons 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 our laundry service provider Caldwell & Gregory or the Department of Residence Life. Contact information for Caldwell & Gregory can be found in the laundry rooms.

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, Residence Life provides extermination services. Please contact the hall desk immediately or complete online work order request.

Room Repairs

Any damages present in the room prior to check in should be marked on the inventory form. 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 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 amount lost to the cashier 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. 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. Failure to respond to a fire alarm will result in conduct action. Tampering with fire safety equipment is a violation of University policy.

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.
- Close the windows.
- 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 100 feet from the residence hall.
- Do not reenter the building until told to do so by a residence hall staff member.
- Everyone, including residence hall personnel, must leave the hall whenever the alarm sounds.

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 Department or appropriate officials.
- If one is aware of a crime that has been committed or is being committed, contact the University Police Department immediately and furnish as much information as possible.
- Large sums of money should not be kept in one's room.

Severe Weather

Local radio and television stations announce tornado watches when the weather conditions are right for tornado but none have been sighted; tornado warnings are given when a tornado has been sighted; and storm alert is announced when a severe thunderstorm is approaching.

Students should follow these procedures if there is a tornado warning or storm alert:

- Go to the lowest floor possible before high winds or the tornado strikes.
- Students residing in apartments or houses should move to the bathroom.
- When a Tornado Watch is issued by the National Weather Service (NWS), the Reng Student Union will remain open while the Tornado Watch is active. Students residing in apartments may consider moving to the Student Union during the watch.
- Sit on the floor with back to the stairwell or in the central portions of the room away from windows.
- If a storm strikes, duck your head between your knees and cover the back of the head/neck with your hands for protection.

- Try to remain calm and do not panic.
- Do not move from shelter until the storm or tornado is well out of the area or instructed by a staff member.

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 Residence Life 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. 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 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 entrance to Kays/University parking lot and the entrance to NPQ/RWD, Pack Place, The Circle, Greek Village, and CP 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 a conduct referral; a minimum restitution is \$150.00.

HOUSING ASSIGNMENTS

Check-In

The residence halls are available to check into prior to classes beginning, allowing residents to get settled in prior to classes. A room inventory has been previously filled out by an 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 returning the student copy of your room inventory. Failure to return the student copy of your room inventory within 24 hours will result in an improper check-in fee. 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 only done at specific times during the year. To maintain accurate occupancy records, proper room change paperwork and procedures must be followed. See an RA or RLC for details. The RLC must approve room changes within the building. Contact the RLC 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 to the Residence Life 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.

Residence hall rooms must be left in satisfactory condition:

1. Wall and furnishing surfaces should be cleaned of excessive dirt, grime, and damages.
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 from the halls/apts, the paperwork will be processed by the Department of Residence Life. A resident may request a refund of the prepayment in writing prior to the dates outlined in the Residence Life Housing Contract. All prepayment refunds will be made by check and will be mailed as soon as they can be processed through the Office of Finance. This process usually takes from four to six weeks.

Break Housing During Interim Periods

Break housing may be available between semesters, fall break, and spring break. If break housing is available, there will be a charge for this service. Break housing must be prearranged with the Department of Residence Life. 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 CP, RWD, Greek Village, and NPQ Building 1 & 2, Pack Place, 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 Department of Residence Life in writing. Please review your Residence Life contract for the prepayment refund policy.

Consolidation

The Department of Residence Life reserves the right to require occupants who are in rooms that have been designated as double occupancy to either consolidate or sign a private room form. The residence hall staff will have more information regarding this policy.

Private Rooms

When space permits, a student may rent a room on a private basis by payment of an additional fee applicable to the particular semester. Assignments for private rooms are based on date of deposit. Rental of the room on a private 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. Once one reserves a room on a private 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.

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 or their parents are encouraged to carry appropriate insurance to cover such losses.

Room Assignments

The Department of Residence Life reserves the right to reassign students to other spaces, rooms or halls when to do 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 Department of Residence Life 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.

Summer School Housing

If one plans to attend the University's Summer session(s) and wishes to apply for summer housing, they must submit a summer housing application through the Department of Residence Life; this process begins in early-mid April. Interim housing may be available for the week(s)

between Spring and Summer terms. Contact the Department of Residence Life 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 to 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 Residence Life 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 Residence Life 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 Resident Assistant, they will be held accountable for that violation.

1. Accepting a New Roommate

If a student is residing in a double occupancy room without a roommate and has not paid for private room 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.

2. Alcohol

Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages is prohibited in university owned housing.

3. 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 Department of Residence Life 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.

4. Active Sports

Participation in active sports within University-owned housing is prohibited. Outdoor basketball goals are not permitted in parking lots or in/on the Village Houses and Village Apartments.

5. Appliance Usage

Students may not have the following appliances in their residence:

- halogen lamps
- sun lamps
- tanning beds
- heating coils
- camp stoves
- broilers unless provided by Residence Life
- window air conditioners except those approved and installed by Residence Life in the Village Houses
- lava lamps
- microwave ovens more than 1,000 watts
- refrigerators more than 2.0 running amps or larger than 4.5 cubic feet
- toasters/toaster ovens
- deep fryers
- and items with exposed heating elements including but not limited to: space heaters, emersion heaters, any open-faced or heating appliances.

Approved appliances include:

- University provided appliances
- microwave ovens less than or equivalent to 1,000 watts
- refrigerators less than or equivalent to 2.0 running amps and no larger than 4.5 cubic feet,
- UL approved sealed unit coffee makers
- George Foreman®-type grills
- popcorn poppers
- radios
- TVs
- Stereos

- desk lamps
- electric blankets
- electric kettles
- blenders
- DVD/Blu-ray players
- Gaming systems
- Crockpots
- NuWave Precision Cooktops
- Scentsy© type wax warmers
- Computers
- Air deep fryers

The above approved appliances are permitted as long as the equipment is kept in safe operating condition and unless their energy use exceeds the capacity of the system.

No outside antennas of any type are permitted. It is the student’s responsibility to receive permission from their Residence Life Coordinator for any appliances not on the approved list.

6. Bed Requirements

Beds provided by A-State must remain intact and in the assigned residence hall bedroom at all times in all First Year Residence Halls (Arkansas, University, and Kays), Honors LLC, ROTC LLC, STEM Den, Pack Place, The Circle, Red Wolf Den, and Collegiate Park. North Park Quads beds provided by A-State must be present and assembled at check out. If a student in NPQ 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 unless the loft is provided by Residence Life.

7. 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, Red Wolf Den, Northpark Quads, STEM Den LLC, Honors LLC, and ROTC LLC. There is additional bicycle storage built into the stairwells in Northpark Quads and a designated space in Honors 4. Please refer to the [Standards of Student Conduct](#) in regards to bicycle parking or storage elsewhere on campus.

8. 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.

9. Contact Paper

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

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.

11. Courtesy Hours

Students and guests must adhere to a courteous level of sound at all times.

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, except in the Village Houses and Village Apartments.
- 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 Houses and 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 Houses and Village Apartments.
- Using a cut/live evergreen tree as decoration such as a Christmas or Holiday Tree.
- Painting or permanently altering a room in any way.
- Displaying electric/neon signs.
- Mounting televisions to the wall.
- Displaying material that is generally accepted as offensive or that is biased against any person or groups 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.

13. Elevator Operations

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

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 Residence Life 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 desk assistant or check in at their request.

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.

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, visitation hours are restricted to 11 a.m. to midnight Sunday through Thursday and 11 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 49 of the Student Handbook.
- No more than two guests are allowed per resident unless otherwise permitted by the RLC, 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 5 nights collectively in any University residence (hall, apartment, house, etc.) space per month.

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 11 am to midnight. For emergency situations, the appropriate Residence Life 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 Life 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 11 am to midnight. Residents wishing to have a sibling stay overnight should contact their Residence Life 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 11 am to midnight should consult with their Residence Life Coordinator. Consistent overnight visits are not permitted.

- Roommate permission must be obtained for all guest visitation.
- This policy does not apply in the Village Houses and Village Apartments.

18. Hover boards

Hover boards, self-balancing scooters, battery powered two-wheeled scooters, and other similar devices may not be used, possessed, charged or stored in any University Owned housing facilities.

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 temporary 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 temporary 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.

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.

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.

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 Houses and Village Apartments. Grills (outside of the George Foreman type) are only permitted outside the Village houses.

23. Pet Possession

Students and guests may not possess an animal 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 or the Americans with Disability Act; hence, this policy is not applicable to service or emotional support animals. For questions on how to properly register an assistance animal, please contact Disability Services at (870) 972-3964.

Residents of the Village and The Circle have the ability to have specific pets. Approval for all animals must be received from the Director of Residence Life (or designee) and the pet policy must be followed.

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.

25. Posting

Flyers, announcements or other printed or written material to be posted in and around University owned housing or common areas must be submitted to the Department of Residence Life minimally one week prior to the posting date for approval and distribution.

26. 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.

27. 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.

28. Removal of University Property

Residence Life 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 RLC.

29. Syringe Disposal

Residents and guests may only have syringes for medically prescribed usage. They may not place exposed hypodermic needles directly in trash containers; SHARPS containers may be obtained from Occupational Safety. Used needles should be disposed of in a puncture proof container. If no container is available used needles should be taken to the Student Health Center.

30. 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, or common lounge space.

31. 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.

32. 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.

GENERAL RESIDENCE LIFE GUIDELINES

Bomb Threats

If a bomb threat or any other threatening phone call or electric communication is received, gain as much information from the caller or messenger as possible and do not hang up the phone. Immediately notify the Department of Residence Life during normal business hours or the front desk staff in your building if it is after office hours. The staff person you contact will notify University Police and other designated staff members. 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 on a monthly basis. Residents are required to allow Residence Life 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 health, safety, and fire inspection, it will be completed without the residents’ being present. Notice of fire, health and safety inspections will be posted 24 hours in advance with the exception of the Village Apartments. Due to the nature of the Village Apartments, there is no notice for health, safety, and fire inspections. However, the University and the Department of Residence Life 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 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.

2019-2020 Fire, Health, and Safety Inspection Dates

September 15-20, 2019

November 10-15, 2019

February 9-14, 2020

April 5-10, 2020

June 14-19, 2020

July 12-17, 2020

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 Residence Life policy is being violated;
- To make periodic health, safety, fire and maintenance inspections and/or repairs;
- To deliver administrative letters and notices.

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. Failure to complete the agreements will result in an improper check-in fee. 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 the problem to the RA. The RA will assess the situation and may mediate the situation, update the roommate agreement, or refer the concern to a Residence Life Coordinator. If the problem cannot be resolved, the Department of Residence Life 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 (Arkansas, Kays and University) through the front desk, except intra-visitation in Kays Hall.

Visitation Policy for Collegiate Park, Northpark 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 inter/national policies.

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

Sunday through Thursday: 11a.m. - Midnight
 Friday and Saturday: 11a.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 Houses and 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, University, Arkansas). 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 RLC and received permission in advance.

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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 they have 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 Residence Life.

If a student is reported missing to a Residence Life 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 Life Coordinator or the staff member on call.

The Residence Life Coordinator should refer to the Reported Missing Student Checklist and contact the reporting person to obtain the additional information needed. *If the Residence Life Coordinator determines at any point there is a credible threat to the well-being of the student reported as missing, the Residence Life Coordinator should call University Police and make a report to supervisory staff.* The Residence Life Coordinator should then proceed to contact known student friends/relationships, beginning with roommates/suitemates, and the missing student’s Resident Assistant. The Residence Life Coordinator 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 Life Coordinator 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 Life Coordinator should contact the Associate Director for Residence Life, whom should then contact the Director of Residence Life, whom should contact the Dean of Students reporting all obtained information, and follow verbal notification with a *Residence Life 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
- Notify regional law enforcement
- Contact area hospitals and local detention facilities
- Send e-mail to students, faculty and staff that student is missing with pertinent information and photograph if available

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.

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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 ASU 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.

ENROLLMENT MANAGEMENT

FINANCIAL AID & SCHOLARSHIPS

<http://www.astate.edu/a/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 the Residence Life Office and the Office of Admission. Our office hours are 8am to 5pm Monday through Friday.

The Financial Aid and Scholarship 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/a/finaid/> or by calling our office at 870-972-2310, or e-mail us at finaid@astate.edu.

Students must apply for federal student aid by completing the Free Application for Federal Student Aid (FAFSA) each year. The form is available on line at <https://studentaid.ed.gov/sa/fafsa> after October 1st.

Students also must maintain a certain grade point average and complete a certain number of hours each year 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 policy.

Students who have received institutional scholarships from The Office of Financial Aid and Scholarships at Arkansas State University are required to maintain a certain grade point average and must complete a certain number of hours each year. Most A-State institutional scholarships require that students enroll and pass 15 ASU-J 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 us before you drop the class. If you have questions about your requirements to maintain your scholarship, please feel free to contact our office or go to the website to find additional scholarship requirement information.

If you have received the Arkansas Challenge/Lottery Scholarship you must complete at least 12 hours your first semester and 15 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 www.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.

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ADMISSIONS

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

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 student recruitment, the staff plan, coordinate, and implement recruitment strategies for prospective students which support the strategic enrollment goals and 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. Topics such as the application process, admission requirements, entrance exams, financial aid, scholarships, registration, housing, and student services are covered. Visitors to campus are introduced to Arkansas State University via the Welcome Center, located at 2400 Aggie Road. At the Welcome Center, prospective students and their families can take part in a campus tour led by a Chancellor’s Ambassador and an engaging presentation from the Campus Experience Coordinator. We provide services to all prospective students who have an interest in Arkansas State University. You may reach the Office of Admissions by calling 870-972-2782 or by email at recruitment@astate.edu. Additionally, the Welcome Center may be contacted at 870-972-3851.

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STUDENT SERVICES

CAREER SERVICES

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

Suite 2167 Reng Student Union (2nd floor)
 [870] 972-3025 • FAX [870]-972-2783
 Monday-Friday 8:00 A.M. - 5:00 P.M.

MISSION

- Career Services is a bridge between students, alumni, and employers during the career planning process that provides programs and learning strategies in an effort to educate, enhance, and enrich lifelong academic and career goals.

CORE SERVICES:

- Provide Career Coaching
- Host Career Fairs and special events
- Conduct career development presentations and workshops
- Assist students to obtain work-study positions, part-time jobs, internships, and full-time jobs

Career Services offers a variety of services to assist you in 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, by phone, or virtually.

Career Services’ professionals and guest speakers conduct career development workshops and classroom presentations throughout the academic year. Guest speakers are industry leaders, alumni, and others with subject-matter expertise. Workshop topics include: resume development, interview preparation, professional attire, networking, professionalism, LinkedIn, and job-search.

Career Fairs are hosted every Fall and Spring. The goal is to attract companies, from a variety of industries, to recruit interns and full-time employees from Arkansas State University. You can network face-to-face with employers at the Career Fairs! Students also have access to search for work-study positions, part-time jobs, internships, and full-time jobs through our virtual career management portal, HireAState. Look for HireAState in MyCampus!

For more information about Career Services, please visit us in Suite 2167, Reng Student Union.

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COUNSELING CENTER

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

Suite 2203 Reng Student Union
 [870] 972-2318 • FAX [870]-972-3375
 Monday-Friday 8:00 A.M. - 5:00 P.M.

The Counseling Center is committed to helping you benefit as much as possible from your experience here at A-State. This support may include helping you to perform better academically, to plan your future career, 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 pressures 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.

Professional staff members are available to assist you with the following:

- Stress management
- University Level Study Skills
- Depression-Adjustment Concerns
- Choosing a Major
- Personal Growth - Personal Issues
- Occupational information assistance

- Academic Concerns
- Test Anxiety
- Social Anxiety
- Healthy Eating Concerns
- Relationship Issues
- Career coaching

The Counseling Center is a department within the division of Student Affairs. Our mission is to provide services not just at the Center, but also to the entire Arkansas State University community. The Counseling Center is fully accredited by the International Association of Counseling Services (IACS). The Counseling Center was evaluated by IACS against high standards of counseling practice and was found to offer competent and reliable professional services to its clientele. Approval by IACS is also dependent upon evidence of continued professional development as well demonstration of excellence of counseling performance.

Center staff members provide lectures and workshops at sites across campus, in the residence halls, and to student organizations. Center staff members are also available for consultation to academic departments and other University offices. In addition, staff members sometimes teach courses offered through the University College and the College of Education.

Tips for Surviving University Life:

- Go to class regularly. Take notes.
- Ask questions. Participate in class. Talk to your instructors.
- Make friends. Become involved in campus organizations.
- Form study groups.
- Learn university-level study skills. Study regularly!
- Ask for help when you need it.

Walk-In Hours:

Monday -Thursday	Noon - 3:00 p.m.
Friday	9:00 a.m. - Noon

*Psychologists and counselors, counseling interns, and counseling practicum students perform personal counseling services. All professional counseling staff are licensed and services are always performed by those whose skills and training are appropriate to the task.

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DISABILITY SERVICES

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

The Director of Disability Services (DS) is the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and Amendments (ADAAA). Appropriate arrangements are made for qualified students with disabilities to receive academic adjustments, auxiliary aids, and support services on campus. Qualified students with disabilities must meet the essential eligibility requirements for the programs or activities offered by A-State. Reasonable access includes various modes of communication, assistive devices, and technology which will also encompass computer aids. Students are assisted with adaptive testing, note taking, reader services, and special seating arrangements in the classroom. Students who want to receive accommodations must register with Disability Services and make requests for accommodations each semester, as needed. Arrangements are also made for workplace access and accommodations. Procedures are followed to remove barriers that block physical access to buildings and facilities.

Disability Services (DS) strives to provide services that promote access for students with documented disabilities/impairments. Disability Services is a student-centered, service-oriented program that assists students in gaining volunteer experience. Students, with and without disabilities from a wide variety of academic majors, have found volunteer work with Disability Services to be rewarding and beneficial.

Volunteer activities include: tutoring, escorting, transporting students, note taking, testing services, and technical assistance. Individuals and/or groups are encouraged to participate in volunteer work with DS. Volunteers may contact Disability Services at (870) 972-3964 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 Disability Services who also serves as Coordinator of ADA and 504 compliance efforts for A-State students. Grievance forms are available both on the web at <http://disability.astate.edu> and in Disability Services.

- A complaint should be filed in writing, contain the name and address of the complainant, and briefly describe the alleged violation of the regulations.

- A complaint should be filed within 35 school days after 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, deemed appropriate, shall follow upon the filing of a complaint. The investigation shall be conducted by the ADAAA and 504 Coordinator.

This process contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. 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 25 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 he or she is dissatisfied with the resolution. The request for reconsideration should be made within 15 school days to the Disability Services Grievance Committee, convened by the Director of Disability Services.

If complainant requests a reconsideration of the case in instances where he or she is dissatisfied with the resolution determined by the Disability Services Grievance Committee, a written request for reconsideration may be submitted to the Vice Chancellor for the Division of Diversity and Community 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.

MULTICULTURAL AFFAIRS

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

MISSION

Arkansas State University's Department 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.

Executive Director: Dr. Evette Allen **Contact Info:** 870-680-4052 or evallen@astate.edu

MULTICULTURAL CENTER

PROGRAMS & SERVICES

- **Cultural, Educational, and Social Programming:** Multicultural Affairs plans a variety of events to assist faculty, staff, and students with learning about and celebrating cultures (i.e. Native American Heritage Month, Black History Month, LGBT+ Awareness). Additionally, the center sponsors programs that promote the academic success and social integration of marginalized and underrepresented populations.
- **Leadership Development:** Multicultural Affairs 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:** 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:** Multicultural Affairs 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:** Multicultural Affairs 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. Circle of Trust (COT), 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. We have two lounge areas located in the Reng Student Union, one in the Multicultural Center Suite #3003 and one located in the Non-Traditional and Military/Veteran Student Lounge, Suite #2067
- **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 Department of Multicultural Affairs? We have plenty of volunteer opportunities. Call us at 870.680.4052 or email astatemc@astate.edu. The Department of Multicultural Affairs staff 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/>.

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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 Affairs 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. Or feel free to contact the Women and Gender programs coordinator listed below.

Coordinator: Ms. Rachel Hendrix

Contact Info: 870-680-4084 or rhendrix@astate.edu

NON-TRADITIONAL STUDENT SERVICES

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

What 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.

Coordinator: Ms. Shanita Hicks **Contact Info:** 870-972-2836 or astatemc@astate.edu

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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: Ms. Jamie Carmack **Contact Info:** 870-972-2478 or carma@astate.edu

Veteran Student Programs:

- Host a session during New Student Orientation to connect Military and Veteran students to our department
- Provide 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
- Offer engaging events specifically for Student Veterans such as the Veteran’s Resource Fair, Veteran’s Appreciation Day, and Veteran Student graduation

- Provide a resource book to help veteran students transition and promote success while at A-State
- Collaborate with multiple departments to assist with Veteran Student success
- Provide Leadership training for those wishing to grow their leadership skills
- Sponsor a Veteran Student Organization for Veterans and Dependents

Coordinator: Mr. Taron Robinson

Contact Info: 870-680-4052 or astateMC@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 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. Lynda Nash

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

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STUDENT CONDUCT

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

Located in Suite 2064B 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 Office of Student Conduct advises the Student Conduct Board comprised of students who assist their peers through and facilitate the conduct process. 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 Administrative Action

The Dean of Students, or their designee, may defer procedural due process and enforce an interim action if necessary to maintain safety or order; including but not limited to, removal from housing or conduct suspension. The Vice Chancellor for Academic Affairs, or their designee, may defer procedural due process and remove a student from a class to maintain order. Any student who has had interim action taken against him/her will be afforded a timely resolution for the case generally holding the hearing within 5 business days.

Student Contact Information

All students are responsible for maintaining their current address, email address and phone number with the Office of Admissions, Records and Registration. It is also the student’s responsibility to frequently monitor campus e-mail and the university web site, as these electronic means of communication are the university’s most effective and efficient ways to disseminate important information to the campus community. Campus e-mail 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 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 17.

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 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. Hover boards may not be charged in any Arkansas State building or other campus facility.

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.

9. Endangering Conduct

Physical abuse, verbal abuse, threats, intimidation, coercion and/or other 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 making false accusations of inappropriate behavior against another individual.
- 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.

18. Lewd, Obscene or Indecent Behavior

Any conduct that is offensive to accepted standards of decency, including attire that exposes undergarments or does not provide adequate coverage of the body.

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 or 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, including classroom settings, without their knowledge, or consent.

23. Sexual Harassment

Unwelcome gender-based verbal and physical conduct that is severe, persistent or pervasive 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 has the purpose or effect of unreasonably interfering with an individual’s education or work performance or creating an intimidating, hostile or offensive university environment.

24. Sexual Misconduct

Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn. To constitute sexual misconduct, the sexual conduct must meet one of the following criteria:

- the sexual conduct is not consensual;
- the sexual conduct includes force, threat(s) or intimidation;
- the sexual conduct occurs when the victim is mentally or physically impaired, such as when under the influence of alcohol or other drugs or when the victim is a minor.

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.

26. Solicitation Activities

Solicitation not in accordance with federal, state or local laws or without the permission as outlined in the Fundraising (Solicitation) Policy found in the Student Handbook.

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 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.

31. Violations of Other University Regulations

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

32. Weapons

To the fullest extent allowed 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.

Statement of Student Responsibility within Common Spaces

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 appropriately, they will be held accountable for that violation.

Conduct Information and Procedures

1. Any individual may refer a student to the Office of Student Conduct for potential violations of the Non-Academic Standards of Student Conduct. Conduct Referrals should be delivered to the Office of Student Conduct within ten (10) university business days after the student has been identified as the alleged violator, whenever possible. Conduct referrals in regards to Sexual Assault or Sexual Misconduct should be referred to the Office of Affirmative Action www.astate.edu/a/affirmative-action/.
2. Upon the receipt of a Conduct Referral, the Director of Student Conduct or designee will determine if sufficient information is present to show the alleged violator potentially violated the Standards of Student Conduct. If there is sufficient information to determine the alleged violator potentially violated the Standards of Student Conduct, they will be delivered or e-mailed those potential violations and an initial meeting will be scheduled.
3. The Director of Student Conduct or designee will determine the initial hearing officer depending upon the severity of the alleged infraction and where it occurred. The initial hearing officer may be one of the following: Director of Student Conduct, Office of Student Conduct Staff members, Greek Council Hearing Bodies, and or others designated by the Director of Student Conduct.
4. The Conduct process is part of the student educational process and as such the alleged

violator is responsible for all communication during the Conduct Process, with the exception of suspension and expulsion appeals as noted in the appeal process below. The alleged violator may have an advisor present at all meetings and hearings through the Conduct Process but that advisor may not speak for the alleged violator, except in the case of suspension and expulsion appeals.

Sexual Assault and Misconduct Information and Procedures

1. Any allegations of sexual assault and/or sexual misconduct must be initially reported to the Office of Affirmative Action <http://www.astate.edu/a/affirmative-action>. The Office of Affirmative Action will coordinate the investigation of all allegations of sexual harassment and/or sexual misconduct.
2. The Office of Affirmative Action will refer cases of alleged sexual harassment and/or sexual misconduct to the Office of Student Conduct for investigation as appropriate. Cases of sexual harassment and/or sexual misconduct will follow the process set forth in the A-State Non-Discrimination/Sexual Misconduct Policy which can be found <http://www.astate.edu/a/affirmative-action>.

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

1. Informal Case Resolution:

The initial hearing officer may offer an alleged violator an informal case resolution in the initial Case Resolution meeting. The initial hearing officer will meet with the alleged violator to review the potential violation of the Standards of Student Conduct and the options they have available to them to resolve the matter. The alleged violator may have 48 hours to decide which option they would like to utilize to resolve the potential violations.

- a. If an alleged violator accepts responsibility for the alleged offense and does not choose a formal hearing, then the initial hearing officer will assign the sanction in writing, generally via email, after the close of the meeting. If the alleged violator does not agree with the sanction(s) assigned, they may request that the appropriate designee review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing (typed and delivered in person, via email, or fax) to the Office of Student Conduct within 48 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 Case Resolution Process.
- b. If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred back to the Office of Student Conduct. A Formal Conduct Hearing will then be conducted to determine if the alleged violator is responsible for the potential violations and if so to determine the sanction(s).
- c. Any student who fails to attend a scheduled Case Resolution meeting will have a hold placed on their registration until they have met with an initial hearing officer and

reached a resolution or until a Formal Conduct Hearing has been completed.

2. Formal Conduct Hearing:

If an alleged violator does not accept responsibility, does not attend the properly scheduled 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 convened. There are three types of Formal Conduct Hearings that an alleged violator may be remanded to: Administrative, Student Hearing Board, or the University Disciplinary Committee Hearing. The Office of Student Conduct staff will determine the appropriate hearing body depending on the severity of the case, the alleged violator’s prior history, and the preference of the alleged violator. All Formal Conduct Hearings are recorded solely for appeal purposes by the Office of Student Conduct and no other recordings may be made.

Types of Formal Conduct Hearings

Administrative

Administrative hearings are assigned in cases where there is little discrepancy, where there is a need to expedite the conduct process (such as cases of safety or when interim action has been taken), or when the Director of Student Conduct or designee feels it is the appropriate option. Administrative hearings are heard by the Office of Student Conduct staff members, or others designated by the Director of Student Conduct.

Student Hearing Board

Student Hearing Boards are assigned in cases where the alleged violator would benefit from a decision put forward by their peers. Student Hearing Boards consist of 4-9 Arkansas State University students who are members of the Student Conduct Board and have been selected and trained to participate in the conduct process.

University Disciplinary Committee

A University Disciplinary Committee Hearing consist of 5-9 students and faculty or staff members selected by the Director of Student Conduct or designee from an appointed pool of hearing board members.

Student Organizations

Cases involving 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 Assistant Dean - Greek 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 student organization may be subject to the conduct process in the following situations:

1. 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.
2. An alleged offense was committed by one or more members of an organization and organization funds were used to finance the venture.
3. An alleged offense was committed by one or more members of an organization and was supported by a majority of the organization's membership.
4. An organization has chosen to protect one or more individual offenders who were members or guests of the organization.
5. 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.
6. If a reasonable person would assume the behavior was sponsored or supported by the organization.
7. An alleged offense occurred as a result of an organization sponsored function.
8. 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. An alleged violator may request a pre-hearing conference prior to their Formal Conduct Hearing.
- b. An alleged violator will have at least 48 hours' notice of a hearing (generally via email) or the notice will be posted via USPS four (4) days prior to the hearing in which the mail runs.
- c. An alleged violator may choose to not attend a scheduled hearing; however, if properly notified the hearing will proceed in their absence.
- d. An alleged violator may choose to not answer a question at any time or to not speak during their hearing or not present information to a hearing body, if they feel it is in their best interest.
- e. A complete witness list must be turned into the Office of Student Conduct one university business day prior to the hearing – a minimum of 24 hours prior to the hearing. The alleged violator is responsible for notifying their witnesses of the time, date and place of the hearing.
- f. Students may request, in writing, of the Office of Student Conduct a list of all witnesses and access to all information. All information requests must be done in writing and allow a minimum of one (1) business day for the information to be compiled from time of request.
- g. Determination of responsibility will be based upon a preponderance of the evidence or if it is "more likely than not" that a violation did occur.
- h. The decision of the hearing officer/body will be verbally given to the alleged violator at the close of a Student Conduct Board hearing and/or in writing, generally via email or USPS, after the close of all hearings.

- i. No character witnesses or irrelevant information will be considered in a hearing.
- j. An alleged violator may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner. An advisor may only speak in a hearing when addressed by the Hearing Officer or Chair. An advisor may not be a witness in the hearing. A list of trained student advisors is available in the Office of Student Conduct.
- k. All hearing participants are expected to act and speak appropriately during the hearing. Any hearing participant that becomes disruptive will be removed from the hearing and the hearing will proceed without him/her.
- l. An actively participating alleged victim may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner.
- m. No recordings of hearings shall be made by any person other than the Chair of the Hearing or the Administrative Hearing Officer. The hearing recording will be maintained by the Office of Student Conduct for the appeal process only. If an appeal is not made, the recording will be destroyed ten (10) university business days after the appeal date is past. 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 the purposes of 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 the Office of Student Conduct at least one (1) business day notice from the time of the request to make the appropriate arrangements.

Appeal Process

Informal Case Resolution Appeal

A student or organization found responsible for a violation of the Standards of Student Conduct in an Informal Case Resolution may request a sanction review for the following reason:

- Sanction unreasonably harsh or inappropriate for the circumstances of the violation.

Requests for review of sanction(s) must be delivered in writing (typed and delivered in person, via email, or fax) to the Office of Student Conduct within 48 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.

During the above appeal process, a student who has received a sanction of a suspension of ten (10) or more days or expulsion for non-academic misconduct may choose to be represented at the student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)

The sanction review will be heard by the Director of Student Conduct unless they were the initial hearing officer. If the Director of Student Conduct was the initial hearing officer, the Dean of Students Office or Designee will hear the review. The decision of the Appeal Officer is final.

Student Organization Council Hearing Appeal

A student organization found responsible for a violation of the Standards of Student Conduct/council policy during a council 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;
- Sanction unreasonably harsh or inappropriate for the circumstances for the violation;
- New information has been found that was not available at the time of the hearing.

Requests for appeal must be delivered in writing (typed and delivered in person, via email, or fax) to the Office of Student Conduct within 72 hours, of receipt of the original written decision, or by 9:00 a.m. on the next university business day, if the deadline falls on a weekend or after 5:00 p.m. on a weekday. Typically, a decision will be rendered within five (5) to ten (10) university business days, unless the sanction includes suspension or dismissal. After review, the Dean of Students Office 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.

Formal Conduct Hearing Appeal

A student or 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;
- Sanction unreasonably harsh or inappropriate for the circumstances for the violation.
- New information has been found that was not available at the time of the hearing.

Requests for appeal must be delivered in writing (typed and delivered in person, via email, or fax) to the Office of Student Conduct within 72 hours, of receipt of the original written decision, or by 9:00 a.m. on the next university business day if the deadline falls on a weekend or after 5:00 p.m. on a weekday.

A student who has received a sanction of a suspension of ten (10) or more days or expulsion for non-academic misconduct may request an appeal and choose to be represented at the

student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal. In this circumstance, if the disciplinary appeal proceeding arises from a complaint by a student against another student, both students can be so represented. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)

Typically, a decision will be rendered within five (5) to ten (10) university business days, unless the sanction includes suspension or dismissal. After review, the Dean of Students Office 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.

Restoration Programs

The Office of Student Conduct offers a Restoration Program designed to allow students to participate in certain tasks that will mitigate some of the lasting effects of a Code of Conduct violation. For information about Restoration Programs, contact The Office of Student Conduct by email at studentconduct@astate.edu or by phone at 870-972-2034. The office is located in The Student Union, Room 2064.

The Pack Program

This program is designed to help students mitigate the length of a University conduct probation. Participation in Pack is a choice, not a requirement. Students will return to good disciplinary standing with A-State upon completion of all requirements of the program, which must be reviewed and approved. In order to participate in the Pack Program, the student must have completed no less than half of the probationary period. For students who have been placed on an extended probation, the criteria time is also extended. Students are not eligible to participate in Pack in cases that involve acts of violence, or violations of the Title IX or Harassment policies. Additionally, the SCB, the Dean of Students or the Director of Student Conduct has the authority to disallow participation in the program.

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 Dean of Students or their designee. The 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 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 Residence Life. 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 Residence Life, 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 Residence Life, 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 Director of Student Conduct 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 Director of Student Conduct 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.

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 make contact with 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.

[RETURN TO INDEX](#)**STUDENT HEALTH CENTER**

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

The mission of A-State's Student Health Center (SHC) is to provide quality health care to students in an unbiased and friendly environment that promotes student and community wellness. The SHC is staffed with two nationally certified Advanced Practice Registered Nurses (APRN's). Services provided include management of acute illnesses, minor injuries, physicals, birth control, STI testing, immunizations, TB skin tests, and allergy desensitization. Students must be currently enrolled at Jonesboro campus and present a valid student ID upon arrival.

The SHC 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, he or she 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 SHC by a nurse practitioner. No payments are required at the time of service, charges for diagnostic testing, laboratory studies, sexually transmitted infections screenings, immunizations, physical exams and various procedures will be applied to your student account or may be paid through Marketplace or with Express dollars.

Medical Clearance for International Studies

It is important that you arrive at A-State on or prior to the date listed on your I-20 form as late arrival will cause a delay in your ability to register and begin classes. Students must attend a pre-arranged health screening for mandatory Tuberculosis screening and Measles, Mumps, and Rubella (MMR) vaccination. MMR inoculation consists of 2 separate injections 30 days apart. Charges incurred for these requirements will be placed on your student account. If you have already received the MMR vaccines, please bring your immunization record which must include your name, be an original document in English, be signed by a doctor, and list the date of the vaccination. The T-SPOT blood test must be done in the U.S. at Arkansas State University.

Students should bring all available documentation of previously received immunizations (BCG, Measles, Mumps, Rubella, Varicella, Yellow Fever, Tetanus, etc.). This information must be provided in English.

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GENERAL POLICIES & INFORMATION

ADMISSIONS PROCEDURES FOR STUDENTS WITH A CRIMINAL HISTORY

Arkansas State University strives to provide a safe campus and learning environment. As a part of that effort, the university inquires into an 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 or is required to register as a sex offender, the university reserves the right to place that student's application on hold, pending further review by the Criminal History Committee. This committee is charged with reviewing applications for undergraduate admission, graduate school admission, readmission, and campus residential housing.

Until the review committee approves the applicant, the university shall not act on the application. The Criminal History Committee only determines whether the student's past behavior should render him/her ineligible for admission consideration. The Undergraduate Admissions Office and Graduate School are responsible for evaluation of the applicant's academic and other qualifications. Likewise, the Office of Admissions, Records and Registration is responsible for applicant's eligibility for readmission.

Criminal History Committee Structure

The Dean of Students (or their designee) shall chair the committee and serve as a non-voting member. Other representatives, including legal counsel, may be added at the chair's discretion in order to make an appropriate decision. Directors of the following offices shall appoint

standing members as representatives to this committee who shall serve two year staggered terms:

- A. Office of Admissions, Records, & Registration (non-voting member)
- B. Residence Life
- C. Counseling Center (for consultation purposes only)
- D. University Police
- E. Student Conduct
- F. 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

1. If the felony and/or sex offender question on the application form is checked yes, the applicant will be sent a letter detailing the additional information needed for the application process.
2. All Applicants that check yes will be required to submit the following:
 - a. Criminal History Form (found online <https://www.astate.edu/a/student-conduct/images/Criminal%20History%20Supplement.pdf>)
 - b. Police Report of Incident(s)
 - c. Court Paperwork from Court decision(s)
 - d. Affidavits for Arrest if possible
 - e. Letter explaining the incident and why the applicant would like to attend Arkansas State University
 - f. Reference letters (optional)
 - g. Criminal History Check from Arkansas and the state(s) in which the felony(s) occurred. (Fees may be required to complete this check).

The Arkansas State 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

3. Make sure all of the requested information is mailed in as one packet. Once all the additional information is received by the Office of Student Conduct, the Criminal History Committee will meet to review the information provided. Only complete applications will be reviewed.
4. The Criminal History Committee will determine if the applicant is eligible for application to A-State. The committee may also recommend the applicant be admitted with or

- without special conditions related to major selection, course scheduling, and involvement in campus activities and/or campus housing.
5. The decision of the review committee is final. Applicants and appropriate departments will be notified in writing of the decision.
 6. Applicants may not reapply for admission in the same academic year that they were denied by the Criminal History Committee unless there has been a change in their information.

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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, 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.
- 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.

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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. Bulletin boards shall be available in academic buildings on campus and may be used for posting publicity materials approved by the department or college responsible for maintaining the bulletin board. Written publicity and messages should not remain up later than 24 hours after the event.
3. To avoid stains on buildings and difficulty of removal, chalk should not be used for marking on building surfaces.
4. 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.
5. Outdoor posters and signs should be prepared with waterproof materials to avoid illegibility, paint stains and other problems in the event of rain.
6. 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.

7. 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.)
8. The right to distribute notices and printed material shall not extend to libelous, obscene or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of the public place or the regulations of the university.

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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. 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.

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FUNDRAISING (SOLICITATION) POLICY

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors. All faculty, staff and recognized student organizations may be permitted to hold fund-raising events on campus under the following conditions:

- Faculty, staff and recognized student organizations may hold fund-raising activities (solicitations) that are reasonable and appropriate given the organization's purpose. The activities are not to occur more than three times per semester per requesting organization for a period not to exceed three days per event. Fund-raising activities (solicitations) shall be defined as requesting donations, without products or services being rendered, or activities that raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of Arkansas State University or for a selected philanthropic project of the organization. Fund-raising activities may include university-sanctioned philanthropic projects such as United Way.
- The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Leadership Center at least one week prior to the requested date(s) of the fund-raising.
- The Leadership Center will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and

appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). An off-campus organization or business may not conduct the fund-raising activity and then provide the recognized A-State organization a certain percentage of sales, income, etc.

- The president (or designee) of the student organization will contact the appropriate dean or director of the site(s) at which the event is to be held to obtain site approval. Faculty and staff organizations will also be responsible for obtaining site approval from the appropriate dean or director of the site. Campus organizations who conduct fund-raising activities are encouraged to use the Reng Student Union facility, or entrance lobbies to campus buildings.
- Individual groups or organizations using a university facility are responsible for setup, take down and cleaning up the area used. Promotional materials, posters, signs, etc., should be in compliance with the established policies stated in either the Student Handbook or the Operating Policies and Procedures Manual.

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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.

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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.

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**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 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 for each campus. Any incidence of sexual discrimination including sexual harassment or sexual violence 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 University Counsel.

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.

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, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

Sexual Harassment is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent or pervasive 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 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 by force or threat without consent. Sexual acts occur without consent when they are perpetrated 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 violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances using coercion which do not result in a completed sexual act.

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 of 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.

Each campus has a Title IX Coordinator who is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence and dating violence. 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 who will conduct an immediate, thorough, and objective investigation of all claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. 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, sexual violence, stalking, domestic violence or dating violence. 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 with locating resources for counseling, medical treatment, legal advice, victim advocacy, 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 whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, 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 Sexual Discrimination Grievance Procedure.

RETALIATORY ACTION PROHIBITED

Retaliation against a person who files a charge of discrimination, participates 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.

SEXUAL DISCRIMINATION GRIEVANCE PROCEDURE

GRIEVANCE ISSUES

The Sexual Discrimination Grievance Procedure applies to all allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence.

REPORT OF SEXUAL DISCRIMINATION

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator utilizing the grievance form available on the Human Resources or Student Conduct web sites. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of University Counsel. In order to ensure timely investigation and remedy, a sexual discrimination grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred. All complaints are investigated; however, delay in reporting impedes the ability to achieve prompt resolution. All efforts will be made to honor a request for confidentiality but confidentiality cannot be ensured. Reports of sexual assault, sexual violence, stalking, domestic violence and dating violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a sexual discrimination grievance and do not affect the grievance process.

TITLE IX COORDINATOR’S RESPONSE

Within forty-five (45) calendar days after receipt of a written grievance form, the Title IX Coordinator, or designees, will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX Coordinator should determine whether temporary remedial measures are warranted such as suspension from employment with or without pay, suspension from classes, and issuance of a no contact directive, reassignment of job duties, or changing class or classroom

assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either (1) propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude the investigation or (2) prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred, and if so, recommending a remedy which will end the discrimination, prevent its recurrence, and remove its effects on the complainant and the university community. The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately. If both parties agree with the report, the grievance shall be closed and the remedies continued. If either party does not agree with the finding of the Title IX Coordinator and desires to appeal, that party must submit, within five (5) working days of the date of the report, a written request to the Department of Human Resources for a hearing before the Sexual Discrimination Hearing Committee. The written request will detail the alleged error of the Title IX Coordinator and the requested remedy. The Department of Human Resources will provide the party not appealing with a copy of the request. Within five (5) working days of the date of the letter from the Human Resources Department, the party not appealing may submit a written response to the request for hearing countering any allegations in that document. Copies will be provided to the Title IX Coordinator for placement in the case file. Timelines may be extended by the Title IX Coordinator in extenuating circumstances.

SEXUAL DISCRIMINATION HEARING COMMITTEE COMPOSITION

The Sexual Discrimination Hearing Committee is composed of members selected by the Chancellor from the Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus. The Sexual Discrimination Hearing Committee is composed of seven (7) members. When a student is the complainant, three (3) members of the committee shall be students, two (2) members faculty, and two (2) members staff; when the complainant is a staff member the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students; when the complainant is a faculty member the committee shall be composed of three (3) faculty members, two (2) students, and two (2) staff. The committee elects a chair once convened. The Sexual Discrimination Hearing Committee shall have specific training on sexual discrimination.

A member of Human Resources or Human Resources’ designee sits as an ex-officio, non-voting member of the Sexual Discrimination Hearing Committee, offering technical assistance on procedural and policy matters.

SEXUAL DISCRIMINATION HEARING COMMITTEE FUNCTIONS

The Sexual Discrimination Hearing Committee reviews the findings of the Title IX Coordinator to determine, based on the preponderance of the evidence, whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. The committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session. Because the committee will have received the entire file from the Title IX Coordinator including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless either (1) the Committee requests their oral testimony or (2) either party requests to testify and/or present witnesses.

In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. Generally, each party may have an advisor present during the testimony who may provide personal consultation but may not actively participate in the hearing.

In a circumstance where a student has received a sanction of a suspension of ten (10) or more days or expulsion, the student may request an appeal proceeding and choose to be represented at the student’s expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal proceeding. In this circumstance, if the appeal proceeding arises from a complaint by a student against another student, both students can be so represented. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)

If the grievance is one alleging sexual assault, sexual violence, stalking, domestic violence, or dating violence the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony. The committee may also question any person testifying. The parties must disclose to the Chair of the Sexual Discrimination Hearing Committee the identity of any testifying witness or any advisor at least two (2) working days before any hearing. The Chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case two options are open to the Committee:

1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX Coordinator.

SEXUAL DISCRIMINATION HEARING COMMITTEE FINDINGS

In all instances the committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The Committee decision shall be forwarded to the Chancellor of the campus for action. Copies will be filed with the Title IX Coordinator as a part of the complaint record and sent to the grievant and the accused. Within ten (10) working days of receipt of the Committee recommendation, the Chancellor will accept or reject the Committee recommendation in writing after review of all file materials. The Chancellor’s decision is final. A copy of the decision shall be provided to the Title IX Coordinator for distribution to both the complainant and the accused. The Department of Human Resources or Student Conduct (as appropriate) will coordinate the implementation of any remedies resulting from the grievance.

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OFFICE OF GLOBAL ENGAGEMENT AND OUTREACH INFORMATION

<http://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:

1. International Student Services: Admissions and Immigration advising for degree seeking and short-term visiting international students, Support & Retention Services
2. English Learning Academy: English training through The English Learning Academy
 - a. English as a Second Language (ELA)
 - b. Global English Online
 - c. Professional English Online
3. International Recruitment and Partnership
 - a. Global Youth Program
4. Study Abroad
5. A-State Online Services (AOS)

6. AOS Faculty Support

International Student Services provide information, programming, and services for international students including new student orientation, activities, retention services, admissions 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. For more information visit: <http://www.astate.edu/a/international/index.dot>

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. For more information visit: <http://www.astate.edu/a/global-initiatives/english-learning-academy/index.dot>.

The International Recruitment and Partnership office works with all other offices in the area of International Programs to develop and maintain meaningful relationships with universities and partners across the globe.

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 website for more information about the programs: <http://www.astate.edu/studyabroad>

The A-State Online Service office serves over 5,000 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 and financial aid advising, and class registration and tuition payment.

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

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 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/>.

STUDENT RECORDS & PRIVACY (FERPA) POLICY

Arkansas State University will comply with the Family Educational Rights and Privacy Act (FERPA).

Definitions

Arkansas State University. Arkansas State University (ASU) means all the campuses within the Arkansas State University System, now and in the future.

Student. Student means an individual who attends or has attended classes at ASU. This policy does not apply to the records of applicants for admission who are not accepted to ASU nor does it apply to applicants who are accepted but choose not to attend ASU.

Education Record. Education records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU or a person acting for ASU.

Directory Information. Directory Information is designated to be 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 the most recent previous educational agency or institution attended by the student.

Arkansas State University Family Educational Rights and Privacy Act Policy

The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review

their education records for the purpose of making any necessary corrections. 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. Arkansas State University will utilize the following process to implement the provisions of the Family Educational Rights and Privacy Act.

Process

Disclosure of Education Records

Disclosure With Student Consent.

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.

Disclosure Without Student Consent.

ASU may disclose education records without the student's written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASU has contracted for special tasks, and university committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials of ASU are considered to be within the institution for the purposes of FERPA and may exchange education records without student consent so long as they have a legitimate educational interest.

Disclosure without student consent may also be made to other persons and entities as allowed by FERPA.

Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official university capacity that is integral to the educational function of ASU.

The parents of students may exercise 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.

Disclosure of Directory Information

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. If a student elects not to allow disclosure of directory information, ASU cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others. 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.

A-State utilizes all campus databases to collect and update student contact information to ensure that our internal directory information has the most recent and accurate information possible in order to conduct university business. A-State will use this information for internal purposes and will not disclose this information to any outside source. However, that student contact information which is designated as directory information can be shared with outside sources if requested. If you would like to opt out of the disclosure of your directory information, please complete the form.

Inspection, Review, and Correction of Education Records

Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of the Registrar to arrange for inspection, review, and correction of an education record. The Registrar may charge a fee for copies of any education records.

Ownership of Education Records

Education records are the property of ASU. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to the University.

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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, Residence Life Staff may notify their students through hall meetings or word of mouth in addition to the postings.

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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.

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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 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/>.

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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.

All pictures used in this handbook were provided by Katey Provence, Coordinator of Student Services, to reproduce these pictures, please contact the Leadership Center at 870-972-2055 for permission.

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