Arkansas State University Handbook 2012-2013

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Welcome Letter

Dear Students:

Welcome to Arkansas State University-Jonesboro, home of the Red Wolves! It is our great honor and privilege to provide you with the highest quality education and learning-living environment possible. 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 ASUJ. 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 ASU moves into its second century of providing 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 our Student 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 2012-2013.

Sincerely,

William R. Stripling, Ph.D.
Vice Chancellor for Student Affairs

ASU Mission Statement

Arkansas State University educates leaders, enhances intellectual growth and enriches lives.
### Where to Go For Answers

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<th>Service</th>
<th>Location/Building</th>
<th>Website/Contact Info</th>
<th>Phone Number</th>
</tr>
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<tr>
<td><strong>Academic Affairs Division</strong></td>
<td>Administration Building Room 202</td>
<td><a href="http://www2.astate.edu/academicaffairs/">http://www2.astate.edu/academicaffairs/</a></td>
<td>972-2030</td>
</tr>
<tr>
<td><strong>Admissions (Undergraduate Admissions Office)</strong></td>
<td>Reng Student Union Room 2099</td>
<td><a href="http://www2.astate.edu/admissions/">http://www2.astate.edu/admissions/</a></td>
<td>972-3024 or 800-382-3030</td>
</tr>
<tr>
<td><strong>Advising Center (Wilson Student Advising Center)</strong></td>
<td>2600 Alumni Blvd.</td>
<td><a href="http://www2.astate.edu/advising/index.dot">http://www2.astate.edu/advising/index.dot</a></td>
<td>972-3001</td>
</tr>
<tr>
<td><strong>ASU Bookstore</strong></td>
<td>Reng Student Union</td>
<td><a href="http://www.arkstate.bkstr.com">www.arkstate.bkstr.com</a></td>
<td>972-2058</td>
</tr>
<tr>
<td><strong>Athletics Office (ASU Athletic Department)</strong></td>
<td>217 Olympic Drive</td>
<td><a href="http://www.astatedredwolves.com">www.astatedredwolves.com</a></td>
<td>972-3880</td>
</tr>
<tr>
<td><strong>Career Services Center</strong></td>
<td>Reng Student Union Room 2167</td>
<td><a href="http://www2.astate.edu/careers/">http://www2.astate.edu/careers/</a></td>
<td>972-3025</td>
</tr>
<tr>
<td><strong>Cashiers Window</strong></td>
<td>Reng Student Union, Second Floor</td>
<td><a href="http://www2.astate.edu/finance-admin/finance/treasurer/">http://www2.astate.edu/finance-admin/finance/treasurer/</a></td>
<td>972-3847</td>
</tr>
<tr>
<td><strong>Chancellor’s Office</strong></td>
<td>Administration Building Room 201</td>
<td><a href="http://www2.astate.edu/chancellor/">http://www2.astate.edu/chancellor/</a></td>
<td>972-3030</td>
</tr>
<tr>
<td><strong>Continuing Education (Center for Regional Programs)</strong></td>
<td>Eugene W. Smith Hall Suite 410</td>
<td><a href="http://www2.astate.edu/regional-programs/">http://www2.astate.edu/regional-programs/</a></td>
<td>972-2532</td>
</tr>
<tr>
<td><strong>Counseling Center</strong></td>
<td>Reng Student Union Room 2203</td>
<td><a href="http://www2.astate.edu/student-affairs/counseling/">http://www2.astate.edu/student-affairs/counseling/</a></td>
<td>972-2318</td>
</tr>
<tr>
<td><strong>Dining Services</strong></td>
<td>Reng Student Union Room 2064B</td>
<td><a href="http://www2.astate.edu/dining/">http://www2.astate.edu/dining/</a></td>
<td>972-2059</td>
</tr>
<tr>
<td><strong>Disability Services</strong></td>
<td>Reng Student Union Room 2181</td>
<td><a href="http://www2.astate.edu/disability/">http://www2.astate.edu/disability/</a></td>
<td>972-3964</td>
</tr>
<tr>
<td><strong>Finance and Administration</strong></td>
<td>Administration Building Room 216</td>
<td><a href="http://www2.astate.edu/finance-admin/">http://www2.astate.edu/finance-admin/</a></td>
<td>972-3303</td>
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<tr>
<td>Service</td>
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<td><strong>Financial Aid and Scholarships</strong></td>
<td>Reng Student Union Room 2078</td>
<td><a href="http://www2.astate.edu/finaid/">http://www2.astate.edu/finaid/</a></td>
<td>972-2310</td>
</tr>
<tr>
<td><strong>Greek Life (Fraternities and Sororities)</strong></td>
<td>Reng Student Union Room 2067</td>
<td><a href="http://www2.astate.edu/a/student-affairs/leadership-center/greek-life/index.dot">http://www2.astate.edu/a/student-affairs/leadership-center/greek-life/index.dot</a></td>
<td>972-2055</td>
</tr>
<tr>
<td><strong>The Harold (Student Newspaper)</strong></td>
<td>Communications Room 224</td>
<td><a href="http://www.asuherald.com/">http://www.asuherald.com/</a></td>
<td>972-3076</td>
</tr>
<tr>
<td><strong>ID Center (Student ID Center)</strong></td>
<td>Reng Student Union Room 2146</td>
<td><a href="http://www2.astate.edu/a/finance-admin/student-accounts/card-center/">http://www2.astate.edu/a/finance-admin/student-accounts/card-center/</a></td>
<td>972-2285</td>
</tr>
<tr>
<td><strong>Information and Technology Services (Computer Help Desk)</strong></td>
<td>2713 Pawnee-Building C</td>
<td><a href="http://www2.astate.edu/its/">http://www2.astate.edu/its/</a></td>
<td>972-3933</td>
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<td><strong>International Programs</strong></td>
<td>International Student Center Room 200</td>
<td><a href="http://www2.astate.edu/international/">http://www2.astate.edu/international/</a></td>
<td>972-2329</td>
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<td><strong>Intramural Office</strong></td>
<td>RWC 104 B</td>
<td><a href="http://www2.astate.edu/intramurals/">http://www2.astate.edu/intramurals/</a></td>
<td>972-3109</td>
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<tr>
<td><strong>KASU Radio Station</strong></td>
<td>Communications Room 152</td>
<td><a href="http://kasu.org">http://kasu.org</a></td>
<td>972-2468</td>
</tr>
<tr>
<td><strong>Leadership Center</strong></td>
<td>Reng Student Union Room 2067</td>
<td><a href="http://www2.astate.edu/a/student-affairs/leadership-center/">http://www2.astate.edu/a/student-affairs/leadership-center/</a></td>
<td>972-2055</td>
</tr>
<tr>
<td><strong>Library (Dean B. Ellis Library)</strong></td>
<td>108 Cooley Drive</td>
<td><a href="http://www.library.astate.edu/">http://www.library.astate.edu/</a></td>
<td>972-3077</td>
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<tr>
<td><strong>Museum Office (ASU Museum)</strong></td>
<td>Library, 2nd Floor Room 264</td>
<td><a href="http://www2.astate.edu/a/museum/">http://www2.astate.edu/a/museum/</a></td>
<td>972-2074</td>
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<tr>
<td><strong>Non Traditional Student Services</strong></td>
<td>Reng Student Union Room 2067</td>
<td><a href="http://www2.astate.edu/a/student-affairs/leadership-center/non-traditional-student-services/non-traditional-student-services.dot">http://www2.astate.edu/a/student-affairs/leadership-center/non-traditional-student-services/non-traditional-student-services.dot</a></td>
<td>972-2055</td>
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<td><strong>Parking Services</strong></td>
<td>North Park Plaza Suite D</td>
<td><a href="http://www2.astate.edu/parking/">http://www2.astate.edu/parking/</a></td>
<td>972-2945</td>
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<td>Registrar's Office</td>
<td>Reng Student Union Room 2130</td>
<td><a href="http://www2.astate.edu/registrar/">http://www2.astate.edu/registrar/</a></td>
<td>972-2031</td>
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<td>Student Account Services</td>
<td>Reng Student Union Room 2146</td>
<td><a href="http://www2.astate.edu/studentaccounts/">http://www2.astate.edu/studentaccounts/</a></td>
<td>972-2285</td>
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<td>Administration Building</td>
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<td>972-2048</td>
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<td>Student Conduct (Office of)</td>
<td>Reng Student Union Room 2029</td>
<td><a href="http://www2.astate.edu/studentconduct/">http://www2.astate.edu/studentconduct/</a></td>
<td>972-2834</td>
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<tr>
<td>Student Health Center</td>
<td>333B S. Stadium</td>
<td><a href="http://www2.astate.edu/healthcare/">http://www2.astate.edu/healthcare/</a></td>
<td>972-2054</td>
</tr>
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<td>Student Support Services</td>
<td>Smith Hall Room 310</td>
<td><a href="http://www2.astate.edu/a/university-college/sss/">http://www2.astate.edu/a/university-college/sss/</a></td>
<td>972-2320</td>
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<td>Student Union (Reng Center)</td>
<td>Reng Student Union Room 2008</td>
<td><a href="http://www.astate.edu/union/">http://www.astate.edu/union/</a></td>
<td>972-2056</td>
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<td>Testing Center</td>
<td>Reng Student Union Room 3034</td>
<td><a href="http://www2.astate.edu/testingcenter/">http://www2.astate.edu/testingcenter/</a></td>
<td>972-2038</td>
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<td>Transcripts</td>
<td>Reng Student Union Room 2124</td>
<td><a href="http://www2.astate.edu/a/registrar/tools-forms/transcripts.dot">http://www2.astate.edu/a/registrar/tools-forms/transcripts.dot</a></td>
<td>972-2919</td>
</tr>
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<td>University Police</td>
<td>Dispatch: Reng Student Union Room 2166</td>
<td><a href="http://www2.astate.edu/police/">http://www2.astate.edu/police/</a></td>
<td>972-2093</td>
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<td>Administration: 623 University Loop East</td>
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# Academic Calendar

http://www.astate.edu/a/academic-affairs/academic-calendar.dot

## Fall Semester 2012

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<td>Orientation for New Faculty</td>
<td>August 13-14 (M-T)</td>
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<td>Faculty Conference</td>
<td>August 15 (W)</td>
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<tr>
<td>College and Department Faculty Meetings</td>
<td>August 16-17 (R-F)</td>
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<tr>
<td>Last Day for Admissions</td>
<td>August 17 (F)</td>
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<td>Residence Halls Open</td>
<td>9:00 a.m. August 18 (Sa)</td>
</tr>
<tr>
<td>First Year Convocation</td>
<td>2:00 p.m. August 19 (Su)</td>
</tr>
<tr>
<td>Regular Classes Begin</td>
<td>August 20 (M)</td>
</tr>
<tr>
<td>Last Day to Change from Credit to Audit</td>
<td>August 24 (F)</td>
</tr>
<tr>
<td>Intent to Graduate Cards Due to Registrar’s Office for December Commencement (Undergraduate Students Only)</td>
<td>August 24 (F)</td>
</tr>
<tr>
<td>Saturday Classes Begin</td>
<td>August 25 (Sa)</td>
</tr>
<tr>
<td>Last Day to Drop/Withdraw Without Financial Assessment</td>
<td>August 26 (Su)</td>
</tr>
<tr>
<td>WN Grading Begins for Full Term and Session 1 Courses</td>
<td>8:00 a.m. August 27 (M)</td>
</tr>
<tr>
<td>Late Registration</td>
<td>August 27-31 (M-F)</td>
</tr>
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<td>Labor Day Holiday</td>
<td>September 3 (M)</td>
</tr>
<tr>
<td>WN Grading Ends for Full Term and Session 1 Courses</td>
<td>12:00 noon September 4 (T)</td>
</tr>
<tr>
<td>Checksheets Due to Registrar’s Office (Undergraduate Students Only)</td>
<td>September 4 (T)</td>
</tr>
<tr>
<td>Last Day to Drop Session I Courses</td>
<td>September 25 (T)</td>
</tr>
<tr>
<td>Mid-semester Exams</td>
<td>October 2-October 8 (T-M)</td>
</tr>
<tr>
<td>Last Day to Add Session II Courses</td>
<td>October 8 (M)</td>
</tr>
<tr>
<td>Session II Classes Begin</td>
<td>October 9 (T)</td>
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<tr>
<td>Mid-semester Grades Due</td>
<td>12:00 noon October 10 (W)</td>
</tr>
<tr>
<td>WN Grading Begins for Session 2 Courses</td>
<td>8:00 a.m. October 15 (M)</td>
</tr>
<tr>
<td>WN Grading Ends for Session 2 Courses</td>
<td>12:00 noon October 19 (F)</td>
</tr>
<tr>
<td>Comprehensive Examination Results Reported to Graduate School</td>
<td>November 2 (F)</td>
</tr>
<tr>
<td>Thesis/Dissertation and Oral Defense Results Reported to Graduate School</td>
<td>November 9 (F)</td>
</tr>
<tr>
<td>Last day to drop a course or withdraw from the University</td>
<td>November 14 (W)</td>
</tr>
<tr>
<td>Fall Break and Thanksgiving Holiday</td>
<td>November 19-24 (M-Sa)</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>December 3 (M)</td>
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<tr>
<td>Study Day</td>
<td>December 4 (T)</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>December 5-11 (W-T)</td>
</tr>
<tr>
<td>Residence Halls Close (for all students not graduating)</td>
<td>12:00 noon December 12 (W)</td>
</tr>
<tr>
<td>Inclement Weather Final Exams Make-Up Day (if necessary)</td>
<td>December 12 (W)</td>
</tr>
<tr>
<td>Graduating Senior Grades Due</td>
<td>12:00 noon December 13 (R)</td>
</tr>
<tr>
<td>All Grades Due</td>
<td>12:00 noon December 14 (F)</td>
</tr>
<tr>
<td>Commencement (See Commencement Web Page 10:00 a.m. and 2:30 p.m. ceremonies)</td>
<td>December 15 (Sa)</td>
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</table>

## Spring Semester 2013

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<tbody>
<tr>
<td>Residence Halls Open</td>
<td>9:00 a.m. January 11 (F)</td>
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<tr>
<td>Last Day for Admissions</td>
<td>January 11 (F)</td>
</tr>
<tr>
<td>Regular Classes Begin</td>
<td>January 14 (M)</td>
</tr>
<tr>
<td>Late Registration</td>
<td>January 14-18 (M-F)</td>
</tr>
<tr>
<td>Last Day to Change from Credit to Audit</td>
<td>January 18 (F)</td>
</tr>
<tr>
<td>Intent to Graduate Cards Due to Registrar’s Office for May Commencement (Undergraduate Students Only)</td>
<td>January 18 (F)</td>
</tr>
<tr>
<td>Saturday Classes Begin</td>
<td>January 19 (Sa)</td>
</tr>
<tr>
<td>Last Day to Drop or Withdraw without Financial Assessment</td>
<td>January 20 (Su)</td>
</tr>
<tr>
<td>Martin Luther King Day Observed (No Classes)</td>
<td>January 21 (M)</td>
</tr>
<tr>
<td>WN Grading Begins for Full Term and Session 1 Courses</td>
<td>8:00 a.m. January 22 (T)</td>
</tr>
<tr>
<td>Checksheets Due to Registrar’s Office (Undergraduate Students Only)</td>
<td>January 29 (T)</td>
</tr>
<tr>
<td>WN Grading Ends for Full Term and Session 1 Courses</td>
<td>12:00 noon February 1 (F)</td>
</tr>
<tr>
<td>Last Day to Drop Session I Courses</td>
<td>February 19 (T)</td>
</tr>
<tr>
<td>Mid-semester Exams</td>
<td>February 26-March 4 (T-M)</td>
</tr>
<tr>
<td>Last Day to Add Session II Courses</td>
<td>March 4 (M)</td>
</tr>
<tr>
<td>Session II Classes Begin</td>
<td>March 5 (T)</td>
</tr>
<tr>
<td>Mid-semester Grades Due</td>
<td>12:00 noon March 6 (W)</td>
</tr>
</tbody>
</table>

8
WN Grading Begins for Session 2 Courses .......................................................... 8:00 a.m. March 11 (M)
WN Grading Ends for Session 2 Courses .......................................................... 12:00 noon March 15 (F)
Spring Break ........................................................................................................ March 18-23 (M-Sa)
Comprehensive Examination Results Reported to Graduate School .................... April 5 (F)
Thesis/Dissertation and Oral Defense Results Reported to Graduate School ........... April 12 (F)
Convocation of Scholars ....................................................................................... April 15-19 (M-F)
Spring Faculty Association Meeting ....................................................................... April 16 (T)
Last day to drop a course or withdraw from the University .................................. April 24 (W)
Last Day of Class ............................................................................................... April 29 (M)
Study Day ............................................................................................................. April 30 (T)
Final Examinations ............................................................................................. May 1-7 (W-T)
Residence Halls Close (for all students not graduating) ........................................ 12:00 noon May 8 (W)
Graduating Senior Grades Due ......................................................................... 12:00 noon May 9 (R)
All Grades Due .................................................................................................. 12:00 noon May 10 (F)
Commencement (See Commencement Web Page) ............................................... May 11 (Sa)

First Summer Term 2013

Last Day for Admissions .................................................................................... May 24 (F)
Residence Halls Open ....................................................................................... 12:00 noon May 25 (Sa)
Memorial Day Holiday Observed ........................................................................ May 27 (M)
Registration ....................................................................................................... through May 29 (W)
Last Day to Change from Credit to Audit ............................................................. May 29 (W)
Classes Begin .................................................................................................... May 29 (W)
Last Day to Drop or Withdraw without Financial Assessment ............................ May 30 (R)
WN Grading Begins for Full Term and Session 1 Courses ................................. 8:00 a.m. June 3 (M)
Intent to Graduate Cards Due to Registrar’s Office for August Commencement (Undergraduate Students Only) ............................................................... June 5 (W)
WN Grading Ends for Full Term and Session 1 Courses ................................. 12:00 noon June 7 (F)
Checksheets Due to Registrar’s Office (Undergraduate Students Only) ............... June 13 (R)
Last day to drop a course or withdraw from the University ............................... June 24 (M)
Last Day of Class ............................................................................................. June 26 (W)
Final Examinations ............................................................................................ June 27 (R)
All Grades Due .................................................................................................. 12:00 noon July 1 (M)

Second Summer Term 2013

Last Day for Admissions .................................................................................... June 28 (F)
Registration ....................................................................................................... through June 30 (Su)
Classes Begin .................................................................................................... July 1 (M)
Last Day to Change from Credit to Audit ............................................................. July 1 (M)
Last Day to Drop or Withdraw without Financial Assessment ............................ July 2 (T)
Independence Day Holiday Observed ................................................................ July 4 (R)
Comprehensive Examination Results Reported to Graduate School .................. July 5 (F)
WN Grading Begins for Session 2 Courses .......................................................... 8:00 a.m. July 8 (M)
Thesis/Dissertation and Oral Defense Results Reported to Graduate School .......... July 12 (F)
WN Grading Ends for Session 2 Courses .......................................................... 12:00 noon July 12 (F)
Last Day to Drop or Withdraw from the University ............................................ July 26 (F)
Last Day of Class ............................................................................................. July 31 (W)
Final Examinations ........................................................................................... August 1 (R)
Graduating Senior Grades Due ........................................................................ 10:00 a.m. August 2 (F)
All Grades Due .................................................................................................. 10:00 a.m. August 2 (F)
Residence Halls Close (for all students not graduating) ....................................... 12:00 noon August 2 (F)
Commencement ................................................................................................. 7:00 p.m. August 2 (F)
About ASU

Arkansas State University is a comprehensive, multiple-purpose regional university offering top-quality academic programs ranging from the associate degree to the doctorate. The Jonesboro campus has 482 full-time instructional faculty members, more than 12,400 students from 38 states and 59 foreign countries, and more than 64,000 alumni.

The institution developed from one of four state agricultural schools established 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 legislature elevated the school to university status. Since 1967, the university has become an institution with a diverse mission—to bring Arkansas to the world, and to bring the world to Arkansas.

ASU offers 42 degrees and advanced certificates in 154 undergraduate and graduate fields of study through 10 academic colleges and The Honors College on the Jonesboro campus. In addition to undergraduate degree offerings, 16 different master’s degrees in 54 areas are offered, along with pre-professional programs in 12 areas. ASU also offers two specialist degrees with 23 areas of emphasis, and three doctoral degrees in five fields, which include educational leadership, environmental science, heritage studies, molecular sciences, and physical therapy.

The university is the state’s leading provider of nursing graduates, early childhood educators, and agriculture business graduates. ASU offers top-ranked, nationally accredited programs in journalism, radio-television, and speech communication. Degree programs in nursing and health professions are nationally accredited, and ASU maintains clinical affiliations with more than 500 healthcare facilities. The university also offers management education including international business, technology, entrepreneurship, and economic development.

The ASU Red Wolves compete in NCAA Division I-A, the top level, with 16 men's and women's intercollegiate sports. Men's sports include baseball, basketball, cross country, football, golf and track. Women's sports include basketball, bowling, cross country, golf, soccer, tennis, track and volleyball.

As a student-focused campus, ASU seeks to involve students in the administration of the university. Students are included in the executive committees, budgeting and planning processes, advisory
committees, and shared governance. ASU students serve as ambassadors for the university by participating in recruiting and alumni events, and by hosting academic, business, political, and social leaders who visit campus.

ASU’s Jonesboro campus 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. The campus boasts 143 buildings and occupies an area of 1,474 acres on the slopes of Crowley's Ridge.

In addition to the Jonesboro campus, the ASU system includes campuses at Paragould, Beebe, Newport, Mountain Home, Marked Tree, Heber Springs, and Searcy. The Arkansas State University-Paragould campus provides general education credit courses to help students complete college degrees at ASU-Jonesboro.

ASU-Jonesboro also offers bachelor's degree programs and upper-level courses at ASU-Beebe and ASU-Mountain Home, and through ASU degree centers in Blytheville, Forrest City, and West Memphis, where partnership agreements have been established in cooperation with the community colleges in those cities.

**Diversity at ASU**

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, 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.

ASU 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. ASU 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 ASU.

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

Academics Affairs Division
http://www2.astate.edu/academicaffairs/

General Information
The academic division of the university is under the direction of the Vice Chancellor for Academic Affairs and Research. There are eleven colleges and a graduate school, each under the direction of a dean, and one independent department under the direction of a chair. The colleges are: College of Agriculture & Technology, College of Business, College of Communications, College of Education, College of Engineering, College of Fine Arts, College of Humanities and Social Sciences, College of Nursing and Health Professions, College of Sciences and Mathematics, University College, and The Honors College. The independent department is the Department of Military Science.

Accreditation
Arkansas State University is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), Thirty North LaSalle, Suite 2400, Chicago, IL 60602, Telephone: 312-263-0456, and its education programs are accredited by the National Council for Accreditation of Teacher Education (NCATE). The programs in business are accredited by the American Assembly of Collegiate Schools of Business (AACSB); the engineering programs are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET); the programs in communications are accredited by the American Council on Education for Journalism and Mass Communications (ACEJMC); the programs in music are accredited by the National Association of Schools of Music (NASM); the social work program is accredited by the Council on Social Work Education (CSWE); the rehabilitation counseling program is accredited by the Council on Rehabilitation Education (CORE); both associate and baccalaureate programs in nursing are accredited by the National League for Nursing (NLN), 350 Hudson Street, New York, NY 10014, Telephone: 212-989-9393, x153; the health professions programs are accredited by The National Association for Accreditation of Clinical Laboratory Sciences (NAACLS), the Joint Review Commission on Education in Radiologic
Technology (JRCERT), the Commission on Accreditation in Physical Therapy Education in PT/PTA (CAPTE), and American Speech-Language-Hearing Association (ASLHA); the programs in art are accredited by the National Association of Schools of Art and Design (NASAD); and the program in public administration is accredited by the National Association of Schools of Public Affairs Administration.

**Memberships**
The University holds memberships in the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, the American Association of University Women, the Association of Governing Boards, the Greater Jonesboro Chamber of Commerce, the National Association of Student Personnel Administrators, the American Association of Colleges of Nursing, the National Association of Schools of Public Affairs and Administration, the Association of Schools of Journalism and Mass Communications, the American Mathematical Society, the Association for University Business and Economic Research, the American Association of State Colleges of Agriculture and Renewable Resources, the Council for Advancement and Support of Education, the Council of Graduate Schools in the United States, the Midwestern Association of Graduate Schools, the National Collegiate Honors Council, the Southern Council on Collegiate Education for Nursing, and the Teacher Education Council of State Colleges and Universities.

**Degrees Offered**
Arkansas State University offers over 40 degrees with more than 100 programs of study:

- Associate of Applied Science
- Associate of Applied Science in Nursing
- Associate of Arts
- Associate of General Studies
- Associate of Science
- Bachelor of Applied Science
- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of General Studies
- Bachelor of Music
- Bachelor of Music Education
- Bachelor of Science
- Bachelor of Science in Agriculture
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Education
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Engineering
- Bachelor of Science in Interdisciplinary Studies
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Nursing
- Bachelor of Science in Radiologic Sciences
- Bachelor of Social Work
- Master of Accountancy
- Master of Arts
- Master of Business Administration
- Master of Communication Disorders
- Master of Engineering Management
- Master of Music
- Master of Music Education
- Master of Public Administration
- Master of Rehabilitation Counseling
- Master of Science
- Master of Science in Agriculture
- Master of Science in Education
- Master of Science in Engineering
- Master of Science in Health Sciences
- Master of Science in Interdisciplinary Studies
- Master of Science in Mass Communications
Academic Rights and Responsibilities

Introduction

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 and not a market place where statistics are auctioned, nor a podium for the dissemination of propaganda. 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.
  5. The student has a right to competent instruction.

  
  
  **Graduating with Honors**

Arkansas State University recognizes the achievement of graduating students in the following ways:

• Students with a grade point average of 4.00 on all work attempted shall be designated as graduating summa cum laude.

• Students with grade point averages of 3.80-3.99 on all work attempted and, if a transfer student, on all Arkansas State University work, shall be designated as graduating magna cum laude.

• Students with grade point averages of 3.60-3.79 on all work attempted and, if a transfer student, on all Arkansas State University work, shall be designated as graduating cum laude.

To receive any of the above designations, a candidate seeking his/her initial baccalaureate degree must have completed at least 45 semester hours of graded course work offered by Arkansas State University.
Semester hours completed and grade points earned during the student's last enrollment prior to graduation are excluded when determining academic distinction.

Students who complete the Honors Program or the University Honors Program will have the appropriate designation noted on their permanent records and their diplomas.

**Honor Roll**
An honor roll consisting of the Chancellor's List and the Dean's List is published at the close of each semester. In order to qualify, students must complete a minimum of twelve semester hours of degree-credit courses.

**Chancellor’s List**
Awarded to full-time students whose grade point average for the semester is within the range of 3.80 through 4.00.

**Dean’s List**
Awarded to full-time students whose grade point average for the semester is within the range of 3.60 through 3.79.

**Wilson Award**
The Wilson Award is presented annually to a student designated as the outstanding graduating senior. The recipient is selected on the basis of character, determination, involvement and academic achievement. This honor is bestowed in memory of R.E. Lee Wilson, a member of the Arkansas State University Board of Trustees from 1917 until his death in 1933.

**Classroom and Grade Information**

**Student Responsibility for Meeting Graduation Requirements**
Each student should study the Undergraduate Bulletin 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.

Through a system of academic advising, Arkansas State University assists each student in planning academic programs, developing course schedules, anticipating graduation requirements, and making decisions affecting educational growth and development. The degree seeking student is required to review policies and degree requirements each registration period with an academic advisor. Academic advisors endeavor to provide such assistance in a timely and accurate manner, but meeting requirements for graduation is the responsibility of the student.
**Academic Advisors**

Each student is assigned an academic advisor. These are faculty members or full-time professional advisors who are assigned to students for the purpose of helping to plan a course of study, approving schedules, and approving changes of schedules. Students are assigned academic advisors based upon either incoming course requirements or their choice of major. Students in the Right Start program, Academic Success Institute, and students who have not declared a major are advised by University College advisors. All others are advised within their academic department.

**Registration**

All students are expected to register for classes on the days designated on the Registrar's web page (http://registrar.astate.edu) for a given term. Students may enroll through the first week of classes during the Spring and Fall Semester, or the first day of a five-week term.

Students can register online through Self Service, which is accessed in the ASU portal, myCampus, located at https://mycampus.astate.edu/web/mycampus/home. Registration is scheduled on a priority basis according to student classification, which is determined by the number of semester credit hours students have completed plus the number of hours in which students are currently enrolled.

**All students are required to consult an academic advisor before registering for classes.**

Also, students should be aware that, once they have registered for classes, tuition and fee charges will be generated for those courses for which they have registered. **Students who register and later decide not to attend should withdraw from their classes prior to the start of the semester to avoid tuition and fee assessment.**

**Student Academic Load**

The maximum academic load for students with less than a 2.00 semester or cumulative GPA shall not exceed 12 hours per semester or 12 hours during the summer term which includes any combination of five- or ten-week courses, (Internet or correspondence courses are inclusive and/or other courses no matter how delivered or where taken.), or 3 hours in an interim.

The maximum academic load for students with less than a 3.500 GPA but at least a 2.00 shall not exceed 18 hours per semester, 18 hours during the summer term, which includes any combination of five- or ten-week courses, (Internet or correspondence courses are inclusive and/or other courses no matter how delivered or where taken.), or courses during an interim. It is strongly advised students do not take more
than 3 hours during an interim, however, students can take courses during summer session in the same manner and with the same restrictions they can in the fall/spring. However, a one hour overload is permitted during the last enrollment period (semester or five week term) if the one hour overload will complete graduation requirements.

Students holding a cumulative grade point average of 3.50 or above may request permission of the dean of their college to schedule up to 21 hours in a semester. (This policy is applicable only on a five days-per-week schedule.)

First time freshman students and/or students with less than 30 hours should not enroll in more than 12 semester hours on a three-day schedule (MWF) or no more than 9 hours on a two-day schedule (T-R). Sophomores and above should enroll for no more than 15 semester hours on a three-day schedule (MWF), or no more than 12 semester hours on a two-day schedule (T-R). The total academic load resulting from concurrent enrollments at Arkansas State University and other institutions shall not exceed the maximum loads stated above. **Correspondence, off-campus or ten-week courses are to be included when computing academic load for each enrollment period.**

Students who receive the University Honors Scholarship, the Chancellor's Scholarship and the Dean's Scholarship should be enrolled in a minimum of 15 semester hours each fall and spring term. Students who receive the University Honors Scholarship should also take at least one three-hour honors course each term.

### Student Classification

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>All students with fewer than 30 credit hours.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>Students with 30-59 hours of credit.</td>
</tr>
<tr>
<td>Junior</td>
<td>Students with 60-89 hours of credit.</td>
</tr>
<tr>
<td>Senior</td>
<td>Students with 90 or more hours of credit.</td>
</tr>
<tr>
<td>Part-time</td>
<td>Any student carrying fewer than 12 hours of credit.</td>
</tr>
<tr>
<td>Full-time</td>
<td>Any student carrying 12 or more hours for credit.</td>
</tr>
<tr>
<td>Non-degree</td>
<td>Designed for special interest enrollment; non-credit and non-degree seeking.</td>
</tr>
<tr>
<td>Post-degree</td>
<td>Students with the earned bachelor’s degree, or higher, from an accredited institution of higher education.</td>
</tr>
<tr>
<td>Early Entrance</td>
<td>Designed for academically qualified high school students who wish to enroll in university courses.</td>
</tr>
<tr>
<td>Transient</td>
<td>Designed for temporary students who are actively enrolled in a program at other accredited institutions of higher education and desire to enroll for a semester or term at ASU.</td>
</tr>
</tbody>
</table>
Class Schedule Changes
Changes in class schedule may be made online using Self Service (located in the ASU portal, myCampus, located at [https://mycampus.astate.edu/web/mycampus/home](https://mycampus.astate.edu/web/mycampus/home)) without charge during the scheduled registration periods.

Students will not be permitted to add new courses after Sunday following the first week of classes of a semester or after the first class day of a five-week summer term. If this date falls on a holiday, adjustments will be made as appropriate.

Students should consult with their academic advisor before changing class schedules. Students receiving financial aid or scholarship should also consult their financial aid counselor.

Deadlines for Dropping Individual Courses
The final date for dropping individual courses is two weeks prior to the first day of final examinations during Fall and Spring semesters. Academic Affairs will identify appropriate deadlines for other semesters (interims, summer, half sessions). Deadlines are also published on the Office of the Registrar's web page ([http://registrar.astate.edu](http://registrar.astate.edu)) for each semester.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Hour of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>yields 4 grade points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>yields 3 grade points</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>yields 2 grade points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>yields 1 grade point</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>yields 0 grade points</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>yields 0 grade points</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>yields 0 grade points</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>yields 0 grade points</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>yields 0 grade points</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>yields 0 grade points</td>
</tr>
<tr>
<td>WN</td>
<td>Administrative Dropped for</td>
<td>yields 0 grade points</td>
</tr>
<tr>
<td></td>
<td>nonattendance</td>
<td></td>
</tr>
<tr>
<td>FN</td>
<td>Failure to attend and not</td>
<td>yields 0 grade points</td>
</tr>
<tr>
<td></td>
<td>withdraw from the University</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>will be recorded as “F”</td>
</tr>
</tbody>
</table>

*If not removed within one semester*
To compute a grade-point average, multiply the number of quality hours credit of each grade by the quality points assigned to that grade. Divide the sum of these several products by the total number of quality hours in which the student was enrolled.

**Withdrawal from the University**

(Refer to [http://www.astate.edu/a/finance-admin/student-accounts/tuition-fees/refund-schedule.dot](http://www.astate.edu/a/finance-admin/student-accounts/tuition-fees/refund-schedule.dot) for the Refund of Fees Schedule)

Students withdrawing from the university after Sunday of the first full week of classes in a semester or after the first day of classes in a five-week summer term must obtain an Application for Withdrawal at the office of Wilson Advising Center. The Wilson Advising Center advisers will assist students in the process to obtain withdrawal approval from the offices of Student Accounts, Financial Aid, Residence Life and the Library. The completed application must be returned to the Wilson Advising Center by the application nullification date. This process must be completed two weeks prior to the first day of final examinations during Fall and Spring semesters. Academic Affairs will identify appropriate deadlines for other semesters (interims, summer, half sessions). Grades earned in courses completed prior to official withdrawal from the university (i.e., short courses) will not be affected by that withdrawal. Classes that have been withdrawn will remain on the student's transcript with a "W" grade for withdrawal. Once the withdrawal process is complete, the classes withdrawn will not affect the student's GPA.

Students who cease to attend classes without processing an official withdrawal, or who do not complete the withdrawal process will automatically receive an F in all courses in which they were enrolled.

**WN – Withdrawal for Non-Attendance**

Faculty assigns a grade of WN (withdrawal for non-attendance) to students who have never attended a single class during the first eleven class days of the semester. Although Faculty assign WN's, students are responsible for dropping/withdrawal from all classes they are not attending. Logging into an on-line course is considered the same as attendance for "WN" purposes.

Students should review their schedule of classes using Web for Students to make sure their enrollment is accurate. Students who find a mistake need to contact the Registrar's Office for proper procedures immediately upon discovery. **The WN grade will only be granted or May be appealed through the first day of classes of the following fall or spring semester, whichever comes first.**
**FN – Failure to Attend and Not Withdraw**

Faculty assigns a grade of FN to students who have quit attending class but do not officially drop or withdraw. The FN indicates the grade of ‘F’ has been earned due to lack of attendance and not necessarily lack of understanding the material. Students are encouraged to notify their Instructor of their intention to drop or withdraw from a course. However, the notification does not constitute the drop or withdrawal. Students must still process their drop or withdrawal in Banner Self Service or with Advisement Services. Students should review their schedule of classes using Web for Students to make sure their enrollment is accurate.

**Grade Reports**

Midterm grades are available in the ASU portal, myCampus, located at https://mycampus.astate.edu/web/mycampus/home on the Self Service tab. Midterm grades are viewable as soon as an instructor enters the grade in Self Service. Faculty are required to enter midterm grades for freshman and sophomore students.

Final grades are also available in the ASU portal, myCampus, and final grades will be viewable in Self Service by an announced time at the conclusion of an academic term. After a final grade has been recorded, it may be changed only if an error was made in calculating or reporting. If a student believes that such an error was made, the instructor of the course should be consulted to check the grade. Whenever an error is discovered, the instructor should process a “Change of Grade” form. All grade changes must be processed in the Office of the Registrar before the end of the next regular semester following completion of the course.

**Repeating Courses**

Students may repeat up to 18 semester hours in which grades of D or F were earned and have only the last grade counted in computing the grade point average for undergraduate degree requirements. Courses may be repeated anytime before the first Baccalaureate degree is awarded. The student can select the courses eligible to be repeated as long as these courses meet the requirements below.

1. The student must have earned a grade of D or F in the course.
   
   Note: A grade of F cannot replace a grade of D. If the grade in the first attempt is a D and the grade in the second attempt is an F, both grades will be counted.
2. Students may repeat up to 18 semester hours.
3. All other repeated courses will have both grades counted. Degree hours will be applied only once toward graduation requirements.
4. Students may not repeat for credit any course in which they have earned a grade of C or better.

5. Courses repeated must be the exact course. Students may not use substitutions for repeated courses.

The student should be aware that the grade of D or F from any previous attempts will remain on the transcript. The previous attempts will be indicated by an "E" in the repeat column. A formal request for recomputation of grade point averages must be completed and filed with the registrar in order to have only the last grade counted for courses which have been repeated. Developmental courses are not included in the "Repeating of Courses" policy. The department chair, the appropriate college dean, and the registrar will determine the application of the repeat course policy in those instances where course numbers and/or titles have been changed at Arkansas State University and for courses completed at other institutions of higher education. Every student is eligible for the provisions of the repeat policy, regardless of the Bulletin year in which the student entered ASU.

Students who are planning to apply for admission to graduate school should take note that most graduate/professional schools recalculate GPAs based upon ALL courses that students have attempted during their college career. Thus, any repeated courses will have both grades counted in consideration for graduate school admission.

**Academic Probation and Suspension**

Students entering ASU for the first time are under the retention policy listed below: Students will receive academic probation at the close of any enrollment period (fall, spring or summer term) when their current semester or ASU cumulative grade point average (GPA) is below 2.00. Academic probation status will be removed at the end of any enrollment period when both the current semester and ASU cumulative GPA are 2.00 or above. Students placed on academic probation are restricted to enrollment in 12 credit hours until the current semester and ASU cumulative GPA are 2.00 or above. Students on academic probation are strongly encouraged to counsel with an academic adviser or call the Wilson Advising Center at (870) 972-3001.

First time, first year students placed on academic probation at the end of their first semester are encouraged to enroll in College Choices, a one-credit study skills course their next enrollment period. Students will be restricted to 12 credit hours of enrollment until the probation status is removed. Students must contact the Advising Center at 972-3001 for enrollment in the probation program. Students placed in the College Choices course and should contact the University College Dean’s office at (870) 972-3574 if interested.
Students on academic probation will be suspended for poor scholarship when their current semester and fall, spring, or summer term ASU cumulative GPA are both below the required 2.00. Students suspended for poor scholarship may apply for readmission.

**Schedule of Readmission Following Academic Suspension**

**Readmission Following Academic Suspension**

Upon academic suspension from ASU, students should contact the Wilson Advising Center to review the terms for admission following an academic suspension at (870) 972-3001. Restart@state Program: Students on a first academic suspension, who have not participated in Restart@state and wish to return to ASU-Jonesboro, must seek enrollment into Restart if they are returning to ASU within two calendar years. Students must first seek approval from the Wilson Advising Center in order to participate in Restart, then complete the application process and attend a Restart workshop before classes begin for the semester. Program fees do apply.

During the Restart semester, students will be allowed to enroll in up to 12 hours plus the one-hour Restart Seminar. Students who withdraw from the university, are administratively withdrawn or fail the Restart Seminar will serve a mandatory separation period from the university and all other institutions of higher education the following semester. Successful completion of the Restart@state program requirements, however, will allow enrollment during the subsequent enrollment period, provided the student meets the necessary GPA and other requirements stated in the Restart contract.

First Suspension: Students who are suspended for the first time must enroll in the Restart@state program. (See procedures for enrollment under the Restart@state program.) All students considering taking coursework at another institution while on first suspension from ASU are strongly advised to meet with their ASU academic advisors for guidance on appropriate coursework selection. (See section on transferring coursework while on first suspension.)

Second Suspension: Students who earn a second suspension are not permitted to enroll at ASU for one calendar year. Students returning to ASU after serving a second suspension must first seek approval to re-enroll from the Undergraduate Gradation and Academic Credits Appeals Committee. Upon approval for re-enrollment, students must readmit with the institution before registering for classes. Arkansas State University will not accept for transfer any credit earned at other institutions during a period in which the student is on mandatory second suspension at ASU.
Third and Subsequent Suspensions: Students who earn a third or subsequent suspension are not permitted to enroll at ASU for two calendar years. Students returning to ASU after serving a third or subsequent suspension must first seek approval to re-enroll from the Undergraduate Gradation and Academic Credits Appeals Committee. Upon approval for reenrollment, students must readmit with the institution before registering for classes. Arkansas State University will not accept for transfer any credit earned at other institutions during a period in which the student is on mandatory third or subsequent suspension at ASU.

Transferring Work from Other Institutions while on First Suspension: ASU will review transfer work completed while on a first suspension only after the student returns and successfully completes 12 hours with a 2.00 GPA, as well as the Restart@state program (if required). No more than 12 credit hours of coursework completed at another accredited college or university while on a first academic suspension from ASU will be considered for transfer and only if the coursework:

(a) removes deficiencies, such as the required high school core or developmental coursework; and/or

(b) is a course retaken per the ASU recomputation policy (retaking course work that was earned at ASU with a grade below "C"); and/or

(c) is designated by ASU as 1000- or 2000-level. No credit hours earned at other institutions during a period in which the student is on mandatory second, third, or subsequent suspension from ASU-Jonesboro will be accepted for transfer by Arkansas State University.

Academic Policies and Procedures

Academic Misconduct

Arkansas State University enthusiastically promotes academic integrity and professional ethics among all members of the ASU 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.

1. 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.
2. 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).

3. 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:
1. Return the paper or other item for rewriting; the grade may be lowered.
2. 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.
3. Give the student who plagiarized a failing grade in the course.
4. 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.

1. Observing and/or copying from another student’s test paper, reports, computer files and/or other class assignments.
2. Giving or receiving assistance during an examination period. (This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.)
3. Using class notes, outlines, and other unauthorized information during an examination.
4. 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.

**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.

**Class Attendance Policy**

Students should attend every lecture, recitation and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed work or receive a failing grade on missed work. It is the practice of Arkansas State University to allow students to participate in university sponsored academic or athletic events, even when those events cause them to be absent from class. Students participating in university sponsored academic or athletic events will not have those days counted against their available absences and will be given reasonable opportunities to make up missed assignments and exams.

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

Students enrolled in upper level courses will not be assigned a grade of “F” 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 making up work missed, class participation and other factors that may influence course grades. In determining whether excessive absences should adversely affect a grade in an upper level course, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absences.

Students must utilize their available absences for any cause which requires them to miss class including, but not being limited to, vacation, illness, emergency, or religious observances. Students who are aware that they will have absences during a term should ensure that they do not exceed the absences available.
**Inclement Weather Policy**
The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local news media will publicize the closing. Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor.

**Student Academic Grievance Procedure**
The process by which ASU students may request a waiver or variance of University policies and grieve alleged violations of academic rights. Under certain circumstances, Arkansas State University students have the right to request a waiver or variance of university policies and/or procedures, and to grieve alleged violations of their academic rights. A request for a waiver or variance is a request for exception to requirements or regulations because of extenuating circumstances. A grievance is a complaint alleging that one or more of the "academic rights of students" (as stated in the Student Handbook) have been violated.

**Procedure for Requesting Waiver or Variance of Policy**
The academic requirements, rules and regulations of the university are published in the undergraduate and graduate bulletins. For the purpose of providing an avenue of appeal for students who have reason to believe that an exception to the stated requirements, rules and regulations should be made, the following committees shall be established:

- College, Independent Department, and Graduate School Admissions and Credits Committee
- Undergraduate Admissions, Graduation, and Academic Appeals Committee
- College Hearing Committee

**College, Independent Department, and Graduate School Admissions and Credits Committee Organization**
Before the end of each spring semester, a committee shall be organized in each college, independent department and the Graduate School as follows:

1. Three to five faculty members appointed by the dean of the college, independent department chair, or graduate dean.
2. Two students appointed by the college dean, independent department chair or graduate dean. In each college or independent department, the students must have completed a minimum of 30
hours at ASU to be eligible to serve. In the Graduate School, the students must have completed nine hours of graduate work at ASU to be eligible to serve.

3. At the first meeting of the committee following its organization, members shall elect a chair, who will be responsible for scheduling and conducting meetings, and a secretary, who will be responsible for keeping minutes and communicating committee recommendations to the appropriate parties.

4. Initially, faculty members will draw for one, two and three-year terms. Faculty members will serve three-year rotating terms and may be reappointed for up to three terms.

Jurisdiction
The committee shall:

1. Consider the application for readmission of students majoring in the academic area represented. These requests may come from the following:
   a. Arkansas State University undergraduate students who are petitioning for readmission following their first suspension for inadequate scholarship. (Colleges may choose to delegate to the deans or to chairs [independent departments may delegate to the chair] consideration of petitions for readmissions following first suspensions for inadequate scholarships. If students are dissatisfied with decisions made under this arrangement, the decisions may be appealed to the college's admissions and credits committee.)
   b. Arkansas State University graduate students who earned a 3.25 or better grade point average during the past semester of graduate work but whose cumulative grade point average is below the requirement for continuing.

2. Consider petitions from Arkansas State University students regarding waiver or variance of college, independent department or Graduate School requirements, rules or regulations.

3. Grant a hearing before the committee to any Arkansas State University student appealing college, independent department or Graduate School requirements, rules or regulations.

4. Be free to make recommendations without the student being present.

Operation
The committee shall:

1. Meet at regular scheduled times, with special attention given to meetings just prior to and during registration periods, or according to need.

2. Keep records of committee actions and transmit committee recommendations to the student and to the college dean or independent department chair.
The dean or independent department chair has 10 working days following receipt of the committee recommendation to accept or not accept the recommendation. Acceptance or non-acceptance of the recommendation will be communicated to the committee, the student and the registrar for inclusion in the student’s permanent record.

Students who are not satisfied with the recommendation of a college, independent department or Graduate School admissions and credits committee, or with the decision of the college dean or independent department chair, may appeal to the University Admissions and Credits Committee (UACC). Such an appeal must be made in writing and given to the chair of the college or independent department committee hearing the original request, who will forward the appeal to the UACC.

**Undergraduate Admissions, Graduation, and Academic Appeals Committee**

Before the end of each spring semester, a university committee shall be established as follows:

**Organization**

The University Admissions and Credits Committee shall be organized in the following manner:

1. The chair of each college, independent department and graduate school committee.
2. Three students. Two of the students must have completed 60 undergraduate hours at ASU and are to be appointed by the Student Government Association. One student must have completed 12 graduate hours and is to be appointed by the Graduate Student Association. The student appointments must be approved by the Vice Chancellor for Academic Affairs and Research.
3. The registrar shall serve as an ex-officio member of the committee.
4. At the first meeting of the committee following its organization, members shall elect a chair, who will be responsible for scheduling and conducting meetings, and a secretary, who will be responsible for keeping minutes and communicating committee recommendations to the appropriate parties.

**Jurisdiction**

The UAGAAC shall:

1. Serve as an appeals body for ASU students seeking to appeal recommendations of a college, independent department or Graduate School admissions and credits committee, or the decisions of a college dean or independent department chair.
2. Hear any petition from ASU students regarding waiver or variance to university requirements, rules or regulations.
3. Be free to make recommendations without the student being present.
4. Maintain a continuing study of academic rules, regulations and policies printed in the undergraduate and graduate bulletins.
5. When appropriate make recommendations regarding such rules, regulations and policies to the Vice Chancellor for Academic Affairs and Research or the Dean of the Graduate School.

Operation

The UAGAAC Committee shall:

1. Meet at regular scheduled times, with special attention given to meetings just prior to and during registration periods, or according to need.
2. Keep records of committee actions and transmit recommendations to the student and to the Vice Chancellor for Academic Affairs and Research or the Dean of the Graduate School.

The Vice Chancellor for Academic Affairs and Research or the Dean of the Graduate School has 10 working days following receipt of the committee recommendations to accept or not accept the recommendations. Acceptance or non-acceptance of the recommendation will be communicated to the committee, the student and the registrar for inclusion in the student's permanent record.

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, and five (5) to ten (10) graduate students in the case of the Graduate School.

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.

**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.
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.

**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.

**Student Affairs Division**  
http://www2.astate.edu/student-affairs/

**General Information**
The Division of Student Affairs delivers student services that are responsive to student needs and promotes the quality of life and education of Arkansas State University students both inside and outside the classroom. The Division is a leader and primary spokesperson for students.

The Division of Student Affairs consists of sixteen 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: Admissions, Campus Life, Career Management Center, Counseling Services, Dining Services, Disability Services, Enrollment Services,
Financial Aid and Scholarships, Parking Services, Residence Life, Student Health Center, Student Development and Leadership, Reng Student Union, Technology Services, Testing Services, and University Police Department.

Memberships
The Student Affairs Division or relevant departments therein hold membership in the following professional organizations:

- American Association of College Registrars and Admissions Officers
- American College Health Association
- American College Personnel Association
- Arkansas Association of Campus Law Enforcement Agencies
- Arkansas Association of College Registrars and Admissions Officers
- Arkansas Association of Colleges and Employers
- Arkansas Association on Higher Education and Disability
- Arkansas Council on Student Services
- Association for University and College Counseling Center Directors
- Association of Colleges and University Housing Officers-International
- Association on Higher Education and Disability
- International Association of Campus Law Enforcement Administrators
- National Association for Campus Activities
- National Association for College Auxiliary Services
- National Association for Student Personnel Administrators
- National Association of College Admission Counseling
- National Association of Student Financial Aid Administrators
- National College Testing Association
- National Intramural and Recreational Sports Association
- Southern Association of College Admission Counseling
- Southwest Association of Student Financial Aid Administrators

Campus Life
The Student Affairs unit of Campus Life is under the direction of the Assistant Vice Chancellor for Student Affairs. This unit consists of the departments of Residence Life, Dining Services, Parking Services, Student Conduct and the departments that fall under the umbrella of Student Development and Leadership. Those departments include the Reng Student Union, Conference Services, Intramurals,
Fitness, Leadership, Student Activities, Greek Affairs, Multicultural Affairs, Non-Traditional Students Affairs, Volunteer Services, Student Affairs publications and New Student Orientation.

The mission of the Campus Life Unit is to provide essential services and co-curricular opportunities for the holistic development of the student.

**Campus Recreation/Red W.O.L.F. Center**
http://www2.astate.edu/a/student-affairs/union/rec-center/

**Fitness/Wellness**

The Red W.O.L.F. Center, which stands for Wellness Opportunities and Life Fitness, is a brand new state of the art exercise facility that has many things to offer students in order to provide a well-rounded workout program. The facility emphasizes the development of lifetime exercise habits, as well as other important developmental characteristics.

The Fitness/Wellness Program offers a variety of fitness, wellness, and assessment activities that are designed to address the physical, mental, and social well-being of participants through various forms of exercise and education. The weight room is equipped with the latest in technology provided by Freemotion and Hoist Circuit Training Lines. The Freemotion training line is designed to allow strength gains in multiple planes of motion that engage all 607 muscles of the human body. The Hoist training line is a ride oriented strength training system that allows unrestricted joint movement and core activating benefits of functional training with the stabilizing benefits of machine-based equipment. The fitness center is also equipped with free weights, squat racks, Olympic lifting racks, and exercise bikes, cross trainers, treadmills, and elliptical machines.

Fitness/Wellness activities are offered through open recreation opportunities or through advanced registration procedures. Examples of open recreation include the Red W.O.L.F. Fitness Center, drop-in fitness testing, and group exercise. Advanced registration activities include nutrition classes, personal training, and fitness instructor clinics.

Group Fitness: Find out what’s fun and keeps you moving with ASU’s Group Fitness Classes. We challenge you to come to a class, there is something for everyone. We offer cutting edge classes like Zumba, Turbo Kick, Spin, BOSU, Yoga, and Pilates. Our program strives to keep up with the industries fitness trends. Classes are based on availability of instructors and student interest.
Special Events Program: The Special Events Program provides a diverse selection of quality recreational activities in a leisure environment that enhances personal development through social and personal interaction. Approximately 2-3 events are held each month during the regular school year. Some examples include: National Women’s Health and Fitness Day, Great American Smokeout, Alcohol and Drug Awareness Week, Healthy Weight, Safe Spring Break Programming, Fast Food Survival, etc.

To access the Red W.O.L.F. center, you MUST be a registered student with an active student ID. The ID must be presented upon entering. To gain access to the Fitness Center, all students are required to have a towel. If you have special needs or require assistance, please inform the Red W.O.L.F. Center Staff.

Intramurals
http://www2.astate.edu/a/student-affairs/intramural-sports/index.dot

The Department of Intramural Sports at Arkansas State University strives to provide safe recreational programs and facilities in which to enhance the total educational experience and the quality of life for the university community. The Intramural program provides an opportunity for students, faculty and staff to participate in a structured and competitive setting. We also offer part time employment as well as work study opportunities for those who seek it. Campus Recreation and the Department of Intramural Sports offer more than 25 activities for men and women. Teams or individuals can be organized within Greek organizations, residence halls, independent groups, or other ASU organizations.

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

1) You can contact an Intramural staff member by calling (870) 972-3109
2) You can come by the Intramural office which is located in the Red WOLF Center, room 107.
3) You can go to the departmental webpage at http://www.astate.edu/intramurals and find all the information you need about intramurals from events offered to departmental news.

Dining Services
http://www2.astate.edu/dining/

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. Acansa dining hall, with its concept stations, gives students many options from which to choose. Our Ultimate Pizza line offers a variety of pizzas including calzones, breadsticks, and dessert pizzas. We offer different international flavors on our International line, and hot, home-cooking meals are available on Market Square. Burgers, fries and grilled cheese is offered daily on our Grill; while you can choose a sandwich or
wrap, made to order, from our Deli line. A full salad bar is also available, along with a hot bar that features different “make it yourself” dishes.

Students also have the option of purchasing food from one of our retail outlets. In the Food Court, Godfather’s Pizza, Howl’s Grill, Sub Connection, Chick-Fil-A, Lobos Rojos and Starbucks are available for the students’ enjoyment. If you can’t make it to the Union, stop by Café a la Cart in the library for a quick breakfast or lunch on the go including sandwiches, salads, wraps, drinks and other snacks. Also available in the Union is the Campus Store where you can get anything from drinks and chips, to peanut butter, jelly and bread to soup and hot pockets for a quick snack in your room.

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. From continental breakfasts to box lunches to corporate banquets and weddings, our catering staff attends to every detail to make sure each event is the best it can be.

**Parking Services**
http://www2.astate.edu/parking/

**Mission Statement**
Our mission is to deliver courteous, safe, and efficient parking services to the campus community and general public.

**Top 10 Parking Hints for ASU**
1. Read the parking regulations online at http://www2.astate.edu/parking/
2. Display a current parking permit in the proper manner at all times.
3. Avoid parking in unauthorized zones such as visitor*, faculty, fire lanes, etc.
4. Update any changes in primary vehicle information (http://www2.astate.edu/parking/).
5. Pay all metered and garage parking during the hours posted.
6. Report a missing permit immediately to Parking Services.
7. Avoid relying on hearsay regarding parking regulations.**
8. Secure a temporary permit from Parking Services if current permit is unavailable.
9. Report any changes in resident/commuter status to Parking Services.
10. Avoid parking in reserved spaces.***

* Visitor Parking is NEVER an option for registered students.

** The current version of the online parking regulations is the authoritative source for parking information.
*** Unauthorized vehicles parked in reserved spaces will be towed.

The parking regulations are approved by the Parking/Motor Vehicle Committee annually and apply to all students at Arkansas State University.

**Department of Residence Life**

**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.

**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.

**Graduate Hall Director**
The Graduate Hall Director (GHD) is a graduate student staff member who has primary responsibility for the overall operation, including discipline, of the residence hall community. He/She is 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.

**Area Coordinator**
The Area Coordinator (AC) is a full-time professional staff member. He/She provides leadership and support to the Graduate Hall Directors. The AC is responsible for many of the administrative functions of the residence halls systems in his/her area.

**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 operation 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.

**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.

**Staff On Duty**

At least one RA per hall and one GHD are “on duty” every night of the week. The RAs on duty are listed near the front office of each building complex. If any problem arises, please contact the staff member on duty in the hall. During the weekday hours contact the Department of Residence Life the front desk of your residence hall or a staff member.

**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/wing/building representatives. Officers and floor/wing/building representatives are selected every fall. All residents are welcome participants in Hall/Area Council. Hall/Area 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, he/she should contact hall officers, RA, or Graduate Hall Director.

**Residence Halls Association**

The Residence Halls 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 have participated in regional and national leadership conferences, policy change issues, and programs such as the final exam kits. RHA Executive Council is the governing body of RHA. It is comprised of executive officers and representatives from each of the on-campus residential units. 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 Graduate Hall Director, RA, or call the Department of Residence Life.

**National Residence Hall Honorary**
The National Residence Hall Honorary (NRHH) is an organization of the top 1% of on-campus student leaders. The four pillars – Leadership, Scholastics, Recognition and Service – help guide NRHH’s members thoughts and decision making. Students are selected following an application process.

**Facilities and Services**

**Cable Television**
Basic cable is provided at no additional charge to residence hall students. Cable repair requests should be reported through the use of the on-line work order request link or to the front desk or the Department of Residence Life.

**Computer Labs**
Computer Labs are located in all of the first year residence halls and Collegiate Park. These labs are for residents only. Please check with the hall office for access to and operation hours of the lab. As a courtesy to others, food and drinks are not allowed in the computer labs.

**Elevators**
Elevators are located in residence halls with five or more stories 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 of the residence halls and in the apartment complexes. If the machines are not working properly, contact 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 and take out the trash. If pests are found, Residence Life provides extermination service. Please contact the hall desk immediately or complete online work order request.

Room Repairs
Any damages presently in the room prior to check in should be marked on the inventory form. Please review this form to assess 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 residents’ room. There is a phone at the front desk that may be used to contact emergency personnel.

TV and Study Lounges
The majorities of the 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 dispensing drinks and snacks are located throughout the residence hall areas. 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 and 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 his/her keys and University ID Card with them.
- Walk quickly, but in an orderly manner, through the 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 though homeowner’s policies or from independent companies specializing in residence hall insurance.

The safety and security of each hall is the responsibility of each resident, staff of the hall, 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, after a staff member’s announcement, 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.
- 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.
- Leave corridor doors open.
- 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. If one experiences problems with the card system, he/she 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 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 be referred to the Office of Student Conduct; a minimum restitution is $100.00.

**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 as soon as possible. Throughout the semester residents should report any damages that occur to the RA. Each resident is financially responsible for all damages that occur in his/her room during occupancy.

**Room and Hall Changes**

Room changes are only done at specific times during the year. See RA or GHD. The GHD must approve room changes within the building. Contact the GHD to initiate a change from one residence hall to another. Any time a student changes rooms, he/she must be checked out of their old room and checked into their new room by a RA. Room damages will be deducted from the resident’s deposit.

**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 ASUJ. Residents who do not officially check out of the residence hall can expect their deposit to be forfeited, and 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, and key replacement 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 furnishings must be left in the room, in good condition, and in their original position.
6. All private and semi-private bathrooms must be clean (toilets, sinks, showers, floors, etc.)
7. All writing must be removed from the windows.
Residents who wish to have their deposit refunded must ensure that their permanent address is correctly listed in A-State self service. Upon checking out from the halls/apt, the paperwork will be processed by the Department of Residence Life. All deposit 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. Residents who have been granted a contract release will forfeit their deposit (except for graduation).

**Break Housing During Interim Periods**

Break housing may be available between semesters. 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 be referred to the Office of Student Conduct.

**Cancellation of Room Assignment**

A resident who has decided to not return to the residence halls or to cancel his/her room assignment, must contact the Department of Residence Life in writing. Please review your Residence Life contract for the deposit 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.

**Housing Deposit**

A $100 damage/security deposit must accompany the application. The contract is a full academic year contract. At the end of the academic year, pending no damages, the deposit will be refunded to the resident who will not be returning for the following academic year. Otherwise the deposit will roll over from one academic year to the next. The process of refunding a deposit takes approximately four - six weeks. Deposit refunds will not be granted until the resident has officially checked out of the room through the residence hall office, had the room inspected and found in satisfactory condition and free of damages. The check-out procedure involves signing the room inventory form and returning the room key; residents not completing these steps will be assessed an improper check out fee. If damages or unsatisfactory conditions are found, fees will be assessed.
**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 box spring 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, he/she is obligated for the additional fee for that semester even though he/she 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 his/her 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 deposit, and space permitting.

**Summer School Housing**
If one plans to attend the University’s Summer session(s) and wishes to apply for summer housing, he/she 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 Rules and Regulations**
In a community living situation, as found in the residence halls, it is necessary to impose certain standards for conduct and behavior to ensure that there is some order to the environment. Each resident living in the residence hall has certain rights they are entitled to.
These rights are:

- The right to sleep
- The right to one’s personal belongings
- The right to free 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 complain 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 their behavior, as well as for the behavior of his/her guest(s).

**Student Responsibilities**

Information included in this section should clarify or expand upon the policies found in the Standards of Student Conduct.

All students residing in university owned housing agree to refrain from:

1. **Alcohol**
   No Alcohol is allowed in any university owned housing.

2. **Abandoning Property**
   No items may be left in a residence once a student has checked out. If items are left past check out, the Department of Residence Life shall declare them abandoned and they will be held for 30 days before being discarded by the University.

3. **Active Sports**
   Participation in active sports in University-owned housing.

4. **Appliance Usage**
   Students may not have the following appliances in their residence: halogen lamps, sun lamps, tanning beds, heating coils, camp stoves, broilers, window air conditioners, lava lamps, microwave ovens more than 1,000 watts, refrigerators more that 115 volts or larger than 4.0 cubic feet, and items with exposed
heating elements including but not limited to: space heaters, ovens, 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 115 volts and no larger than 4.0 cubic feet, UL approved sealed unit coffee makers, George Foreman®-type grills, popcorn poppers, radios, TVs, stereos, desk lamps, electric blankets, and computers are permitted unless their energy use exceed the capacity of the system, and the equipment is kept in safe operating conditions. No outside antennas of any type are permitted. It is the student’s responsibility to receive permission for any appliances not on the approved list. This policy is not applicable in the Village Houses or apartments.

5. Bed Requirements
Beds provided by ASU must remain in the assigned residence room at all times.

6. 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.

7. Computer Network Devices
Without specific authorization, users must not physically or electronically attach any additional device (such as an external disk, printer, or video system) to the IT infrastructure or related resources. This includes, but is not limited to, network hubs, switches, routers and access points of a hardwired or wireless nature. DHCP Servers of any kind are prohibited. If a student is found using an unauthorized device, the data point will be terminated in addition to the initiation of the conduct process.

8. Contact Paper
Contact paper may not be applied to: windows, doors, ceilings, floors, or any university provided furniture or appliances. In addition contact paper may not be applied to the following surfaces: bathroom counters, desktops, medicine cabinet shelves, border on walls, and light switches. Contact paper can be applied as a drawer liner, however, must be removed from the room prior to checkout.

9. 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.
10. 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 be hung using tension rods.
- Displaying alcohol/drug signs, or other related alcohol/drug memorabilia so they are visible from outside a student residence (such as in windows or on doors).
- Displaying alcohol containers of any kind.
- Attaching items to or tampering with light fixtures, ceiling tiles, fire safety equipment or exit signs.
- Using nails or other items that will puncture a wall. This clause is not applicable in the Village.
- 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.
- Using a cut/live evergreen tree as decoration such as a Christmas or Holiday Tree.
- Painting or permanently altering a room in any way.
- No electric/neon signs.
- 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).
- No more than 30% of the wall/ceiling space may be covered. No paper may be posted within 1 foot of an electrical outlet.

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

12. Exterior Door Usage
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.

13. Guest Escort Policy
All guests must be escorted by his/her hosts in a public area. A specific host must be immediately present. A guest is anyone not assigned to the specific building, suite or apartment.
14. 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 requires registration all guests must be properly checked in at the front desk. No more than two guests are allowed per resident unless otherwise permitted by the GHD, except in the Village. No guests under the age of 12 are allowed, 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 residence hall space per month.
The visitation hours and regulations for each building are located at the end of this section.

15. Key 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. If a student is locked out of his/her residence he/she may check out a temporary key from the front desk. Village residents who are locked out should contact the Village Manager. Failure to return the temporary key within the time allotment will result in an automatic lock change. If a student loses his/her key the lock on the resident’s door will be changed. Residents will be billed for the cost of a new lock and key replacement for lock changes.

16. Lounges/Lobby Usage
When using lounges and lobbies all residents and visitors 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 must be adhered to.
- Residence Life staff members (including student staff) have the authority to dismiss persons from the lobby.

17. Motorcycles
Motorcycles must be registered with Parking Services and follow their regulations. Motorcycles, mopeds, motor scooters and other internal combustion engine are not permitted in University Owned Housing or common areas. Gasoline cans cannot be stored in any residence.
18. 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. Grills (outside of the George Forman Type) are only permitted at Village houses.

19. Pet Possession
Students and guests may not possess an animal other than fish and properly attended assistance animals for individuals with disabilities that have been registered through the Office of Disability Services. Aquariums are to be limited to 10 gallons or less.

Residents of the Village houses have the ability to have specific pets. Approval for all animals must be received from the Village Manager and the Village pet policy must be followed.

20. 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. Extension cords must be heavy duty extension cords and used properly.

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

22. 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.

23. Quiet Hours for Courtesy
Students and guests must adhere to a courteous level of sound at all times.

24. 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.
25. 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 GHD or Village Manager.

26. Syringe Disposal
Students and guests should 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.

27. 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.

28. Windows
A screen may not be removed from its window casing.

General Residence Life Guidelines

Bomb Threats
If a bomb threat or any other threatening phone call is received, gain as much information from the caller as possible and do not hang up the phone. Immediately notify the Office of Residence Life during normal business hours. The staff person will notify University Police and other designated staff members. After business hours, immediately contact the front desk. Please remain available for assistance to the investigative authorities.

Community Billing
Financial charges relating to the cleaning of, damage to, or theft of university property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, wing, building, or area.

If any damage occurs in such areas as one’s floor, hall, wing or community bathroom, which cannot be properly charged to an individual, all members of the floor or community may be billed equally for 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 his/her “share” of public area damages at the end of each semester. Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized through posted flyers, letters, emails and/or hall meetings. 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 and maintenance inspections and 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. Health/Safety inspections will take place monthly and will be posted 24 hours in advance. Due to the nature of the Village, there is no notice for health and safety inspections. Village residents should expect these to occur on a monthly basis.

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.

Room Inspections (Health/Safety Inspections)
Residence Life Staff will conduct health and safety inspections monthly. Routine room inspections by staff personnel are conducted on a regular basis. These 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.

Notices of these inspections will be posted 24 hours in advance, except in the Village where no notice will be given. However, the University and the Residence Life office reserve the right to conduct safety inspections with no notice in emergency situations.
If a violation is observed during Health/Safety Inspections, the RA, GHD and/or Village Manager will leave notification of the violation. Confiscation of the questionable item(s) may occur in cases of violations. Conduct referral may result from non-compliance.

**Roommate Conflicts**
If a resident and his/her roommate are having a conflict, he/she should attempt to discuss the problem with each other. If this cannot be done, they should take the problem to the RA. A roommate mediation agreement is then required. If the RA believes that the problem is something out of his/her control, the matter should then be taken to the GHD. 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 his/her 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 inter-visitation in Kays Hall.

**Visitation Policy for Collegiate Park, Northpark Quads, Honors Living and Learning Community, Red Wolf Den, ROTC LLC, STEM DEN and the Village:**
Determined by the living unit.

**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 Inter-Visitation Policy**
The inter-visitation policy for the residents of Kays Hall was designed to help enhance the community’s group dynamics. Due to the special living/learning communities in Kays Hall, there will be many
opportunities for group study and group interaction. Therefore, the inter-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 inter-visitation or visitation hours on a floor by a vote of that community at the beginning of each semester. These hours must be posted on 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 his/her guest to and from the lobby. Guests must be escorted at all times throughout the building.
3. Each guest must leave his/her IDs or some satisfactory form of photo identification with the Desk Assistant on duty in the hall (except inter-visitation in Kays Hall).
4. Each resident will be held responsible for the conduct of his or her guests.
5. The resident and his/her 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 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).
10. No one under the age of twelve (12) may visit (except in the Village).
11. Overnight visitation is not allowed in the First Year Experience halls (Kays, University, Arkansas).
12. All occupants of the room/living space must agree before overnight visitation is permitted in the room (Collegiate Park, Northpark Quads, the HLLC, Red Wolf Den, ROTC LLC, STEM DEN or the Village). 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 GHD and received permission in advance.

**Missing Student Procedure**

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

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

**Procedure for Determining if a Student is Missing**
For purposes of this procedure, a University residence student may be considered to be a “missing student” if the person’s absence is contrary to his/her usual pattern of behavior without explanation. For example, a student who typically stays on campus during weekends should not be considered missing if he/she has informed others of a weekend trip off campus. However, the unexplained absence of a student expected to be on campus triggers the Missing Student Procedure. Any person believing that a student is missing should report to 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 hall director or the staff member on call.

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

Office of Student Conduct
http://www2.astate.edu/studentconduct/

Mission
It is the mission of the Office of Student Conduct at Arkansas State University Jonesboro (OSC) to facilitate a positive and safe environment for student learning. The OSC strives to help achieve a community in which individuals lean 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 made 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.

  Civility — Members of a learning community interact with others in a courteous and polite manner.
  Members of the community are expected to respect the values, opinions or feelings of others.
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. When the conduct of any member falls outside the bounds of civil, moral and ethical 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 these higher obligations. Students failing to maintain these higher obligations may be asked to leave the academic community. Students are expected to comply with all university policies and procedures. This includes the Standards of Student Conduct and University Housing Regulations.

**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 Vice Chancellor of Student Affairs, or his/her 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 her/his 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 Registrar’s Office. 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 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.

**Policy Interpretation**
The Vice Chancellor of Student Affairs or his/her designee is the final authority in defining and interpreting the Non-Academic Standards of Student Conduct and conduct procedures. The Vice Chancellor of Academic Affairs or his/her designee is the final authority in defining and interpreting the Academic Standards of Student Conduct.

**Standards of Student Conduct**
Standards of Student Conduct are divided into two categories: Non-Academic Misconduct and Academic Misconduct. The following list 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 Policies and Procedures.
Non-Academic Misconduct Standards of Student Conduct

1. Accessory
A student commits a violation of the Non-Academic Standards of Student Conduct if he or she aids 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 University 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 or other wheeled forms of transportation. The use of skateboards is permitted only on sidewalks and parking lots unless otherwise posted. Bicycles must be parked in bike racks and other designated areas.

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

5. Damage to Property
Damaging or destroying university property or the property of others, or actions that have the potential for such damage or destruction. Conduct which threatens to damage, or creates hazardous conditions.
6. **Disruption of University Business**

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

7. **Disruptive Conduct**

   Disrupting the regular or normal functions of the Arkansas State University Community, including behavior which breaches the peace, limits the safety or violates the rights of others. Breaching the peace includes but is not limited to high volume speech that may or may not be offensive or inflammatory that can be heard in common areas of buildings such as hallways, lobbies or the cafeteria.

8. **Drugs**

   - Use, manufacturing, distribution, sale or illegal possession of any quantity, whether usable or not, of any drug, narcotic or controlled substance without medical prescription under 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, bongs, hookahs, roach clips and vials without 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.

10. **Failure to Comply**

    Failure to comply with directions, verbal or written, 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 student.
   • 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.

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
   Actions, whether physical, oral, written, electronic, through a third party or otherwise communicated, that have the purpose of creating a hostile or intimidating environment and which are directed at a specific individual or group.
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. Invasion of Privacy
Viewing, transmitting, recording, filming, photographing, producing or creating a digital electronic file of the image or voice of another person without his/her knowledge, or consent while in an environment that is considered private or where there is an expectation of privacy, such as a residence, bathroom or office. This does not apply to the security cameras placed on campus by the University.

19. 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.

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

21. 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.

22. 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.

23. Sexual Harassment
Unwelcome sexual advances, requests for sexual favors or other verbal and physical conduct of a sexual nature when at least one of the following conditions is met:
- Submission to such conduct is made either explicitly or implicitly as a condition of an individual’s employment, membership or education;
- Submission to or rejection of such conduct by an individual is used as the basis for evaluation in making employment, membership or academic decisions affecting the individual;
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive work, academic or living 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
Smoking of any kind is not permitted on University Property.

26. Solicitation Activities
Solicitation not in accordance with federal, state or local law 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 his/her 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.

Conduct Information and Procedures

1. Any individual may refer a student to the Office of Student Conduct for Non-Academic Misconduct charges. 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 Institutional Equity.

2. Upon the receipt of a Conduct Referral, the Assistant Dean of Student Conduct or designee will determine if sufficient information is present for charges to be filed against the alleged violator. If charges are filed, then the alleged violator will be delivered or e-mailed the charges and an initial meeting will be scheduled.

3. The Assistant Dean 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: Assistant Dean of Student Conduct, Assistant Director of Residence Life, Office of Student Conduct Staff members, Area Coordinators, Graduate Residence Hall Directors, and Greek Council Hearing Bodies.

4. The Conduct process is part of the student educational process and as such the alleged violator is exclusively responsible for all communication during the Conduct Process. 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.

**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 Institutional Equity. 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 ASUJ Non-Discrimination/Sexual Misconduct Policy which can be found at [http://www.astate.edu/a/finance-admin/affirmative-action/](http://www.astate.edu/a/finance-admin/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 charges and the options they have available to them to resolve the matter. The alleged violator may have 48 hours to decide which option he/she would like to utilize to resolve the charges.
   
   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, he/she 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 or 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 charges 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 the university representative 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 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 and the alleged violator’s prior history. All Formal Conduct Hearings are recorded solely by the Office of Student Conduct.

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 Assistant Dean of Student Conduct or designee feels it is the appropriate option. Administrative hearings are heard by the Assistant Dean of Student Conduct or designee.

Student Hearing Board
Student Hearing Boards are assigned in cases where the alleged violator would benefit from a decision put forward by his/her 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 Assistant Dean 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 Assistant Dean of Student Conduct will confer with the Assistant Dean for 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 (Interfraternity, National Panhellenic, National Pan-Hellenic). If the Office of Student Conduct hears the case, the appropriate council may hear the case simultaneously if the charged organization 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 Assistant Dean 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 his/her 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 his/her absence.

d. An alleged violator may choose to not answer a question at any time or to not speak during his/her hearing or not present information to a hearing body, if he/she feels it is in his/her best interest.

e. A complete witness list must be turned into the Assistant Dean 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 his/her witnesses of the time, date and place of the hearing.

f. Students may request of the Assistant Dean of Student Conduct, in writing, 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 the hearing and/or in writing, generally via email or USPS, after the close of the hearing.

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.

j. 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.

k. 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.

l. No recordings or tapes 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 university policy 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 or 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. The sanction review will be heard by the Assistant Dean of Student Conduct unless she/he was the initial hearing officer. If the Assistant Dean of Student Conduct was the initial hearing officer, the Vice Chancellor for Student Affairs 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 university/council policy during a council hearing may request and 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.

Requests for appeal must be delivered in writing (typed and delivered in person or 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 Vice Chancellor of Student Affairs 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 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.

Requests for appeal must be delivered in writing (typed and delivered in person or 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 Vice Chancellor of Student Affairs 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.

**Non-Academic Conduct Sanctions**

Sanctions for Non-Academic Misconduct will be imposed by the Vice Chancellor of Student Affairs or his/her 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.
- **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 he/she was removed from throughout his/her term of probation without permission from the Director of Residence Life, Assistant Dean 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, Assistant Dean 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 his/her term of suspension without prior permission from the Assistant Dean 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 Assistant Dean 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 sanction may be implemented.

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**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.

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**External Release**

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

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**Parental Notification**

Parents/guardians may be notified of Non-Academic Misconduct in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). If parents would like information regarding their student’s non academic conduct history or status at the University from the Office of Student Conduct, they can request that their son/daughter sign a Waiver of Confidentiality Form in the Office of Student Conduct to release that information.
The Reng Student Union provides student services, campus activities, meeting rooms, and banquet and conference capabilities. The ASU Pavilion is also operated by the Reng Student Union. The Reng Student Union offers its facilities and event planning services to all ASU-Jonesboro registered student organizations at no charge when those events are free to the university and community.

The Campus Information Center is centrally located on Level II for the students and campus guests who may have inquiries about campus and community events and their locations. E-Mail check stations are located throughout the Reng Student Union for your convenience.

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 ASU. All events sponsored by this office are free to students with a valid ASU 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.

- Multicultural Center
- Greek Life
- New Student Orientation
- Student Organizations
- Non-Traditional Student Services
- WolfTracks Yearbook
- Student Government Association
- Student Activities Board
- Leadership Programs
- Volunteer ASU

The Leadership Center announces all events through several forms of communication such as the ASU Digest, Inside ASU, The Herald newspaper, posters and flyers around campus, and mass emails to student organizations. If you are interested in an 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.

Multicultural Center
http://www2.astate.edu/a/student-affairs/leadership-center/multicultural-affairs/multicultural-affairs.dot

Mission
The Multicultural Center mission will be to build and sustain an inclusive campus community that values and respects all members of the University community. The Multicultural Center will allow students, faculty and staff the opportunity to engage in educational, cultural and social programs that promote understanding and the exchange of ideas. Multicultural programming at Arkansas State University is designed to promote awareness, appreciation, respect and value in human difference regardless of culture, sexual orientation, gender, age or ethnicity.

Services:
- Supportive and safe environment
- Advocate for various student populations including African American, Hispanic American, Asian American, Women, Gay/Lesbian/Bi-Sexual
- Contact for institutional concerns
- Resource center—books, magazines, art, documentaries, and more
- Area for students to connect with faculty and staff
- Support services to encourage academic success and social integration

The Multicultural Center is located on the third floor of the Reng Student Union 870-972-2055.

Greek Life
http://www2.astate.edu/a/student-affairs/leadership-center/greek-life/index.dot

Welcome to Arkansas State University! The ASU Greek Community has long been known for scholarship, leadership, community service, campus involvement, and lifelong friendships. Our Greek letter fraternities and sororities affiliated with our University have built a strong reputation for upholding these principles. The ASU Greek 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 ASU. And the memories you share with them will last a lifetime…

ASU Has 3 Greek 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, Lambda Chi Alpha, Pi Kappa Alpha, Sigma Chi, Sigma Pi

National Pan-Hellenic Council (NPHC)
Alpha Kappa Alpha Sorority Inc., Alpha Phi Alpha Fraternity Inc., Phi Beta Sigma Fraternity Inc., Omega Psi Phi Fraternity, Inc., Zeta Phi Beta Inc., Iota Phi Theta Inc. and Kappa Alpha Psi fraternity Inc.

We hope your experience here at ASU will be rewarding and memorable. Please consider the Greek 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 972-2055.

The ASU Greek Community holds itself to a higher set up principles than is expected of the general student. These standards for the National Panhellenic Conference and the Inter-fraternity Council member organizations can be found at www.astate.edu/greeklife and click on the “Forms & Resources” link. The standards for the National Pan-Hellenic Council member organizations can be found at www.astate.edu/greeklife and click on the “Forms & Resources” link.

New Student Orientation
http://www.astate.edu/a/student-affairs/nso/

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 Orientation program. At Orientation, students will have the opportunity to meet an academic adviser, register for classes, and learn about the University. Also, students will meet currently enrolled ASU 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/a/student-affairs/nso/

Non Traditional Student Services
http://www2.astate.edu/a/student-affairs/leadership-center/non-traditional-student-services/nontraditional-student-services.dot

You are a Nontraditional student if:

- You are a parent.
- You are married, divorced, or widowed.
- You are an undergraduate student over 25 years of age.
• You did not go to college immediately after high school.
• You commute from over 30 miles to and from the university.
• You are a full time working professional.

Our Mission
The Non-traditional Student Service office addresses the special and unique needs of non-traditional students by serving as a central resource for information and support.

The office accomplishes this mission by:
• By connecting the academic and social experience of all students via quality programming;
• Providing the support needed to ensure success for all non-traditional students;
• Supplying information regarding community, academics, financial, and campus resources;
• Providing a comfortable environment for non-traditional students.

Non-Traditional Student Services Office is located on the second floor of the Reng Student Union.

Registered Student Organizations
http://www.astate.edu/info/organizations/
The students at Arkansas State University sponsor a wide variety of student organizations on campus. These organizations allow students to become connected with peers that 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 and in the Student Organization Handbook. 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, Student Organization 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 that 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 ASU 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 Associate Dean for Student Involvement. Applications are available in the Leadership Center and organizations may also find registration information online at http://www2.astate.edu/a/student-affairs/leadership-center/.

9. Unregistered Student Organizations: Unregistered student organizations may not function at ASU. ASU students may not participate in unregistered or unrecognized student organizations per the Standards of Student Conduct. Unregistered or Unrecognized organizations may not reserve space or hold events or activities for the ASU student body.

10. Appeals: The Dean of Student Involvement & Leadership and/or the Assistant Vice Chancellor of Student Affairs will serves as the appeals officer if a potential student organization is unhappy with the decision made by the Leadership Center designee and the Associate Dean of Student Involvement and Leadership.

For updates on all currently registered student organizations, visit http://www2.astate.edu/a/student-affairs/leadership-center/.

**Wolf Tracks Yearbook**
http://www2.astate.edu/a/student-affairs/leadership-center/yearbook/wolftracks-yearbook.dot

**Distribution**
The Wolftracks Yearbook is a spring yearbook, which means it is distributed during the spring semester, typically in April. Please bring your current ASU student ID with you in order to receive your copy of the yearbook. The yearbooks can be obtained from the Information Desk on the 2nd floor of the Reng Student Union.

**Pictures**
A day for Student Organization pictures will be scheduled in the fall during the month of September. Please watch for announcements in the Herald, Digest, and via email. If you would like to submit your own organization photo, you can do so by emailing a jpeg file to jcherry@astate.edu. Organizations may also submit a c.d. to the Leadership Center. Please include the FULL name of your organization, a contact name, a phone number and all names of those pictured in a Microsoft Word document with the c.d. or email the information to jcherry@astate.edu. All pictures are due no later than October 1, 2012.
Staff
The staff includes an Editor-in-Chief, Co Editor, Section Editors and Photographers. Selections are in the spring; however, we reserve a few positions for incoming freshman. We also utilize a large group of volunteer photographers throughout the year. You do not have to be journalism major to be on the yearbook staff. Membership is open to any student.

Student Government Association (SGA)
http://sga.astate.edu
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 sponsoring the Campus Safety Walk-Through, hosting Rugby Day, conducting a Clean Energy Forum, and passing a resolution to allow students 24-hour access to a specific computer lab on campus. SGA led initiatives to build the 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 are every September. The elected President and Vice President appoint an administration consisting of a Parliamentarian, Cultural Diversity Directors, Public Relations Director, Chief of Staff, and Secretary.

Student Activities Board
http://www2.astate.edu/a/student-affairs/leadership-center/student-activities-board/index.dot
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, Pride Day, SpringFest, Coffee Houses, 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 and debates. Topics in the past have included: Healthy Relationships, Nutrition, Social Injustice, Same Sex Marriage, Pornography Debate, and Marijuana Legalization Debate.

Multicultural Enrichment
Presents programs to increase awareness of the diverse cultures on campus. Programs are inclusive of: International Education Week, MLK Celebration, and Multicultural Week.

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

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

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

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.

Enrollment Services
Financial Aid and Scholarships
http://www2.astate.edu/finaid/
Welcome to the Arkansas State University Financial Aid and Scholarships Office. We strive to meet individual student’s financial needs by providing resources to students 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://www2.astate.edu/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 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 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 ASU institutional scholarships require that students enroll and pass 15 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 for options. 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 the 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](http://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.

**Testing Center**
[http://www2.astate.edu/testingcenter/](http://www2.astate.edu/testingcenter/)

The ASU 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 ASU Testing Center are:

Credit-by-Exam - College Level Exam Program (CLEP)
Undergraduate Admission - ACT Assessment and Test of English as a Foreign Language (TOEFL)
Assessment - Compass Placement and Assessment and PRAXIS: Pre-Professional Skills Test (PPST)
Post-Graduate - Graduate Record Exam (GRE), Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT).
Occupational Certification - National Counselor’s Exam, PRAXIS: Learning and Teaching, and PRAXIS: NTE Specialty Area, Crane Institute Certification, Certified Global Business Professional

Undergraduate Admissions
http://www2.astate.edu/admissions/
The ASU Office of Undergraduate Admissions serves prospective undergraduate students by providing them with quality information and an efficient, student-centered Admissions process. Admission Counselors and Admission Processors are available to guide students, and their families, through the many questions about the Admissions process and required paperwork. Many current ASU students assist the Office of Admissions with recruitment programming such as preview days, campus tours, telemarketing, and many other events. If you have Admission questions, the office is located in the Reng Student Services Center #2099. You may also visit our website at http://www2.astate.edu/admissions/, or call 870-972-3024, 800-382-3030. http://www2.astate.edu/admissions/.

Student Services
Career Management Center
http://www2.astate.edu/careers/
The Arkansas State University Career Management Center’s (CMC) staff is here to provide guidance and assistance to all students with their career goals, locating part-time and work-study positions, and getting that professional position.
All currently enrolled students of any status, freshmen through graduate students and alumni, are encouraged to visit the Career Management Center for assistance with career exploration, job search, and information and resources. Everyone is also invited to browse the CMC webpage. Resources and services provided by the staff and on the webpage include but are not limited to:
- Information about specific careers and majors
- Reviewing and applying for work study and area job postings
- Assistance with creating a resume, job search correspondence and electronic portfolio
• On-campus interviews with potential employers
• Links to job search engines, or a list of interview questions
• Mock interviews and interviewing tips

**Investing in Your Future**
“Jobs/Careers Don’t Just Happen”

Know and work on the three Stages of Career Management to collect the knowledge, skills and experiences needed to enhance your marketability and employability upon graduation. There are a series of activities associated with each stage to ensure your career, academic and professional development. Stop by the Career Management Center to get started today!

**Stages of Career Management**
Stage I: Self-Assessment and Evaluation
Stage II: Career Exploration and Gain Experience
Stage III: Branding/Marketing Self and Implement Strategies

**Serious Enough Not to Leave to Chance!**
Freshmen and others entering the ASU system are strongly encouraged to:

• Review the Stages of Career Management and quick tips for actions to implement your career, academic and professional development
• Review the Career Management Timeline brochure
• Take more than one career assessment and inventory
• Develop a Career Action Plan and meet with a career consultant to discuss your plans
• Create and upload a resume in Career Connect
• Participate in the job shadowing/informational interviewing program and more
• Review the skills employers look for in new college graduates and determine your plan on how to provide opportunities to develop and build your skills, knowledge and experience that enhance your resume.

**Services and programs offered:**

• Work study employment and internships
• Explore careers and majors
• Career assessment and evaluation
• Graduate school advising
• Career coaching
• Fall and Spring Career Fairs
• Employment postings
• Online resume, job search databases and employer directories
• Resume development
• Interview preparation and mock interviews
• Workshops, panels and other events
• Etiquette dinner and professional demeanor

Start your Career Action Plan today: The Career Center is located in the Reng Student Union room 2167 and can be reached at 870-972-3025 or http://www2.astate.edu/careers/.

Counseling Center
http://www2.astate.edu/student-affairs/counseling/

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 ASU. 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

• 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 ASU community.

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
Appointments may be made by phone.

*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.

Disability Services
http://www2.astate.edu/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 (ADA). Qualified students with disabilities must meet the essential eligibility requirements for the programs or activities offered by ASU with or without accommodation. Reasonable accommodations include 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. Arrangements are also made for workplace access and accommodations. Procedures are followed to remove barriers that block physical access to buildings and facilities on the ASU campus. Students who cannot meet the essential eligibility requirements for programs or activities may be removed from those courses or from the university. 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, and those who come 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 and/or carrying books for 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 Services Center, Room 2181.

**Disability Services 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 addressed to the director of Disability Services, coordinator of ADA and 504 compliance efforts for 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 or verbally, 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 ADA 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 can 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 Committee.

If complainant request a reconsideration of the case in instances where he or she is dissatisfied with the resolution determined by the Disability Services Committee, a written request for reconsideration should be submitted to the Vice Chancellor for Student Affairs. The decision of the Vice Chancellor for Student Affairs will be final.

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.

Student Health Center
http://www2.astate.edu/healthcare/

The mission of Arkansas State’s Student Health Center is to provide primary health care to students and as needed to employees in an unbiased and friendly environment that promotes student and community wellness. ASU’s Student Health Center (SHC) is like a primary care doctor’s office whereby students can be seen for minor illnesses, injuries, immunizations, and general physical exams as well as specific female and male exams, and chronic health conditions. There are two nationally certified Advanced Nurse Practitioners, and a Licensed Practical Nurse. Athletic Training, Health Promotion, and Nursing students rotate through the clinic.
The SHC is located at 333B Stadium Blvd. adjacent to First Care and the Sports Medicine facilities. Our entrance faces the Football stadium parking lot. The SHC is open Monday through Friday, from 8 a.m. to 5 p.m. The SHC prefers for students to call to make an appointment with one of the Family Nurse Practitioners however, sick call for acute illnesses may be accepted between 8:00 am - 9:00 am and 1:00 pm - 2:00 pm daily. The clinicians usually take a lunch break from 11:00 a.m. to 1:00 p.m. but the clinic remains open for calls, appointments, and immunizations.

**Acute Illness/Injury or Emergency**
If a student should become ill or injured during the hours the center is not open, he or she may go to the First Care Acute Care center that is adjacent to the SHC, or to one of the local emergency rooms at St. Bernard’s Regional Medical Center or NEA Baptist Memorial Hospital. 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 proper and quick service. Arkansas State University does not assume responsibility for payment of emergency room fees, prescription, or outside test (x-rays, labs, etc).

**Services and Fees**
ASU students may be seen at the Student Health Center (SHC) by a nurse practitioner at no charge; however, there are charges that will be applied to your student account for testing, labs, immunizations, physicals, female exams and varies others procedures that are needed.

Please contact the Student Health Center for current pricing for the many services offered by the SHC.

**Health Insurance**
The university offers each student the opportunity to purchase an accident and hospitalization insurance policy as part of a group consisting of ASU students enrolled in other universities across the state. Membership in the group is voluntary. This insurance is provided by a reputable insurance company, and the university assumes no responsibility for collecting premiums or for paying claims. Unless a student has insurance coverage under a family policy, it is recommended that this policy be considered. Brochures may be obtained at the SHC or online under health insurance.

**Mandatory Tuberculosis Testing**
Effective 2012, it is important that you arrive at Arkansas State University on or prior to the date listed on your I-20 form so TB testing may be completed in a timely manner. Arriving late will cause a delay in your ability to register and begin classes—The Arkansas State University Health Center will provide testing for a charge of $57.00, which is processed through the student’s international health insurance. T-SPOT blood testing for Tuberculosis is also required upon arrival to the university. Students will be required to take Measles, Mumps, and Rubella (MMR) vaccination, the vaccine consist of 2 separate injections 30 days apart. The cost of each MMR vaccine is $61.00, which is covered by the student’s health screening fee. If you have already received the MMR vaccines, please bring your immunization record, and it must 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.

Also, bring all available documentation of immunizations you have received (BCG, Measles, Mumps, Rubella, Varicella, Yellow Fever, Tetanus, etc.) with you to ASU. This information must be provided in English.

**General Policies and Information**

**Admissions Procedures for Students with Criminal History**

**Introduction**

Arkansas State University strives to provide a safe campus and learning environment. As a part of that effort, the university to inquire 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 Registrar’s Office is responsible for applicant’s eligibility for readmission.

**Criminal History Committee Structure**

The Vice Chancellor for Student Affairs (or his/her 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. Undergraduate/Graduate Admissions as appropriate (non-voting member)
   B. Residence Life
   C. Counseling and Career Planning Center
   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 [http://www2.astate.edu/dotAsset/197489.pdf](http://www2.astate.edu/dotAsset/197489.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 felonies 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. 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 ASU. The committee may also recommend the applicant be admitted with or without special conditions related to major selection, course scheduling, involvement in campus activities and/or campus housing.

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.

Campus Signs, Posters and 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.

**Cash Transactions by Students 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.

**Computer and Network Use Policy**

http://www2.astate.edu/a/finance-admin/its/about-its/policies-procedures.dot

Information Technology resources are provided to support the academic, research, service, and campus life components of ASU. These resources are for the sole use of ASU 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 ASU 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://www2.astate.edu/dotAsset/221663.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.

**Freedom of Expression Policy**
Arkansas State University highly regards the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. Because the mission of Arkansas State University is education, the campus of Arkansas State University is not a public forum open for assembly and expression of free speech as are the public streets, sidewalks, and parks. Arkansas State University remains firmly committed to affording each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations in areas designated as free expression areas. However, these activities must not disrupt the operation of the university. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the university will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the institution fulfills its educational mission, the university has the responsibility to regulate the time, place, and manner of expression. Through such regulation, equal opportunity for all persons can be assured, order within the university community can be preserved,
university property can be protected and a secure environment for individuals to exercise freedom of expression can be provided.

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:

A. **Speeches and Demonstrations.** There are several areas designated as a *Free Expression Area* for speeches and demonstrations at Arkansas State University. These areas will generally be available for this purpose between 8:00 a.m. and 9:00 p.m. Monday through Friday. Use of this area for speaking, demonstrating and other forms of expression will be scheduled through the Dean of Student Development and Leadership in order to accommodate all interested users. Should any individual or group desire the use of other areas of the campus and other times for speeches and demonstrations, a request must be made to the Vice Chancellor for Student Affairs designee Dean of Student Development and Leadership at least 72 hours in advance of the event. Such plans will be considered in accordance with the principle of content neutrality.

1. Lawn near the arch located between Wilson Hall and Computer Science and Math Building
2. Amphitheatre located near the Lab Sciences Building, Education Communication Building, Library and Computer Science and Math Building
3. Heritage Plaza east of Reng Student Union at Caraway Road
4. Convocation Center, Fowler Center, and Athletic Complex provide several freedom of expression areas
   a. Lawn at University Loop and Cooper Alumni Center next to the Convocation Center
   b. Lawn at the east side of Olympic Drive near Kell Field
   c. Lawn at the east side of Olympic Drive At the Alumni Boulevard Intersection
   d. Lawn at the west side of Intersection of A Street and Johnson Ave. across from Soccer Complex

B. **Distribution of Written Material.** Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in the following designated areas:

1. Between International English Studies Building and Nursing Building - east of Caraway Road
2. Between Computer Science and Fine Arts Building - Bookout Plaza
3. Outside front entrance of Lab Science East - Bookout Plaza
4. Plaza between Dean B. Ellis Library and Education Building
5. Campus Mall between Ellis Library and Administration Building - near emergency phone
6. North of Business Building
7. East of Physical Education Building
8. Freedom of Expression Areas (if not occupied)

9. Heritage Plaza east of Reng Student Union at Caraway Road

No stand, table or booth shall be used in distribution areas except at the Free Expression Area and only with permission from the Dean of Student Development and Leadership. The university maintains a position of neutrality as to the content of any written material distributed on the campus under this policy. The distribution of commercial materials and publications is covered by the Campus Solicitation Policy and is prohibited.

A. Marches. Marches may take place on streets and sidewalks of the campus. In order to insure the safety of all individuals, the Vice Chancellor for Student Affairs designee the Dean of Student Development and Leadership must approve plans for an event of this nature at least 72 hours in advance.

B. Provisions. In order that persons exercising their freedom of expression not interfere with the operation of the University or the rights of others, the following stipulations shall apply, without exception, to any form of expression and will be used to evaluate any plan requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the process, and protect against invading the rights of others.

1. Events that may obstruct vehicular, pedestrian or other traffic on streets or sidewalks in the Free Expression Area must be approved at least 72 hours in advance by the Dean of Student Development and Leadership.

2. Use of sound amplification on campus is regulated and must be approved at least 72 hours in advance by the Dean of Student Development and Leadership.

3. There must be no obstruction of entrances or exits to buildings.

4. There must be no interference with educational activities inside or outside of buildings.

5. There must be no impediment to normal pedestrian or vehicular traffic or other disruptions of university activities.

6. There must be no interference with scheduled university ceremonies, events or activities. Damage or destruction of property owned or operated by the university, or damage to property belonging to students, faculty, staff or guests of the university is prohibited. Persons or organizations causing such damage may be held financially responsible.

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

Approved by the Board of Trustees December 18, 1998.

**Fundraising (Solicitation) Policy**

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitor 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 ASU 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.
Hazing Statement
Arkansas State University prohibits hazing by any group or individual affiliated with the University. ASU 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 ASU'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.

International Programs Information
http://www.astate.edu/a/international
As ambassadors for internationalization, the staff members in the Office of International Programs seek to provide international experiences for the ASU community through the presence of international students on the ASU campus and opportunities for all students and faculty to pursue their academic interests abroad.

The OIP provides six main services:
1. International admissions
2. Immigration advising for degree seeking and short term visiting international students
3. Study abroad programs
4. English training through The International Center for English
5. Recruitment
6. Support & Retention Services

The OIP provides information, programs and services for international students including new student orientation, personal counseling and immigration advising. The office also works to facilitate interaction between domestic and international students through workshops, social programs, trips and cultural excursions. The OIP collaborates with the International Student Association, Multi-cultural Affairs and other groups to promote cross-cultural activities and programs. For more information about International Programs visit: http://www.astate.edu/a/international/.
Study Abroad
Study abroad at ASU is available to students in all degree programs. The OIP offers full-service study abroad advising for students wishing to acquire international academic and cultural experiences. Offerings include international student exchange programs, faculty-sponsored summer study, and programs through outside providers. The OIP also assists students in financing study abroad by helping with scholarship applications and by coordinating with the Office of Financial Aid. Learn more at: http://www.astate.edu/a/international/.

Mandatory Administrative Leave Policy
1. The Vice Chancellor for Student Affairs may invoke the Mandatory Administrative Leave Policy if a student engages in or exhibits behavior that:
   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 Vice Chancellor for Student Affairs that a student has engaged in or exhibited the above described prohibited behavior.
3. Upon receipt of written information that a student has engaged in or exhibited the above described prohibited behavior, the Vice Chancellor for Student Affairs may immediately place the student on Mandatory Administrative Leave. If Mandatory Administrative Leave is invoked, the Vice Chancellor for Student Affairs shall mail to the student no later than the next business day: copies of the written charges provided to the Vice Chancellor for Student Affairs and notice that the student has been placed on leave.
4. The Vice Chancellor for Student Affairs 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 Vice Chancellor for Student Affairs or demonstrates that no basis for a Mandatory Administrative Leave exists. The student may be accompanied to the conference by an adviser such as a friend, relative, faculty member, or medical/mental health provider.
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. The Vice Chancellor for Student Affairs 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 Vice Chancellor for Student Affairs will either continue the Mandatory Administrative Leave or may readmit the student with or without qualification.

6. Proceedings under the Mandatory Administrative Leave Policy do not preclude additional proceedings pursuant to the student Code of Conduct.

Non Discrimination Responsibilities of ASU/Sexual Misconduct

Discrimination/Sexual Misconduct

It is the policy of Arkansas State University (ASU) to provide an educational and work environment for its students, faculty, and staff that is free from discrimination and sexual harassment. In accordance with federal and state law, the university prohibits discrimination on the basis of race, color, national origin, religion, age, disability, and sex. This policy includes zero tolerance for any form of sexual misconduct including: sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation by employees, students, or third parties against employees, students, or third parties, on or off the university campus, during or outside of class/work hours.

Sexual Harassment is

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies, alters, or limits someone’s ability to participate in or benefit from the university’s educational programs and/or activities, or employment, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.
Non-Consensual Sexual Contact is
- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- without consent and/or by force.

Examples include: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

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

Examples include: vaginal and/or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, when that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples include: invasion of sexual privacy, prostituting another, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), engaging in voyeurism (peeping Tom), knowingly transmitting an STI or HIV to another, exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals, sexually-based stalking and/or bullying.
Individuals who believe they have been subjected to such actions in violation of this policy have the right to and should expect a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination whereby the university will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence, and address its effects. Sanctions range from a warning to termination/expulsion, depending on the offense and severity of the incident, and taking into account any previous campus conduct violations.

Anyone who has experienced any form of discrimination including sexual misconduct is encouraged to report the incident promptly. All university employees (excluding licensed professionals in counseling services) must promptly report known incidents. All reports should be communicated to the Title IX Coordinator at equity@astate.edu or (870)972-2015.

All reports, complaints, and investigations are treated with discretion. Information is revealed as law and policy permit; however, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses with consent of the complainant. ASU strictly prohibits retaliation against any person for reporting, filing, testifying, assisting, or participating in any manner in any investigation or proceeding involving allegations of discrimination or misconduct. Publicizing information about alleged discrimination, misconduct, or retaliation is strictly prohibited and may be considered a violation of university policy. Any person who violates these policies will be subject to discipline, up to and including termination and/or expulsion.

The university reserves the right at any time to change, delete, or add provisions to this procedure. The full procedure posted on the webpage of the Office of Affirmative Action/Title IX Coordinator supersedes all previous versions - electronic or in print.

**Procedures for Presenting Matters to the Board of Trustees**

It is the purpose of the Board of Trustees of Arkansas State University to represent the people of Arkansas in formulating policies. All actions of this Board shall be executed within the constitutional prescriptions of the Constitution of the State of Arkansas. It is the intent and desire of the Board of Trustees to consider those matters pertinent to the welfare of the university and to receive full information in its decision-making process.
Anyone desiring to bring a matter before the Board of Trustees may get a copy of the procedure at http://www.asusystem.edu/dotAsset/166710.pdf.

**Student Records and Privacy Policy (FERPA)**

**Purpose**
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.

**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.

**Timely Notification**

In the event of a major crime incident occurring on the Arkansas State University Jonesboro campus or the surrounding area that will endanger or affect the campus community, the Chief of University Police, or his/her designees, 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 ASU Website
- Signage placed in and around buildings
- Emails to ASU 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.

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

University Committees
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/.
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 (870-972-2834) or consult the online version available at http://www2.astate.edu/a/student-affairs/student-conduct/student-handbook-cover-page.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 Jodie Cherry, Coordinator of Student Center, to reproduce these pictures, please contact the Leadership Center at 870-972-2055 for permission.

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