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CHAPTER 1
WELCOME TO ARKANSAS STATE UNIVERSITY-BEEBE

Dear Students,

Welcome to Arkansas State University-Beebe! ASU-Beebe is a recognized leader among community colleges. It is our privilege to offer you a quality education in a supportive learning environment. Our knowledgeable, caring faculty and staff are there to guide you academically and provide personal assistance when needed.

The Student Handbook presents an overview of the opportunities, services, and expectations at ASU-Beebe. The handbook will direct you to campus resources and information that are essential for academic success. I recommend that you become familiar with this handbook and refer to it during your academic career.

Again, welcome to ASU-Beebe! I encourage you to use every opportunity and resource to successfully complete your educational goals.

Sincerely,

David Mayes, Ed.D.
Vice Chancellor for Student Services

MISSION, VISION, AND CORE VALUES

TRANSFORMING LIVES THROUGH QUALITY LEARNING EXPERIENCES
Arkansas State University-Beebe is a public, open access, and operationally separate institution of the Arkansas State University System. The major purpose of this institution is to provide affordable, comprehensive, quality instruction and service programs.

ASU-Beebe offers programs suitable for either immediate entry into the workforce or transfer to other institutions of higher education. Students may earn certificates of proficiency, technical certificates, or associate degrees. Instructional programs beyond the associate degree are available on the Beebe campus through Arkansas State University in Jonesboro.

An open admission policy encourages the enrollment of both traditional and non-traditional students. The institution recognizes the uniqueness of each student and provides programs designed to assist students in determining and achieving their educational, personal, and occupational goals. Additionally, the institution contributes to the economic development of Arkansas by providing comprehensive training and technical support for business and industry.

OFFICIAL COLLEGE COMMUNICATIONS

ASU-Beebe student email is the official means of communication with students on all campuses.

Important college-related information will be sent to the student’s ASU-Beebe student email account. Students are expected to check their email on a frequent and consistent basis in order to stay current with college communications. Types of communication include, but are not limited to, financial aid information, bills, payment deadlines, and inclement weather closings.

The ASU-Beebe student email system can be accessed at mail.asub.edu or office.com.
CHAPTER 2
WELCOME TO ASU-BEEBE CAMPUSES!

Arkansas State University-Beebe has been serving students in Arkansas since 1927. Today, we have four campus locations: Beebe, Heber Springs, Little Rock Air Force Base, and Searcy. ASU-Beebe Online opens up the possibility for students across the state and the country to attend ASU-Beebe. Each of our campuses offers a unique experience to our students.

**ASU-Beebe** is a true college experience both academically and socially. This campus offers the only Agricultural Equipment Technology (John Deere) program and Veterinary Technology program in the state of Arkansas. Students can get involved with student organizations, intramurals, cultural events, and much more. The residence halls are home to 248 of our students. Tutoring, academic advising, counseling, and disability services are offered year-round in the McKay Student Center.

**ASUB Heber Springs** is located in the heart of the natural beauty of Cleburne County. Students have easy access to enjoying a hike on Sugarloaf Mountain or fishing and swimming at Greers Ferry Lake. Students can earn degrees in a variety of programs including Business and Welding, as well as complete general education courses.

**ASUB LRAFB** has been offering educational opportunities to military personnel and civilians since 1965. The Jacksonville-Little Rock Air Force Base University Center is open to those that live and work on base, as well as community members. No special access needed to attend classes.
ASUB Searcy offers technical and occupational programs for students looking to enter the workforce, in addition to general education courses. Whether you are entering the workforce for the first time or looking for a career change, most programs at ASUB Searcy are designed to be completed in 16 weeks to a year. ASUB Searcy also offers workforce training and continuing education to the community through the Office of Workforce and Continuing Education.

Arkansas State University-Beebe Searcy
A Technical Campus of ASU-Beebe
1800 East Moore Avenue
Searcy, AR 72145
501.207.6200

ASUB Online offers students an opportunity to earn a variety of distance education degrees, some completely online and others through a combination of online, internet assisted, and/or traditional classes during the full Fall/Spring semesters, accelerated 8-week terms, and Summer sessions. The online degrees offered are an Associate of Arts in Liberal Arts, Associate of Science in Liberal Arts and Sciences, Associate of Science in Computer Information Systems, and an Associate in General Studies. Coursework is accessed through Canvas learning management system. Students interested in online programs should contact the Admissions office or visit the ASUB Online webpage.

Arkansas State University-Beebe Online
Division of Distance Education
University Center, Room 100
Beebe, AR 72012
501.882.8894
dmlane@asub.edu

Canvas Help Desk
833.741.0031

Canvas has a Chat option in the Help menu.

NOTE: Students must use their ASU-Beebe student email to send messages to the Canvas Help Desk.
CHAPTER 3
ACADEMIC POLICIES AND PROCEDURES

The Registrar’s Office manages all student academic records.

Beebe
State Hall, Room 104
501.882.4415

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building
1st Floor, Room 100
501.362.1100

Searcy
Student Services, Hall 1, MB 103
501.207.6219

Many requests made to the Registrar’s Office can be done online through the Registrar’s Office homepage.

For more information on academic policies, credits, and classes, please refer to the college Catalog under the Academics drop-down menu.

3.1 RECORDS POLICY
Arkansas State University-Beebe respects the privacy of our students and complies with all federal regulations regarding education and privacy issues.

ARKANSAS STATE UNIVERSITY SYSTEM
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

The Family Educational Rights and Privacy Act (FERPA) require institutions of higher education to strictly protect the privacy rights of all students, who are or who have been attendance. Information contained in the student’s education records can be shared only with those persons or entities specified within Act.

The Registrar’s Office maintains a copy of the full text of the Family Educational Rights and Privacy Act of 1974, posts electronic information on FERPA, and processes all FERPA requests and challenges. Information on directory information, the types of student records maintained at Arkansas State University-Beebe, disclosure policy in relation to student consent, the procedures for gaining access to records, and the procedure for challenging the contents of those records are available in the Registrar’s Office.

3.2 DEFINITIONS

ARKANSAS STATE UNIVERSITY SYSTEM
Arkansas State University System 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-Beebe. This policy does not apply to the records of applicants for admission who are not accepted to ASU-Beebe nor does it apply to applicants who are accepted, but choose not to attend ASU-Beebe.

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-Beebe or a person acting for ASU-Beebe.
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-BEEBE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY (FERPA)
The Family Educational Rights and Privacy Act (FERPA) 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.

3.3 DISCLOSURE OF EDUCATIONAL RECORDS
Arkansas State University will utilize the following process to implement the provisions of the Family Educational Rights and Privacy Act.

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 (e.g., National Student Clearinghouse), 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 educational 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.

3.4 FALSIFICATION OF DOCUMENTS
Falsification or alteration of any University document or document submitted for the purpose of admissions or financial aid is cause for cancellation of admission. If a misrepresentation is discovered after a candidate is admitted and registered, an administrative hearing will be conducted by the Vice Chancellor for Student Services to determine if the student is responsible for falsification of documents. If it is determined that the student is responsible for falsification of documents, the student will be administratively withdrawn from the college. Appeals for falsification of documents must be made in writing to the Vice Chancellor for Student Services within five (5) school days. After reviewing the information, the Vice Chancellor for Student Services shall either make a determination on the appeal or send the appeal to the Appeals Committee (See Chapter 8.III.F. Appeals).

3.5 ACCEPTANCE OF TRANSFER CREDIT
Official transcripts should be submitted to the Admissions Office at the time of application to the college. Official transcripts for college level credit from institutions recognized by the Council for Higher Education Accreditation will be evaluated by the college Registrar for transfer credit.
- Grades must be equivalent to a C (2.0) average
- Courses must be determined to be equivalent to courses in the ASU-Beebe Academic Catalog or applicable towards the requirements for a degree at our institution

The college Registrar reserves the right to accept or deny transfer credits to ASU-Beebe based on the transfer institutions’ academic policies. Final approval of transfer credits rests with the Vice Chancellor for Academics.

International transcripts and academic records must be evaluated by a credential evaluation agency and mailed directly to the Admissions Office at ASU-Beebe. Contact the Admissions Office for specific information on international student requirements.

Courses accepted for transfer credit will be posted to the student’s ASU-Beebe transcript with the grade earned and the transfer institution’s course identifier and title. Transfer credit is not calculated as part of the student’s ASU-Beebe cumulative grade point average (GPA). Credits earned will only be reflected in hours earned and may be used for degree requirements.

3.6 STUDENT CLASSIFICATION
Students are classified according to credit hours;
- Freshmen: fewer than 30 semester credit hours completed
- Sophomores: 30+ credit hours completed
- Unclassified: Students who previously completed an Associate’s degree or higher

Students must carry 12 hours per semester to be classified as full-time students. Less than 12 credit hours is considered part-time. Full-time/part-time student status may affect health and automobile insurance coverage, scholarship eligibility, and the amount of financial aid and/or veteran’s benefits received.
It is the student’s responsibility to know his/her insurance policy, financial aid and scholarship renewal requirements.

3.7 ACADEMIC ADVISORS
Each student is assigned an academic advisor. Students should frequently consult with their advisor concerning educational goals, including courses, majors, and degree programs. A check sheet of required courses in various majors is available from the academic advisor and serves as a guide when selecting courses, planning a degree program, and preparing for future institutional transfers. The academic advisor is posted on the student’s Vanguard Portal home page.

IMPORTANT: Federal Aid will only pay for classes that are required for the student’s declared major as listed in the degree plan of the Catalog Year assigned to that student.

3.8 REGISTRATION
After students prepare their schedule with their academic advisor, they may register for classes on the Vanguard Portal. Registration is only permitted at scheduled times, which are published in the college Catalog that is located on the Degree Options webpage.

3.9 CLASS ATTENDANCE
Arkansas State University-Beebe class attendance policy requires students to attend a prescribed number of classes during each course. During a semester, a student may not miss more than twice the number of lectures, laboratory sessions, or other regular class activities that would normally be scheduled during a week. Excessive absences may result in the student receiving a “WX” or failing grade, recorded immediately. Refer to the class syllabus for specific details.

The following is the attendance policy for classes at Arkansas State University-Beebe:
- Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement
- When absences from class are excused, the student may, at the discretion of the instructor, be allowed to make-up work. The responsibility for initiating make-up work rests with the student

Arrangements for such work are to be made with the instructor on the first day the student returns from an excused absence.

- The instructor may excuse absences for the following reasons:
  - Illness of the student that is certified by physician or in the judgment of the instructor is serious enough to warrant an excuse
  - Other personal demands, which in the judgment of the instructor are serious enough to warrant an excuse
  - External interferences judged by the instructor to be legitimate and unavoidable through normal precaution
  - Institutional functions for which a staff sponsor provides written notice to the faculty prior to the function

Students must utilize their allowable absences for any reason that requires them to miss class including, but not limited to, vacation, illness, emergency, or religious observances. If a student is aware of an upcoming absence, the student should communicate with the instructor in an effort to make the necessary arrangements concerning material and assignments and must not exceed the allowable number of absences for the course.

The exception to the above attendance policy is excused absences for military duty.
- Student must notify the faculty member in advance if they must miss a class or test due to military duty. In case of emergency, such as a natural disaster, the student must contact their instructor as soon as possible.
• The student must provide the instructor with official documentation:
  o Orders (if issued in advance)
  o Drill letter indicating the date, place, and time the student must report

If notified in advance, arrangements must be made for the student to complete test or assignment before he/she leaves for military duty. The documented time away from class due to military duty should be counted as an excused absence and not held against the student.

If an instructor considers any absence unexcused, the student may request a review of the judgement first by the Academic Dean and then by the Vice Chancellor for Academics, if necessary. This request is to be made immediately following any question about the absence.

 Failure to attend class in which you are registered does not mean that you have withdrawn from the class. Contact your academic advisor for proper procedures to withdraw from a course or the semester.

3.10 INCLEMENT WEATHER
In the case of inclement weather, the college may close or delay opening. If a delay is issued, only the classes after the delayed opening time will be held that day. All classes prior to the delayed opening time will be cancelled. Any student not able to make it to campus due to hazardous road conditions should contact his/her instructors.

Campus closures or delays will be announced in the following ways:
• **Emergency Alert Activation.** ASUB Emergency Alert is activated and notifications are sent by telephone, text message, and email to students, faculty, and staff.
• **Website Notification.** Announcements will be posted to the ASU-Beebe website. View announcement on the home page web banner.
• **Social Media Announcements** will also be posted to the ASU-Beebe Facebook and Twitter pages.
  o “Like” ASU-Beebe on Facebook at: https://www.facebook.com/ASUBeebe
  o “Follow” ASU-Beebe on Twitter at: https://twitter.com/ASUBeebe or search for #asubeebe
• **Media.** Notifications are sent to designated radio, television, and print media.

3.11 CLASSROOM VISITORS
In order to preserve the learning environment of the classroom, visitors are generally not allowed. The classroom should be comprised of the instructor and enrolled students, with the exception of other appropriate college representatives. Students should first refer specific questions concerning visitors to the course instructor and then to the Academic Dean, if needed.

3.12 DROP AN INDIVIDUAL COURSE
Dropping a course is a serious decision that could have a great impact on a student’s educational opportunities. The step-by-step process for dropping an individual class after the open registration period, is as follows:
1. Obtain an Individual Course Drop Request form from the course Canvas page or the Registrar’s Office webpage - one form per course.
2. Discuss the decision to drop course with the instructor and obtain course instructor’s signature on the form.
3. The instructor will notify the Registrar’s Office of the drop request.

Students, who drops from a course after the end of late registration until the published drop deadline, will receive a grade of “W” on the student’s transcript, recorded immediately.

Refunds will be made according to the Refund of Fees schedule that appears in the college Catalog and on the Withdrawal Refunds tab on the Cashier's Office webpage. If a student is receiving any kind of financial aid or scholarships, it is highly recommended he/she contacts the Financial Aid Office before dropping an individual course.
Students, who stop attending a course or all courses without following the appropriate drop or withdrawal procedure may receive a "WX" or failing grade(s).

3.13 WITHDRAWAL FROM THE SEMESTER/TERM
Students, who wish to completely withdraw (drop all courses) from the current semester/term after the open registration period, must first meet with their academic advisor to discuss alternatives to withdrawing. The process for withdrawing from the semester is as follows:
1. Meet with advisor to discuss the decision to withdraw from the semester.
2. Complete the online withdrawal form found on the Registrar’s Office webpage or submit a signed copy of the withdrawal form to the Registrar’s Office. The student may request a copy of the form for his/her records.

After processing the withdrawal, the Registrar’s Office will notify personnel in the appropriate offices on campus.

Refunds will be made according to the Refund of Fees Schedule that appears in the college Catalog and on the Cashier’s Office Withdrawal Refunds navigation tab. If a student is receiving any kind of financial aid or scholarships, it is highly recommended he/she contacts the Financial Aid Office before withdrawing for the semester/term.

Students, who withdraw from the semester or term after the end of late registration until the published drop deadline, will receive a grade of “W” on the student’s transcript immediately. Students, who stop attending a course or all courses without following the appropriate drop or withdrawal procedure, may receive a “WX” or failing grade(s).

Students, who experience a major medical issue, should contact the Vice Chancellor for Student Services Office for assistance.

3.14 GRADES, GRADE POINT, GRADE POINT AVERAGE
Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

A student’s grade point average is computed:

$$\text{GPA} = \frac{\text{Total Number of Grade Points Earned}}{\text{Total Number of (All) Attempted Credits}}$$

To determine the Total Number of Grade Points Earned, use the grading system in the table to obtain the Points Earned for each class:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

To calculate the Total Number of Grade Points Earned:
1. Multiply the Course Credit Hours by the Points Earned for each class = Quality Points
2. Add together all the Quality Points = Total Number of Grade Points Earned

The GPA is carried out to two digits past the decimal point and not rounded up.
Developmental class grades are not included when computing the grade point average. Transfer credit is not calculated as part of the student’s ASU-Beebe cumulative GPA.

The grade point average may be viewed on the Unofficial Transcript located under the Academics >> Degree Audit tab in the Vanguard Portal.

3.15 REPEATED COURSES AND COMPUTATION OF GRADE POINT AVERAGE
A student may repeat a course to change the original grade. The LAST grade earned will become the official grade and will be used to calculate the cumulative grade point average (CGPA), even if the last grade earned is lower than the original attempt.

Students, who choose to repeat courses, should know:
• The exact course must be repeated to have the latest attempt replace the first attempt
• All courses attempted will remain on the transcript
• Last attempt will have an asterisk beside the letter grade [A*]
• Courses will only count toward graduation requirements once, even if both attempts are successful
• Adjustments to the cumulative GPA are not made for courses transferred from other institutions because no grade points are assigned to transfer credits
• Grades of “W”, “WX”, “I”, or “AU” will not replace the original grade
• Developmental courses are not included in the Repetition of Courses policy

3.16 ACADEMIC PROBATION AND SUSPENSION
Grades are evaluated at the end of the Fall and Spring semesters to determine if a student should be placed on academic probation or suspension. Summer terms are not evaluated.

A student will be placed on academic probation according to the following guidelines.

<table>
<thead>
<tr>
<th>Attempted Credit Hours (Including repeated courses)</th>
<th>Cumulative Grade Point Average (Less than the CGPA listed below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>2.00</td>
</tr>
<tr>
<td>16-30</td>
<td>2.00</td>
</tr>
<tr>
<td>31-45</td>
<td>2.00</td>
</tr>
<tr>
<td>46+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students, who fail to meet these standards, will be placed on academic probation for one semester, Fall or Spring. If the student still does not meet the minimum cumulative grade point average as listed above by the end if the probationary semester, the student will be suspended until the end of the next Fall or Spring semester.

The following is an exception to the above policy:
• If a student on academic probation makes at least a 2.00 grade point average for each probationary semester, the student will be allowed to enroll in classes the next semester.

The student will be removed from academic probation at the close of any evaluated enrollment period, Fall or Spring, for which the student’s cumulative grade point average meets the standards listed above.

If the student does not achieve the required minimum cumulative GPA after an evaluation period or maintain a semester grade point average of 2.00 for each probationary semester, the student will be suspended from the college for one academic semester, Fall or Spring. The student may petition for immediate readmission by:
• Obtaining a petition form and a current ASU-Beebe transcript from the Registrar’s Office.
• Submitting the completed petition and the transcript to the Admissions and Appeals Committee.

Readmission is not automatic; each case will be judged on merit.

Transfer students, who are on academic suspension status from their previous institution, are not eligible to enroll at ASU-Beebe until the suspension is complete.

3.17 ACADEMIC CLEMENCY
Academic clemency is a one-time, irrevocable recalculation of the grade point average and credit hours toward graduation after a student has been separated from all academic institutions for at least three years. In addition to the loss of grades and credits, students, who are granted academic clemency, also forfeit the use of previous placement scores and prerequisites already completed.

Students must apply for clemency through the Registrar’s Office before the first day of classes for the semester they are re-entering.

Note: Federal regulations make no provision for academic clemency. The student’s complete academic record, including courses the student has been granted academic clemency, will be included when reviewing financial aid eligibility.

3.18 TRANSCRIPTS
A transcript is the complete and official record of academic work. It will be required when transferring to another institution of higher education, when seeking employment, and on many other occasions. Official transcript requests may be made through the Vanguard Portal under the Academics >> Forms tab. Students may also request an official transcript in person, in writing, by mail or email by selecting the Request an Official Transcript link on the Registrar’s Office webpage. Transcripts are provided free of charge.

Transcripts will not be issued if the student has any past due financial obligation to the college.

Transcripts from other institutions which have been presented for admission or evaluation of credit become a part of the student's permanent record and are not reissued. Transcripts from other institutions, including High School, must be obtained directly from the original issuing institution.

ASU-Beebe does not email copies of transcripts to students, other institutions, or third parties.

For more information about obtaining an official transcript, visit the Registrar’s Office webpage. Unofficial transcripts may be viewed and printed from the Vanguard Portal, located under the Academics tab.

3.19 ACADEMIC DISTINCTION
Academic achievement is recognized in the following ways at Arkansas State University-Beebe:

• The Chancellor’s List
  • Students with a 4.00 GPA and at least 15 credit hours
  • Students are eligible to participate in the Honors Program the following semester
  • Award published at the end of each Fall and Spring semester

• The Dean’s List
  • Students with a 3.50 - 3.99 GPA and at least 15 credit hours
  • Award published at the end of each Fall and Spring semester

• Academic Leadership and Achievement Award
  • Two sophomores from each division are honored at Spring Commencement

• Outstanding Citizenship Award
  • A sophomore male and a sophomore female are awarded based upon outstanding citizenship
Each semester, students named to the Chancellor’s List and Dean’s List receive a scholastic achievement certificate from the college.

Students in the Honors Program, who complete all requirements, will have “Graduate of the Arkansas State University-Beebe Honors Program” on their transcript.

Graduates with a 3.75 or better GPA will be recognized at commencement.

3.20 APPLICATION FOR GRADUATION

Students requesting consideration for graduation must complete an Application for Graduation prior to the published deadline for the semester or term. Students should apply through the Vanguard Portal, Academics >> Forms tab.

In certain situations, the advisor or Academic Dean may allow a substitute for a program requirement. The college Registrar must be informed of this request prior to conferring the student’s degree or certificate. The Vice Chancellor for Academics has final approval of substitution request.

The appropriate degree or certificate will be conferred once all academic requirements have been met and all obligations to the college have been completed. There is no charge to apply for graduation.

GRADUATION REQUIREMENTS

Graduation requirements for a student seeking a degree or certificate include:

- Admission as a degree-seeking student to the college unless enrolled as a high school student through the Regional Career Center or Concurrent Credit program.
- Successful completion of all program requirements with minimum cumulative grade point average of 2.00
- Minimum of 15 semester credit hours completed at ASU-Beebe
- Satisfaction of all financial obligations to the college

For additional information on graduation requirements, please refer to the Registrar’s Office or the college Catalog under which the student enrolled.
CHAPTER 4
CASHIER’S OFFICE POLICIES AND PROCEDURES

The Cashier’s Office collects payments, such as tuition, fees, and room and board. The office also disperses financial aid refund checks and processes third-party billing and scholarships. Tuition payments can be made in person, by phone, or online through the Nelnet link on the Vanguard Portal home page.

Beebe
State Hall, Room 108
501.882.8825/8850

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building
1st Floor, Room 138
501.362.1112

Searcy
Bookstore/Business Office, MB 306
501.207.6204/6202

4.1 STUDENT FEES AND ACCOUNTS
When students register for classes, an account receivable record is created. Students should pay their student account balance in full or have other payment arrangements on file by the payment due date; otherwise, they may be dropped from classes for non-payment.

Payment due dates are included in the Academic Calendar and posted on the Cashier’s Office webpage. Room and board charges must either be paid in full upon moving into the Residence Halls or included in the Payment Plan.

All financial obligations must be settled in full before grades, transcripts, or other official records will be released.

4.2 ACCOUNTS RECEIVABLE POLICY
Students can pay their accounts receivable account at the time they register for courses or anytime up through the required payment date for each term.

The methods of payment are:
- Payment in full (cash, check, and/or credit card)
- Enrollment in the Payment Plan
- Approved Financial Aid or Scholarships
- Payment Authorization from a Third-Party Agency

The Cashier’s Office and Bookstore will accept Visa, MasterCard, Discover, and American Express.

ASU-Beebe LRAFB does not accept cash payments due to U.S. Air Force restrictions.

If paying online through the Vanguard Portal, students have the option to pay in full with a credit card or to pay by installments through the Payment Plan. There is $25 enrollment fee per semester for the Payment Plan.

The last day to pay for each term is the day before the classes begin.

No subsequent enrollment is allowed if a student owes an accounts receivable balance from a prior semester. The student billing account is flagged to prevent registration.
Other accounts receivable balances could occur such as residence hall charges for hall damages or lost keys, or university fines for student traffic tickets or tobacco violations. The Director of Student Life or University Police will notify the student of these charges and request the Cashier’s Office add the amounts to the student’s account receivable record.

Returned checks are sent to the Cashier’s Office from the banks for insufficient funds, stop payments, or closed accounts. Collection activities for these items will be implemented until payment is received in full. Returned checks will prevent enrollment and could be sent to the Prosecuting Attorney’s Office for collection and/or prosecution if not paid.

Past due balances from prior semesters are turned over to the Arkansas Department of Finance and Administration for collection through the Debt Set Off program. Accounts remain in the program until fully paid or inactive for two years. Past due balances are also turned over to a collection agency the term following that in which the charges are incurred. Student transcripts will not be released until collection has been received in full.

4.3 PAYING BY CHECK
The Cashier’s Office and Bookstore will accept personal checks that are made payable in the amount of the obligation to the campus the student is attending: ASU-Beebe, ASU-Beebe Heber Springs, ASU-Beebe LRAFB or ASU-Beebe Searcy. This is a privilege extended for the convenience of the student. All checks must be written on bank checks; temporary and altered checks are not accepted.

A student, who presents ASU-Beebe a bad check, regardless of the reason, MUST make this check good upon notice from the Cashier’s Office. A handling charge will be assessed on all bad checks.

Personal checks up to $25 may be cashed at the Cashier’s Window.

4.4 PAYING BY PAYMENT PLAN
To help students meet educational expenses, Arkansas State University-Beebe is pleased to offer an automatic, electronic Payment Plan. The Payment Plan is a convenient tuition management plan that provides a low-cost option for budgeting tuition and other educational expenses. It is not a loan program. There is no debt, no interest or finance charges, and no credit check. The only cost to budget monthly payments through the Payment Plan is a $25.00 nonrefundable enrollment fee per semester. The enrollment fee is automatically deducted upon setting up the agreement. Payments may be withheld from a checking account, savings account, or debit or credit card.

For more information on Payment Plan, please call the Cashier’s Office or visit the Cashier’s Office/Tuition webpage.

4.5 FINANCIAL RESPONSIBILITY
Student are individually responsible for their financial obligations to the college. They are expected to make prompt responses and settlement of all financial obligations. Such obligations include tuition and fees, room and board, university fines, library fines and charges, and damage charges.

4.6 BOOKSTORE SERVICE
Students can shop for textbooks in the campus bookstore or online at the ASU-Beebe Bookstore homepage. The campus stores stock all of the textbooks and learning materials needed for each course, as well as supplies, apparel, and novelty items.

Beebe
McKay Student Center, 1st Floor
501.882.8849

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151
Students must use a credit card or approved financial aid to purchase through the online store. Purchases may be picked up in the Bookstore or shipped to a physical street address or other ASU-Beebe campus Bookstores. Orders are not shipped to post office boxes. The Online Bookstore may be accessed through from the Bookstore homepage.

ASU-Beebe also offers the option to rent textbooks. Take a copy of your schedule to any campus Bookstore for information on rental availabilities.

Payment for purchases may be made with cash, check, Discover, Visa, and/or MasterCard. Books may also be charged to financial aid awards or scholarships in the store no sooner than five (5) days before each term begins. Some restrictions may apply.

Textbook buy back dates are the days of final exams. These dates will be posted on the Bookstore homepage.
CHAPTER 5
STUDENT INFORMATION AND SERVICES PROVIDED

5.1 ADVISING AND LEARNING CENTER

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beebe</td>
<td>McKay Student Center, Room 200</td>
<td>Fall &amp; Springs: M-Th 7:30-7:00, F 8:00-5:00, Summer &amp; Breaks: M-F 8:00-5:00</td>
<td>501.882.8867</td>
</tr>
<tr>
<td>LRAFB</td>
<td>Jacksonville-Little Rock AFB University Center, Suite 118</td>
<td>Call for Tutor Schedule</td>
<td>501.988.4581</td>
</tr>
<tr>
<td>Heber Springs</td>
<td>Student Services/Administration Bld., Room 229</td>
<td>Fall &amp; Springs: M-Th 7:30-7:00, F 8:00-3:00, Summer &amp; Breaks: M-F 7:30-4:30</td>
<td>501.362.1223</td>
</tr>
<tr>
<td>Searcy</td>
<td>Main Building, Room 306</td>
<td>M-F 8:00-5:00</td>
<td>Call for Appointment 501.207.6252</td>
</tr>
</tbody>
</table>

The Advising and Learning Center provides academic support to Arkansas State University-Beebe students through academic advising, tutoring, workshops, and educational technology. Students may visit the Advising and Learning Center for assistance with most ASU-Beebe coursework, academic advising issues, or to utilize the open computer lab. In addition to these services, students enrolled in distance education classes through ASU-Beebe can access the Advising & Learning Center Online for tutoring via Canvas, Monday-Friday.

Year-round tutoring, academic advising, and other services are free. No appointment is needed at the Beebe or Heber Springs campus. For more information, contact the Advising and Learning Center on your campus for specific schedules or go to the Advising and Learning Center webpage.

5.2 CANVAS

Canvas is the Learning Management System used for ASUB Online. All students have access to Canvas through the Vanguard Portal. Once logged into the learning management system, students may utilize the online Advising & Learning Center, Library, McKay Student Center, and Canvas & ASUB Online Orientation, in addition to their classes.

Canvas may be accessed through the Vanguard Portal link on the ASU-Beebe website or type mycampus.asub.edu into the browser.

To log into Vanguard Portal:

- **Username:** firstname.lastname
- **Default Password:** First Initial First Name (Upper Case) First Initial Last Name (Lower Case) 8-digit birth date (MMDDYYYY) Exclamation

  Example: john.doe Password: Jd07041985!

For assistance logging into the Vanguard Portal, contact the IT Help Desk at helpdesk@asub.edu.

After logging into the Vanguard Portal, select the Access Canvas link. Students will have access to online classes two days prior to the class starting. For best results, student should use Mozilla Firefox or Google Chrome browser when on a Windows PC or digital device. For Apple products, Safari may be used, as well as Firefox and Chrome.

Students must use their ASU-Beebe email to send messages to the Canvas Help Desk.
For password issues, contact the IT Helpdesk at 501.882.8999. For Canvas assistance, contact the Canvas Help Desk at 833-741-0031 or ASUB Online at 501.882.8894 or dmlane@asub.edu.

5.3 CAREER PATHWAYS

<table>
<thead>
<tr>
<th>Beebe</th>
<th>Searcy</th>
</tr>
</thead>
<tbody>
<tr>
<td>McKay Student Center, Suite 202</td>
<td>Career Pathways, Hall 1, MB 303</td>
</tr>
<tr>
<td>501.882.8902</td>
<td>501.207.6244</td>
</tr>
</tbody>
</table>

Arkansas Career Pathways Initiative at ASU-Beebe is a grant funded program designed to assist low-income parents with dependent children to overcome barriers that may prevent them from achieving their educational and employment goals. Career Pathways Initiative services include advising, career counseling, and resume writing guidance in addition to financial assistance with tuition, books and fees, childcare, and transportation (fuel) cost. Refer to the Career Pathways webpage for additional information.

5.4 CULTURAL OPPORTUNITIES

ASU-Beebe offers our students and the public many opportunities for artistic and cultural experiences through four venues hosted on the Beebe and Heber Springs campuses.

The Centennial Bank Concert & Lecture Series
In partnership with Centennial Bank, ASU-Beebe brings national and international touring entertainers to our stage. The series features music, comedy, and novelty acts that appeal to a wide range of interests.

Theater Productions
ASU-Beebe’s talented theater students present a variety of productions designed to provide enjoyment for the college community, while offering an excellent educational opportunity for our performing students.

Music Performances
Everyone is invited to enjoy the vocal and instrumental performances by our gifted ASU-Beebe music students. Student recitals, as well as performances by touring artists, are hosted regularly. Make sure you check out our performing groups: The Symphonic Band, The Jazz Ensemble, The Chamber Singers, and The Singers.

Art Gallery
The England Center houses an art exhibition space. Everyone is encouraged to view the changing exhibits in our gallery. Please contact the Art Department for information on the current gallery display.

NOTE: Some services/activities may be limited due to COVID restrictions.
5.5 EMAIL ACCOUNTS AND CAMPUS NETWORK ACCESS FOR STUDENTS

Students are assigned an email address for official university communication. The student’s email address, Wi-Fi, and Vanguard Portal usernames are in the following format:

Username: firstname.lastname  
Email: firstname.lastname@asub.edu

Username Example: john.doe  Email Example: john.doe@asub.edu

The email, Wi-Fi, and Vanguard Portal password is structured in the following format unless the student sets a personalized password in the Admissions application:

Default Password: First Initial First Name (Upper Case) First Initial Last Name (Lower Case) 8-digit birth date (MMDDYYYY) Exclamation

Example: John Doe, Birthday July 4, 1985  Password: Jd07041985!

Students can enroll in Password management at reset.asub.edu to change their password.

For access:

Email: mail.asub.edu or office.com  
Password Management: reset.asub.edu  
Wi-Fi: ASUB network (ASUB Guest network is available to on-campus visitors.)  
Vanguard Portal: mycampus.asub.edu

For assistance, please email IT Helpdesk at helpdesk@asub.edu or call 501.882.8999.

5.6 FINANCIAL AID

The Financial Aid Office is committed to helping eligible students fund their education. Students may apply for federal aid online at www.fafsa.gov.

ASU-Beebe has partnered with ProEducation Solutions to automate the verification process. After completing a FAFSA, students will receive an email invitation to set up an account in the ProVerifier+ portal in order to submit and electronically sign documents that are required to determine aid eligibility. ProVerifier+ may be accessed through the Vanguard Portal as well.

IMPORTANT: Federal Aid will only pay for classes that are required for the student’s ASU-Beebe declared major as listed in the degree plan of the Catalog Year assigned to that student.

Financial aid may be recalculated and a student may be required to pay back all or a portion of aid if the student withdraws from some or all courses or stops attending classes. If a student is receiving any kind
of financial aid or scholarships, it is highly recommended that he/she contacts the Financial Aid Office before withdrawing or dropping courses. Institutional scholarships, state scholarships or grants, Veterans Benefits, Rehabilitation Services, and Career Pathways may be available for qualifying students.

Filing the FAFSA is required yearly. This can be done beginning October 1st! Receiving your financial aid before the start of the semester depends on applying early, as well as turning in ALL of your documents for review as quickly as possible!

**IMPORTANT:** FAFSA opens on **October 1st** based on your **Prior Prior Year Filed Income Taxes**.

For example: The **2018 tax information** will be used to complete the **2020-2021 FAFSA** for the Fall of 2020, Spring and Summer of 2021.

**Check your ASU-Beebe student email account regularly for important information concerning your financial aid eligibility and Satisfactory Academic Progress (SAP) status!**

5.7 GYMNASIUM

**Beebe**
Owen Center, Gymnasium/Fitness Center
501.882.8998

The PE Complex offers a full basketball court, a fitness center, an outdoor track, and three tennis courts. Students must present a valid ID before entering the complex, which is located in the Owen Center on the ASU-Beebe campus.

**NOTE:** Some services/activities may be limited due to COVID restrictions.

5.8 HEALTH SERVICES & INSURANCE PROGRAM

The college does not maintain a health clinic. Young adults may stay on their parent's health insurance plan until the age of 26 or shop for insurance at the Health Insurance Marketplace at [https://www.healthcare.gov/](https://www.healthcare.gov/).

Residence Hall students should report illness or injury to the Residence Hall Coordinator, Assistant Director of Student Life, Director of Student Engagement, or the Vice Chancellor for Student Services.

The college assumes no liability, either expressed or implied, for student health services.

5.9 IDENTIFICATION CARDS

**Beebe**
Student Life
McKay Student Center, Suite 100
501.882.8951

**Heber Springs**
Student Services/Administration Building
2nd Floor, Room 229
501.362.1121

**Searcy**
Student Services Office, Hall 1, MB 103
501.207.6205

A non-transferable identification card is issued to each student after registration. No charge is made for the initial issue, but a $10.00 fee is charged for replacement I.D. cards; Residence Hall replacement I.D. cards are $50.00.

All ID cards the property of ASU-Beebe. Falsification, alteration, or misuse of I.D. cards may result in disciplinary action.
5.10 INTRAMURALS

Beebe
Owen Center, Room 143C
501.882.4463
cburns@asub.edu

The Intramural Sports program is an opportunity for all students, faculty, and staff to participate in a variety of competitive activities. It provides physical activities in which anyone can participate, regardless of ability level. Activities include Flag Football, Horseshoes, Archery, Tennis, Softball, Basketball, Mini Golf, Volleyball, Kickball, Ping Pong, Indoor Soccer, and Ultimate Frisbee.

NOTE: Some services/activities may be limited due to COVID restrictions.

5.11 LIBRARY

Beebe
204 Palm Street
501.882.8976
circ@asub.edu

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
Call for Access Information 501.988.4151

Heber Springs
Student Services/Administration Building
2nd Floor, Room 232
501.362.1121

Searcy
Media Center, Hall 3, MB 310
501.207.6231

The Abington Library is located on the ASU-Beebe campus. The mission of Abington Library is to provide a center of academic support for the ASU-Beebe campuses and the communities it serves. The Abington Library houses and provides access to materials in support of the ASU-Beebe curriculum. The library holds over 78,000 printed books, over 5,000 audio/visual items, and printed subscriptions to approximately 90 periodicals. Online access is provided to over 109,000 eBooks and 58,000 online journal titles.

Services include general specialized library instruction for classes and/or individuals and interlibrary loans. Reference service is available on site, by phone at 501.882.8976, on the library website or by email at circ@asub.edu.

Group and individual study rooms are available for private study. Wireless access and computers with network printers are available for use at no charge. Special resources housed within the library include materials in the Arkansas and Special Collections Room and the George Fisher Gallery.

5.12 RESIDENCE HALLS

Beebe
Student Success Center
McKay Student Center, Suite 202
501.882.8879

On-campus housing is available to ASU-Beebe students on the Beebe campus. Legacy and Horizon Residence Halls opened Fall 2011 and each house 124 students. Rooms are arranged in suite style with both double and single occupancy rooms available. Each building features computer labs, study rooms, game rooms, and have many opportunities for students to fully experience the college environment.

For more information and Application for On-campus Housing, visit the Housing webpage under the Campus Life drop-down menu.
NOTE: Some services/activities may be limited due to COVID restrictions.

5.13 STUDENT LIFE

Beebe
McKay Student Center, Suite 100
501.882.4491
studentlife@asub.edu

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building
2nd Floor, Room 236
501.362.1223

Searcy
Student Services Office, Hall 1, MB 107
501.207.6212

Student Life provides opportunities for students to learn and develop outside the classroom. Students, who are actively engaged on campus, tend to have more successful academic careers.

Student Life encompasses the areas of student activities, leadership programs, student organizations, I.D. cards, and facilities use.

For more information, visit Student Life on the first floor of the McKay Student Center.

5.14 STUDENT SUCCESS CENTER

Beebe
McKay Student Center, Suite 202
501.882.8879

LRAFB
Jacksonville-Little Rock AFB
University Center, Suite 115
501.988.4151

Heber Springs
Student Services/Administration Building,
1st Floor, Room 117
501.362.1225

Searcy
Student Services Office, Hall 1, MB 107
501.207.6212
The Student Success Center offers a wide range of academic, personal, and support services for students at ASU-Beebe and its campuses. The department’s goal is to help students matriculate through college, succeed academically, connect to available resources, graduate, and become productive citizens.

- **Career Services** offer guidance as students search for a career path that matches their interests, skills, and values. A full range of resources and services assist students in developing the necessary strategies and skills, which will distinguish them as a qualified professional.
  
  Career services include:
  
  - Assessments
  - Career Counseling
  - Mock Interviews
  - Networking Opportunities
  - Resume and Cover Letter Critique
  - Seminars
  - Employment Announcements
  - Workshops

  **Contact:** 501.882.4429 or careerservices@asub.edu

- **Counseling** is available to students experiencing personal problems that interfere with academic and social performance. Students may be referred to outside resources.

  **Contact:** 501.882.4432 Beebe Campus  
  501.207.6212 Searcy Campus
  
  **Email:** counseling@asub.edu (non-emergency)

- **Disability Services** focuses on the diverse needs of persons with disabilities to recognize and achieve educational goals. The college is committed to the Americans with Disabilities Act of 1990, amended in 2008, and Section 504 of the Rehabilitation Act of 1973 to provide access and equal opportunity for all qualified individuals with disabilities.

  **Contact:** 501.882.8863 or tlmarzewski@asub.edu

- **Transfer Services** offers assistance with selecting an appropriate transfer school that meets each student's individual needs. The goal of Transfer Services is to make the student's transfer from ASU-Beebe as seamless as possible.

  **Contact:** 501.882.4429 or transferservices@asub.edu

### 5.15 STUDENT SUPPORT SERVICES

**Beebe**  
State Hall, SSS Complex, Room 125  
501.882.8964

**Heber Springs**  
Academic Center, 2nd Floor, Room 230  
501.362.1232

Student Support Services (SSS) is a federal TRIO program, funded through the U.S. Department of Education. SSS provides eligible students with advising, opportunities for academic development, assistance with basic college requirements, encouragement needed to complete educational goals, and other academic and support services designed to help participants succeed in college.

SSS students may drop-in for tutoring, schedule an appointment for a one-on-one session, attend a group session, or utilize NetTutor (online tutoring available 24/7).

Student Support Services maintains a state-of-the-art computer lab for SSS participants, as well as a study room with a current reference library. SSS also engages its participants through a host of workshops, as well as transfer trips to different colleges within the state.
Additionally, SSS involves participants in various activities that help them develop socially and culturally. Activities include dinner theatres, museums, symphonies, and the Clinton Presidential Center. All of these services are free to students who join the program.

Please visit the Student Support Services webpage for additional information, eligibility requirements, and application or visit State Hall 125 to meet our friendly staff and learn more about our services and facilities.

5.16 TESTING SERVICES

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beebe</td>
<td>Owens Center, Room 146</td>
<td>501.882.8812</td>
<td><a href="mailto:testing@asub.edu">testing@asub.edu</a></td>
</tr>
<tr>
<td>LRAFB</td>
<td>Jacksonville-Little Rock AFB</td>
<td>501.988.4151</td>
<td></td>
</tr>
<tr>
<td>Heber Springs</td>
<td>Student Services/Administration Bld., Room 117</td>
<td>501.362.1225</td>
<td></td>
</tr>
<tr>
<td>Searcy</td>
<td>Student Services Office, Hall 1, MB 106</td>
<td>501.207.6212</td>
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</tr>
</tbody>
</table>

Testing Services provides services to current and prospective students. The department partners with faculty, staff, and community members to offer workshops, training, and outreach services.

Assessments administered by the Testing Center include:
- Accuplacer
- CLEP (College Level Examination Program)
- Correspondence Tests
- DANTES
- John Deere Mechanical Reasoning
- MyLabsPlus
- Pearson VUE
- Proctored Tests
- Wonderlic

Testing Services also proctors disability services and classroom make-up exams.

5.17 UNIVERSITY FOOD SERVICES

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beebe</td>
<td>University Café, McKay Student Center</td>
<td>501.882.4430</td>
</tr>
<tr>
<td>Heber Springs</td>
<td>Student Services/Administration Bld. 2nd Floor</td>
<td>501.362.1114</td>
</tr>
<tr>
<td>Searcy</td>
<td>Student Center Snack Bar, Hall 1 MB</td>
<td>501.207.6260</td>
</tr>
</tbody>
</table>

The college Café offers on-campus dining options to residential and commuter students, as well as to the public. Meal plans are included in the cost of room and board for residence hall student. Meal cards are available for the purchase in the Cashier’s Office at the Beebe Campus. Dining options vary by campus.

5.18 VANGUARD NEWS

The Vanguard News email publication contains brief announcements and weekly happenings for all the campus locations.

Vanguard News is managed by the ASU-Beebe Marketing and Public Relations Office.
5.19 VANGUARD PORTAL
Vanguard Portal is our student information system locate on the ASU-Beebe website. It is a web-enabled interface to the ASU-Beebe student records system and offers access to a number of information services.

The Vanguard Portal allows students to register for courses and make schedule changes online, pending advisor approval. Other services include:

- Class schedule viewing and printing
- Contact Advisor
- Course availability
- Degree audits
- Demographic information
- Financial Aid status
- Grade reports
- Learning Management System access
- Payment Plan
- Student Account status
- Unofficial transcripts

The Vanguard Portal may be accessed at mycampus.asub.edu.

Vanguard Portal Initial Log-in:

Username: firstname.lastname
Default Password: First Initial First Name (Upper Case) First Initial Last Name (Lower Case) 8-digit birth date (MMDDYYYY) Exclamation

Example: john.doe                Password: Jd07041985!

Students can enroll in Password management at reset.asub.edu to change their password.

5.20 VETERAN STUDENTS
Arkansas State University-Beebe is an approved institution for providing assistance to veterans and veteran’s beneficiaries. Students using veteran’s assistance MUST consult with the ASU-Beebe Veteran Representative when making schedule changes, withdrawing, repeating courses, or changing degree plans. Veterans, their dependents, and others entitled to educational assistance payments from Veterans Administration (VA) may visit the Veteran Representative on the Beebe campus for detailed information and forms.

For assistance, call Veteran Services at 501.882.8932 or email veteranservices@asub.edu.
CHAPTER 6
CAMPUS SAFETY & YOUR RIGHT TO KNOW

The University Police are police officers who are fully certified by the Arkansas Commission on Law Enforcement Standards and Training. The University Police Department (UPD) is authorized by Act 328 of 1967 and University Officials to protect the person and property of students and of the college community. The University Police work closely with local, county, and state police agencies under memorandums of understanding. It is within UPD jurisdiction to arrest any person committing an offense against the law of the State of Arkansas or against the ordinances of the city in which the campus is located.

Students needing the assistance of a University Police Officer may contact the office directly.

Beebe
State Hall, Room 127
Office: 501.882.8851
Cellular: 501.288.3071

Heber Springs
Academic Center, 1st Floor, Room 124
Office: 501.362.1234
Cellular: 501.691.1313

Searcy
University Police, Hall 1, MB 116
Office: 501.207.6240
Cellular: 501.827.8147

Students, who live on campus, may contact the Residence Hall Director who will in turn contact the University Police.

Legacy Hall
705 North Orange Street
501.882.8904

Horizon Hall
1001 West Mississippi
501.882.8918

6.1 SECURITY AWARENESS AND CRIME PREVENTION
Security Awareness and Crime Prevention programs are sponsored by the University Police and other campus departments throughout the year. Orientation for new and transfer students include a presentation by the University Police on crime prevention and personal safety. The Student Safety Council sponsors a Crime Watch program and typically meets twice each semester to develop crime prevention and awareness programs for the college community.

The safety and security of the campus is a community responsibility and the University Police Department encourages all members of the community to be proactive in the effort to maintain the highest level of awareness regarding security and safety.

6.2 FACILITY ACCESS AND SECURITY MEASURES
Arkansas State University-Beebe campuses are open to students, parents, employees, and visitors during business hours. After hour access is by key entry or pre-approved supervised admittance. Residence halls are secured and monitored by video surveillance 24 hours a day.
The University Police, Physical Plant, and community members work together to ensure proper working condition of exterior lighting, locking mechanisms, and landscape control in an effort to maintain the safety and security of the college campus. Any issues reported by community members or found during a routine check by the University Police are quickly responded to by the Physical Plant staff.

6.3 REPORTING EMERGENCIES AND CRIMINAL ACTIVITY
Students, employees, and visitors are encouraged to promptly report suspected criminal activity, accidents, and other emergencies to the University Police Department or the appropriate law enforcement agency through the 911 emergency system.

On-campus reports may be made by the following three methods:
- In person at the University Police campus office
- Email to any officer listed on the University Police Staff page
- By phone at 501.882.8851

Immediately upon receiving a report, UPD will begin investigating the information.

The college makes every reasonable effort to preserve an individual’s privacy and protect his/her confidentiality. In some situations, disclosure may be required to protect the individual or other’s safety or rights, in fairness to the persons involved, or in response to legal requirements.

As required by law, all disclosures to any university employee of an on-campus criminal act must be reported to the University Police Department.

6.4 EMERGENCY NOTIFICATION
In the event that a situation arises on or near campus, the University Police Department, in consultation with other administrative offices, such as Student Services, Dean of Students, Chancellor’s Office, etc., will determine if the situation constitutes an on-going threat to the college community and issue a “timely warning” notice, commonly called a “Campus Safety Alert.” Community members or university employees, who witness or learn of a crime or other serious incident on or near campus, should report it to the University Police Department as soon as possible so a Campus Safety Alert may be issued, if warranted.

UPD will distribute the alert by one or more of the following methods:
- Alerts posted on bulletin boards throughout the campus
- ASU-Beebe Emergency Alert Notification System
- Email announcement
- Social Media
- Website posting

The ASU-Beebe Emergency Alert Notification System uses telephones, cell phones, text, social media, email, and an external speaker system to communicate emergency situations to the college community members. All students and staff are registered automatically upon admission and/or employment.

The ASU-Beebe Emergency Alert Notification System will be used to issue alerts in the following situations:
- Building Evacuation
- Campus Evacuation
- Lockdown
- Tornado Warnings
- Inclement weather

The University Police verifies all emergencies and conducts system test at least annually.
Additionally, University Police Department publishes an **Emergency Procedures Guide**. The guide is distributed to campus offices, classrooms, and residence halls. The Emergency Procedures are also posted on the UPD webpage and printed at the end of the Student Handbook.

The Marketing and Public Relations Office will notify the community of any emergencies that affect the public at large and, also, weather related information as related to university closures.

### 6.5 EMERGENCY PROCEDURES

**Knowing what to do and who to contact when an emergency arises is a responsibility that each of us must take seriously.** Emergency procedure guidelines are included at the end of the Student Handbook. Please familiarize yourself with the material so you will be prepared if a crisis arises.

### 6.6 MISSING STUDENT NOTIFICATION

In accordance with the Higher Education Reauthorization Act of 2008, all residence hall students are asked to supply an emergency contact person at the time of check-in that will be notified should the student be missing for 24 hours. If the missing student is under the age of 18, his/her parent(s) will also be notified. In addition, the appropriate law enforcement agency will be notified when a student is determined missing for more than 24 hours.

### 6.7 ALCOHOL AND DRUG STATEMENT

Arkansas State University-Beebe prohibits possession, use and/or distribution of alcoholic beverages, in any form, and the use, manufacture, distribution, or possession of drugs without medical prescription in or about university grounds, instructional buildings, residence halls, or at any university-approved activity on or off campus.

ASU-Beebe alcohol and drug statement is in compliance with federal, state, and local laws, including, but not limited to, Minor in Possession of Intoxicating Beverages statute.

Disciplinary action may be imposed by the college in addition to criminal penalties.

Alcohol and drug education resources are available at the following locations:

- **Beebe**
  - Student Success Center
  - McKay Student Center Building, Room 202
  - 501.882.8879

- **LRAFB**
  - Jacksonville-Little Rock AFB
  - University Center, Suite 115
  - 501.988.4151

- **Heber Springs**
  - Administration Office
  - Student Services/Administration Bld., Room 324
  - 501.362.1209

- **Searcy**
  - Student Services Office
  - Main Building, Hall 1
  - 501.207.6205

### 6.8 CAMPUS SEX CRIMES PREVENTION ACT

The **Campus Sex Crimes Prevention Act** (section 1601 of Public Law 106-386) is a federal law that provides for the tracking of convicted, registered sex offenders who are working, volunteering, or enrolled as students at institutions of higher education.

The Act requires sex offenders already required to register in a state to provide notice to each institution of higher education in that state at which the person works, volunteers, or is a student. It also requires institutions of higher education to issue a statement advising the campus community where its members may obtain information concerning registered sex offenders.

To inquire about registered sex offenders at your campus, contact the following departments:
For more information regarding Campus Sex Crimes Prevention Act, please contact University Police.

### 6.9 CLERY CRIME STATISTICS

The University Police Department prepares an annual Campus Security Act Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest, and referral statistics include those reported to UPD, designated officials, and local law enforcement.

Non-campus property owned by the college is monitored by local law enforcement.

The UPD maintains a Daily Crime Log that records all crimes, listed by the date and incident reported, and other serious incidents that occur on campus, in non-campus buildings or property owned or operated by the college or its students “in a reasonable contiguous geographic area,” public property within, adjacent to, or immediately accessible from the campus or within the department’s patrol jurisdiction. In accordance to the Clery Act requirements, incidents are posted within two business days and may be viewed at the department’s office. The daily log may exclude certain incidents, particularly if the reporting may compromise the investigation.

The most recent Clery Reports may be viewed at the University Police webpage or in the physical office on the Beebe campus.

For more information on emergency procedures, Clery Crime Statistics, and policies and procedures, refer to the University Police webpage.

### 6.10 FIRE SAFETY

The University Police Department maintains a Fire Log record of all alarms and actual fire events and prepares an Annual Fire Safety Report. Contact the University Police Department for more information on viewing the report.

### 6.11 CAMPUS TOBACCO USE POLICY

Effective June 1, 2009, the tobacco use policy at Arkansas State University-Beebe is as follows:

Smoking and the use of all tobacco products is strictly prohibited anywhere on university property, including inside vehicles parked on university property.

Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device, e-cigarettes, or the use of smokeless tobacco products, including snuff, chewing tobacco, smokeless pouches, or any other loose leaf, smokeless tobacco.

Smoking and the use of tobacco products is prohibited in university vehicles.

**Fines from $100 to $500 may be charged to violators of the Campus Tobacco Use Policy.**
Note: Policy adopted to comply with Arkansas Clean Air on Campus Act 734 of 2009. Updated by the Chancellor’s Council, 2014.

6.12 WEAPONS POLICY

PURPOSE
The Arkansas State University System is dedicated to providing an educational and social climate, which is conducive to the safety of all members of the college community. Acts of violence on University campuses have proven that weapons pose a serious threat to the safety of persons and property.

ARKANSAS STATE UNIVERSITY SYSTEM WEAPONS POLICY
No person shall possess, discharge, or otherwise use any weapon at any campus, office, building, or event that is part of the Arkansas State University System, except as authorized by this policy. This prohibition extends to individuals having such weapons on their persons, including in briefcases, purses, handbags, backpacks, or other carrying cases; in personal vehicles or storage boxes contained in or affixed to their personal vehicles; or among other personal property or effects. Each System location shall post written notice of this prohibition. Exceptions to this prohibition are listed below.

DEFINITIONS
Weapons include, but are not limited to, firearms (specifically including concealed handguns), explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, nun 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.

EXCEPTIONS
These prohibitions do not apply to the following:

a. To an officer of an Arkansas State University Police Department who is regularly employed by a campus in the University System and who has been authorized by the Campus Chief of Police, or designee, to carry weapons as outlined in the applicable Police Policy.

b. To an employee authorized by the Campus Chief of Police to possess or use such a device during the time when the employee is engaged in University work requiring such a device.

c. When an individual uses or possesses a weapon in connection with an educational, recreational, or training program, or an activity authorized by the appropriate University official and the Chief of Police and under the supervision of a University employee.

d. During the time when the weapon is worn as part of a military or fraternal uniform in connection with a pre-approved public ceremony or parade.

e. To non-University law-enforcement officers of legally established law-enforcement agencies that are required by their employer to carry their weapons at all times.

f. To non-University law-enforcement officers of legally established law-enforcement agencies who are engaging in work on campus requiring a weapon as part of their official duties or who have obtained approval from the Campus Chief of Police or designee to carry their weapon on campus.

g. During a theatrical performance where a realistic replica of a weapon is used.

h. To equipment, tools, devices and materials, which are prescribed for use by authorized University employees as a condition of employment or class enrollment.

i. To the use and possession of weapons for educational, instructional, and research activities under the supervision of appropriate faculty members.

j. To weapons found in vehicles that are traveling through city-maintained streets within the campus proper.

The campus Chief of Police, applicable Vice Chancellor, or their designees, may impose restrictions upon individuals who are otherwise authorized to possess or use weapons pursuant to Section 4 of this policy when it is determined that such restrictions are appropriate under the circumstances.
LAWFUL POSSESSION OF A WEAPON ON CAMPUS

In 2017, Act 562 and Act 859 were signed into law. These new Acts allow a person, who meets certain qualifications, to carry a concealed handgun on a University campus. Effective September 1, 2017, a person in possession of a concealed carry license and who has also obtained an enhanced training endorsement from the Arkansas State Police may possess a concealed handgun on campus, subject to the restrictions as allowed by law. A concealed carry licensee may lawfully store a concealed handgun in his or her locked and unattended vehicle in a publicly owned and maintained parking lot.

A person who has a concealed carry license, along with an enhanced permit, may not possess a concealed handgun at the following locations:

a. Locations where collegiate athletic events are taking place.
b. Certain grievance and disciplinary meetings, initiated after at least twenty-four (24) hours’ notice to participants, lasting no more than nine (9) hours, with posted notice of prohibition, and conducted in accordance with campus procedures.
c. Daycare facilities.
d. Other locations where possession of a concealed handgun is prohibited by state or federal law.

Employees of the ASU System may lawfully possess a concealed handgun on campus if they have a concealed carry license and they have obtained an enhanced training endorsement from the Arkansas State Police. An employee, who possesses a concealed handgun under this policy, is not acting in the course of or scope of their employment when carrying or using the handgun and is not entitled to workers’ compensation benefits for injuries arising from his or her own negligent acts in possessing or using a concealed handgun and is not immune from personal liability with respect to possession or use of a concealed handgun.

VIOLATIONS

Any student violating this policy shall be subject to sanctions up to and including expulsion. Any employee violating this policy shall be subject to discipline through the process applicable to that employee, up to and including discharge. Others violating this policy will be subject to prosecution under criminal laws and may be banned from Arkansas State University System campuses and events.

https://www.asusystem.edu/about/policies/weapons/.

(Adopted by the Arkansas State University Board of Trustees on August 8, 1997, Resolution 97-23; revised December 12, 2008, Resolution 08-80; revised May 23, 2013, Resolution 13-11; revised September 18, 2015, Resolution 15-35; revised September 15, 2017, Resolution 17-34)

6.13 TRAFFIC AND PARKING REGULATIONS

In accordance with the Arkansas Code Annotated 25-17-307, the Board of Trustees of Arkansas State University established the following rules and regulations for the registration, operation, and parking of motor vehicles on an Arkansas State University-Beebe campus, which are binding on all members of the faculty, staff, student body, and others utilizing the lands owned or controlled by Arkansas State University-Beebe.

ENFORCEMENT OF PARKING REGULATIONS

The enforcement of the ASU-Beebe Parking and Motor Vehicle Regulations is the responsibility of the University Police Department. This document contains the official word on parking regulations on campus. If in doubt about any parking or motor vehicle issue, please contact the University Police.
RESTRICTED PARKING AREAS

<table>
<thead>
<tr>
<th>Parking</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red</strong></td>
<td>Restricted parking at all times unless otherwise noted.</td>
</tr>
<tr>
<td><strong>Blue/White</strong></td>
<td>Designated disability parking spaces including ramps. Only vehicles displaying a current disability permit from any state may park in Blue/White.</td>
</tr>
<tr>
<td><strong>Green</strong></td>
<td>Visitors and/or 30 Minute parking only.</td>
</tr>
<tr>
<td><strong>Signs/Pavement Markings</strong></td>
<td>Restricted by signs and pavement markings.</td>
</tr>
<tr>
<td><strong>Event Parking</strong></td>
<td>Arkansas State University-Beebe reserves the right to set aside areas as necessary for special events in all parking areas of the campus. The college also reserves the right to temporarily block certain streets, as necessary, without notice to the public.</td>
</tr>
</tbody>
</table>

Parking on the grass, sidewalks, cross walks, building entrance, etc. is not allowed. Any other restricted parking areas will be clearly noted.

DISABILITY PARKING

Vehicles parked in disability parking spaces at ASU-Beebe must display a current disability license plate or placard issued by any state. Parking in disability spaces without proper permits is a serious offense. Citations issue for this violation carry a $50.00 fine. Citations are also issued for blocking disability ramp space, recessed street, and sidewalk access areas.

Transfer of disability license or placard is a violation of the Arkansas state law. Offenders will receive citations.

RESPONSIBILITIES AND INFORMATION

Standard traffic regulations and definitions as enacted into the motor vehicles law of the State of Arkansas will be enforced on university property at all times. Students and staff members are expected to be familiar with and abide by these regulations. If a member of the college community is not cited for breaking the traffic regulation, it does not imply that the regulation is no longer in effect.

Pedestrians have the right-of-way at designated crosswalks at all times.

School buses, large vehicles, and other special purpose vehicle will be required to park in areas designated by a University Policy Officer.

Motorcycles, motorbikes, etc. must be operated on streets designated for normal automobile use. Parking for non-motorized and 50 cc or less moped-type vehicles will be restricted to designed parking areas. Bicycle racks are available on campus.

Arkansas State University-Beebe assumes NO responsibility for the care and/or protection of any vehicle or its contents at any time while it is on campus. For protection, lock your vehicle and place valuables in the trunk area.

All vehicle operators will observe and obey the orders of University Police Officers in performance of their duties. This includes rendering and producing identification and registration when requested. All campus vehicle accidents must be reported to the University Police Office.

TOWING AND IMPOUNDING VEHICLES

The college reserves the right to immobilize, tow, and/or impound any vehicle that is parked on university property in such a way as to constitute a serious hazard or to prohibit the normal operation of any part of the parking infrastructure at any ASU-Beebe campus. The University Police may direct an authorized commercial garage to carry out any towing action. Violators will be responsible for paying all costs for removal, impounding, and storage of such vehicles. Vehicles may be held until all charges are paid.
MOVING VIOLATION
Moving violations include all traffic laws as stated in the Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations. The official ASU-Beebe citation will be sufficient as a summons for violation of these rules and regulations. In lieu of a university citation, the violator may be issued a uniform traffic ticket, which will be adjudicated in municipal court.

ENFORCEMENT OF REGULATIONS
1. Arkansas State University-Beebe Police Officers are constituted peace officers by action of the Board of Trustees and under the laws of this state. They possess all authority provided by the law for city police and county sheriffs to be exercised as required for the safety and protection of the college community and are limited by the same constraints on abuse of power.
2. All appeals should follow the procedures as outlined below.
3. Persons with unregistered vehicles, who violate established Traffic and Parking Regulations (parking on sidewalks, grass, red/yellow areas, crosswalks, etc.), may be issued a uniform traffic ticket, which is payable in Municipal Court in the jurisdiction of the campus form which it is issued.
4. Any vehicle owner, who has five (5) or more traffic or parking violation notifications during any semester that have not been resolved (penalties paid or action completed by the Traffic Appeals System), may have the motor vehicle being used impounded each time the vehicle is parked on campus until outstanding charges have been resolved.
5. Any vehicle owner, who has more than eight (8) traffic or parking violations during the academic year, will have their campus parking privileges revoked for the remainder of the academic year.
6. Standard traffic regulations and definitions, as enacted into the motor vehicle code for the State of Arkansas, will be used in enforcement of campus traffic regulations.
7. The City Police Department has jurisdiction rights to issue tickets on campus since Arkansas State University-Beebe is located inside the corporate limits of the cities of Beebe, Heber Springs, Jacksonville, and Searcy.

OFFENSES AND PENALTIES
Any operation of a motor vehicle that creates a disturbance or hazard on campus may be considered a traffic violation. This would include such things as excessive use of horn, loud sound systems, illegal exhaust systems, squealing of tires, or placing pedestrians or other drivers in a hazardous situation.

A person receiving notice of a traffic or parking violation is required to pay the fine levied or report to the University Police Office to appeal the violation notice within two (2) school days (excluding Saturdays, Sundays, and holidays). If this is not done, the fine will be placed against the student's accounts receivable record in the Cashier's Office.

Violation notices shall be affixed to the motor vehicle or presented to the driver. Violation tickets shall be issued in duplicate, one copy for the offender and one copy for the University Police Office. Information on violation tickets will be forwarded to the Cashier's Office for processing.

Traffic and parking records are kept from August 16 of one year to August 15 of the next year.

FINES
The responsibility for payment of fines incurred shall rest with the registrant. In the event registration has not been completed, payment lies with the owner and/or operator of the vehicle. Persons violating these rules and regulations, while using a motor vehicle on campus, may be charged under the college's system of administrative charges as noted. Fines for tickets written by University Police should be paid at the Cashier's Office.
CAMPUS VIOLATIONS LIST

<table>
<thead>
<tr>
<th>$0.00</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Backed into parking space (including pulling through)</td>
</tr>
<tr>
<td></td>
<td>Blocking drive</td>
</tr>
<tr>
<td></td>
<td>Blocking dumpster</td>
</tr>
<tr>
<td></td>
<td>Blocking fire hydrant</td>
</tr>
<tr>
<td></td>
<td>Blocking loading dock/ramp</td>
</tr>
<tr>
<td></td>
<td>Disregarding barricades</td>
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<tr>
<td></td>
<td>Double parked/blocking</td>
</tr>
<tr>
<td></td>
<td>Driving wrong way on one way</td>
</tr>
<tr>
<td>$20.00 Fine</td>
<td>Driving/parked on grass</td>
</tr>
<tr>
<td></td>
<td>Failure to stop or yield right of way</td>
</tr>
<tr>
<td></td>
<td>Hazardous driving</td>
</tr>
<tr>
<td></td>
<td>Parked disregarding painted lines</td>
</tr>
<tr>
<td></td>
<td>Parked in green zone exceeding 30 minutes</td>
</tr>
<tr>
<td></td>
<td>Parked in unauthorized zone</td>
</tr>
<tr>
<td></td>
<td>Parked on wrong side of street</td>
</tr>
<tr>
<td></td>
<td>Parked where prohibited by signage</td>
</tr>
<tr>
<td></td>
<td>Speeding</td>
</tr>
<tr>
<td>$50.00 Fine</td>
<td>Parking in ramp/space reserved for disability parking</td>
</tr>
<tr>
<td>$100.00 - $500.00 Fine</td>
<td>Tobacco use</td>
</tr>
</tbody>
</table>

ADDITIONAL INFORMATION

- Vehicles are considered parked when left standing, stopped, or unattended for any period of time.
- Owners/operators of disabled vehicles (dead battery, empty fuel tank, lost keys, etc.) must notify University Police.
- Vehicles are assumed abandoned if left parked and stationary for a period of two weeks. Abandoned vehicles will be towed at the owner’s expense.
- Vehicles will not be operated on the ASU-Beebe campus without required safety equipment prescribed by the vehicle code of the State of Arkansas.
- No parking or stopping on roadways allowed.

All persons, including visitors, are expected to adhere to all campus and state regulations regarding safety procedures.

APPEALS

Appeals must be made to the Traffic Appeals Committee according to these rules and regulations within two (2) school days. Appeal forms are available at the University Police Office.

TRAFFIC APPEALS COMMITTEE

The Traffic Appeals Committee will receive written appeals on parking violations and may, at its discretion, require oral presentations. The decisions of the Committee will be final.

LOCK YOUR CAR
SECURE YOUR PROPERTY
DON’T BE A VICTIM OF A CRIME
CHAPTER 7
CAMPUS ORGANIZATIONS AND ACTIVITIES

7.1 FORMATION OF NEW STUDENT ORGANIZATIONS
New student organizations may be formed on the campus as the need develops. No group may be officially formed until it has been approved by Student Life. A petition, setting forth the objectives of the organization, membership requirements, proposed constitution and by-laws, faculty sponsor(s), membership dues and assessments, and names of charter members must be submitted to Student Life for approval.

New student organizations will become formally recognized upon approval by Student Life. If at any time during the academic year an organization becomes inactive, the group must submit an annual recognition form to the Student Life office in order to be formally recognized again.

For more information on the formation of new student organizations or to acquire the necessary forms, please contact Student Life at 501.882.4491.

7.2 MASS MEETINGS
ASU-Beebe has areas designated as Free Expression Area for speeches and demonstrations at each campus. In order to accommodate all interested users, use of this area for speaking, demonstrating, or other forms of expression will be scheduled through the Assistant Director of Student Life for the Beebe campus, the Administration Office for the Heber Springs campus, or the Campus Operations Office for the Searcy campus.

7.3 CHAPERONES
Chaperones must be present at all co-curricular student activities. They must be named at the time the event is scheduled. Faculty members are accepted as chaperones without question; however, if persons other than faculty members are to be used, the Assistant Director of Student Life must grant prior approval.

7.4 ELIGIBILITY TO HOLD OFFICE
No student, who is on academic or disciplinary probation, may serve as an elected officer of a campus organization. A cumulative grade point of 2.00 and a grade point average of 2.00 for the previous semester are prerequisites to holding any office.

7.5 ORGANIZATION ADVISORS
All student organizations must have at least one advisor. Persons other than faculty members may serve as advisors; however, they must be approved by the Assistant Director of Student Life.

7.6 ACTIVITY CALENDAR
A master calendar of activities is maintained in Student Life. All events, both on and off campus, involving students and faculty must be scheduled on this calendar through the Student Life Office. Requests to place events on the activity calendar must be made to the Assistant Director of Student Life.

For more information on scheduling an activity or event on the master calendar, please contact Student Life at 501.882.4491.

7.7 STUDENT ORGANIZATIONS, ACTIVITIES, AND PUBLICATIONS
Participation in campus life can be a significant part of a student's educational experience. Student organizations and clubs offer students valuable opportunities to learn and develop teamwork and
leadership skills. Involvement in student organizations teaches skills transferable to the world of work and provides a network with faculty and staff advisors. Research has shown that college students who get involved outside the classroom perform better academically and are usually more satisfied with their college experience...so do not wait any longer to investigate the opportunities available to you.

There are many ways students can continue to develop leadership qualities and abilities while at ASU-Beebe. One of the main reasons to seek the college experience is for the opportunities of leadership that it provides.

Below is list of registered student organization on our campuses. For a complete list visit the ASU-Beebe website:  http://www.asub.edu/student-life/student-organizations.aspx.

**AGRICULTURE CLUB** (Beebe): The “Agri” Club is a student directed program designed to develop leadership, social poise, and skills in dealing with the agricultural issues of a modern society.

**ANGLERS CLUB** (Beebe & Heber Springs): The Vanguard Anglers Club is student social organization organized to promote positive and meaningful interactions between students of a diversity background through the common interest of fishing. The Anglers Club participates in competitive fishing competitions with other colleges across the state.

**ALPHA DEERE OMEGA** (Beebe): The purpose of Alpha Deere Omega is to promote scholarship, friendship, and leadership within the Agricultural Equipment Technology program students.

**ARKANSAS LICENSED PRACTICAL NURSES’ ASSOCIATION (ALPNA)** (Searcy): Practical Nursing students will belong to ALPNA, a professional nursing organization.

**BAPTIST COLLEGIATE MINISTRIES (BCM)** (Beebe, Heber Springs, & Searcy): The Baptist Collegiate Ministries (BCM) provides opportunities for students to meet with other students, who share common values and beliefs, to develop their concerns for others both on and off campus and offer active assistance through service and ministry projects.

**CHI ALPHA** (Beebe): Chi Alpha is a Spirit-empowered, diverse community of believers on the ASU-Beebe campus, declaring in word and lifestyle their faith in Jesus Christ, equipped to fulfill their purpose in God’s global plan.

**CRIMINAL JUSTICE ASSOCIATION** (Beebe): The Criminal Justice Association is a student lead program whose purpose is to promote the professional development of criminal justice students through community activities.

**DEBATE SOCIETY** (Beebe): The Vanguard Debate Society was organized in 1999 in order to foster in students an awareness of issues that concern society and the skills of analysis and argumentation needed to help resolve these issues. While open to all students and to discuss a variety of topics, the Debate Society in particular supports participation in events such as public debate, student congress and Model UN competitions for those students who may have an interest in these areas.

**DELTA PSI OMEGA** (Beebe): Delta Psi Omega, a national honorary dramatics fraternity, is composed of students who have made outstanding contributions to the dramatic activities of ASU-Beebe. The purpose of the fraternity is to stimulate interest in dramatic activities on the campus and to reward outstanding achievements in this field.

**ECOLOGY CLUB** (Beebe & Heber Springs): The Ecology Club is composed of student with an interest in “green” issues. The purpose of the organization is to provide information and services geared toward environmental awareness.
**Future Educators Club** (Beebe & Heber Springs): The purpose of the Future Educators Club is to provide information and offer encouragement to those students who are preparing for the teaching profession.

**Gaming Club** (Beebe): The Gaming Club is student social organization organized to promote positive and meaningful interactions between students of a diversity background in an environment centered around video games, board games, card games, and more!

**Gamma Beta Phi Society** (Beebe & Heber Springs): Gamma Beta Phi Society encourages the advancement of scholastic effort and rewards academic merit among college students. Membership is by invitation in accordance with local chapter bylaws.

**Health Occupation Students of America (HOSA)** (Searcy): The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health science education students; thus, helping the students meet the needs of the health care community.

**International Club:** (Beebe) the international club that exists to provide opportunities to share the culture and customs of students’ native countries with the larger campus community and for students to learn about other countries and cultures. Membership is open to all ASU-Beebe students.

**Kappa Kappa Psi** (Beebe): Kappa Kappa Psi is an organization of opportunity and quality, with historic, well-developed leadership and membership programming that students use to become great leaders, better band members, and better adapted adults prepared for what lies ahead of them.

**Phi Beta Lambda** (Beebe & Heber Springs): Phi Beta Lambda is a national organization, which provides opportunities for students to develop competencies for business and office occupations. The organization is open to any student with an interest in its objectives, which include development of competent business leadership and character, preparation for useful citizenship, creation of an interest and understanding of American business enterprise, and facilitation of the transition from school to work.

**Psychology Club** (Beebe): The Psychology Club encourages the participation of students interested in pursuing a degree in the field of psychology or other social sciences.

**Residence Hall Association** (Beebe): The Residence Hall Association promotes leadership skills, fosters a sense of community among its members, and promotes understanding between residents of campus housing and other members of the campus community. Membership is open to any resident of university housing.

**Rotaract** (Heber Springs): The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

**SkillsUSA** (Heber Springs & Searcy): SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical, and skilled service occupations, including health occupations.

**Student Government Association** (Beebe, Heber Springs, & Searcy): The Student Government Association exists to provide opportunities for meaningful, responsible student input and feedback on campus issues and to promote understanding and communication between students, faculty, and administration.

**Student Support Services Advisory Board** (Beebe): The Student Support Services Advisory Board exists to advance the mission of the federally funded Student Support Services program.
TAU ALPHA PI (Beebe): Tau Alpha Pi is a national honor society that recognizes students for high standards of achievement in the engineering technology programs. Membership is by invitation. The chapter at ASU-Beebe is designated as the Alpha Arkansas Chapter.

VET TECH/NAVTA (Beebe): The Vet Tech Club is affiliated with the National Association of Vet Tech Professionals (NAVTA). The purpose of the Vet Tech/NAVTA is to promote the issues, occupations, and activities of the veterinary technology field.

VANGUARD MARKSMAN (Beebe): The Vanguard Marksman is student social organization organized to promote positive and meaningful interactions between students of a diversity background through the common interest of trap and skill shooting. The Vanguard Marksman participates in competitive fishing competitions with other colleges across the state.

YOUNG DEMOCRATS OF ASU-BEEBE: (Beebe) A student-led coalition on campus committed to: engaging students at A-State in the democratic process, educating students about the effects of policies, and empowering students to be better advocates in letting their voice be heard.

JOIN THE FUN!

Contact the Student Life Office in the McKay Student Center Suite 100 or call 501.882.8951 for details.
CHAPTER 8
STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

INTRODUCTION
A college education not only prepares you for a profession, but it is also an important step in helping you become a more productive member of society. Arkansas State University-Beebe is a learning community whose members include its students, faculty, and staff. The college offers a high quality, challenging learning environment with the basic purpose of the enlargement, dissemination, and application of knowledge.

Freedom of expression and assembly is fundamental to achieving these basic purposes, but the college must strike a balance between maximum freedom and regulations that promote the order necessary to provide an environment conductive to learning.

The guidelines in the subsequent pages are established with the following objectives:
1. Protect student’s rights
2. Facilitate the definition of student responsibilities
3. Provide avenues through which students may seek to affect change
4. Preserve the integrity of the learning community

FREEDOM OF EXPRESSION AND ASSEMBLY
ASU-Beebe highly regards the First Amendment that guarantees the freedom of speech, freedom of expression, and the right to assembly peaceably. ASU-Beebe remains firmly committed to affording each member of the campus community the opportunity to engage in peaceful and orderly protests and demonstrations. However, these activities must not disrupt the educational mission of the college. Additionally, such opportunities must be provided on an equal basis and adhere to the basic principle that the college 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 college has the responsibility to regulate the time, place, and manner of expression through compliance to the Arkansas Act 184 of 2019 and the ASU System’s Freedom of Expression Operating Procedure.

LAWFUL LIMITATIONS ON EXPRESSIVE ACTIVITIES
All outdoor areas of the campus shall be deemed a public forum for members of the campus community. This does not include outdoor areas where access by a majority of members of the campus community is restricted. Members of the campus community who want to engage in non-commercial expressive activities may do so freely in the outdoor areas as long as the activity is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state supported institution, and 3) does not materially and substantially disrupt another person’s expressive activity.

USE OF CAMPUS PROPERTY FOR COLLEGE SPONSORED ACTIVITIES AND EVENTS
All outdoor areas, owned and operated by the campus, shall be made available for use by ASU-Beebe for college sponsored activities and events. Official college activities and events on campus have precedence over all other events and activities taking place on campus. Any expressive activity that occurs at a location reserved for a college sponsored activity or event shall be accommodated at another outdoor area of campus so long as the accommodation is consistent with this policy.

COMMERCIAL SPEECH
This policy does not apply to commercial speech. Off-campus individuals and organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspapers, magazines and other written material on-campus. Parties having a contract with the campus authorizing commercial advertising shall be allowed to distribute or post commercial material in accordance with the terms of their contract.
ACADEMIC RIGHTS AND RESPONSIBILITIES
The freedom and effectiveness of the educational process depends upon the provision of satisfactory conditions and opportunities for learning. The responsibilities to secure, respect, and protect such opportunities and conditions must be shared by all members of the academic community.

The student has both rights and responsibilities as a member of the academic community. The most essential right for the student is the right to learn. The college has a duty to provide for students’ opportunities and protections that best promote the learning process. You, as a student, play a significant role in fostering and maintaining a quality academic environment for yourself and others. The most important responsibility of the student to the academic community is to refrain from interfering with the rights of others that are equally essential to the basic purposes and processes of the college.

The faculty has a central role in the educational process and the primary responsibility for the intellectual content and integrity of the college. 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.

The establishment and maintenance of the proper faculty and student relationships are basic to the college’s function. This relationship should be founded on mutual respect and understanding and assume 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 between well-intentioned and reasonable persons.

STUDENT CONDUCT PREAMBLE
The enrollment of a student at Arkansas State University-Beebe is a voluntary entrance into the academic community. Each student, who applies for admission and registers for classes, agrees that he/she will abide by the rules, regulations, and policies established by Arkansas State University-Beebe and voluntarily assumes obligations of performance and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law. Failing to maintain these higher obligations may result in the imposition of sanctions or separation from the academic community.

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

Civility: Members of a learning community should interact with others in courteous and polite manner. Members of the community have a responsibility to respect the values, opinions, and feelings of others.

Ethical Behavior: The pursuit of 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 ideals of appropriate human conduct. This is a lifestyle that seeks to harm no one and attempts to be a positive contributor in every interaction.

Respect: Every member of this community should seek to both 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. Respect is gained by decent and correct behavior.

The learning community at Arkansas State University-Beebe 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 boundaries of civil, moral, and/or ethical behavior, that member can expect the community of Arkansas State University-Beebe to call such conduct into question.
Students are expected to comply with all college policies and procedures. The college reserves the right to discipline students or student organizations for inappropriate actions that occur on or off campus.

It is a privilege, not a right, to be an Arkansas State University-Beebe student.

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct serve as examples and apply whether they are performed singly, within a group, or at a function of an organization. These acts of misconduct could result in arrests and charges being filed under local, state, or federal laws.

Acts of violence, threats of violence, illegal possession of weapons, and possession of illegal drugs will not be tolerated and will result in separation from the college.

Failure to comply with COVID-19, health, or safety protocol may result in disciplinary action including, but not limited to, immediate separation from the college.

STUDENT CONDUCT MISSION
Arkansas State University-Beebe is dedicated to its mission of “Transforming Lives through Quality Learning Experiences” by promoting personal development and individual responsibility. To achieve this, the mission of Student Conduct is to offer a process that promotes student accountability and social responsibility.

STUDENT CODE OF CONDUCT

ARTICLE I: DEFINITIONS

1. The terms “ASU-Beebe” or “College” means Arkansas State University-Beebe with campuses and sites located at Beebe, Heber Springs, Little Rock Air Force Base, and Searcy.
2. The term “student” includes all persons taking courses at ASU-Beebe, both full-time and part-time, pursuing undergraduate or graduate studies offered by ASU-Beebe or on the premises of the college. Persons who are not officially enrolled for a particular term but who have a continuing relationship with ASU-Beebe in pursuit of an education are considered “students” and are subject to compliance with the Code of Conduct.
3. The term “faculty member” means any person hired by ASU-Beebe to teach credit or non-credit courses.
4. The term “College Official” includes any person employed by ASU-Beebe, performing assigned administrative or professional responsibilities.
5. The term “member of the college community” includes any person who is a student, faculty member, College Official, or any other person employed by the college. A person’s status in a particular situation shall be determined by the Vice Chancellor for Student Services or designee.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by ASU-Beebe (including adjacent streets and sidewalks).
7. The term “organization” means a group of persons who have compiled with the formal requirements for College recognition.
8. The term “Judicial Advisor” means a College Official authorized to conduct an investigation and attempt to resolve a complaint on an informal basis or to conduct an administrative conduct hearing. Judicial Advisors are approved by the Director of Student Life.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The term “regulations” includes all procedures and protocols of ASU-Beebe as found in, but not limited to, the Student Handbook, Code of Conduct, Residence Hall Handbook, and the college Catalog.

12. The term “cheating” includes, but is not limited to:
   a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
   b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or
   c. The acquisition, without permission, of tests, instructor text books, or other academic material belonging to a member of ASU-Beebe faculty or staff.

13. The term “plagiarism” includes, but not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, textbooks/manuals, or other academic materials.

ARTICLE II: PROSCRIBED CONDUCT

A. BREACHES OF CONDUCT

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article III:

1. Alcohol violation: possession, use, manufacture, distribution, and/or being under the influence of alcoholic beverages in or about college grounds, instructional building, residence halls, or at any college-approved activity on or off campus;

2. Use of Tobacco products on any ASU-Beebe campus;

3. Drug violation: possession, use, manufacture, distribution, and/or being under the influence of drugs or a controlled substance without medical prescription;

4. Gambling on or about college property and residence halls;

5. Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, or safety, and/or lewd, indecent, obscene conduct, or expression on or off the campus;

6. Harassment, such as, intimidation, emotional abuse, verbal comments, stalking, bullying, cyberbulling, threats of harm, or coercion;

7. Unauthorized or illegal entry into a building, classroom, office, room, vehicle, or residence hall;

8. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of college documents or identification;

9. Falsification or alteration of any college document or document submitted for the purpose of admissions or financial aid;

10. Disruption or obstruction of teaching, which includes, but is not limited to the use of profanity, vocal outbursts, talking, sleeping, and the use/abuse of cellular phones or other technology;

11. Physical assault, threat of physical harm of any person or self, and/or conduct which threatens or endangers the health, safety, or welfare of any such person;

12. Sexual misconduct (See Chapter 9: 9.3 Complaints Concerning Discrimination and/or Harassment);

13. Non-recognized student groups attempting to function on the campus or in the name of Arkansas State University-Beebe;

14. Failure to comply with directions, verbal or written, of College Officials, law enforcement agents, or residence hall staff acting in the performance of their duties. Refusing to respond to an official request related to alleged violation of College policy or regulation or giving false testimony or fraudulent evidence in college student conduct proceedings;

15. Failure to fulfill obligations associated with an official disciplinary sanction;

16. Possession or use of firearms, fireworks, other weapons, or chemicals that are of an explosive or corrosive nature on college property or at college functions;
17. Theft, attempted theft, possession, sale, or barter of property of the college or property of a member of the college community or campus visitor;
18. Damage or unauthorized use or possession of college property or property of a member of the college community or campus visitor;
19. Engaging in overt physical acts which interfere with the normal or sponsored activities of the college on or off the campus, including, but not limited to, the blocking of ingress or egress to the college’s physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, College Officials, law enforcement agents, faculty members, employees, and invited guests;
20. Failure to abide by Residence Hall regulations;
21. The instigation of false fire/explosion or emergency alarms, bomb threats, or tampering, misusing, or damaging fire extinguishers, alarms, or other safety equipment;
22. All forms of hazing, such as, any action taken or situation created intentionally to produce mental or physical harm or injury to any person on or off the college campus as a condition of admission into or affiliation with a group or organization, regardless of consent. (Note: Arkansas Act 75 of 1983 states, “No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other students in the commission of this offense”);
23. Violation of policies, procedures, or regulations included in official publications of the college, such as, but not limited to, the college Catalog, traffic brochures, posted notices, other department publications, and Residence Hall Contract;
24. 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 college or another user without permission;
25. Incorrigible or persistently irresponsible behavior;
26. Such other violations of good conduct and/or law as the appropriate disciplinary agency or officer may decide warrant action;
27. Conduct that adversely affects the student’s suitability as a member of the academic community;
28. Abuse of the Judicial System, including, but not limited to:
   a. Failure to obey the summons of a judicial body or College Official;
   b. Falsification, distortion, or misrepresentation of information before a judicial body;
   c. Disruption or interference with the orderly conduct of a judicial proceeding;
   d. Attempting to discourage an individual’s proper participation in or use of the judicial system;
   e. Attempting to influence the impartiality of a member of judicial body prior to and/or during the course of a judicial proceeding;
   f. Harassment (verbal or physical) and/or intimidation of witnesses or of a member of the judicial body prior to, during, and/or after a judicial proceeding;
   g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
   h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Students are responsible for the conduct of their guest on or in college property and at functions sponsored by the college or any recognized college organization.

Accessories to violations are deemed equally responsible, as though they committed the violation.

B. RESIDENCE HALL REGULATIONS
In addition to the regulations in this handbook, the following are specific regulations for the Residence Halls:
   1. Residents must escort their guest at all times. Guest are required to follow the same residence hall regulations as the residents. If a guest violates any policy, disciplinary action may be taken and sanctions imposed against the resident and/or the guest.
2. Visitation and study hour maximums will be set by the institution. Residential students will be allowed to vote within the set parameters on visitation and study hours. Visitation and study hours will be posted in the halls.

3. The possession of candles, incense, fireworks, or other potential fire hazards is prohibited.

4. Pets, except for fish in a 5 gallon or smaller tank, are prohibited.

C. VIOLATION OF LAW AND STUDENT CONDUCT

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may still be taken and sanctions imposed for misconduct that demonstrates a disregard for the college community.

2. College disciplinary proceedings may be instituted against a student charged with violation of civil or criminal law in an underlying factual situation that is also a violation of this Student Code of Conduct. This may occur without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

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

ARTICLE III: JUDICIAL PROCEDURES

A. CHARGES

Any member of the college community may report charges against any student for misconduct by notifying the Director of Student Life of the infraction. Any charge shall be submitted as soon as possible after the event takes place, preferably within five (5) working days.

After reviewing all charges and evidence, the Director of Student Life or designee shall determine if the charge(s) have merit and the next appropriate course of action. If it is determined the charge(s) have merit, a written formal charge letter shall be delivered, emailed, and/or mailed to the accused student, notifying the student of the charges against him/her and the date and time of the hearing so that the student may make a full and complete response to the charges.

Email is the official means of communication for Arkansas State University-Beebe. It is the student’s responsibility to frequently monitor his/her campus email and the college website, as these electronic means of communication are the college’s most effective and efficient ways to disseminate important information to the campus community. Appearance notifications, hearing notifications, and hearing determinations will be sent to the student’s ASU-Beebe email address. Other delivery methods may or may not be used in conjunction with the student’s email notification.

If additional charges occur at any time against the student, the evidence and disposition of the prior cases may be considered as part of the evidence in the current case.
B. TYPE OF HEARINGS

INFORMAL RESOLUTION
If the Judicial Advisor determines the charges have merit, but may be resolved informally by mutual consent, the Judicial Advisor shall act accordingly and document the end results. Informal resolutions are not open to appeal.

ADMINISTRATIVE CONDUCT HEARING
Administrative Conduct hearings are conducted by a Judicial Advisor:

1. For residence hall violations;
2. Where there is little discrepancy regarding the facts of the case;
3. Failure to complete the terms of disciplinary probation;
4. When there is a need to expedite the conduct process, such as cases of safety;
5. When an interim action has been taken or when the Director of Student Life determines that it is the appropriate action;
6. If the violation(s) occur prior to the Student Conduct Committee being properly trained;
7. When it is not feasible to convene the Student Conduct Committee, such as at the end of the semester;
8. The facts are clear and the outcomes is already dictated in the Student Handbook, such as acts of violence, etc.;
9. The student admits responsibility for the violation and chooses not to go before the Student Conduct Committee.

Hearings shall be conducted according to established guidelines (See Article III, Section C).

If a student withdraws from the college before the Student Conduct process is complete, sanctions may still be imposed at the discretion of the Director of Student Life.

STUDENT CONDUCT COMMITTEE HEARING
The Student Conduct Committee hearings shall be conducted:

1. When there is sufficient discrepancy regarding the facts of the case;
2. When the Director of Student Life determines that it is the appropriate action.

The committee shall consist of faculty members, staff members, and students appointed by the Chancellor of ASU-Beebe or designee and trained to participate in the conduct process. At least three members of the Student Conduct Committee must be present at the hearing. Committee hearings shall be requested by the Director of Student Life and conducted according to established guidelines (See Article III, Section C).

A time shall be set for hearing, not more than ten (10) school days from the date of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Life.

C. HEARING GUIDELINES

1. Hearings shall be conducted according to the following guidelines:
   a. Hearings normally shall be conducted in private. At the request of the complainant, the accused, the Judicial Advisor, or the Student Conduct Committee Chairperson, others may be allowed to attend the hearing.
   b. In hearings involving more than one accused student, the Judicial Advisor or the Student Conduct Committee Chairperson, at his/her discretion, may permit the hearings concerning each student to be conducted separately.
   c. The complainant and the accused have the right to be assisted by any advisor they choose at their own expense. The complainant and/or the accused are responsible for presenting his or her own case. Therefore, advisors are not permitted to speak or to
participate directly in any hearing before a judicial body. The advisor may not be an attorney.

d. The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of cross-examination by the parties. The Judicial Advisor or members of the Student Conduct Committee may also question witnesses.

e. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration.

f. All procedural questions are subject to the final decision of the Judicial Advisor or the Student Conduct Committee Chairperson.

g. After the hearing, the Judicial Advisor or the Student Conduct Committee shall determine (by majority vote if necessary) whether the student has violated each section of the Student Code of Conduct, which the student is charged with violating.

h. If it is determined that the student is responsible for any violation of the Student Code of Conduct,
   i. The Judicial Advisor shall determine sanction(s), notify the student in writing, and send a copy of the decision to the Director of Student Life;
   ii. Or the Student Conduct Committee Chairperson shall notify the Director of Student Life of the committee’s determination and recommended sanctions. The Director of Student Life will decide the appropriate sanctions based upon the Student Conduct Committee’s recommendations and extenuating factors, as appropriate, and then notify the student in writing of the final determination and sanctions.

i. The proof standard for disciplinary decision making shall be a preponderance of the evidence.

2. There shall be a single record of all hearings. The record shall be the property of the college.

3. Except in the case of student charged with failing to obey the notice for a hearing, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear at the hearing. In all cases, the evidence in support of the charges shall be presented and considered.

D. DISCIPLINARY SANCTIONS

1. College Judicial Process Sanctions (for individual, groups, or organizations) include:
   b. Educational Sanctions: Papers, counseling, alcohol/drug evaluations, tasks, or series of tasks that are educational in nature and/or serve to benefit the group or community at large.
   c. Reprimand:
      i. Oral reprimand - An oral disapproval issued to the student by a person designated in the decision;
      ii. Written reprimand - A written statement of disapproval prepared by a designed person and delivered to the student.
   d. Restriction:
      i. Identification card privileges;
      ii. Parking privileges;
      iii. Intervisitation privileges in residence halls;
      iv. Removal/reassignment from a particular course, room, floor, facility, or residence hall;
      v. As appropriate to the violation.
   e. Restitution: Compensation for loss of damage incurred to the college or a member/guest of the college community.
   f. Probation: Notice that further Breach of Conduct, as specified, may result in suspension, loss of privileges, or expulsion as may be consistent with the offense committed. The period of probation shall be specified in the decision.
   g. Suspension: Temporary severance of the student’s relationship with Arkansas State University-Beebe for a specified period of time. The period of time is to be specified in the decision.
h. **Expulsion:** Permanent severance of the student’s relationship with Arkansas State University-Beebe.

i. **Housing Penalties:**
   - i. Expulsion from college housing;
   - ii. Suspension from housing;
   - iii. Housing relocation;
   - iv. Residence hall restrictions;
   - v. Probated expulsion from housing;
   - vi. Probated suspension from housing;
   - vii. Other sanctions as warranted by the evidence.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. The following sanctions may be imposed upon groups or organizations:
   - a. Those sanctions listed above in Section D. 1., sub-sections a - i;
   - b. **Deactivation:** Loss of all privileges, including College recognition, for a specified period of time.

**NOTE:** The college will not accept for transfer any credit earned at other institutions during the period a student is on suspension for disciplinary reasons from Arkansas State University-Beebe.

**E. INTERIM SUSPENSION**

In certain circumstances, the Vice Chancellor for Student Services or a designee may impose a college or Residence Hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed when the student poses a definite threat:
   - a. To the safety and well-being of members of the college community or to college property;
   - b. Disruption of or interference with the normal operations of the college.

2. During the interim suspension, students shall be denied access to the Residence Halls and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Vice Chancellor for Student Services may determine to be appropriate.

**F. APPEALS**

1. A decision reached by a Judicial Advisor in an Administrative Conduct Hearing or the Student Conduct Committee may be appealed by the accused student(s) or complainant(s) to the Vice Chancellor of Student Services within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the office of the Vice Chancellor for Student Services.

2. The Appeals Committee shall hold appellate jurisdiction of college regulations. After receiving the written appeal, the Vice Chancellor for Student Services shall send the appeal to the Appeals Committee.

3. The Appeals Committee shall consist of faculty, staff, and students appointed by the Chancellor of ASU-Beebe. Members of the Appeals Committee may not be a Judicial Advisor or any member of the Student Conduct Committee that considered the matter under appeal.

4. A minimum of three members of the Appeals Committee shall be present in order to consider an appeal.

5. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the record of the initial hearing and supporting documents for one or more of the following purposes:
   - a. To determine whether the original hearing was conducted fairly, in light of the charges and evidence presented, and in conformity with prescribed procedures of giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal to those allegations.
b. To determine whether the decision reached was supported by substantial evidence; that is whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct, which the student was found to have committed.

d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing when such evidence and/or facts were not known to the person appealing at the time of the original hearing.

6. Review of the original hearing and subsequent determination(s) by the Appeals Committee may not result in more severe sanction(s) for the accused student.

7. The Appeals Committee has five (5) days to reach a decision on the matter and submit its recommendations to the Vice Chancellor for Student Services.

8. The Vice Chancellor for Student Services shall notify the student in writing of the decision and any sanctions imposed. The decision shall be final.

ARTICLE IV: INTERPRETATION

The Vice Chancellor for Student Services oversees the Student Conduct procedures in order to maintain a fair and equitable process. The Vice Chancellor for Student Services is responsible for the administration of hearings and Student Conduct Board training. Any question of interpretation regarding the Student Code of Conduct and judicial procedures shall be referred to the Vice Chancellor for Student Services or his/her designee for final determination. The final results of disciplinary actions shall be maintained in the student's permanent file. The Student Code of Conduct and judicial procedures are reviewed each academic year.
CHAPTER 9
GRADE APPEALS, COMPLAINTS, AND GRIEVANCE PROCEDURES

9.1 GRADE APPEALS
Grade appeals must be made within eight weeks following the end of the semester.

The steps for appealing a grade are as follows:
1. The Student must first speak with the instructor of the class to attempt to resolve the appeal.
2. If an agreement cannot be reached, the student must then speak with the dean under which the course falls.
3. If an agreement still cannot be reached at this point, the student should obtain a grade appeal form from the Academics Office, complete the form, and return it to the Academics Office along with any supporting documentation.

The Vice Chancellor for Academics will review the information on the form, investigate, and make a ruling. The decision of the Vice Chancellor for Academics shall be final.

Academics Office
State Hall, Room 201
501.882.8830

9.2 INSTITUTIONAL COMPLAINT AND GRIEVANCE PROCEDURE

INFORMAL STUDENT COMPLAINT PROCEDURE
If a student feels that an institutional error has been made or a member of the college's faculty/staff has not acted fairly or properly, the student should schedule an in-person meeting or communicate by email with the employee concerned in an attempt to resolve the complaint informally.

If the complaint is not resolved at this level, the student should meet in-person or communicate by email with the employee's supervisor to attempt to resolve the complaint.

The student shall initiate the informal process within ten (10) business days of the incident by scheduling a meeting or communicating by email with the appropriate faculty or staff member.

FORMAL STUDENT GRIEVANCE PROCEDURE
If a complaint is not resolved through the informal process, the student may then submit a written grievance to the Vice Chancellor for Student Services. The grievance must be filed within the same semester in which the violation occurred or within ten (10) business days after the end of that same semester. Grievances will be limited to those made formally in writing and signed by the student.

The written grievance must include:
1. Date and details of the alleged violation;
2. Any available evidence of the alleged violation;
3. A description of the efforts to informally resolve the complaint;
4. Names, addresses, and phone numbers of witnesses to the alleged violation;
5. The requested remedy to the alleged violation.

The Vice Chancellor for Student Services will send the grievance to the appropriate administrator, who is then obligated to investigate. The appropriate administrator will then consult informally with the student and the appropriate college personnel, including the individual against whom the grievance has been made, to attempt to resolve the grievance within ten (10) business days of receipt of the grievance.
If a mutually agreeable resolution is not reached, the Vice Chancellor for Student Services office will send the grievance to the Grievance Committee. The Grievance Committee will review the written grievance and will either determine that there are no grounds for the grievance or schedule a hearing within ten (10) business days of receipt of the grievance.

**GRIEVANCE COMMITTEE**

The Grievance Committee is composed of seven (7) members selected by the ASU-Beebe Chancellor. When a student's grievance is against a staff member, the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students. When the grievance is against a faculty member, the committee shall be composed of three (3) faculty members, two (2) staff members, and two (2) students. The Grievance Committee shall have specific training on the grievance hearing process.

A member of the Human Resources department or designee sits as ex-officio, a non-voting member of the Grievance Committee, offering technical assistance on procedural and policy matters.

Should the investigation result in the conclusion that a hearing should be held, the student shall meet with the Grievance Committee in the presence of the faculty/staff member concerned. The decision of the Grievance Committee shall be final and shall be forwarded to the Vice Chancellor for Student Services within five (5) days of the hearing. The college shall retain the written records of the process for five calendar years in the Vice Chancellor for Student Service Office.

**Online students** may call 1.800.632.9985 and ask to be transferred to the Vice Chancellor for Student Services office or email vcss@asub.edu for information on filing a grievance. To file a grievance, a **signed** grievance letter and supporting documentation must be mailed to P.O. Box 1000, Beebe, AR 72012 or emailed to vcss@asub.edu.

**9.3 COMPLAINTS CONCERNING DISCRIMINATION AND/OR HARASSMENT**

Arkansas State University-Beebe does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, marital status, veteran status, genetic information or disability in any of its practices, policies or procedures. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates or financial aid.

**TITLE IX OF EDUCATION AMENDMENTS**

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

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

**SEXUAL DISCRIMINATION**

Arkansas State University is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence, as prohibited by Title IX of the
Educational Amendments of 1972, and/or Title VII of the 1964 Civil Rights Act. No form of sexual discrimination will be tolerated.

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

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

Each campus has a Title IX Coordinator who is charged with investigating certain allegations of sexual harassment, sexual assault, stalking, domestic violence and dating violence, as defined within the Title IX Grievance Procedure herein. Each campus’s Human Resources Department is responsible for investigation allegations of sexual discrimination, not covered by Title IX, and in violation of Title VII. Employees with supervisory responsibilities, including deans, vice chancellors, department chairs, faculty, student conduct personnel, human resources personnel, athletic administrators, coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. The Title IX Coordinator will conduct a prompt, thorough, and objective investigation of those claims which meet the requirements of a Title IX offense, and will refer other claims of sexual discrimination to the campus Human Resources department. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

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

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

The University reserves the right to take those legally permitted supportive measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals’ rights and personal safety. Such supportive measures may include, but are not limited to: modification of campus living or employment arrangements; interim suspensions from campus; no contact or communications requirements; leave with or without pay; and, reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Staff Grievance Procedure or the Title IX Grievance Procedure, as applicable.

**RE蒂ALITARY ACTION PROHIBITED**

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

GRIEVANCE ISSUES
The Staff Grievance Procedure applies only to alleged institutional error which affects the terms or conditions of that staff member’s employment. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. This procedure may be used for complaints alleging discrimination on the basis of protected status other than those which are governed by the Title IX Grievance Procedure. This procedure may also be used for allegations of discrimination, excluding those governed by the Title IX Grievance Procedure, taken against the staff member by students, employees, or third parties. Often, grievances can be reviewed and resolved through the informal discussion process. However, when a difference of opinion exists and the grievance remains unresolved, the issue should proceed through a more formal complaint procedure for a final decision.

All grievances will be investigated within the stated time frame to ensure prompt yet thorough action. The university will grant time adjustments only for extenuating circumstances. Arkansas State University will not discriminate against any person who has filed a grievance.

A grievance must be activated within sixty (60) days from the time the events leading to the complaint occurred.

INFORMAL DISCUSSIONS
Initially, a staff person having a grievance should discuss the grievance with the immediate supervisor. It is the supervisor’s responsibility to give an impartial, informal hearing; to make a complete investigation; and, if possible, to arrive at a resolution which is mutually agreeable. The supervisor is expected to reply orally to the staff member within ten (10) working days. If a mutually agreeable resolution is not reached within ten (10) working days after presentation of the grievance to the supervisor, the employee may submit a written complaint to the head of the department.

If the grievance involves the immediate supervisor and the employee does not feel comfortable discussing the situation with the supervisor, the employee may contact his or her Human Resources Department.

WRITTEN COMPLAINT
If the grievance is not solved through informal discussions, a written complaint should be submitted to the head of the department within ten (10) working days after a response is received from the supervisor. A grievance may be filed in the Human Resources Department and, upon request, a staff person there will assist in the preparation of a complaint and explain the steps involved in the grievance procedure. The Human Resources Department maintains files on all grievances and monitors their outcome once they have reached this level.

DEPARTMENT HEAD’S RESPONSE
After receiving a written complaint, the department head has ten (10) working days to prepare a written response. In that time, the department head shall consult the supervisor involved, study all the pertinent facts, carefully examine any policies involved, discuss the issue with the employee and if possible, resolve the matter within the framework of existing university policy to the satisfaction of the employee and the supervisor. The employee and the Human Resources Department should receive written notification of the department head’s response to the complaint.

If the time period has expired without a response, or if a mutually agreeable resolution is not reached within this time period, the employee has ten (10) working days to submit a written complaint to the Staff Hearing Committee. This action should be forwarded through your Human Resources Department with a copy of the notification sent to the department head.
STAFF HEARING COMMITTEE COMPOSITION
The Staff Hearing Committee is made up of a pool consisting of no fewer than fourteen (14) and no more than twenty-one (21) members representing administrative, professional, clerical, and service/maintenance staff. Members are appointed by the chancellor and serve a two-year term with one half of the committee being replaced annually. The Chancellor of the campus appoints seven (7) of these members to review each case. The committee elects a chairman each year.

A member of Human Resources sits as ex-officio, non-voting member of the Staff Hearing Committee, offering technical assistance on procedural and policy matters.

STAFF HEARING COMMITTEE FUNCTIONS
The Staff Hearing Committee functions in a flexible and informal manner to determine whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Complaints for Staff Hearing Committee review must be submitted to the Human Resources Department to be forwarded to the committee. The committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session and will not include the grievant, the party complained against, or other witnesses unless the Committee requests their oral testimony. In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. Each party may have an advisor present during the testimony who may provide personal consultation but may not actively participate in the hearing. The parties must disclose to the Chair of the Staff Hearing Committee the identity of any advisor at least two (2) working days before any hearing. No audio or video recording is permitted.

In reviewing a case two options are open to the Committee:
1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy for a change in the term or condition of employment.

STAFF HEARING COMMITTEE FINDINGS
In all instances the committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The Committee decision shall be forwarded to the Chancellor of the campus for action. Copies will be filed with the Human Resources Department as a part of the complaint record and sent to the grievant and the department head. Within ten (10) working days of receipt of the Committee recommendation, the Chancellor will accept or reject the Committee recommendation in writing after review of all file materials. The Chancellor’s decision is final.

DOCUMENT COLLECTION
When a grievance proceeding has been closed, all material relating to that case shall be retained on file in the Human Resources Department for five years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file. Grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required by law.

TITLE IX GRIEVANCE PROCEDURE

GRIEVANCE ISSUES
The Title IX Grievance Procedure applies to allegations of sexual discrimination, including sexual harassment, sexual assault, stalking, domestic violence, and dating violence, occurring in the United States and in an educational program or activity of any campus within the Arkansas State University System, which is made by a person participating in or attempting to participate in an educational program or activity of the campus.
Sexual Harassment under Title IX is defined as unwelcome gender-based verbal or physical conduct and occurs when:
1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
3. Such conduct is severe, pervasive, and objectionably offensive such that it has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

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

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

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

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

REPORT OF SEXUAL DISCRIMINATION
Any employee, student, or visitor participating in or attempting to participate in an educational program or activity offered by a campus in the Arkansas State University System who believes he or she has been subjected to sexual discrimination should report the incident to the applicable campus’s Title IX Coordinator utilizing the reporting form available on the Title IX web site for the campus. Employees with supervisory responsibilities including deans, vice chancellors, department chairs, faculty, student conduct personnel, human resources personnel, athletic administrators, coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of General Counsel. Reporting may be done by telephone, fax, email, or a hard copy communication, and may be submitted during or outside of business hours. In order to ensure timely investigation and remedy, a Title IX grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred as delay in reporting impedes the ability to achieve prompt resolution. Reports of sexual assault, sexual violence, stalking, domestic violence and dating violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a Title IX discrimination grievance.

TITLE IX COORDINATOR'S RESPONSE
A. Upon receipt of a report of an allegation of sexual discrimination, the Title IX Coordinator will contact the person alleged to have been subjected to the sexual discrimination (hereinafter referred to as a
within two (2) business days. During the initial contact, the Title IX Coordinator shall notify the Complainant of available supportive measures with or without the filing of a formal complaint, the process for filing a formal complaint, and the potential code of conduct violations for knowingly providing false information. If the Complainant decides to file a formal complaint, the Complainant must submit a written and signed statement of the facts surrounding the allegations sufficient to allow the Title IX Coordinator to determine whether:

1. the actions alleged to have occurred meet the definition of sexual harassment, sexual assault, dating violence, domestic violence, or stalking;
2. the actions alleged to have occurred were perpetrated against someone who was engaged in or attempting to engage in an educational activity or program offered by the campus;
3. the actions alleged to have occurred were perpetrated by someone who is a student or employee of the campus, if the person’s identity is known;
4. the acts alleged to have occurred took place against a person located in the United States; and,
5. the acts alleged to have occurred took place in a location or under circumstances over which the campus exercises substantial control, including but not limited to on campus buildings, buildings owned or operated by registered student organizations, or during off campus class events.

The formal complaint may be submitted electronically or in hard copy format. If the Complainant determines that he or she does not wish to pursue a formal complaint, the Title IX Coordinator shall assist the Complainant with appropriate continued supportive measures, and shall make a determination as to whether or not, based on the information that the Title IX Coordinator has at that time, the Title IX Coordinator will sign a formal complaint. The Title IX Coordinator shall only sign a formal complaint over the objection of a Complainant in the event that, based on the available facts at the time, failure to do so would be clearly unreasonable and would amount to deliberate indifference.

B. Following the receipt of the formal complaint, the Title IX Coordinator will send a Notice of Allegations to both the Complainant, and the person alleged to have perpetrated the sexual discrimination (hereinafter referred to as the “Respondent”). The Notice of Allegations will:

1. set forth the allegations outlined in the formal complaint;
2. advise the parties on the Title IX Grievance Procedure, including their right to not participate;
3. set forth the available supportive measures for the parties, which will be equitably available to each;
4. outline the availability of and describe the informal resolution procedure;
5. notify the parties that they have the right to have an advisor of their choice, who may but does not have to be an attorney, and that the advisor may attend but not directly participate in any meetings or interviews throughout the investigation;
6. notify the parties that they are required to have an advisor for the purposes of the hearing, and the availability of an advisor to be provided by the campus in the event that either party cannot obtain one;
7. state the standard of evidence used in the Title IX Grievance procedure is preponderance of the evidence;
8. state that the parties each have the right to inspect, review, and respond to all information and evidence gathered, which will be presented to the parties promptly after its receipt by the Title IX Coordinator or investigator;
9. inform the parties of the potential code of conduct violations that can be pursued in the event that a party knowingly gives false statements or evidence; and,
10. state clearly that the Respondent is presumed “not responsible” unless and until there is a finding of responsibility at the conclusion of the hearing.

C. Immediately following the issuance of the Notice of Allegations, the Title IX Coordinator will review the formal complaint to verify that the conduct complained of meets the definition of sexual harassment, sexual assault, domestic violence, dating violence, or stalking; that it occurred in the campus’s education program or activity; and, it occurred against a person in the United States. Following the verification of this information, the Title IX Coordinator will take one of the following actions:
1. If the allegations in the formal complaint fail to meet any of these requirements, it must be dismissed under the Title IX Grievance Procedure, but can be pursued under the Staff Grievance Procedure, or the campus’s code of conduct. The parties will be notified simultaneously in writing of this action.

2. If the formal complaint meets the requirements, but the Complainant requests in writing to withdraw the allegations or formal complaint; the Respondent is no longer enrolled or employed by the campus; or, specific circumstances prevent the Title IX Coordinator from gathering enough evidence to make a determination, the Title IX Coordinator may dismiss the Title IX investigation. In such an instance, the Title IX Coordinator shall notify both parties simultaneously in writing of the dismissal of the formal complaint, and the reason for the dismissal. Either party may appeal this dismissal to the Director of Human Resources. The appeal must be transmitted within five business (5) days of the issuance of the decision by the Title IX Coordinator. The Director of Human Resources shall review the decision, the rationale for the decision, and the appeal, and shall make the final determination as to whether the Title IX Discrimination Grievance shall be permitted to proceed to investigation, and shall transmit that decision, simultaneously and in writing, to both parties within five (5) business days of the receipt of the appeal.

3. If the formal complaint meets the requirements, and the investigation isn’t dismissed as permitted in Section C.2., the formal complaint shall proceed to the investigation. If the formal complaint meets the requirement set forth in Section A. herein, the allegations of the formal complaint may only be addressed under the Title IX Grievance Procedure.

D. Within forty-five (45) business days after receipt of a formal complaint, the Title IX Coordinator, or investigator, will conduct a full and impartial investigation, considering all available inculpatory and exculpatory evidence, by: interviewing the complainant, the respondent, and any witnesses identified throughout the investigation; considering any expert testimony offered by either party; and, by reviewing any documentary evidence submitted by either party or obtained by the Title IX Coordinator or investigator.

The Title IX Coordinator or investigator will:

1. not seek or consider any evidence which is protected by a legally acknowledged privilege without the written consent of the party who holds the privilege;

2. not consider evidence of the Complainant’s sexual history or predisposition, unless offered to prove that someone else committed the acts the Respondent is accused of, or specific incident between the Complainant and Respondent are offered to prove consent;

3. make no credibility assessments based solely on a party’s status as a complainant or respondent;

4. provide any party requested to attend a meeting or interview with written notice of the day, time, location, invited participants, and purpose of the meeting or interview no less than two (2) business days in advance of the proposed meeting;

5. make ongoing determinations, throughout the investigation, regarding the appropriateness of available supportive measures, such as: suspension from employment with or without pay; suspension from classes following an individualized determination that based upon the allegations the Respondent poses an immediate threat to a faculty member, staff member, or student; issuance of a no contact directive to both parties; reassignment of job duties; counseling; campus escort services; increased security and monitoring certain areas on campus; or, changing class or classroom assignments. If immediate action is required, the Title IX Coordinator shall work with the appropriate administrator to implement supportive measures.

E. After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either:

1. propose an informal resolution procedure be utilized to the parties which, if accepted, shall be documented in writing, and, if successful, shall conclude the investigation, or, if unsuccessful, shall result in the investigation proceeding towards a formal hearing, with all informal resolution proceeding documents being maintained and submitted to the Hearing Committee; or,
2. gather all evidence collected throughout the investigation that is directly related to the allegations in the complaint and simultaneously submit, in electronic or hard copy, it to the parties and their advisors, if any. The parties shall have ten (10) business days to review and respond to all evidence provided. The Title IX Coordinator or investigator will review and consider the response(s) of the parties before completing its investigative report. The investigative report shall be a formal written report which sets forth:
   a. the timeline of the investigation, beginning with the formal complaint, and includes all notices given, meetings or interview conducted, and communications received;
   b. the allegations contained in the formal complaint;
   c. the evidence relevant to the allegations gathered throughout the investigation; and,
   d. the specific form of sexual discrimination the Respondent is alleged to have engaged in.

F. Following the completion of the investigative report, the Title IX Coordinator will simultaneously submit, in electronic or hard copy, the investigative report to both parties and their advisors, if any. Both parties shall have a period of ten (10) business days to review the investigative report before the hearing date. Both parties have the option to submit a written response to the investigative report. The investigative report and any written responses by either party shall be submitted to the Title IX Hearing Committee.

G. Timelines may be extended by the Title IX Coordinator in extenuating circumstances and for good cause shown.

H. Allegations of sexual discrimination which meet the requirements of a Title IX offense and which are made by a student against a staff or faculty member shall not be resolved by the informal resolution procedure.

TITLE IX DISCRIMINATION HEARING COMMITTEE COMPOSITION
The Title IX Discrimination Hearing Committee is composed of members selected by the Chancellor or the Chancellor’s designee from the Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus. The Title IX Discrimination Hearing Committee is composed of five (5) voting members, and one (1) ex-officio non-voting chair. A member of the Human Resources department or Human Resources' designee sits as ex-officio, non-voting chair of the Title IX Discrimination Hearing Committee, making determinations of relevance, overseeing the orderly operation of the hearing, and offering technical assistance on procedural and policy matters. One (1) voting member of the Title IX Discrimination Hearing Committee shall be a student, one (1) shall be a faculty member, and one (1) shall be a staff member. One (1) voting member shall be selected so that his or her primary classification of student, faculty, or staff aligns with the primary classification of the Complainant, and one (1) voting member shall be selected so that his or her primary classification aligns with the primary classification of the Respondent. The Title IX Discrimination Hearing Committee shall have specific training on sexual discrimination under Title IX, and the Arkansas State University System Title IX policy and Title IX Grievance Procedure.

TITLE IX DISCRIMINATION HEARING COMMITTEE FUNCTIONS
The Title IX Discrimination Hearing Committee shall review the investigative report of the Title IX Coordinator, the responses to the investigative report by the party(ies), the inculpatory and exculpatory evidence (that being both evidence which proves and evidence which disproves statements or allegations made by a witness or party) relevant to the allegations gathered by the Title IX Coordinator or investigator, any live testimony offered by the party(ies) and/or witnesses, and, any evidence offered by the party(ies) to determine, based on the preponderance of the evidence, whether the Respondent is responsible for a violation of the Title IX policy, and, if so, to recommend an appropriate action to end the discrimination, prevent its recurrence, and remove its effects on the Complainant and the University community.

Each party shall be represented by an advisor, who may but does not have to be an attorney. The advisor will directly participate in the hearing, and question witnesses on the respective party’s behalf. If either party is unable to obtain an advisor, the campus will provide a pool of advisors who have been
trained on Title IX from which the party may select an advisor. A party who needs the campus to provide them with an advisor shall give notice to the campus no less than five (5) business days prior to the hearing so availability may be determined and the selected advisor can have an opportunity to review all relevant materials. If a party appears at the hearing without an advisor, and without having given notice of his or her need for an advisor, the campus will assign an advisor who is trained on Title IX, and who is selected by the campus based on availability. In the event that either party’s advisor hinders the ability to conduct the hearing in an orderly fashion, that advisor may be removed from the hearing by the Chair of the Hearing Committee, and shall be replaced by an advisor to be provided by the campus.

The entirety of the hearing will be recorded by the Chair of the Hearing Committee, and conducted in closed session. At the request of either party, or in the discretion of the Chair of the Hearing Committee, the parties may be located in separate physical locations, but by use of appropriate technology shall be able to simultaneously see and hear each other and the Hearing Committee, and be seen and heard by the Hearing Committee.

During the course of the hearing, the Hearing Committee will call the witnesses interviewed during the investigation for testimony, and each party’s advisor shall be permitted to question those witnesses. Both parties shall be permitted to offer an opening statement, and to testify and offer witnesses, including expert witnesses, to testify. In the event that either party wishes to call witnesses, they will disclose the identity of the witnesses to the Chair of the Hearing Committee no less than two (2) business days prior to the hearing. The Chair of the Hearing Committee will notify each party of the witnesses the other party intends to call. Testimony shall be elicited through direct and cross-examination by both parties, acting by and through their respective advisors, and the Hearing Committee. In the event that a party or witness refuses to attend the live hearing and submit to cross-examination, that witness’s previous statements will not be considered in making a determination of responsibility, and no inferences shall be drawn by the Hearing Committee based on the refusal to testify. Each party shall be permitted to present evidence for the Hearing Committee’s consideration. All evidence collected by the Title IX Coordinator or investigator throughout the investigation will be presented to the Hearing Committee, and both parties shall have the right to utilize the evidence as part of their presentation to the Hearing Committee. Both parties shall have the opportunity to offer a closing statement.

TITLE IX DISCRIMINATION HEARING COMMITTEE FINDINGS
Within twenty (20) business days of the conclusion of the hearing, the Hearing Committee shall issue a written decision which will be simultaneously sent to both parties and their advisors by the Chair of the Hearing Committee. The written decision shall include:
A. the timeline of the investigation, beginning with the formal complaint and including all notices, interviews, communications, and the hearing date;
B. the finding of facts from the evidence and testimony presented at the hearing in support of the determination regarding responsibility;
C. the Hearing Committee’s determination regarding responsibility based on the preponderance of the evidence;
D. the rationale for the determination regarding responsibility, including the application and analysis of the testimony and evidence presented to the Hearing Committee to Title IX policy to the allegations contained in the formal complaint for each alleged violation contained in the formal complaint;
E. any disciplinary or remedial sanctions to be imposed, which may be up to and including suspension or expulsion, as appropriate;
F. a statement that each party has the right to appeal the decision of the Hearing Committee within five (5) business days on the bases of: procedural irregularity that affected the outcome: new evidence not reasonably available at the time of the Hearing Committee’s determination that could affect the outcome; and/or, bias or conflict of interest on the part of the Title IX Coordinator, investigators, or Hearing Committee; and,
G. a statement that the standard of evidence used in the appeal shall be the preponderance of the evidence.
TITLE IX DISCRIMINATION APPEAL COMMITTEE PROCEDURE
A. Either party shall have five (5) business days following the issuance of the Hearing Committee’s written decision to submit an appeal. Either party may appeal on the basis of:
   1. procedural irregularity that affected the outcome;
   2. new evidence not reasonably available at the time of the Hearing Committee’s determination that could affect the outcome; and/or,
   3. bias or conflict of interest on the part of the Title IX Coordinator, investigator, or Hearing Committee.
B. The letter of appeal shall be submitted to the Chair of the Hearing Committee, and shall set forth the specific basis or bases for the appeal, and all facts, evidence, and a statement in support of the basis or bases of appeal.
C. Any letter of appeal shall be transmitted to the other party by the Chair of the Hearing Committee, and that party shall have two (2) business days to respond, in writing, to the contents of the letter of appeal. Any response shall be presented by the Chair of the Hearing Committee to the appealing party, who shall have two (2) business days to respond. Any response by the appealing party shall be presented by the Chair of the Hearing Committee to the other party, who shall have two (2) business days to respond. The letter of appeal, all responses to the same, the Hearing Committee’s written decision, the Title IX investigative report, and the recording of the hearing (hereinafter referred to as the “Appeal Packet”) will be presented by the Chair of the Hearing Committee to the Title IX Discrimination Appeal Committee for consideration.
D. The Title IX Discrimination Appeal Committee shall be comprised of one (1) student, one (1) faculty member, and (1) staff member selected by the Chancellor or the Chancellor’s designee. Each member shall have specific training on sexual discrimination under Title IX, and the Arkansas State University System Title IX policy and Title IX Grievance Procedure. No member of the Hearing Committee may serve on the Appeal Committee for the same formal complaint. The Title IX Appeal Committee shall convene in closed session to consider the Appeal Packet. The Appeal Committee shall use the preponderance of the evidence basis in making its determination on the basis for appeal.
E. Within ten (10) business days of the receipt of the Appeal Packet, the Appeal Committee shall issue a written recommendation. The Appeal Committee can recommend either that:
   1. the bases of appeal are not supported by the Appeal Packet and confirm the decision of the Hearing Committee; or,
   2. the bases of appeal are supported by the Appeal Packet, and:
      a. overturn the decision of the Hearing Committee, or
      b. confirm the finding of the Hearing Committee but modify the sanctions or remedial measures ordered by the Hearing Committee.
F. The written recommendation shall state the recommendation of the appeal, and the rationale for the recommendation. The Appeal Committee shall transmit its written decision to the Chancellor. The Chancellor shall have ten (10) business days to review the Appeal Packet and the written recommendation of the Appeal Committee, and issue a written decision accepting or rejecting the recommendation of the Appeal Committee. The Chancellor’s decision is final.

DOCUMENT COLLECTION
When a Title IX discrimination grievance proceeding has been closed, all materials relating to that case shall be retained on file by the Title IX Coordinator for seven (7) years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file. Title IX discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required or permitted by law.

REPORTING COMPLAINTS
Students, who wish to report a concern or complaint relating to sexual discrimination or sexual harassment, may do so by reporting the concern to the college Title IX Coordinator or a Deputy Title IX Coordinator.
Title IX Email
titleix@asub.edu

Additional information regarding Sexual Discrimination is found at http://www.asub.edu/title-ix/.

**Title IX Coordinator**  
Dr. David Mayes  
Vice Chancellor for Student Services  
State Hall 101  
P.O. Box 1000  
Beebe, AR 72012-1000  
dmmayes@asub.edu  
501.882.8986

**Deputy Title IX Coordinator for Employees**  
Teri Roper  
Director of Human Resources  
106 Orange Street  
P.O. Box 1000  
Beebe, AR 72012-1000  
troper@asub.edu  
501.882.4466

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: 800.421.3481  
Facsimile: 202.453.6012  
TDD#: 877.571.2172  
Email: OCR@ed.gov  
Web: http://www.ed.gov/ocr  
*Title IX policy reviewed on September 6, 2017.*

**9.4 AMERICANS WITH DISABILITIES ACT**

**A. ADA/504 POLICY STATEMENT**  
ASU-Beebe is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The college is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and as amended in 2008 and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

**B. ADA/504 GRIEVANCE PROCEDURES**  
Any qualified student with a disability who has a complaint about the way faculty or staff have responded to his/her accommodation requests should contact the Disability Services/ADA Coordinator. Complaints should be made in writing to the Coordinator of Disability Services within 30 calendar days of the incident. Should the complaint be against the Coordinator of Disability Services/ADA Coordinator, then the complaint should be made in writing to one of the Title IX compliance officers. The coordinator or compliance officer will assist the student in attempting to resolve the complaint and may engage all parties involved in the concern. The coordinator/compliance officer will notify the student by letter within 15 calendar days of the resolution to the complaint. For complaints not resolved by this approach, the student should follow the formal grievance procedures set in place in the student handbook.

**ADA/Section 504 Disabilities Coordinator**  
Tisha Marzewski, Coordinator of Disability Services  
McKay Student Center, Room, 202  
P.O. Box 1000  
Beebe, AR 72012-1000  
timarzewsk@asub.edu  
501.882.8863
CHAPTER 10
CORONAVIRUS PROTOCOL FOR STUDENTS
UPDATED AUGUST 14, 2020

At this time, most, but not all of ASU-Beebe services to students are available both on campus and electronically/virtually. Students seeking virtual services are encouraged to review the “ASUB Remote Services” document on Coronavirus page of asub.edu website: http://www.asub.edu/coronavirus-information/index.aspx.

The wellbeing of our campus community is a shared responsibility. The college has established several protocols to mitigate the risk of faculty, staff, and students contracting communicable illnesses, including COVID-19. In turn, it is each student’s responsibility to review and understand the college’s applicable protocol (i.e., classroom, student activities, residence halls, academic programs, etc.) related to mitigating the risk of communicable illnesses. Furthermore, students must understand compliance with said protocol is a requirement of their enrollment at ASU-Beebe under the Student Code of Conduct, as published in the Student Handbook.

Failure to comply with COVID-19, health, or safety protocol may result in disciplinary action, including, but not limited to, immediate separation with the college.

While ASU-Beebe continues to offer in-person on-site instruction, limited student activities, on-campus housing, meal service, and on-site student services, the following protocol has been adopted to assist faculty, staff, and students in mitigating the risk of contracting communicable illnesses while interacting on ASU-Beebe's campuses.

SOCIAL DISTANCING
• Where applicable, faculty, staff, and students are to maintain a six (6) feet social distance as recommended by the Center for Disease Control and Arkansas Department of Health.

FACE MASKS AND COVERINGS
• Face masks are required to be worn by all students in a classroom, lab, computer lab, learning space, or other common areas. Students will not be allowed to enter an ASUB building, classroom, lab, learning space, or common area without wearing a mask covering their mouth and nose.
• Face masks that are inappropriate (i.e., ski masks, masquerade masks, etc.) are prohibited.

CLEANING AND SANITIZING
• Students are instructed to wash their hands frequently with soap and hot water for at least 20 seconds. When soap and water are not feasible, students are instructed to use hand sanitizer when entering and exiting buildings, offices, and classrooms.
• Student are instructed to disinfect surfaces of desks, workstations, computer mouse, computer keyboards, and equipment before each use in classrooms, computer labs, learning spaces, and common areas.

STUDENTS REQUIRED TO REPORT SYMPTOMS OF COVID-19
• Students are required to report to the Director of Student Life via the online COVID-19 Self Reporting Form located at http://www.asub.edu/coronavirus-information/index.aspx, if the student:
  o Has been tested for COVID-19;
  o Has been instructed to self-quarantine for suspected COVID-19 infection;
  o Has received a positive COVID-19 test result;
  o Experiencing symptoms of COVID-19 (fever, cough, shortness of breath, weakness, fatigue, nausea, change in taste or smell);
  o Been in close contact with a COVID-19 positive individual; or
• They believe a fellow faculty, staff, or student is exhibiting symptoms of COVID-19.

• Once a student submits a COVID-19 Self Reporting Form, they are directed to refrain from visiting campus until they have been contacted by the Director of Student Life and/or Director of Human Resources and communicated it is safe to return to campus (i.e., classroom, tutoring, on-campus dining, offices, etc.).

• Additionally, faculty and staff are to be mindful of their students and their health. In the event a student has shared information or openly exhibits symptoms suggesting the student should report as detailed above, the faculty or staff must report the student’s perceived circumstance to the Director of Student Life via an online form at http://www.asub.edu/coronavirus-information/index.aspx. The Director of Student Life will investigate the report and notify the student of appropriate instructions.

• Faculty, staff, and students, who report individuals for COVID-19 related matters, may not receive follow-up communication about the outcome of the investigation due to FERPA and HIPAA privacy protections. Individuals, who are a direct contact to a potential or actual infected person, will be contacted for contact-tracing purposes only as determined by the Director of Human Resources or the Arkansas Department of Health.

***STUDENTS IN QUARANTINE OR ISOLATION***

• In the event a student is unable to participate in face-to-face course or services due to being quarantined/isolation due to exposure to COVID-19, faculty and staff will be directed to work with the student and deliver instruction/services virtually to ensure the student is able to maintain good standing with the college. Students must understand, while in quarantine/isolation, they are responsible for maintaining their course standing.

***FOOD AND BEVERAGES***

• No food will be allowed in classrooms, labs, computer labs, or other designated common areas. Beverages are to be discouraged.

***VIRTUAL OFFICE HOURS***

• Faculty and staff are encouraged to meet with students in a socially distanced manner. Virtual office hours are encouraged through Zoom and/or phone. In the event a face-to-face meeting is to take place, social distance of at least six (6) feet must be maintained.

***ATTENDANCE IN CLASSES***

• Attendance will be taken each class period. Where applicable, faculty with face-to-face classes are to create a seating chart of assigned seat to assist with contact tracing in the event a student tests positive for COVID-19 or is identified as a direct contact to someone who has tested positive for COVID-19.

***ADA AND REASONABLE ACCOMMODATIONS FOR STUDENTS NOT WEARING MASKS***

• All students requesting to not wear a mask due to a documented disability or medical condition should be directed to Tisha Marzewski, Disability Services Coordinator, at 501.882.8863 or tlmarezewski@asub.edu.

• Accommodations may include one of the following:
  o Enroll in 100% online and/or 100% Zoom courses
  o Wear loose fitting face covering such as a scarf
  o Wear a face shield in place of a cloth face mask

• Reasonable accommodations will continue to be provided to faculty via a Reasonable Accommodations form provided by Tisha Marzewski.

***NON-COMPLIANT STUDENTS AND ENFORCEMENT***

• Faculty and staff may deny entry into a classroom, office, or building if a student is not wearing a mask, not wearing a mask that properly covers mouth and nose, or refuses to wear a mask. In the
event a student refuses to wear a mask or refuses to leave as a result of being asked to leave for not wearing a mask, faculty and staff are to contact ASU-Beebe Police Department to have student removed.

PROGRAM SPECIFIC PROTOCOLS
• Many programs require hands-on instruction that will require additional protocols. Program directors and instructors will communicate to students any program specific protocols.

ADDITIONAL PROTOCOL
• ASU-Beebe may need to implement additional protocols throughout the semester to protect the public health of the college community in response to the development of the COVID-19 public health emergency or other communicable diseases situations.
Non-Emergency Telephone Numbers

Arkansas State University-Beebe University Police: 501.882.8851 or 501.288.3071

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<th>Beebe</th>
<th>Heber Springs</th>
<th>LRAFB</th>
<th>Searcy</th>
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<tr>
<td>University Police</td>
<td>501.882.8851</td>
<td>501.362.1234</td>
<td>501.987.3417</td>
<td>501.207.6240</td>
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<tr>
<td>University Police Cellular Phone</td>
<td>501.288.3071</td>
<td>501.691.1313</td>
<td></td>
<td>501.827.8147</td>
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<tr>
<td>County Sheriff</td>
<td>501.279.6279</td>
<td>501.362.8143</td>
<td>501.340.6600</td>
<td>501.279.6231</td>
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<td>Fire Department</td>
<td>501.882.5600</td>
<td>501.362.5523</td>
<td>501.982.2086</td>
<td>501.279.1066</td>
</tr>
<tr>
<td>State Police</td>
<td>870.523.2071</td>
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EMERGENCY PROCEDURES

Knowing what to do and who to contact when an emergency arises is a responsibility that each of us must take seriously.

In all emergency situations, statements to media should be made only by the Marketing and Public Relations Office. Responses to family members should be made only by the Human Resources Office for faculty/staff and only by the Student Services Office for students.

DISTURBANCE/CRIMINAL BEHAVIOR/BOMB THREAT

Notify University Police, 501.882.8851 or 501.288.3071, of any criminal or suspicious behavior.

- **Gunfire**: Take cover or evacuate. Stay calm and make the right decision.
- **Hostage**: Make mental notes of captor’s characteristics and sights and sounds if you are taken from campus. University Police will involve other law enforcement agencies as necessary.
- **Suspicious Object**: Do not touch - Clear immediate area and call University Police
- **Bomb Threat**: Remain Calm - Keep Caller on Phone

**Ask the Caller:**

- When is the bomb to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

**Observe:**

- Age and gender of caller
- Speech pattern and accent
- Background noises.

Ranking University Police Officer on duty may order an evacuation. Evacuation alarm is by use of the fire alarm and/or the ASU-Beebe Emergency Alert Notification System.

Assist the Disabled and Injured - Elevators May Be Used

University Police will conduct a search and announce the “All Clear.” Do not return to the building until the “All Clear” is given verbally or by ASU-Beebe Emergency Alert Notification System.

EARTHQUAKE

- **Indoors**: Seek refuge in a doorway or under a desk or table.
- **Outdoors**: Move away from buildings and utility poles. Avoid downed utility lines.
- **When the Shaking Stops**: Evacuate buildings and do not re-enter due to danger of after-shocks. Assist the disabled and injured. Stay away from buildings. Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.
- **Fire and Rescue**: Physical Plant and University Police are responsible for extinguishing fires and directing rescue operations.

EXPLOSION/CHEMICAL LEAK/CAMPUS EVACUATION

- **Explosion or Chemical Leak**:
  - Evacuate building
  - Sound Fire Alarm
  - Assist the disabled and injured
  - Notify University Police
  - Notify department faculty for assistance with chemical leaks
- Do not re-enter building until the “All Clear” has been issued by University Police or ASU-Beebe Emergency Alert Notification System

- **Campus-wide Evacuation:**
  - May be ordered by off-campus authority or ranking University Police officer on duty.
  - Commuters and non-emergency staff shall use personal vehicles to go home unless in the danger zone.
  - University Police or City Police will dispatch an officer to selected evacuation site for control and communication. Student Services will send representatives to evacuate site. University Police will maintain on-campus security as long as personal safety allows.
  - The “All Clear” will be announced by University Police or ASU-Beebe Emergency Alert Notification System.

**FIRE**
- **Active Fire Alarm:** Alarm sounds only in the building. Fire Department and University Police must be called.
- **Minor Fire:** appears controllable - direct fire extinguisher toward base of flame.
- **Major Fire:** does not appear controllable - evacuate in accordance with the building procedures.
- **Do Not Use Elevators!**
- **Assist:** disabled and injured.
- **Close Doors:** Do Not Lock Doors!
- **Stay Out of Building(s):** Do not return to building(s) until cleared by Fire Department or Police Department.

**LOCKDOWN**
Lockdown covers the situation where there is an active shooter on campus or some other type of security threat. Notification for lockdown will be issued via the ASU-Beebe First Alert Notification System.

- **Get to a Securable Area:**
  - Lock the door
  - Stay away from doors & windows
  - Stay as close to the floor as possible
- **If Near the Shooter:**
  - Leave the area as quickly as possible
  - Avoid running in a straight line

**MEDICAL EMERGENCY**
**Personal Injury or Illness:**
1. Tap the person’s shoulder and ask, “Are you Okay?” to judge responsiveness.
2. If responsive (answers questions and able to make rational decisions), let him/her decide on whether or not to seek emergency care.
3. If unresponsive, call 911 and University Police.
4. Assess the person’s breathing by looking at the rising and falling of the chest.
5. If not breathing or having difficulty breathing, position head in a slightly tilted back position and clear the mouth if needed.
6. Assess pulse. If there is no pulse and the person is not breathing, start CPR if qualified or utilized defibrillator if available.

Name of the injured, time of accident/injury, cause of accident/injury, names of witnesses and other pertinent information should be documented and turned in to University Police.

**TORNADO**
- **WATCH:** means that a tornado is possible.
- **WARNING:** means that a tornado had been sighted.
- **SIRENS:** sirens will sound twice for one minute intervals when a tornado has been detected in our area. The siren system is tested each Wednesday at 12:00 noon.
- **SHELTER:** Upon hearing the warning system siren, all campus personnel should move to interior hallways and interior rooms on the lower level of major buildings. The designated tornado shelter list is located on the ASU-Beebe website under the ASU-Beebe Emergency Alert Notification System link or in the Emergency Procedures Guide.
- **ALL CLEAR:** Classes and normal activities are to resume once notification of “All Clear” is received by either siren system or ASU-Beebe Emergency Notification System.
Arkansas State University-Beebe is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education.

Higher Learning Commission
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