

SOUTHERN ARKANSAS UNIVERSITY TECH



STUDENT HANDBOOK 2019-2020



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CHAPTER 1
WELCOME TO SOUTHERN ARKANSAS
UNIVERSITY TECH

Dear Student,

Thank you for choosing Southern Arkansas University Tech (SAU Tech) to continue your education. We offer student support services to help you be successful in your academic, social and personal endeavors as a student at SAU Tech. We offer a variety of free services and programs for you that are listed throughout this Student Handbook.

Again, welcome to our college community. It is my hope that you will use every opportunity to successfully complete your educational goals.

Sincerely,

David McLeane

David McLeane, M.A.

Vice Chancellor for Student Services

Southern Arkansas University Tech

MISSION, VISION, AND COMMITMENT

Mission

Southern Arkansas University Tech is a comprehensive community college that meets educational, training, and cultural needs of the communities it serves.

Vision

Southern Arkansas University Tech will be the preferred choice for quality education and training in the communities it serves.

Core Values

- **Students:** A diverse group of scholars demonstrating success in educational pursuits.
- **Academics:** Providing educational programs that prepare students for careers or further education.
- **Unity:** Working together to achieve the goals of the institution.
- **Trust:** Trust and confidence placed in the college by stakeholders.
- **Respect:** Foster an atmosphere of admiration and esteem.
- **Openness:** Value and respect each person's diverse background.
- **Communication:** Working together to achieve the goals of the institution.
- **Knowledge:** General familiarity of varied academic and technical subjects.
- **Excellence:** Encourage superiority and virtue in all areas.
- **Teamwork:** Working together to achieve the goals of the institution.
- **Service:** Trust and confidence placed in the college by stakeholders.

Commitment to Students

Southern Arkansas University Tech values its students and has incorporated the phrase "We Put You First" to acknowledge students are the priority for SAU Tech. SAU Tech is a two-year public college and is part of the Southern Arkansas University System. The College began in 1968 and is located inside the Highland Industrial Park in East Camden, Arkansas.

Purpose

- Provide employable technical skills at the entry level through certificate and associate degree programs.
- Provide the first two years of a university transfer program.
- Provide continuing education opportunities for the enhancement of job skills.
- Provide student support services that maximize the students' opportunities to be successful.
- Provide administrative services that ensure efficient operation of SAU Tech.
- Provide a learning environment with quality facilities, state-of-the-art equipment, and sufficient supplies and materials.
- Provide for faculty and staff development through annual evaluations, program review processes, and professional development opportunities.
- Provide community services to enrich the lives of area residents.

SAU Tech provides a true college experience both academically and socially. The main and satellite campuses offer a variety of technical programs that lead to employment upon completion. The main campus also offers the first two years of general education courses for those students that intend on transferring to a four year university to continue their educational pursuits. The main campus located in East Camden offers a variety of activities for students to get involved. The residence halls are home to around 100 students. Student organizations, intramural sports, an Activity Center with a gymnasium, and student activities and events are available to students. Also tutoring, academic advising, counseling, and disability services are available to current students.

Satellite Campuses Include:

- SAU Tech Welding Academy- located in Magnolia, Arkansas.
- SAU Tech Aviation Maintenance Texarkana-located near the airport in Texarkana.

OFFICIAL COLLEGE COMMUNICATIONS

SAU Tech student email is the official means of communication with students.

SAU Tech uses student email for all important communications (financial aid, grades, weather closings, student activities, etc.). An email account is assigned to each student when they apply for admission to the College. Students are expected to check their email frequently. The SAU Tech student email system can be accessed through the [MyCollege](#) portal at www.sautech.edu

Students are assigned an email address for official university communication. The email address will be the student's: LastName+first initial of FirstName+last four digits of student ID@mymail.sautech.edu. The first time you log into your account, you will be prompted to change your password. The new password must have a minimum of 8 characters, at least one capital letter and at least one number.

Username: LastName+first initial of first name+last four digits of student ID@mymail.sautech.edu

Password: Password1 (for first time access of user account).

Example: DoeJ6789@mymail.sautech.edu Password: Password1

If you have questions or need help, contact Information Technology and Telecommunication Services at itshelpdesk@sautech.edu.

Information Technology and Telecommunication Services

SAU Tech Campus

Administration Building, Room 152

Phone: 870.574.4513

OFFICIAL STUDENT RECORDS SYSTEM

SAU Tech uses an intranet system called [MyCollege](#) to provide students access to Campus Connect, email, Brightspace, and for general information. Campus Connect is the location where students can see grades, register for classes, access financial records and more.

CHAPTER 2

ACADEMIC POLICIES AND PROCEDURES

REGISTRAR

SAU Tech Registrar manages all student academic records and is the student's main source for academic policies and procedures. Many requests to the Registrar's Office can be completed using Campus Connect located in the MyCollege portal. For more information on academic policies, credits, and classes, please refer to the *College Catalog* on [SAU Tech's website](#).

2.1 RECORDS POLICY

SAU Tech respects the privacy of our students and complies with all federal regulations regarding education and privacy issues. 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 in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. (See the full FERPA policy in the Appendix.) **Education records are the property of SAU Tech. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to the College.**

2.2 ACCEPTANCE OF TRANSFER CREDIT

Official transcripts should be submitted to the Office of Admissions at the time of application to SAU Tech. For a transcript to be considered official, it must be presented in one of the following ways:

- 1.) Mailed to SAU Tech Admissions by the institution,
- 2.) Sent electronically to SAU Tech Admissions by the institution via Speede or eScript, or
- 3.) Mailed or delivered to SAU Tech Admissions by the student in an envelope sealed by the institution.

Transcripts received via mail that have been opened prior to receipt are unofficial. Official transcripts for college-level credit from institutions recognized by the Council for Higher Education Accreditation are evaluated by the Registrar and Academic Advisors for transfer credit.

- Grades must be equivalent to a C (2.0) average
- Credit must be applicable toward the requirements for a degree at our institution.

Students are required to self-disclose any prior college transcripts, including SAU Tech transcripts prior to 1993, on their admission application. If students do not accurately disclose this information on the admission application and it is later discovered the student had a prior college transcript (including an SAU Tech transcript), the student may NOT be eligible for financial aid and may be required to repay aid they previously received while at SAU Tech.

The Registrar reserves the right to accept or deny transfer credits to SAU Tech based on the transfer institutions' academic policies. Final approval of transfer credits rests with the Vice Chancellor for Academic Affairs. Courses accepted for transfer credit will be posted to the student's SAU Tech transcript with the transfer institution's course identifier and title. Transfer credit is not calculated as part of the student's SAU Tech cumulative GPA. Credits earned are only be reflected in hours earned and may be used for degree requirements.

International transcripts and academic records must be evaluated by a credentialed evaluation agency and mailed directly to the Admissions Office at SAU Tech. Specific information regarding international student requirements can be obtained at the following link- [International Students](#).

Registrar's Office
Administration Building, Room 130
870-574-4493

2.3 STUDENT CLASSIFICATION

- Students are classified according to credit hours:
- Freshmen: Students with fewer than 30 semester credit hours completed
- Sophomores: Students with 30+ credit hours completed
- Unclassified: Students who previously completed an Associate's degree or higher

Students must carry 12 hours per semester (fall, spring) to be classified as full-time students. Please note: For Financial Aid purposes, summer 1, extended summer, and summer 2 semesters are considered one semester. Less than 12 hours is considered part-time. Full-time/part-time student status may affect health and automobile insurance coverage. See the Financial Aid Office to determine the number of hours required for scholarship eligibility, and the amount of financial aid and/or veterans benefits received. ***It is the student's responsibility to know his/her insurance policy, scholarship renewal, and financial aid requirements.***

2.4 ACADEMIC ADVISING

Each student is assigned an academic advisor. Students are encouraged to meet often with their academic advisor concerning educational goals, courses, majors, and degree programs. A degree plan with required courses in various majors is provided by the academic advisor and serves as a guide when selecting courses, planning a degree program, and preparing for transferring to another college. Each student's assigned academic advisor is listed in Campus Connect in the MyCollegeportal.

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.

2.5 REGISTRATION

All students are encouraged to consult with an academic advisor to select courses for each semester with the goal of completing their chosen degree. Academic advisors register students after discussing with them course options. Some students can register themselves through Campus Connect. Registration is only permitted at a scheduled time, during the year and the times are posted in MyCollege and communicated through student email.

2.6 CLASS ATTENDANCE

Federal Title IV policy requires students to attend class or make contact with their instructor at least once within a 14-day calendar period. When a student has missed several classes (or one class for a one day a week class) or has failed to make contact or complete a course activity for online courses in a seven-day period, the instructor submits an Early Alert on the student. The student is then contacted by advisors through student email, by phone, and/or regular mail and warned that they must attend class or contact their instructor within 14 calendar days of their last date of attendance/contact to avoid being dropped on the fourteenth day. If the student returns to class or makes contact prior to the 14th day, they may remain enrolled.

Exceptions regarding continued enrollment may be made at the discretion of the instructor as outlined elsewhere in their course syllabus attendance policy. Each instructor may have their own attendance policies. If the student fails to attend class or make contact with the instructor, then the instructor submits a Drop Form on the fourteenth day. The student is then dropped from the course and may not be reinstated unless there are extenuating circumstances.

HEALTH RELATED ABSENCES

Students that anticipate absences due to a health related issue (ex. planned surgery, known pregnancies) are required to inform faculty of the anticipated absence. Requests for anticipated or planned absences should occur within two weeks of the start of the semester or within two weeks of the student becoming aware of their current situation.

It is the student's responsibility to report this information to current faculty so that accommodations, if applicable, can be made. Current appropriate documentation from a qualified medical or other licensed professional is to be provided by the student for the absences.

Note * Pregnancy is a protected category under Title IX. See pregnancy policy in its entirety on the consumer information page on SAU Tech's website.

Students that experience unexpected absences due to circumstances out of their control, (ex. involved in a car accident, mental health issues) that occur during the semester are required to notify faculty within two weeks of the occurrence. Current appropriate documentation from a qualified medical or other licensed professional is to be provided by the student for the absences.

Students are expected to attend all classes for which they are registered. It is up to each individual instructor as to whether they accept late work from students.

Students who have absences greater than the number listed below may be dropped from the class. Night classes are subject to this same policy.

1 credit- 1 class hour

2 credits- 2 class hours

3 credits- 3 class hours (Technology, 5 class hours)

2.7 B MILITARY ACTIVATION WAIVER POLICY

According to Arkansas code A.M. § 6-61-112 a student who ceases attendance at SAU Tech without completing and receiving a grade in one or more courses shall receive compensation for the resulting monetary loss if the student ceases attendance because:

1. The student is activated or deployed by the military; or
2. The student's spouse is activated or deployed by the military and the student or the student's spouse has dependent children residing in the household.

To be eligible for the compensation described, the student must provide, prior to activation or deployment, an original or official copy of the military activation or deployment orders to the Vice Chancellor of Academics at SAU Tech at the time of military activation or deployment. The VC of Academics will notify the Registrar's Office of the military activation or deployment, and the option the student or student's spouse chooses below.

To be eligible for the compensation described, a student whose spouse is a service member shall provide proof of registration with the Defense Enrollment Eligibility Reporting System of the Department of Defense that establishes that dependent children reside in the household of the student and service member.

The student shall choose from one of the following three compensatory options regarding tuition:

1. A complete refund of tuition and general fees that are assessed against all SAU Tech students;
2. At least one year to complete the course work after the student's or student's spouse's deactivation; or
3. Free tuition for one semester at SAU Tech unless federal aid is made available to compensate the student for the resulting monetary loss related to the student or student's spouse's activation or deployment.
 - a. Federal aid shall not include Pell Grants, other federal grants, or other monetary benefits paid to the

student directly or at the student's direction.

- b. If a student or student's spouse is activated or deployed during a semester, the student shall not receive more than one semester of freetuition.
- c. The student or student's spouse will not be allowed to recover any amount in excess of the actual monetary loss.

The student shall receive a prorated refund of room, board, and other fees that were paid to SAU Tech based on the date of the student's notice of withdrawal from the institution. The student or student's spouse shall receive the maximum price, based on condition, for the textbooks related to the uncompleted courses.

The student's eligibility for a state-supported scholarship, grant, or loan for attendance at SAU Tech shall not be affected by the student's failure to complete any coursework because of the student's or student's spouse's military activation or deployment. The Department of Higher Education shall adopt the necessary rules to ensure that state-supported scholarship, grant, and loan programs comply with this policy.

For each fiscal year, SAU Tech shall report the type and amount of compensatory options to the Arkansas Department of Higher Education provided under this policy. The Arkansas Department of Higher Education shall report to the House Committee on Aging, Children and Youth, Legislative and Military Affairs and the Senate Interim Committee on Children and Youth regarding the type and amount of compensatory options provided under this policy by SAU Tech no later than October 1 of each year beginning in 2006 and each year thereafter.

2.8 INCLEMENT WEATHER

In the case of bad weather, the College may close or delay opening. If a delay is issued, only the classes after the delay 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 or her instructors.

Campus closures or delays will be announced in the following ways:

- **Emergency Alert Activation:** SAU Tech's **RAVE** Alert is activated and notifications are sent by telephone, text message, and email to students, faculty, and staff who have signed up for the service.
- **Website Notification:** Announcements will be posted to the SAU Tech website.
- **Social Media Announcements** will also be posted to the SAU Tech's Facebook and Twitter accounts.
 - "Like" SAU Tech on [Facebook or search SAUT68](#)
 - "Follow" SAU Tech on [Twitter or search for #sautech68](#)
- **Media:** Notifications are sent to local and state radio and television stations.

2.9 CLASSROOM VISITORS

In order to preserve the learning environment of the classroom, visitors are generally not allowed. The classroom is for instructors and enrolled students with the exceptions of College staff or faculty. Individual instructors can include others in the classroom as needed.

2.10 WITHDRAWAL FROM A COURSE

Withdrawing from a course is a serious decision that could have a great impact on a student's educational opportunities. The step-by-step process for withdrawing from a class **after** classes begin is as follows:

1. Complete a Drop Request form with an Academic Advisor or submit a written request to the academic advisor. The written request must include the student's name, student ID number or Social Security

- number, formal request to withdraw from the course, signature, and daytime phone number.
2. The student may be required to obtain the signature of the instructor for the course.
 3. The student must obtain the signature of the Financial Aid department. This requirement applies to ALL students, even if no financial aid was used to pay for the course.
 4. The student must obtain the signature of the Business Office.
 5. The student must pay a \$10 Course Change Fee to withdraw from the course. This is the final step to complete the drop process. Failure to pay the fee will result in the drop not being processed with the potential of a failing grade being awarded.

When a class is properly dropped, a grade of “W” will appear on the student’s transcript at the end of the term. Withdrawing from a class may be requested up to the deadline listed in the most current [Academic Calendar which is located in MyCollege](#).

Refunds will be made according to the Refund Schedule listed in the pdf version of the class schedule located in MyCollege.

Students are strongly encouraged to consult with the Financial Aid Office PRIOR to withdrawing from a course to determine implications on financial aid eligibility.

Note: Prior to the Census Day of classes of each semester or term, students dropping a course will be removed entirely from the course and the course will not appear on the student’s transcript.

After the Census Day of classes, students dropping a course before the published deadline will be given a grade of “W” and the grade will appear on the student’s transcript. See the [Academic Calendar](#) for appropriate deadline dates.

Students who stop attending a course for 14 consecutive calendar days should be dropped by the instructor for a violation of the campus attendance policy. This drop will result in a “W” being posted on the SAU Tech transcript.

2.11 WITHDRAWAL FROM THE SEMESTER/TERM

Students who wish to completely withdraw from the semester are to follow the same procedures as those listed above to withdraw from a single course. Refunds will be made according to the Refund Schedule that appears in the *College Catalog* and on the Business Office/Tuition webpage. Refund Schedule listed in the pdf version of the class schedule located in MyCollege.

If a student is receiving any kind of financial aid or scholarships, he/she can contact the Financial Aid Office before withdrawing for the semester to determine if withdrawing will affect aid and/or scholarships. Students may also owe SAU Tech additional funds. (See Return of Title IV Financial Aid When a Student Withdraws in the *College Catalog*).

Note: Prior to the Census Day each semester or term, students withdrawing from the semester/term are removed entirely from the course(s) and the course(s) will not appear on the student’s transcript.

After Census Day, students withdrawing before the published deadline will be given a grade of “W” and the grade(s) will appear on the student’s transcript. See the College’s [Academic Calendar](#) for deadlines.

Students who stop attending a course or all courses, without following the appropriate procedure to drop may be administratively withdrawn and receive a W on their transcript.

Students experiencing a major medical issue can contact the Vice Chancellor for Student Services for assistance.

2.12 GRADES, GRADE POINT, AND 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:

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

The grading system, below, is used to calculate the Total Number of Grade Points Earned:

Grading System		
Grade	Meaning	Points Earned
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

To determine the Total Number of Grade Points Earned:

Course Credit Hours x Points Earned for Each Class = Quality Points
Add Together Quality Points = Total Number of Grade Points Earned

The GPA is carried out to two digits past the decimal point and not rounded.

Developmental class grades, transfer credits from another institution, withdrawals and credit for prior learning are not included when computing the student's SAU Tech cumulative GPA.

Example #1: If a student has earned 34 Total Grade Points on 12 semester hours attempted, the grade point average is 34 divided by 12, or 2.833. Expressed in its letter equivalent, the average is higher than a C but slightly less than a B.

	Credit Hours	Grade	CH * P	Quality Points Earned
ENGL1113	3	A	(3 * 4)	12
HIST1003	3	B	(3 * 3)	9
MATH1023	3	C	(3 * 2)	6
BA1312	2	C	(2 * 2)	4
BIOL2061	1	B	(1 * 3)	3
TOTAL	HOURS = 12			TOTAL GRADE POINTS = 34

Semester grade point average: 34 (Grade Points)/12 (Credit Hours) =

2.83 CH = Credit Hours

P = Points

Students can view their grade point average in Campus Connect.

2.13 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 (GPA), 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. previous attempts are indicated on the transcript by credit hours appearing in parentheses: and an asterisk (*) appearing beside the last attempt. 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," "I," or "AU" will not replace the original grade.
- Developmental courses are not included in the Repetition of Courses policy.

NOTE: Certain restrictions apply to Financial Aid paying for repeated courses. Please see the Financial Aid Office for questions regarding repeated classes and aid payment for those classes.

2.14 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.

To remain in good academic standing, students must maintain the following standards:

<u>HOURS ATTEMPTED</u>	<u>REQUIRED CUMULATIVE GPA</u>
1-29	1.50
30 or more	2.00

A student who does not earn the required cumulative GPA according to the number of semester hours attempted will be placed on academic probation. A student who has been placed on academic probation will have until the end of the next regular semester to show significant improvement in grades or be suspended from SAU Tech. Significant improvement shall be defined as follows:

<u>HOURS ATTEMPTED</u>	<u>GPA EARNED IN PROBATIONARY SEMESTER</u>
1-29	1.75
30 or more	2.00

If a student has been suspended for academic reasons, the student will not be allowed to register for classes or attend SAU Tech for one full semester, excluding summer terms. A student may petition for one semester of guided enrollment rather than being suspended.

A student who has extenuating circumstances which justify early readmission may submit a written appeal to the Vice Chancellor for Student Services at least two weeks prior to the beginning of the semester for which readmission is sought.

After one semester, the student may return to SAU Tech on a probationary status. The student must make significant improvement and meet the standards defined in the probationary section above. If improvement does not occur, the student will be suspended for one year from the date of the second suspension. After one year, the student may seek readmission on probation with guided enrollment. Failure to earn at least 2.00 GPA during the returning semester may result in academic dismissal.

Academic probation and suspension are different than financial aid warning, probation, and suspension.

2.15 ACADEMIC FRESH START

An undergraduate student may file for Academic Fresh Start if the student has not been enrolled in any college or university (including SAU Tech) for a period of at least three years immediately before enrolling at SAU Tech. The student must apply for and declare Academic Fresh Start for credit admission to SAU Tech within the first semester (term) they are enrolled or during re-enrollment. Please refer to the *College Catalog* for the criteria that applies for receiving Academic Fresh Start.

Note: Federal regulations make no provision for Academic Fresh Start. The student's complete academic record, including courses in which the student has been granted Academic Fresh Start, will be included when reviewing financial aid eligibility. It is possible a student can appeal separately concerning their federal financial aid – see the Satisfactory Academic Progress (SAP) Policy in the *College Catalog*.

2.16 TRANSCRIPTS

A transcript is the complete and official record of academic work. It is required when transferring to another institution of higher education, when seeking employment, and on many other occasions. Official transcript requests must be made in writing and delivered in person, by fax, or by mail. Students may request up to five official transcripts in one request. Transcripts will not be issued if the student has owes the College money.

For more information about obtaining an official transcript or to obtain the transcript request form, visit www.sautech.edu. Unofficial transcripts may be viewed and printed through Campus Connect.

2.17 ACADEMIC DISTINCTION

Academic achievement is recognized in the following ways at Southern Arkansas University Tech:

- **HONORS PROGRAM**

The SAU Tech Honors Program is designed to develop the abilities and potential of highly motivated students as they begin their academic studies and prepare them to transfer to a four-year college or university. The program fosters critical thinking and academic excellence among students who are motivated to pursue academic enrichment. Please see the *College Catalog* for the criteria that applies for acceptance into the Honors program.

Students in the Honors Program, who complete all requirements, receive "Honors Scholar Graduate" designation on their transcripts.

- **THE CHANCELLOR'S LIST**

Students with a 4.00 GPA semester GPA and at least 12 hours of college-level credit (developmental education coursework does not apply) the list of students earning this award is published at the end of

each fall and spring semester at www.sautech.edu and sent to each student's hometown newspaper.

- THE DEAN'S LIST

Students with a 3.50 – 3.99 semester GPA and at least 12 hours of college-level credit (developmental education coursework does not apply) The list of students earning this award is Award published at the end of each fall and spring semester at www.sautech.edu and sent to each student's hometown newspaper.

Chancellor's List and Dean's List recognition is noted on the student's academic transcript. Graduates with a 3.50 or better GPA will receive an Honor Cord and be recognized during graduation ceremonies.

2.18 APPLICATION FOR GRADUATION

The responsibility for completion of a degree/certificate program rests with the student. Lack of knowledge or misinterpretation of policies and regulations by students does not relieve from fulfilling the requirements of a degree/certificate.

SAU Tech has a commencement ceremony each May. Students who complete their graduation requirements in August or December may participate in the May ceremony. All students receiving a Technical Certificate or Associate degree **must apply for graduation**. Students requesting consideration for graduation must complete an application for graduation before the deadline. The Application for Graduation is available in MyCollege, in the Registrar's Office, or from an Academic Advisor. Please see the current *College Catalog* for additional information.

2.19 GRADUATION REQUIREMENTS

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

- Successful completion of all program requirements with a minimum cumulative grade point average of 2.00
- Satisfaction of all financial obligations to SAU Tech
- Minimum of 15 semester credit hours completed at SAU Tech (for Technical Certificates and Associate degrees)

For additional information on graduation requirements, please refer to the Registrar's Office or the *College Catalog* for the year that the student started college at SAU Tech.

CHAPTER 3

SAU TECH STUDENT ACCOUNT POLICIES AND PROCEDURES

The SAU Tech Business Office collects payments for tuition, fees, housing and all other items for SAU Tech. This office also manages student accounts, disperses financial aid refunds and processes third-party billing and scholarships. Tuition payments can be made in person, by phone, or online through Campus Connect.

3.1 STUDENT FEES AND ACCOUNTS

When students register for classes, a student account is created with tuition and fee charges. Students must make sure the balance is paid in full or payment arrangements are in place by the payment due date. All money owed SAU Tech must be settled in full before grades, transcripts, or other official records will be released.

3.2 ACCOUNTS RECEIVABLE POLICY

Students can pay their accounts at the time they register for classes or by the payment due

date. The methods of payment are:

- Payment in full (cash, check, and/or credit card)
- Enrollment in the eCashier Payment Plan at www.sautech.edu
- Approved Financial Aid or Scholarships
- Authorization of Third Party payment

The Business Office accepts Visa, MasterCard, American Express and Discover cards.

If paying online through Campus Connect, students have the option to pay in full or to pay by installments through the Payment Plan. There is a \$25 enrollment fee per semester for the Payment Plan by installments.

If tuition and fees have not been covered by one of the options detailed above before the payment due date for each term, registered students may be dropped from all classes and their student account balance cleared. Students cannot enroll for the next semester allowed if they owe money from a prior semester. The students' account is flagged to prevent registration.

Other accounts receivable balances could occur from residence hall charges, library fines, parking fines, etc. Those amounts are added to the student account when the Business Office is notified by the respective departments.

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

Past due balances on student accounts from prior semesters are turned over to the Arkansas Department of Finance and Administration for collection by the Income Tax Set Off program. Past due balances are also turned over to a collection agency. The collection agency may apply collection fees to the past due balance which must be paid in full. Student transcripts will not be released until payment has been received in full.

3.3 PAYING BY CHECK

The Business Office accepts personal checks that are made payable in the amount owed to SAU Tech. All checks must be written on bank checks; drafts and “scratched” checks are not accepted. If a check is returned by the bank for insufficient funds, an NSF check fee will be charged. The check amount plus the NSF check fee must be paid immediately when the student receives notification of the charges.

3.4 PAYING BY PAYMENT PLAN

SAU Tech offers an 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 per semester nonrefundable enrollment fee. The enrollment fee is automatically deducted upon setting up the agreement. For more information on the Payment Plan, please call the Business Office at 870-574-4461 or go to www.sautech.edu/paying-for-college. Payments may be withdrawn from a checking account, debit card, or credit card.

3.5 FINANCIAL RESPONSIBILITY

Students are responsible for their own accounts. They are expected to make prompt responses and settlement of all financial debt. Such obligations include tuition and fees, housing, parking fines, library fines and housing fines.

SAU Tech Business Office
PO Box 3499
Camden, AR 71711
Phone: 870-574-4461 or 870-574-4508
Admin Building Room 114

3.6 BOOKSTORE SERVICE

Students can shop for textbooks at SAU Tech’s Bookstore or online at the [SAU Tech Bookstore webpage](#). The Bookstore stocks all of the textbooks and learning materials needed for each course, as well as supplies, apparel, and novelty items. The SAU Tech Bookstore is located in the Student Center on campus.

Payment for purchases may be made with cash, check, Discover, Visa, MasterCard and American Express. Books may also be charged to financial aid awards or scholarships in the store during a specified period each term as posted in MyCollege and the SAU Tech Bookstore Facebook page. Some restrictions may apply. The Bookstore buys back textbooks at any time.

CHAPTER 4 STUDENT INFORMATION AND SERVICES PROVIDED

4.1 BRIGHTSPACE

Brightspace is the Learning Management System used for SAU Tech's online classroom, hybrid courses, and as a supplement within traditional classes.

An online orientation course (Learning Strategies) is required for all first-time online students enrolled in fully online and/or hybrid courses. (**Note: Students enrolled in non-credit Environmental Training Academy courses are not required to take Learning Strategies.**) The purpose of the Learning Strategies course is to prepare students for the online community that will be experienced throughout the online courses. Students practice using Brightspace email, discussions board, assignments tool, assessments tool, and other pertinent Brightspace tools. The course has to be completed before the student is given access to his/her other courses. It takes approximately 8 to 10 hours to complete the Learning Strategies course. Learning Strategies is available two weeks before the first day of the semester. The student's other online courses are available the first day of the semester provided he/she has completed Learning Strategies.

To log in, click on the Brightspace link found on the SAU Tech website or type <https://sautech.brightspace.com> into the browser.

Enter your username and password.

Your username is your last name (first letter capitalized), the first letter of your first name (capitalized), and the last four digits of your student ID. Your password is Saut+last four digits of your social security number. The entry fields are case sensitive so it is important to be aware of this.

For example: Ben Franklin, Student ID 123456789, SSN123-45-1234

Username: FranklinB6789

Password: Saut1234

For example: Ben McFranklin, Student ID 432198765, SSN123-45-1234

Username: McFranklinB8765

Password: Saut1234

Center for Online
Learning SAU Tech
Campus
Administration Building, Room
212 Phone: 870.574.4453

For technical assistance, contact the **Center for Online Learning**, 870.574.4453 or 870.574.4586 or wblrng@sautech.edu.

4.2 CAMPUS CONNECT

Campus Connect is located in SAU Tech's MyCollege intranet at <http://mycollege.sautech.edu>. Internet Explorer 8.0+, Google Chrome or Mozilla Firefox is needed to access Campus Connect.

To log in:

Username: **Student ID Number** (found on Student ID card or student schedule)

Initial Password: **Last four digits of the Student's SSN without leading zeros.**

Campus Connect provides students with the following services:

- Registration
- Business Account status
- Class schedule viewing and printing
- Course availability
- Demographic information
- Financial Aid status
- Unofficial Academic transcript viewing and printing
- Attendance

If you have questions or need help, contact Information Technology and Telecommunication Services at itshelpdesk@sautech.edu.

**Information Technology and Telecommunication
Services SAU Tech Campus
Administration Building, Room
152 Phone: 870.574.4513**

4.3 CAREER PATHWAYS

The Arkansas Career Pathways Initiative at SAU Tech 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 support to help with tuition, books and fees, childcare, and transportation (fuel) cost. You can contact our office at 870.574.4704.

4.4 FINANCIAL AID

The Financial Aid Office is committed to helping eligible students fund their education. The information submitted on the FAFSA is reviewed to determine if the student is eligible for Pell Grants, loans, work study, and /or other types of aid.

Students may apply for federal aid online at www.fafsa.gov. Many of the financial aid services at SAU Tech may be accessed through Campus Connect or links on the [Financial Aid](#) webpage.

IMPORTANT: Federal aid may be recalculated and/or 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 he/she contact the Financial Aid Office before withdrawing.

Additional programs, such as Institutional Scholarships, State Scholarships, State Grants, Veterans Benefits, Rehabilitation Services and Career Pathways may be available for qualifying students. Students need to apply for federal Pell each year. October 1 is now the date that students can begin completing the [FAFSA](#). Students need to apply for Pell as early as possible in order to have aid ready for the semester. Pell [priority deadline dates for submission are posted on the Financial Aid webpage. **Check Campus Connect and student email account regularly for important information concerning your financial aid eligibility and Satisfactory Academic Progress (SAP) status!**

**Financial Aid Office
Administration Building, Room 138
870.574.4511**

4.5 ACTIVITY CENTER AND GYMNASIUM

SAU Tech provides students with access to the Student Activity Center which has a full basketball court, a fitness center/weight room, and a game room. Students must present a current SAU Tech student ID (See 4.7) before entering the facility. Students with a valid student ID's can check out equipment such as basketballs, volleyballs, whiffle balls/bats, and other sports equipment. The Activity Center has a game room with pool tables, table tennis, air hockey, Xbox games, and a foosball table. The Activity Center is located next to the Student Center on the SAU Tech campus. If you have any questions or need any assistance, please contact the Director of Student Life at 870-574-4458.

4.6 HEALTH SERVICES & INSURANCE PROGRAM

SAU Tech does not maintain a health clinic. With the passing of the Affordable Care Act, young adults may stay on their parent's plan until the age of 26 or shop for insurance at the Health Insurance Marketplace at <https://www.healthcare.gov/>. The College assumes no liability either expressed or implied for student health services.

4.7 STUDENT IDENTIFICATION CARDS

Non-transferable Student Identification Cards are available beginning the first day of classes in the Library and are available during the semester. No charge is made for the first card, and a \$5.00 fee is charged for replacement ID cards. All ID cards are the property of SAU Tech and must be surrendered upon request. Falsification, alteration, or misuse of ID cards may result in disciplinary action.

4.8 INTRAMURALS

Intramural sports are an opportunity for all SAU Tech students to participate in various competitive activities on campus. The intramural schedule for the year is available from the Student Life Office in the Student Center and at www.sautech.edu/campus-life.

4.9 TUTORING/ROCKET SUCCESS CENTER

The Tutoring/Tech Learning Center provides tutoring services for SAU Tech students in the subject areas of all language arts, math, and science. The Center has a computer lab and study tables which are available for study groups and individual tutoring sessions. Students must sign-in when using the Center to get credit for their tutoring session with their instructors. Students can freely come in to receive tutoring help or schedule a one-on-one session with a tutor. To make appointments, come to the Center to sign-up or email the Tutoring Center Coordinator at kjerry@sautech.edu. Check at www.sautech.edu/tutoring-center for the most recent tutoring schedule.

Tutoring Center
Rocket Success Center
870-574-4725

4.10 LIBRARY/ROCKET SUCCESS CENTER

The Dr. George J. Brown Library/Rocket Success Center is centrally located on campus and provides a center of academic support for SAU Tech and the community. Access to books, eBooks, and audiovisual materials is provided through Tech's online catalog located at <http://library.sautech.edu>. Electronic access is provided to eBooks, thousands of periodical titles, and approximately 50 online research databases, which are accessible off-campus by directing your browser to Databases by subject <https://www.sautech.edu/rocket-success-center/lrc-databases-by-subject/#> and databases by Title <https://www.sautech.edu/rocket-success-center/lrc-databases-by-title/> and by logging in with your student ID number and the password is student1.

Services include general and specialized library instruction for classes and/or individuals and interlibrary loans. Reference service is available on site, by phone at 870.574.4518, or by email at kjerry@sautech.edu. A group study room is available for private study of two to ten people. Computers are available for use with printing charged back to the student's print account. All students begin with \$5.00 in their printing accounts. Black and white prints cost \$.10 per copy; while color printouts are charged at \$.25 each. Please ask for assistance at the Circulation Desk before printing in color.

4.11 RESIDENTIAL HALLS

SAU Tech has on-campus and off-campus housing available for our students. SAU Tech Housing offers suite-style apartments with three (3) different housing options available from which students may choose. A dayroom and laundry facility is also available to housing residents.

4.12 STUDENT CENTER

The SAU Tech Student Center houses the Student Life Office, Coaches Offices, the SAU Tech Bookstore, Tech Diner, and a Post Office.

4.13 ENROLLMENT SERVICES AND STUDENT SUCCESS

The Department of Enrollment Services offers a wide range of academic, personal, and support services for students at SAU Tech.

- **Transfer Services** assist students who are transitioning to four-year institutions or other professional programs.
- **Counseling** is available to students experiencing personal problems that interfere with academic and social performance. Students may be referred to outside resources.
- **Disability Services** focuses on the diverse needs of persons with disabilities to recognize and achieve educational goals. SAU Tech 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.
- **Testing Services** provides services to current and prospective students. Tests offered include college placement exams, proctored unit and final exams, nursing program entrance exam, certification exams, and exams for students with disabilities. More information about the Testing Center is available on the College's website.

4.14 Student Success, Retention & Placement provides services for students who are at-risk in career technical programs. Job placement services and career planning is also provided. This department works with other student services on campus to support students through graduation to employment.

COLLEGE FOOD SERVICES

The Tech Diner offers on-campus dining options to residential and commuter students, faculty and staff, as well as the public. Students can purchase Debit Meal Cards and are allowed to use available financial aid towards the purchase of meal cards. All students, faculty and staff are eligible for a 25% discount with appropriate identification. The Diner provides a variety of food choices including hot home-style meals, grilled sandwiches, burgers, salad bar and more.

**The SAU Tech Diner
Student Center**

**Hours of Operation: Monday–Thursday from 11:00 a.m.–1:00 p.m.
870-574-4456**

4.15 VETERANS SERVICES

SAU Tech is an approved institution for providing assistance to Veterans and Veteran's beneficiaries. Students using Veteran's Assistance MUST consult with the SAU Tech Veteran's Certifying Official when initiating benefits, making schedule changes, withdrawing, repeating courses, or changing degree plans. Veteran, their dependents, and others entitled to educational assistance payments from Veterans Administration (VA) may visit the Veteran's Certifying Official for detailed information and forms. For further information, please review the Veteran's Benefit's link from the Financial Aid page on the SAU Tech website.

**Veteran's Certifying Official
SAU Tech Campus
Administrative Building
Room 138
870.574.4469
lstewart@sautech.edu**

CHAPTER 5 CAMPUS SAFETY & YOUR RIGHT TO KNOW

To contact SAU Tech Campus Police
Officer cell phone: **870-818-6353** or Dispatch **870-574-4517**

Emergency	911
For Ambulance, Fire, or Crime in Progress	
Office of Student Services	870-574-4504
Office of Enrollment Services	870-574-4530
Ouachita County Sheriff	870-231-5300
Calhoun County Sheriff	870-798-2323
Camden Police Department	870-836-5755

5.1 SECURITY AWARENESS AND CRIME PREVENTION

The Southern Arkansas University System Police Department is the law enforcement agency serving Southern Arkansas University Tech. The officers of the System Police Department are trained and certified under the guidelines of the Arkansas Commission on Law Enforcement Standards and Training (Act 328 of 1967 and 452 of 1975) and have the authority of commissioned police officers with full power of arrest under Arkansas State Statute 25-17-304 on all property owned and controlled by the College, including all streets and state highways contiguous to and running through the campus, as well as statewide jurisdiction while on official business. The campus falls under the jurisdiction of several police agencies. The System Police Department maintains a close working relationship with those agencies. The System Police Department, through a cooperative agreement, works closely with the Calhoun County Sheriff’s Office and enforces county and state laws within the jurisdiction of Calhoun County. Officers are expected to exercise law enforcement authority in a manner consistent with the educational mission and purpose of the institution.

5.2 FACILITY ACCESS AND SECURITY MEASURES

SAU Tech facilities are open only to members of the college community and escorted or authorized visitors. Academic and administrative buildings are locked after normal working hours. Every effort is made to insure that the Housing areas and the Dayroom are free from uninvited guests. Visitation hours are from 8:00 a.m. to midnight, Sunday through Wednesday and 8:00 a.m. to 1:00 a.m., Thursday through Saturday. For extra security, a resident assistant is on duty nightly. All visitors must be escorted by their host at all times.

Officers are dedicated to providing first-class service to the community. Officers patrol the campus on foot and in vehicles. Officers are on duty Monday through Friday with Security Officers supplementing patrols during the weekend.

Campus Prevention Activities

Student can report potential safety or security hazards by calling the Campus Police Department at **870-818-6353**, **870-574-4517**, or Student Services at **870-574-4504**. The Campus Police can escort anyone walking alone on campus any time during weekends, holidays, and summer sessions.

Campus safety and security programs are presented to incoming freshmen in the Student Success Class, to the on-campus residents as part of their regular programming during the year, and to faculty and staff at back to school meetings and various other meetings throughout the year.

Police—Providing for the safety and security of members of SAU Tech’s community and property is the

responsibility of the SAU Tech Campus Police. Officers provide protection on campus and will assist in all emergencies. A SAU Tech Campus Police Officer is available to assist with automobile problems and is willing to help students whenever necessary. For traffic regulations, please see Section 5.13, Traffic and Parking Regulations.

Bodily Injury—When injuries occur in classrooms or labs, notify the faculty member in charge. When injuries occur outside the classroom, dial 870-836-1000 or 870-836-2600 to dispatch the Camden ambulance service. SAU Tech’s insurance program does not provide coverage for student accidents and injuries; therefore, injured parties should be prepared to provide proof of personal health insurance.

Fire—In the event of fire on the campus, notify the Campus Police at 870-574-4517 or call 870-231-5300 and give the dispatcher the exact location of the fire.

Tornado—Follow emergency instructions posted inside the door of all classrooms.

5.3 CRIME REPORTING

The Jeanne Clery Act

The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the university’s annual security report. Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights. Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

SAU Tech Campus Crime Reporting

Every crime should be reported to law enforcement officials as soon as possible. This is the most effective way to ensure the well-being of the campus community. If this is not possible for some reason, the crime should be reported to one of the following: Vice Chancellor for Student Services, Director of Enrollment Services, or to a faculty or staff member who the student is comfortable talking to about the crime. The Campus Police will investigate every crime and request assistance from other state and local law enforcement agencies when needed. The serial numbers of all vehicles, equipment, and other personal property stolen from the campus are reported to a central dispatch location at the Calhoun County Sheriff’s Office for appropriate circulation. The Campus Police, policies and practices are similar to the practices of local law enforcement agencies in the area.

Local police agencies provide information to the Campus Police Department on matters of criminal activity at off-campus recognized student activities. This includes student organizations recognized by the College. The primary point of crime reporting should be to the Campus Police Department or Vice Chancellor for Student Services. If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report.

If you choose to file a confidential report through the Campus Police, with your permission, the Chief of Police or a designee of the Campus Police Department can file a report on the details of the incident without revealing your identity or utilize the Report A Crime anonymously link on the campus police page of the SAU Tech website. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine

where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. It is the policy of the College to encourage the reporting of crimes even if the victim does not wish to file a complaint. Any information received will be reported to the Campus Police for crime reporting notifications, campus crime statistics reporting, and campus education programs.

Annual Disclosure and Distribution

The Chief of Police for the Southern Arkansas University System is responsible for the collection, reporting, and disseminating of the annual crime statistics from the local police agencies and campus security authorities. This information is included in the annual crime report following the guidelines of the code of federal regulations.

By October 1 of each year, notification of the new annual disclosure report is provided to students and to employees by electronic mail with one-click hyperlinks to the report on the College's website. A hard copy of the report is available at the Campus Police Department, Office of the Vice Chancellor for Student Services, and the Admissions Office. The availability of the annual security report to prospective students and employees is provided upon request to the departments mentioned above. The crime statistics are also submitted to the U.S. Department of Education every year as prescribed by the department.

Geography definitions from the Clery Act

On Campus: Defined as (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-campus building or property: Defined as (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

5.4 EMERGENCY NOTIFICATION

In the event that a situation arises on or near the campus, the Campus Police Department, in consultation with other administrative offices such as Student Services, 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 college employees who witness or learn of a crime or other serious incident on or near campus, should report it to the Campus Police Department as soon as possible so a Campus Safety Alert may be issued, if warranted.

The Campus Police will communicate the alert by one or more of the following methods:

- SAU Tech Website
- SAU Tech App
- Outdoor Warning System
- RAVE Alert
- Emergency Vehicles

College Website

Up-to-date information regarding the status of the College is always available www.sautech.edu unless circumstances prevent updates to the site. During and following emergency situations, information as it applies to the college public will be posted on the homepage of the website as it becomes available, including information about such things as weather closings, etc.

SAU Tech App

SAU Tech has an Apple and Android app available for download. Messages and news and other information are available through the app.

[Apple Android](#)

Outdoor Warning System

An outdoor warning system is used to alert students, faculty, staff, and visitors on the Campus of an emergency.

RAVE Alert

SAU Tech utilizes the Rave Alert system to notify students, faculty, and staff via text messaging, phone, and email in the event of emergencies on campus. To register with Rave alert to receive emergency information, please visit the Campus Police Department website or go to <https://www.getrave.com/login/saumag>.

Emergency Vehicles

The Campus Police department vehicles are equipped with public address sirens and will be utilized during an emergency to inform the public of severe weather or other emergencies.

5.5 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 this Student Handbook. Please familiarize yourself with the material so you will be prepared if a crisis arises.

5.6 MISSING STUDENT NOTIFICATION

In accordance with the Higher Education Reauthorization Act of 2008, all students are asked to supply an emergency contact person on their application for admission 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) or guardian will be notified. In addition, the appropriate law enforcement agency will be notified when a student is determined missing for more than 24-hours. If a member of the SAU Tech community has reason to believe that a student or employee is missing, they must immediately contact the Campus Police Department. The Campus Police will inform the local law enforcement agency that has jurisdiction in the area within 24-hours that the student is missing. This does not preclude College officials from making a determination that a student is missing before the student has been missing for a full 24- hours or initiating procedures as soon as it determines that the student is missing.

Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable College staff, as well as family and friends, to contact

Update their emergency contact information.

5.7 ALCOHOL AND DRUG STATEMENT

SAU Tech 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 SAU Tech's grounds, instructional buildings, residence halls, or at any College approved activity on or off-campus.

SAU Tech's 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 from Enrollment Services.

5.8 CAMPUS SEX CRIMES PREVENTION ACT

Sexual Assaults: Reporting a Rape or Sexual Assault

Report an incident of rape or sexual assault as soon as possible following the incident by calling the Campus Police at 870.818.6352 or 870.574.4517. Reporting to the Campus Police can help:

- (1) Protect the victim and others from future victimization;
- (2) Apprehend the assailant; and
- (3) Open options regarding criminal prosecution, action against the perpetrator, and College disciplinary action.

The victim should not shower, bathe, brush teeth, or change clothes after being assaulted in an effort to preserve vital evidence against the attacker.

When a victim reports a rape or sexual assault, a Campus Police officer will gather information from the victim concerning the specifics of the incident. These questions are necessary to obtain a description of the assailant, where the crime occurred, who may have been present, and other data pertinent to investigation and prosecution.

Reporting a rape or sexual assault and choosing to prosecute are two separate things. When the victim files a report, they are encouraged, but not obligated, to continue with legal proceedings or with College disciplinary action. After the report is filed, a rape or sexual assault victim is escorted to a local hospital for a medical examination. The medical examination is necessary to eliminate the possibility of venereal disease and other contagious diseases and obtain necessary lab specimens for prosecution.

The Campus Police report is important whether or not prosecution is desired. The Campus Police will also assist the victim in reporting a rape or sexual assault to the Camden Police Department, the Ouachita County Sheriff's Department, or to the Calhoun County Sheriff's Department if the incident occurred in the jurisdiction of either of these agencies. If the victim chooses not to report rape or sexual assault to the police, it should be reported to the Director of Enrollment Services/College Counselor. This can be done on a confidential basis. While reporting to the police is the best method for dealing with rape and sexual assault, it is essential that it be reported to someone so that at least support services can be provided to victims.

Rape Awareness Programs

Programs on rape, acquaintance rape, and sexual assault are offered to freshman in Student Success, and by SAU Tech's Counselor. Programs are offered each academic semester for housing students, as well as awareness programs for all students. Programs are also offered any time during the semester by request of

campus organizations. The College's Counselor is located in the Administration Building, basement level, and provides support to victims of rape, acquaintance rape, or sexual assault on a confidential basis. To reach the Counselor, call 870-574-4530. SAU Tech also works closely with the Women's Crisis Center located at 1116 Washington Street in Camden. To reach the Women's Crisis Center, call 870-836-0375.

Changing Classes and Living Accommodations for Sexual Assault Victims

Victims of sexual assault are entitled to changes in academic and living situations if these changes are reasonably available. To request such changes, contact the Vice Chancellor for Student Services, the Director of Student Life, or the Director of Enrollment Services.

Southern Arkansas University Tech Policy on Sexual Harassment, Domestic Violence, Dating Violence and Stalking

It is the policy of Southern Arkansas University Tech to prohibit Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking of its students, faculty, and staff and to make every effort to eliminate these offenses in the College. College policy prohibits Sexual Harassment, Sexual Assault, Domestic Violence, dating Violence and Stalking between or among students, faculty, staff, and others visiting or conducting official business on campus, and in all areas of the College's work and educational environments. Those who engage in these offenses may be subjected to legal consequences, including civil and criminal penalties and monetary damages.

Sexual assault and sexual assault with an Object is an offense that meets the definition of rape, fondling, incest, or statutory rape.

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under the Violence Against Women Act; or 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 jurisdiction.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) The length of the relationship. 2) The type of relationship. 3) The frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

The College has designated Lee Sanders as its Title IX Coordinator, with overall responsibility for oversight of the College's compliance with its obligations under Title IX, including but not limited to its obligations to investigate and respond to allegations of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Stalking. For allegations against faculty, staff or other persons (other than students), the Title IX Coordinator coordinates with SAUTPD to ensure that allegations reported to College officials are investigated and that confirmed allegations are addressed through College personnel processes, as appropriate.

Procedures to Follow if Sexual Harassment, Domestic Violence, Dating Violence or Stalking Occurs

How to report: If someone is the victim of any of these offenses the circumstances should be reported to SAUTPD as soon after the incident as possible if the victim elects to, or is incapable of reporting. If the incident occurred off campus, SAUTPD will assist the victim in notifying the proper law enforcement agency.

A victim may also report the incident to College officials such as their Resident Assistant (RA), Academic Advisor, Housing Director, the VC of Students Services, or the Office of Human Resources or Office of Equal Opportunity and Compliance to name a few. A victim may go directly to a hospital and decide there what other agencies or resources to contact.

Preservation of Evidence: It is important that a victim of sexual assault does not shower, douche, brush, gargle, or use the restroom, and that they do not wash their clothes or any bedding on which a criminal act occurred. If they do so, important evidence might be lost. That is why it is so important that SAUTPD be contacted as soon as possible. Evidence must be collected before it is lost or destroyed.

Assistance in Contacting Law Enforcement: even if the victim reports the incident to an agency that is not law enforcement, they can still report the incident, even at a later time, to SAUTPD or another law enforcement agency that has jurisdiction if the incident took place off campus. Any official on campus will be glad to assist a victim in contacting the proper law enforcement agency. This also applies to off campus agencies like Ouachita County Medical Center.

Notification of Counseling and Assistance: Counseling for victims of sexual harassment, sexual assault, domestic violence, dating violence or stalking can be found through Counseling and through off campus psychological services provided by local psychologists. Information is also available through the Commission on Child Abuse, Rape, and Domestic Violence at 501-661-7975.

Sanctions

Students found guilty of violations of the Conduct Standards relating to assault, sexual assault, rape and other forms of violence are subject to the full range of disciplinary sanctions outlined in the Student Handbook. Possible sanctions include, but are not limited to, expulsion, dismissal, suspension, probation, warning, restitution, fines, loss of privileges, and other possible sanctions. Title IX disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The Office of Enrollment Services/College Counselor or the Vice Chancellor for Student Services will provide assistance to any accuser/victim in reporting crimes to law enforcement authorities.

Both the accuser and the accused may have a College advisor present during disciplinary proceedings who may give the student counsel or encouragement on matters either substantive or procedural and who may assist in the student's defense if requested by the student. Both will be informed of the outcome of the disciplinary proceeding brought alleging sexual assault.

Procedures for On-Campus Disciplinary Action

Any member of the College community may file charges against a student for violence and misconduct. Charges shall be prepared in writing and directed to the Vice Chancellor for Student Services. Detailed filing and hearing procedures and regulations are listed in Chapter 7 of this Handbook. The complainant and the accused have the right to be assisted by a SAU Tech employee and to have that employee present during the hearing. SAU Tech employees may assist in the preparation for the hearing and speak for the parties. Following the final decision of the hearing body, both the victim and the accused will be informed of the determination and any recommended sanctions.

Students found guilty of violations of the conduct standards relating to assault, sexual assault, rape, and other forms of violence are subject to the full range of disciplinary sanctions outlined in Chapter 7 of this Handbook. Possible sanctions include, but are not limited to, expulsion, dismissal, suspension, probation, warnings, restitution, fines, and a loss of privileges. College disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

In some instances, it may be appropriate for College faculty and staff members to use the college's formal grievance procedures to address grievances related to allegations of sexual harassment, sexual assault, and domestic violence, dating violence or stalking. The faculty and staff grievance procedure is described in the college employee procedure manual.

Filing of False Reports

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

Duty to Cooperate

All students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action will be required to cooperate with the Title IX coordinator, any designated deputy Title IX coordinator, and other parties who are duly authorized to investigate or to discipline. Persons who are accused of having engaged in sexual misconduct will be entitled to such cooperation when necessary to obtain witnesses in any formal disciplinary proceedings that may be initiated. Where necessary, adjustments will be made to work schedules, classroom schedules, and other academic or employment obligations.

Sex Offender Registration

The Campus Police Department maintains a folder of all registered sexual offenders in Calhoun/Ouachita County. If you wish to view this folder, please come by the Campus Police Department between the hours of 8:00 a.m. and 5:00 p.m. A departmental representative will be present to any questions you may have regarding the information. Sex offender information can also be obtained through the Arkansas Crime Information Center at their web site: <http://www.acic.org/Registration/index.htm>.

Campus Safety Tips Personal Safety

- The keys to personal safety are awareness and assertiveness.
- Look assertive, confident, and aware of the surroundings.
- Trust your intuition. If a particular situation feels uncomfortable or unsafe, choose an alternative. Don't be afraid to ask for help. Keep keys accessible and wear comfortable clothing for added safety and defense.
- Confront anyone following you; the surprise of a hostile look will deter most assailants.
- In attempted sexual assaults, approximately half of the women escape if they scream, and up to 85 percent escape if they physically resist quickly and vigorously. Trust your instincts.

Housing Safety

- Make a habit of keeping your doors locked. Lock your door when sleeping, or when leaving a roommate asleep inside.
- Do not leave valuables in open view and take them home during vacation.
- Never prop open doors.

- Never allow unknown persons to enter your room. Report suspicious individuals to the Campus Police.
- Require identification and authorization from maintenance staff requesting access to your room.
- Report to the housing staff all doors, locks, and windows that are in need of repair.
- Be suspicious of unknown persons loitering or checking doors in the housing area, and call the Campus Police, 870-574-4517.
- Backpacks, purses, book bags, etc., should never be left unattended.

See Appendix for Sex Offense Definitions

5.9 FIRE SAFETY

The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

2017 Statistics for On-Campus Student Housing Facilities

Location Cause	Injuries	Deaths	Property Damage
No Fires to Report	0	0	\$0.00

2016 Statistics for On-Campus Student Housing Facilities

Location Cause	Injuries	Deaths	Property Damage
No Fires to Report	0	0	\$0.00

2015 Statistics for On-Campus Student Housing Facilities

Location	Injuries	Deaths	Property Damage
No Fires to Report	0	0	\$0.00

All fires shall be reported to the Office of Housing and the Campus Police Department.

Fire Safety

Fire, on college campuses, claims lives and causes an extensive amount of property damage. Most lives can be saved by using common sense in a fire emergency.

The Southern Arkansas University Tech Police Department urges you to follow these practical steps to protect yourself while working, living, or learning on campus.

Fire Safety Procedures

College buildings are equipped with fire alarm systems to provide warning in the event of a fire. The alarm systems provide a means to manually activate the alarm at a pull station in addition to the smoke detectors that are in place. Should a fire alarm be activated, occupants of the building should vacate the building in an orderly manner, even if no fire or smoke is readily apparent.

Communicating a False Alarm

It is a violation of state law and College policy to deliberately sound a false alarm and/or to tamper with fire safety equipment. Violators may face prosecution in the local criminal court system and the College judicial system. Such behavior will not be taken lightly. In the most severe cases, it does endanger lives and at a minimum, it disrupts the educational process.

Flammable Materials, Explosives, Fireworks, and Open Flames

Dangerous items such as flammable materials, explosives, and fireworks are not permitted on the College campus or in College buildings except in approved and supervised programs. Substances which have the potential to cause fires or explosions are not permitted inside the residence halls. No open flames are allowed.

Smoking is not allowed in any residence hall. Halogen lamps are not allowed. Electrical appliances that have an exposed heating element are not allowed in residence halls. Fires in residence Apartments are known to have resulted from burning candles and/or incense. These items are not allowed in student rooms and/or public areas of the residence apartments.

Description of On-Campus Student Housing Fire Safety Systems

- A Siren warning system located at the Pine Tree Apartment complex.
- Fire Evacuation Procedures are located in each student room in Pine Tree Apartments.
- The Pine Tree Apartments are equipped with stove top fire stop suppression system under the vent-a-hood in kitchens, fire extinguishers in kitchens, and battery operated fire alarms in each student room.
- The Pine Tree Apartments are equipped with hard wired smoke detectors in kitchen area.
- The SAU Tech Foundation Apartments are equipped with stove top fire suppression system under the vent-a-hood in kitchens, fire extinguishers in kitchens, and battery operated fire alarms in hallway and kitchens.
- Fire Evacuation Procedures are posted in each SAU Tech Foundation Apartment.
- The Pine Tree II Apartments are equipped with a Game Well Fire Monitoring System by Honeywell. All rooms within the Pine Tree II Apartments have smoke detectors, strobe, and horn equipment. The entire building has a wet pipe sprinkler system, and the building has a free standing fire department connection.

Fire Safety Evaluation and Training Programs for Residents and Housing Staff

Campus Housing provides training to all housing staff. The training includes information on fire protection features of facilities, fire prevention, emergency procedures, and room inspection procedures regarding fire safety.

Fire Evacuation Procedures

Evacuation procedures are posted on each floor of each residence apartments. These plans and procedures include identification of no less than two evacuation routes and the location of severe weather shelter areas.

In case of a fire or fire drill signal:

1. Close the door when leaving to prevent fire and smoke from spreading.
2. Proceed quietly to the nearest exit door.
3. Walk swiftly. Do not run or push.
4. Calmly notify all residents in your wing/building and authorities of the fire and the need to evacuate.
5. After all residents of the wing/building have been notified, leave the building and move to the parking lot or further away if necessary.
6. Do not return to the building for any reason until the all clear is given by the authorities
7. Horseplay will not be tolerated during a fire alarm evacuation.

Mandatory Supervised Fire Drills

Fire Drills

The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. Each housing facility conducts one fire drill per semester. All persons in the building are required to participate in the fire drills and evacuate the building through the exit routes. Each on-campus housing facility has one fire evacuation drill annually conducted and evaluated by College Housing with the College Police Department each semester.

Portable Electronic Appliances, Smoking, Open Flames, and More

Students living in on-campus or off-campus housing must follow the following rules:

1. No Smoking.
2. No lighted candles, incense, or other open flamed devices.
3. No Cooking in unapproved areas.
4. No use/possession of space heaters.
5. No misuse of extension cords.
6. No tampering with or blocking, covering any fire protection equipment.
7. No possession of fireworks.
8. No decorating which involved excessive use of non-fire resistant materials.
9. Do not attach flammable materials such as paper to light globes.
10. Do not remain in the building when the fire alarm sounds.
11. Dispose of room trash.
12. Do not remove Fire Evacuation Procedures.
13. Do not remove smoke detectors.

Fire Emergencies

If there is a Fire Emergency:

Sound the Alarm – If you discover or suspect a fire, sound the building alarm by activating the nearest pull station. If the building is not equipped with a fire alarm system, warn the other occupants by knocking on doors and shouting a warning as you leave.

Leave the Building – Try to help others only if you can do so without jeopardizing your personal safety. After exiting the building, keep at least 100 feet away from the building to allow clear passage of emergency personnel and equipment.

Do Not Go Back – Do not re-enter the building until safety officials give the “All Clear Signal” or says it is safe to return to do so.

Call College Police – On campus dial 4715, or 818-6353. This will connect you directly to the campus police department. If using an off-campus telephone, dial 911 for emergencies. Provide as much information as possible to the communications officer.

To Survive A Building Fire:

Get Down Low and Crawl if There is Smoke – If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air can be found near the floor. In very low visibility environments, use your hands to feel for a wall then follow it around to an exit door.

Feel Doors Before Opening – Before opening any doors, feel the metal knob. If it is HOT, don't open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, do not enter and immediately close the door.

Go to the Nearest Exit or Stairway – If you are planning to sleep in a building, always survey the location of the nearest two (2) exit doors and routes. If the nearest building exit is blocked by fire, heat, or smoke, go to another exit. **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Most elevators have features that deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time. Stairway fire doors will keep out fire and smoke-if they are closed-and will protect you until you get outside. Close as many doors as possible as you leave, this helps to confine the fire.

If You Get Trapped:

- **Keep the Doors Closed** - If you are trapped in a room, open the windows-from the top to let out the heat and smoke and from the bottom to let in fresh air. If the window only opens from the bottom, open the window and stay on the floor, away from the window. Seal cracks and vents so smoke cannot enter

the room.

- **Signal for Help** – Hang an object out the window (Bed sheet, jacket, etc.) to attract attention. If there is a phone in the room, call the College Police Department dial 574-4715 and report you are trapped. Be sure to give your room number and location.
- **Do Not Jump from the Room** – Any rescue attempts will be made by the Fire Department.

If You Are On Fire:

- **Stop, Drop, and Roll** – If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.
- **Cool Burns** – Use cool tap water on burns immediately. Do not use ointments, butter or lard. If you are burned, call the College Police at 574-4715 and they will dispatch an ambulance

Reporting Fires on Campus

Every incident of fire should be reported immediately. Call 911 to get the Fire Department personnel and emergency responders to the scene. If a fire is discovered after it has been extinguished, it still needs to be reported. The fire department will inspect the area to prevent later flare-ups and to determine the cause of the fire. College officials should also be notified. The notification should be directed to UPD.

Fire Safety Education and Training Programs for Students, Faculty, and Staff

The College Police Department and/or College Housing provide training to housing staff including Resident Assistants, Community Advisors, Housing Ambassadors, and Resident Directors. The training includes information on fire protection features of facilities, fire prevention, emergency procedures, and conducting fire safety education sessions for residents.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, identification, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may be communicated to the SAUT community via the SAUT Alertus system , email, or the outdoor warning siren and RAVE alert system. Remember, if you hear the sirens, “shelter-in- place and stay alert.”

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room

- Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
 4. Turn off air conditioners, heaters, and fans.
 5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation system as soon as possible if applicable.)
 6. Make a list of people with you and ask someone (Housing staff, faculty, or other staff) to call the list in to SAUTPD so they know where you are sheltering. If only students are present one of the students should call in the list.
 7. Make yourself comfortable.

5.10 CAMPUS TOBACCO USE POLICY

In compliance with the Arkansas Clean Indoor Air Act of 2006, The Clean Air on Campus Act of 2009 and SAU Tech policy, **SAU TECH IS a TOBACCO-FREE CAMPUS**. The use of tobacco products is prohibited in all on-campus and off-campus buildings owned, leased or controlled by SAU Tech; on all grounds owned, leased or controlled by SAU Tech; and all vehicles owned, leased or controlled by SAU Tech.

The Arkansas Clean Air Act of 2009 mandates that all state supported colleges and universities along with all properties controlled by those institutions must be smoke free by August 1, 2010. Any person found guilty of violating the provisions of Act 734 shall be punished by a fine of not less than \$100 and not more than \$500.

5.11 WEAPONS POLICY

No person shall possess, discharge, or otherwise use any weapon at any campus, office, building, or event which is part of the SAU Tech (except licensed enhanced concealed carry) This prohibition extends to individuals having such weapons on their persons; in briefcases, purses, handbags, backpacks, or other carrying cases; or among other personal property or effects. This policy expressly disallows the carrying of concealed handguns.

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.

Any student violating this policy shall be subject to sanctions up to and including expulsion, criminal charges, and being banned from public events on the campus.

5.11 TRAFFIC AND PARKING REGULATIONS

To insure adequate parking, SAU Tech provides parking to students, faculty, and staff "BY PERMIT ONLY." All vehicles must have a permit to park on campus at any time. Parking permits are secured by completing a parking permit card at the SAU Tech Business Office. Permits will not be issued to any person with outstanding citations. All permits, regardless of issue date, are valid until the expiration date indicated on the permit. The permit is not valid until it is visible and properly displayed on the exterior lower, driver side corner of the rear window using the manufacturer's adhesive on the permit. The permit is not valid if cut, trimmed or altered in

any way. Motorcycles must display permits on the left front fork, and the permit must be free of obstruction. Permits displayed in any other manner will be considered void and will constitute a violation. Persons who are not enrolled, employed or otherwise affiliated with SAU Tech, but are on campus, may request a visitor permit from the SAU Tech Business Office.

All persons parking on campus may park only in areas designated for parking:

1. A blue railing indicated faculty/staff parking areas. Restrictions for blue faculty/staff areas are not observed Monday through Friday between the hours of 5:00 pm and 7:00 am and all day on Saturday and Sunday provided the vehicle is displaying a valid SAU Tech permit.
2. Commercial parking areas are reserved for loading and unloading by commercial vehicles conducting business on the campus.
3. Handicap parking will be in effect 24 hours per day in designated areas.
4. Motorcycle spaces are reserved by sign for motorcycles only. Motorcycles may also park in any legal parking spaces while displaying a valid permit.
5. Parking spaces, excluding HANDICAP, FIRE LANE or NO PARKING, are open to any vehicle with a valid SAU Tech permit Monday through Friday between the hours of 7:00 pm and 7:00 am and all day on Saturday and Sunday.
6. Reserved spaces indicated by signs such as RESERVED, 20-MINUTE PARKING, VISITOR PARKING, etc. are to be observed at all times.
7. Service drives are restricted to service, delivery, police and emergency vehicles at all times.

The owner of the parking permit is held responsible for the proper parking of the vehicle regardless of who may be the operator. Vehicles displaying a permit and illegally parked on campus will be subject to being impounded, immobilized or towed at the owner's expense and/or one citation per hour being issued on the vehicle. Vehicles on campus without permits are subject to being towed anytime at owner's expense. Parking citations will be issued starting one week after the first class day of each semester and will be issued every day of the semester thereafter. Warnings will be issued during the first week of classes. A parking citation may be paid by cash, check, Visa, MasterCard, Discover or American Express at the SAU Tech Business Office. A hold will be placed on the student's records, and vehicles may be subject to towing if the citations are not settled within ten calendar days. Outstanding fines or other fees may be levied against an Arkansas income tax return.

SAU Tech assumes no responsibility for any loss or damage to any vehicle or private property. All unattended vehicles parked on campus should be locked and properly secured by turning off the ignition and removing the keys from the vehicle. Vehicles may not be repaired anywhere on campus excluding the changing of a flat, jump starting a battery or repairs being conducted at the Automotive Technology Building. It is the responsibility of the owner or operator of a disabled vehicle to contact the SAU Tech Campus Police and advise of the status and location of the vehicle. The owner or operator must ensure that the vehicle does not interfere with the normal flow of traffic or interfere with access by emergency vehicles. All State of Arkansas traffic regulations will be enforced on the SAU Tech campus. All vehicles must stop for pedestrians in a crosswalk. When parallel parking, vehicles will travel in the same direction traffic flows.

Parking and traffic fees and regulations are subject to change without prior notice. Current information may be obtained by contacting the Campus Police by calling 870.574.4517.

Citation Information

General Parking Violations

Parking in a handicapped parking space - \$50

Improperly parked - \$10 + damages

Parking in or on service drive, crosswalk, or sidewalk - \$10

Failure to park within lines of parking space - \$10

Parking (all others) not defined - \$10
Parking too close to fire hydrant or in a Fire Lane - \$25
Parking in manner which obstructs parked or moving vehicles, double-parked - \$10
Parked in No Parking or Visitor's Zones - \$10
Parking on wrong side of street - \$10

Registration Violations

Failure to display a registration permit - \$25
Failure to display a registration permit properly - \$25
Using fictitious, altered, stolen, or lost permit - \$25
Improper transfer of permit - \$25
Falsifying registration information - \$25

Moving Violations

Disregarding stop sign - \$20
Speeding - \$25
Operating a vehicle in an unsafe manner - \$40
Failure to yield to pedestrians in crosswalk - \$50
Careless/reckless driving - \$50

Miscellaneous Violations

Repairing vehicle of campus - \$10
Vehicle abandoned - \$10
Excessive noise from a motor vehicle - \$20
Disobeying police/security officer - \$100
Littering - \$100

5.12 Lost and Found

Items left in the classrooms or other locations on the College's main campus such as wallets, purses, cell etc. are to be taken to the Campus Police Department's Office for safekeeping until the rightful owner can be identified. Notify the Campus Police immediately if you have lost one of the items listed above or other personal items.

Citation Appeal Process

To appeal a **campus parking citation**, the following process should be followed:

The person receiving a citation should contact the SAU Tech Campus Police at 870-574-4517 to request a citation appeal form no later than five (5) days from issuance of the citation. Upon receiving the appeal form, the Campus Police will provide the date, time and location for the appeals hearing. Ordinarily, a person will be required to appear in the appeals hearing to provide testimony. A person who fails to appear without giving notice will be required to pay the citations and will also lose any further right to appeal. Persons wishing to appeal a decision of the appropriate appeals committee may do so only to the Chancellor or designee.

To appeal a **campus moving violation citation**, the following process should be followed: Persons receiving citation should contact the SAU Tech Police Officer who issued the citation and request the citation be transferred to the county/municipal court system. The Officer will then issue a county/municipal citation which may be challenged in the county/municipal court of the appropriate jurisdiction.

Free Expression Policies and Procedures

Purpose: To meet the requirements of ACT 184 also known as the Forum Act, forming open and robust University minds. Southern Arkansas University Tech will meet the requirements by adhering to the stated requirements:

- First Amendment rights are critical components of the education experience for students and requiring that each state-supported institution of higher education in this state ensure free, robust, and uninhibited debate and deliberation by students, whether on or off campus.
- Provide adequate safeguards for the First Amendment rights of their students to avoid a stifling of expression on campus.
- Recognizing freedom of speech as a fundamental right for all.
- Ensure the fullest degree of intellectual and academic freedom and free expression. It is not the proper role of state-supported institutions of higher education to shield individuals from speech that is protected by the First Amendment to the United States Constitution, including without limitation ideas and opinions the individuals may find unwelcome, uncollegial, disagreeable, or even deeply offensive.

Expectations from the Campus Community: Campus Community Defined - Campus community means a state-supported institution of higher education's students, administrators, faculty, staff, and invited guests.

- Free Expression (demonstration) means lawful action or conduct that criticizes or objects to an expressive activity on campus.
- It does not violate the rights of others in the campus community by materially disrupting previously scheduled or reserved activities in a portion or section of the campus at that scheduled time.
- It does not allow for harassment meaning an expression that is so severe, pervasive, and subjectively and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the state-supported institution of higher education.
- It does not allow for expression that materially and substantially disrupts. Meaning a disruption that occurs when a person, with the purpose or knowledge of significantly hindering the expressive activity of another person or group, prevents the communication of a message of another person or group, or prevents the transaction of the business of a lawful meeting, gathering, or procession. This is done by engaging in fighting, violence, or other unlawful behavior, or by physically blocking or using threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in an expressive activity.
- Free Expression does allow for lawful protests in an outdoor area of campus that is generally accessible to members of the campus community, except during times when the area has been reserved in advance for another event.
- Free Expression also allows for minor, brief, or fleeting nonviolent disruptions of events that are isolated and short in duration.

- Protected expressive activities are communicating through any lawful verbal, written, or electronic means. Participating in peaceful assembly, protesting, making speeches, including without limitation those of guest speakers. Distributing literature, making comments to the media, carrying signs and circulating petitions.
- A member of the campus community who wants to engage in noncommercial expressive activity in an outdoor area of campus of a state-supported institution of higher education shall be permitted to do so freely, if the individual's conduct is not unlawful and does not materially and substantially disrupt the functioning of the state-supported institution of higher education.
- Prohibited actions include true threats, expression directed to provoke imminent lawless actions, harassment, and allowing an individual to engage in conduct that materially and substantially disrupts another person's expressive activity if the other person's activity is occurring in an area of campus that is reserved for an activity under the exclusive use or control of a particular group.

Public Forums: Where can Free Expression areas be found?

- Outdoor areas of campus meaning the generally accessible outside areas of the campus of a state-supported institution of higher education where members of the campus community are commonly allowed including without limitations grassy areas, walkways, and other similar common areas.
- Outdoor areas' of campus does not include outdoor areas where access by the majority of the campus community is restricted.
- Designated indoor areas (see Usage of Reservable Indoor Information Dissemination Areas document.)

Indoor Reservable Usage of Information Dissemination Areas

General Policies and Procedures for Indoor Areas Use

1. Areas must be used for purposes which are consistent with the mission of Southern Arkansas University Tech. The right to make the determination in such matters is vested solely in the College.
2. Priority in the assignment of Information Dissemination Areas is as follows:
 - a. Regular College use of the area for the purpose for which the area is designed or designated
 - b. College sponsored classes or events
 - c. Members of the Campus Community also to include approved student organizations of the College
 - d. College affiliated groups sponsored by the faculty and/or administration or SAU Tech student.
 - e. Agencies and/or institutions' programs supported by the State of Arkansas
 - f. All other groups outside the College.
3. Areas reservations shall be assigned on a "first come, first served" basis unless a serious conflict involving a higher priority user occurs. In such a case, a lower priority user may be required to change Areas, times, or dates. Requests to reserve campus Areas **must** be submitted a minimum of 10 working days prior to the date of the intended use. Failure to complete an Areas request form will cause a reservation to be canceled.
4. It is the responsibility of the contracting party to maintain the College's standard of conduct and dress appropriate to a College environment. Failure to comply may result in immediate termination of the use of the areas and future restrictions. SAU TECH assumes no liability for injuries and assumes no liability for the loss of or damage to non-College property.
5. The contracting party is responsible for all damages to the area incurred during the scheduled usage.
6. Events in Information Dissemination Areas will be closed for usage by 5:00 PM Monday through Thursday. Exceptions for unusual circumstances must be requested in writing to the Vice Chancellor of Student Services.
7. Nothing is to be affixed to walls, ceilings, floors, doors or furniture without written permission.
8. Currently, tobacco products are prohibited in all College public Areas and within 25 feet outside any building. ACT 734, Arkansas Clean Air On-Campus Act of 2009 bans smoking on campuses of institutions of higher education effective August 1, 2010.
9. The scheduling of any events in an Information Dissemination area is prohibited during final exam week. The Vice Chancellor of Academics may grant special permission.

SAU TECH Responsibilities

Southern Arkansas University Tech College personnel will be responsible for:

1. Temperature control
2. Unlocking and locking the facility at the designated times as listed on the request form

The User's responsibilities are:

1. Ensure that no damage is done to SAU TECH Areas or equipment;
2. To maintain order at the event so that classes and other groups that may be sharing the same or a nearby facility are not disturbed;
3. Inspect the area for litter after the event area use is over.
4. Report any damage to the Vice Chancellor of Student Services.
5. Sole purpose of these designated areas is to disseminate information to those individuals that approach the designated area.
6. User agrees to be physically located within the designated area.

Note:

The physical plant shall be responsible for assessing the damage and setting the fee for restitution. The individual contracting the area is responsible for any payments for damages incurred. If restitution for assessed damages is not made, the group or individual may not be allowed to use SAU TECH Information Exchange Areas again. In addition, SAU TECH reserves the right to take legal action to collect any assessed damages and associated costs of collection.

The statements, views, and opinions of those utilizing this area are not endorsed by, nor reflect the opinions of Southern Arkansas University Tech. See my college student section for Indoor Information Dissemination Area Request Form.

Indoor Information Dissemination Area Request Form

Request to reserve campus Information Exchange Areas must be submitted via email to dmcleane@sautech.edu as an attachment to the Office of Vice Chancellor of Student Services a minimum of ten (10) working days prior to the date of intended use.

Date Sent:	Please check appropriate Box(es) for Information Exchanges Areas
Date Received:	<input type="checkbox"/> Administration Building <input type="checkbox"/> Business Building <input type="checkbox"/> Student Center <input type="checkbox"/> Tech Building

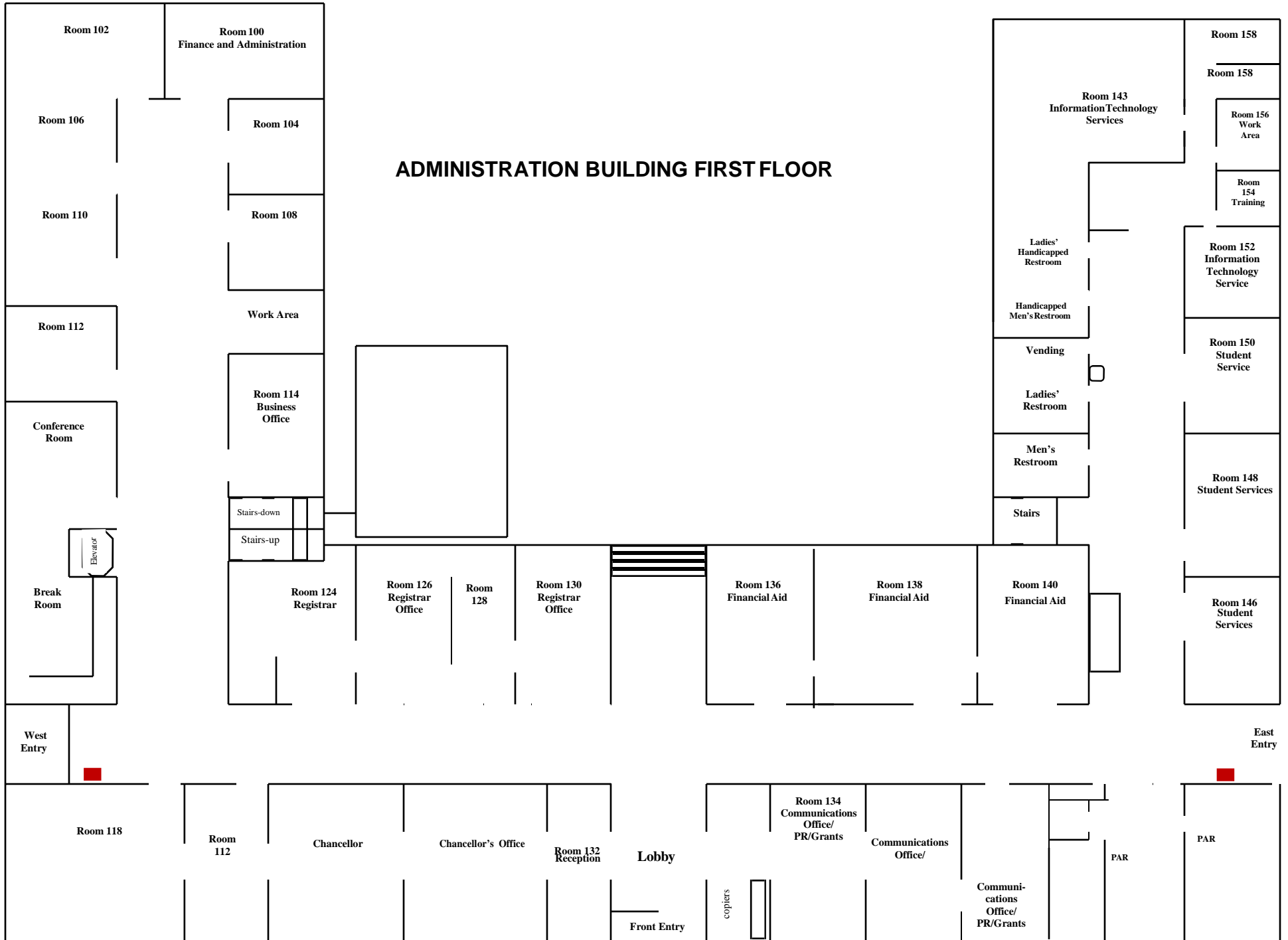
Request Information

Event:	
Day(s) of the week and dates:	Event Start time:
	Event End time:

Sponsor Information

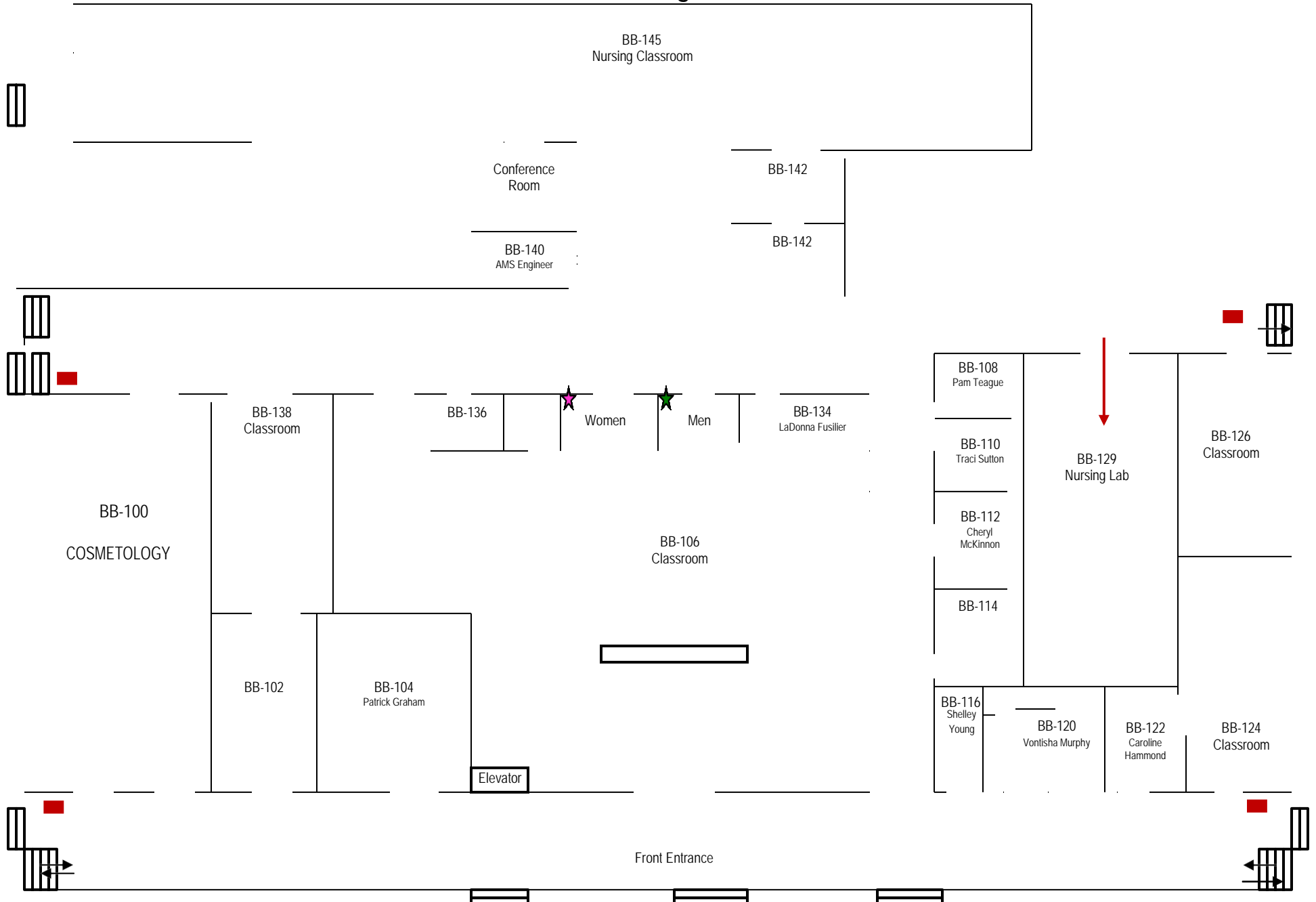
Contact Name:	
Phone Number:	Mailing Address :
Organization:	City, State, and Zip

ADMINISTRATION BUILDING FIRST FLOOR



■ Information exchange stations

Business Building—First Floor



■ Information exchange stations

Mechanical Maint.

SC101
Grand Hall

Women's
Bathroom

Men's
Bathroom

SAU Tech Cafe

■ Information exchange Stations



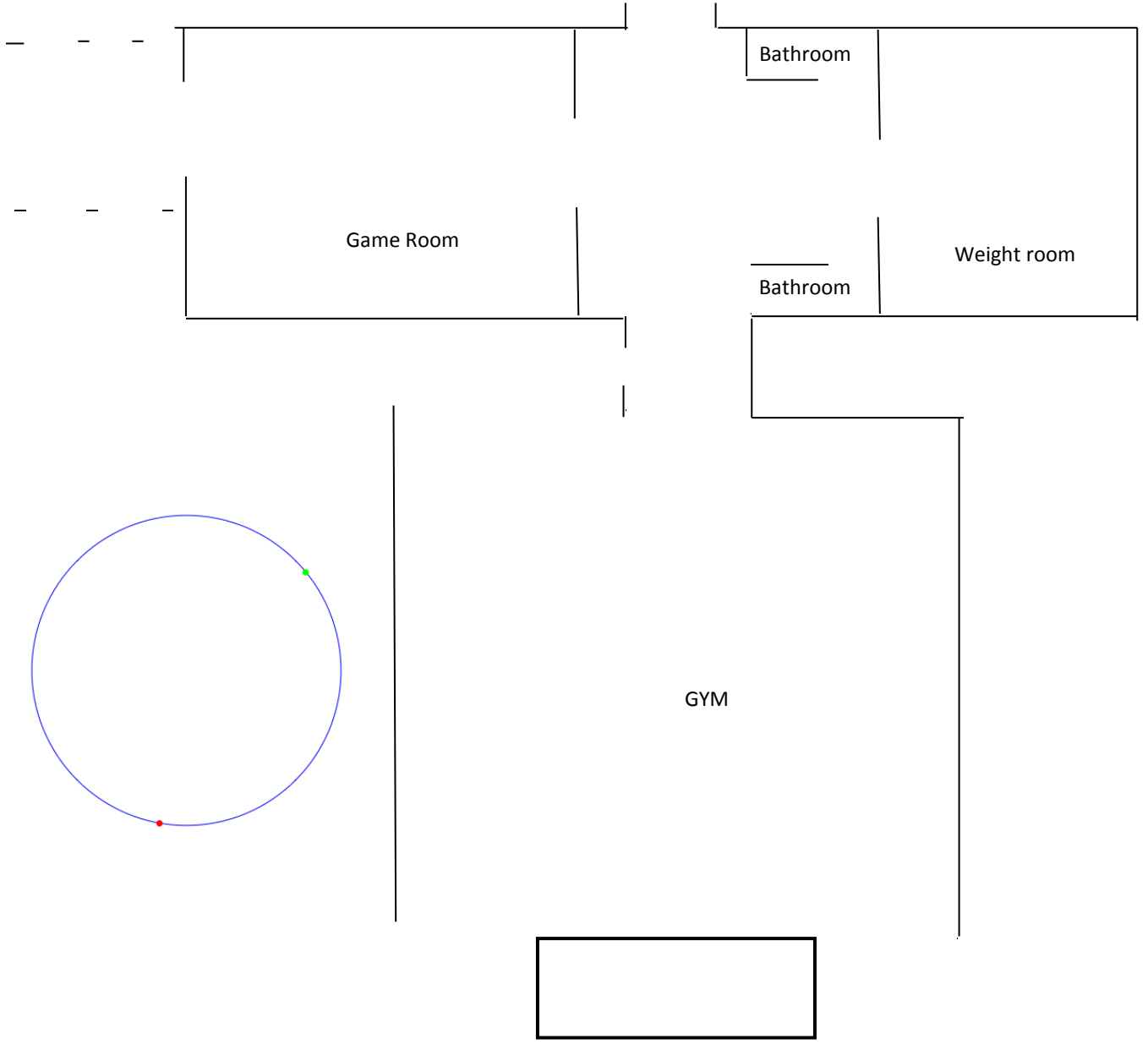
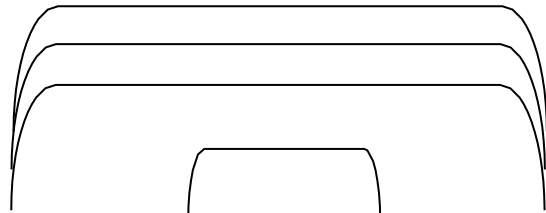
Student's life
offices

Bookstore
SC122

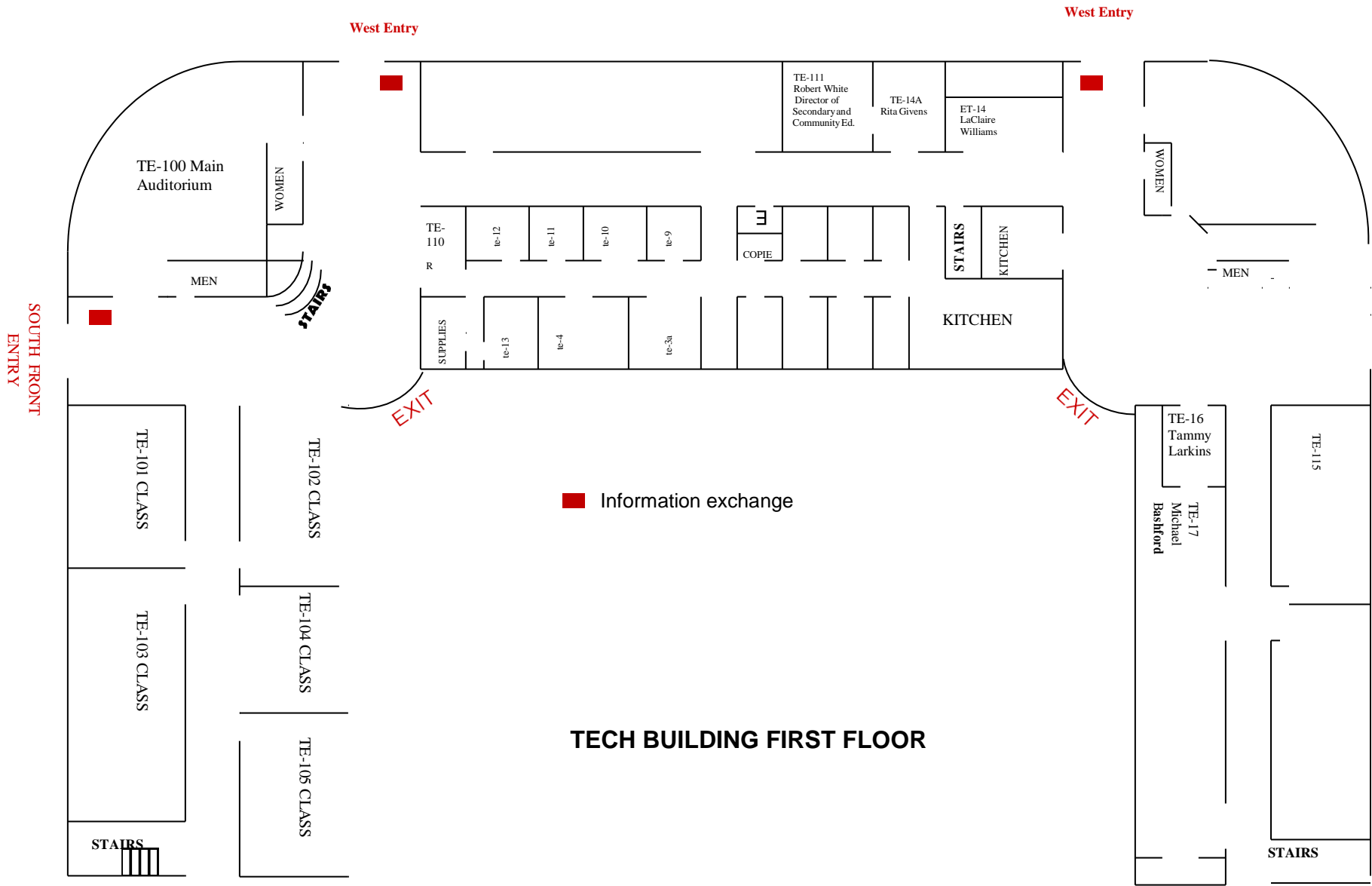
SAU Dining Area



Executive Dining
room



STUDENT CENTER AND GYM AREA



TECH BUILDING FIRST FLOOR

CHAPTER 6 STUDENT ACTIVITIES AND CAMPUS ORGANIZATIONS

6.1 OFFICE OF STUDENT LIFE

The Office of Student Life is dedicated to providing a friendly campus environment to promote student learning, knowledge of academic programs, community and team building, service, leadership, and academic excellence. For more information, please visit the Office of Student Life located in the Student Center on the SAU Tech campus or contact 870-574-4712.

6.2 FORMATION OF NEW STUDENT GROUPS & ORGANIZATIONS

New student clubs and organizations may be formed on campus as the interest and need develops. No group may be officially formed until it has been approved by the College's administration. The following steps for approval must be submitted to the Office of Student Life:

- 1) Identify a staff advisor(s)
- 2) Create a name for organization and objectives
- 3) Create a constitution and by-laws
- 4) Create membership requirements
- 5) Include names of charter members
- 6) Submit documents to the Office of Student Life to review
- 7) Submit by-laws and purpose for final approval to the Vice Chancellor for Student Services

Revisions to by-laws before becoming official must be approved by the organization itself. New organizations become formally recognized at the beginning of each semester. If at any time during the academic year an organization chooses to become inactive, the group must follow the same guidelines as stated above to be formally recognized again. Also, the organization must wait until the beginning of the following semester to become active on campus.

6.3 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.

6.4 ORGANIZATION ADVISORS

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

6.5 ACTIVITY CALENDAR

A calendar of student activities is maintained in the Office of Student Life. Requests to place events on the activity calendar can be made to the Director of Student Life.

6.6 STUDENT ORGANIZATIONS

Activities play an important role in the development of students at SAU Tech. Because participation in activities is recognized as vital for college students' success, SAU Tech has several organizations that sponsor activities and functions for the students. Listed below are the College's current student organizations.

Allied Health Students Club (AHSC)

The primary purpose of the Allied Health Students Club of SAU Tech is to serve the needs of its members in the following ways:

1. Foster programs and activities, which will develop:
 - Leadership, character, and citizenship;
 - Ethical Practices and respect for the dignity of work;
 - Community support.
2. Build the confidence of students in themselves and their work by providing opportunities for students to assume responsibilities and developing personal and occupational competencies and social skills which lead to successful employment in the health care field.
3. Promote relationships and involvement with other health care organizations.

Aviation Maintenance Club

The SAU Tech Student Aviation Maintenance Club is an educational club to provide enrichment for its members and the general public by teaching the most reliable, current, research-based, safe aviation information.

Baptist Collegiate Ministry (BCM)

The purpose of the Baptist Collegiate Ministry is to challenge collegians to become disciples who experience God, live out their faith, and fulfill His mission. By connecting with the local church, multiplying through evangelism and missions, and transforming by spiritual disciplines and leadership development. This organization is not endorsed, approved, sponsored or provided on behalf of SAU Tech.

Multicultural Student Association (MSA)

The purpose of the SAU Tech Multicultural Student Association is to support students in their scholastic endeavors through mentorship, leadership, career and cultural development. In addition, the MAS shall create a sense of community between minority students and the student body as a whole and increase the visibility of minority students within the college community.

The Mused Drama Company

The purpose of this organization is fourfold: to provide students with opportunities to apply their skills in the dramatic arts before an audience, to fellowship and learn from other students of mutual interest, to provide film students with actors for film projects in order to gain mutual experience, and to provide the school with skits and performances for events.

National Technical Honor Society (MTHS)

National Technical Honor Society (MTHS) is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. MTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

Phi Beta Lambda (PAL)

The purpose of SAU Tech's chapter of Phi Beta Lambda is to provide opportunities for college students to develop occupational competencies for business and office occupations and business teacher education, and to encourage an active interest in the business profession. Membership is open to all business students.

Phi Theta Kappa

SAU Tech is a member of Phi Theta Kappa, a national honor society for community/junior college students. Members must have completed 30 semester hours of coursework and earned at least a 3.50 GPA. This coursework must consist of courses leading to an associate degree.

Residential Housing Association (RHA)

The purpose of the Resident Housing Association is to combine and exchange the ideas of the members, to provide a channel of communication and understanding among all residents and the College Administration, to encourage and assist in the development of an educational and social environment within resident

housing, and to promote leadership, sportsmanship, high standards of conduct and morals, and responsibility in resident housing.

Student Leadership Program

The Student Leadership Program defines the student leadership experience at SAU Tech for all leaders regardless of class year or skill level. These select students volunteer their time to various campus and community events as well as projects that enhance SAU Tech and South Arkansas. The Student Leadership Team will strive to enhance SAU Tech awareness throughout the campus in turn building interest, pride, and enthusiasm for future generations of SAU Tech students. For more information, students may contact the SAU Tech Student Life Office at 870.574.4712.

Teacher Education Club

Teacher Education Club (tec@tech) is a club for future educators designed to educate community college students about the profession of teaching; to provide an opportunity for our teacher education students to share experiences and socialize with one another; and to offer future teachers opportunities to develop leadership skills through services to the community.

CHAPTER 7

STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

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. SAU Tech is a learning community whose members include its students, faculty, and staff. The College offers a high quality, challenging learning environment with the basic purposes 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 conducive 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

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 the opportunities and protections that best promote the learning process. Students play a significant role in fostering and maintaining a quality academic environment for themselves 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 the central role in the educational process and has 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 assumes a common dedication to the educational process. If problems arise in this relationship, both student and faculty should attempt to resolve them in informal, direct discussions between well-intentioned and reasonable persons.

STUDENT CONDUCT

Preamble

The enrollment of a student at SAU Tech 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 SAU Tech 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 a courteous and polite manner. Members of the community have a responsibility to respect the values, opinions, and feelings of others. Members of a learning community commit to ideals of reasonable human conduct. This is a lifestyle that seeks to harm no one and attempts to be a positive contributor in every interaction.

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.

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 SAU Tech 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 SAU Tech 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 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, weapons possession, and possession of illegal drugs will not be tolerated and may result in removal from a course or dismissal from the College.

MISSION OF STUDENT CONDUCT

SAU Tech is dedicated to its goal of 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 "SAU Tech" or "College" means SAU Tech with campuses and sites located at Camden, Magnolia, Texarkana, or any other location associated with SAU Tech activities.
2. The term "student" includes all persons taking courses at SAU TECH, both full-time and part-time, pursuing credit or non-credit studies offered by SAU Tech or on the premises of the College. Persons who are not officially enrolled for a particular term but who have a continuing relationship with SAU Tech in pursuit of education are considered "students" and are subject to compliance with the Code of Conduct.
3. The term "faculty member" means any person hired by SAU Tech to teach credit or non-credit courses. The term "College Official" includes any person employed by SAU Tech, performing assigned administrative or professional responsibilities.
4. 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.
5. The term "College premises" includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by SAU Tech (including adjacent streets and sidewalks).
6. The term "organization" means a group of persons who have complied with the formal requirements for College recognition.
7. The term "shall" is used in the imperative sense.
8. The term "may" is used in the permissive sense.
9. The term "regulations" includes all procedures and protocols of SAU Tech as found in, but not limited to, the Student Handbook, Code of Conduct, syllabi, Residence Hall Handbook, and the College Catalog.
10. 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 SAU Tech faculty or staff.
 - d) The term "plagiarism" includes, but is 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. Possession, use, and/or distribution of alcoholic beverages, in any form, in or about College grounds, instructional buildings, residence halls, or at any College-approved activity on or off campus;
2. Use of tobacco products on any SAU Tech locations.

3. Use, manufacture, distribution, or possession of drugs 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 during school related off-campus activities;
6. Harassment, such as, intimidation, emotional abuse, verbal comments, stalking, bullying, cyber-bullying, 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. Disruption or obstruction of teaching, which includes, but is not limited to the use of profanity, vocal outbursts, inappropriate attire, talking, sleeping, and the use/abuse of cellular phones or other technology;
10. 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;
11. Sexual misconduct (See Title IX procedures, Chapter 8);
12. Non-recognized student groups attempting to function on the campus or in the name of SAU Tech;
13. 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;
14. Failure to fulfill obligations associated with an official disciplinary sanction;
15. 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;
16. Theft, attempted theft, possession, sale or barter of property of the College or of a member of the College community or campus visitor;
17. Damage or unauthorized use or possession of College property or property of a member of the College community or campus visitor;
18. 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;
19. Failure to abide by College Housing regulations;
20. The instigation of false fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment;
21. 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");
22. 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 Housing Contract;
23. 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;
24. Incurable or persistently irresponsible behavior;
25. Such other violations of good conduct and/or law as the appropriate disciplinary agency or officer may decide warrant action;
26. Conduct that adversely affects the student's suitability as a member of the academic community;
27. Abuse of the Disciplinary Process, including, but not limited to:
 - a) Failure to obey the summons of a College Official.
 - b) Falsification, distortion, or misrepresentation of information before a College Official and/or committee.

- c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
- e) Attempting to influence the impartiality of a member of College Official involved in the disciplinary process prior to, and/or during the course of, the disciplinary proceeding.
- f) Harassment (verbal or physical) and/or intimidation of witnesses or of a College Official prior to, during, and/or after a judicial proceeding.
- g) Failure to comply with the sanction(s) imposed under the Code of Conduct.
- h) Influencing or attempting to influence another person to commit an abuse of the disciplinary process.

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

Anyone who is an accessory to a conduct violation is equally responsible, as though they committed the violation.

B. Housing Regulations

In addition to the regulations in this handbook, the following are specific regulations for all housing areas:

1. Residents must escort their guest at all times. Guests 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. Please refer to the housing manual for these times.
3. Visitation and study hours will be posted in each apartment.
4. Visitors must be 18 years of age or older or a student of the College or accompanied by a parent/guardian.
5. Residents are permitted one overnight guest of the same gender. Resident must receive prior approval from the Housing Office and complete the necessary forms.
6. The possession of candles, incense, fireworks, or other potential fire hazards is prohibited.
7. Pets are prohibited from all housing areas.

For more information regarding Housing, refer to SAU Tech's [Housing Manual](#).

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. Current SAU Tech students are to notify the Vice Chancellor of Student Services if they are charged or convicted of a felony as a current student of SAU Tech.
2. College disciplinary proceedings may be instituted against a student charged with violation of a civil or criminal law in an underlying factual situation that is also a violation of this Code of Conduct. This may occur without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this 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 College Official and/or committee under the Code of Conduct, the College may advise off-campus authorities of the existence of the 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 members of the College community, acting in their personal capacities, remain free to interact with governmental 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 Vice Chancellor for Student Services, the Vice Chancellor for Academics, or designee 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 Vice Chancellor for Student Services, the Vice Chancellor for Academics, 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 type of hearing so that the student may make a full and complete response to the charges.

Student email provided by the College is the official means of communication for SAU Tech. It is the student's responsibility to frequently monitor his/her student email account and the College website, as these electronic means of communication are the College's most effective and efficient ways of sharing important information to the campus community. Appearance notifications, hearing notifications, and hearing determinations will be sent to the student's College 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.

Type of Hearings

1. Informal Resolution

If the College Official determines the charges have merit, but may be resolved informally by mutual consent, the College Official shall act accordingly and document the end results. These results will be reported to the Vice Chancellor for Student Services to be filed. Informal resolutions are not open to appeal.

2. Administrative Conduct Hearing

An Administrative Conduct Hearing shall be directed by the Vice Chancellor for Student Services or the Vice Chancellor for Academics, when:

1. Suspension or expulsion from the College are not potential sanctions, or
2. The student admits responsibility for the violation and requests in writing that the College takes whatever action seems appropriate, up to and including suspension or expulsion.

Documentation of the end result decisions of the Administrative Conduct Hearing will be sent to the Vice Chancellor for Student Services to be filed. If a student withdraws from the College before the Student Conduct process is complete, sanctions may still be imposed at the discretion of the Vice Chancellor for Student Services or designee.

3. Student Conduct Committee Hearing

The Student Conduct Committee shall be convened when suspension or expulsion from the College are potential sanctions. The Committee shall consist of faculty members, staff members, and students appointed by the Vice Chancellor for Student Services and the Vice Chancellor for Academics. At least three members of the Student Conduct Committee must be present at the hearing. Committee hearings shall be requested by the Vice Chancellor for Student Services and the Vice Chancellor for Academics and conducted according to established guidelines (see Article III, section C).

A time shall be set for a hearing, not more than ten (10) school days from the date of the incident. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice Chancellor for Student Services and the Vice Chancellor for Academics.

Hearing Guidelines

1. Hearings shall be conducted according to the following guidelines:
 - a) Hearings normally shall be conducted in private. At the request of either party, the Vice Chancellor for Student Services, the Vice Chancellor for Academics, designee, or the Student Conduct Committee Chairperson, others may be allowed to attend the hearing.
 - b) In hearings involving more than one accused student, the Vice Chancellor for Student Services, the Vice Chancellor for Academics, designee, or the Student Conduct Committee Chairperson, at his/her discretion may permit the hearings concerning each student to be conducted separately.
 - c) Each party to the hearing may speak for him or herself, or be represented by an SAU Tech employee. This is an internal due process procedure, not a court of law; therefore, attorneys shall not be present.
 - d) The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of cross-examination by the parties. 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 Vice Chancellor or the Student Conduct Committee Chairperson.
 - g) After the hearing, the Vice Chancellor for Student Services and the Vice Chancellor for Academics or the Student Conduct Committee shall determine (by majority vote if necessary) whether the student has violated each section of the 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 Code of Conduct,
 - i. The Vice Chancellor for Student Services, the Vice Chancellor for Academics, or designee shall determine sanction(s), notify the student in writing, and send a copy of the decision to the Vice Chancellor for Student Services,
 - ii. Or the Student Conduct Committee Chairperson shall notify the appropriate Vice Chancellor of the committee's determination and recommended sanctions. The appropriate Vice Chancellor 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 which shall be the property of the College.
3. In the event that a student is unable to attend a hearing at the scheduled time, the hearing will proceed as scheduled. If the hearing time needs to be rescheduled, the student must submit a written request to the appropriate Vice Chancellor prior to the scheduled hearing.

B. Disciplinary Sanctions

1. College Disciplinary Process Sanctions (for individual, groups, or organizations)

- a) **Educational Sanctions:** Essays or research 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.
 - b) **Reprimand:** (a) Oral reprimand – An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand – A written statement of disapproval prepared by a designated person and delivered to the student.
 - c) **Restriction:** (a) Identification card privileges; (b) parking privileges; (c) visitation privileges in residence halls; (d) removal/reassignment from a particular course, room, floor, facility, or residence hall; (e) or as appropriate to the violation.
 - d) **Restitution:** Compensation for loss or damage incurred to the College or a member/guest of the College community.
 - e) **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.
 - f) **Suspension:** Temporary severance of the student's relationship with SAU Tech for a specified period of time. The period of time is to be specified in the decision.
 - g) **Expulsion:** Permanent severance of the student's relationship with SAU Tech.
 - h) **Housing Penalties:** (a) expulsion from College housing; (b) suspension from housing; (c) housing relocation; (d) residence hall restrictions; (e) probated expulsion from housing; (f) probated suspension from housing; (g) 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 through h.
 - b) **Deactivation:** Loss of all privileges, including College recognition, for a specified period of time.

NOTE: SAU Tech will not accept for transfer any credit earned at other institutions during the period a student is on suspension for disciplinary reasons from SAU Tech.

C. Interim Suspension

In certain circumstances, the Vice Chancellor for Student Services, the Vice Chancellor for Academics, or designee, may impose a College or housing suspension prior to the hearing before a College Official or committee.

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 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 the Vice Chancellor for Academics, or designee, may determine to be appropriate.

D. Appeals

1. A decision reached by the Vice Chancellor for Student Services, the Vice Chancellor for Academics, or designee, in an Administrative Conduct Hearing or the Student Conduct Committee may be appealed by the accused student(s) or complainant(s) to the Office of the Chancellor within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Office of the Chancellor.
2. The Chancellor shall hold appellate jurisdiction of College regulations. After reviewing the written

appeal, the Chancellor shall make a determination on the appeal. Except as required to explain the basis of new evidence, an appeal shall be limited to 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 giving the complaining party a reasonable opportunity to prepare and present evidence that the 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 Code of Conduct occurred.
 - c) To determine whether the sanction(s) imposed were appropriate for the violation of the 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.
3. Review of the sanction by the Chancellor may not result in more severe sanction(s) for the accused student.
 4. The Chancellor has five days to reach a decision on the matter and transmit his/her recommendations to the Vice Chancellor for Student Services.
 5. The Vice Chancellor for Student Services shall notify the student in writing of the determination of the Chancellor. The decision shall be final.

Article IV: Interpretation

The Vice Chancellor for Student Services, Vice Chancellor for Academics, or a designee oversees the Student Conduct procedures in order to maintain a fair and equitable process. Any question of interpretation regarding the Student Code shall be referred to the Vice Chancellor for Student Services or his or her designee for final determination. The final results of disciplinary actions shall be maintained in the Office of the Vice Chancellor for Student Services.

The Student Code of Conduct and judicial procedures shall be reviewed each academic year.

Disclosures to Victims of Alleged Crimes

SAU adheres to disciplinary procedures when students are involved in any violent crime or sex offense. Pursuant to the Family Educational Rights and Privacy Act (FERPA) a school is permitted to disclose to the harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. Further, when conduct involves a crime of violence or sex offense, FERPA permits postsecondary institutions to disclose victims, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was committed. Additionally, the institution may, upon written request, disclose to anyone — not just the complainant — the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. The final results are limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed against the perpetrator by SAU. SAU may not require a complainant from disclosing this information to others. If the complainant is deceased as a result of the crime or offense, SAU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The records of deceased students may also be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena.

Sex Offender Registration

The College Police Department maintains a folder of all registered sexual offenders in Columbia County. If you wish to view this folder, please come by the College Police Department in Childs 204 between the hours of 8 a.m. and 5 p.m. A departmental representative will be present to answer any questions you may have regarding the information. Sex offender information can also be obtained through the Arkansas Crime Information Center at their website <http://www.acic.org/registered-sex-offenders>

CHAPTER 8 GRADE APPEALS, COMPLAINTS, AND GRIEVANCE PROCEDURES

8.1 GRADE APPEALS

A student has four weeks after a final grade is issued to appeal that grade. The appeals process is as follows:

- A.** The student must meet with the particular instructor to challenge the grade. Should the outcome be unsatisfactory to the student, the Dean of Instruction should be provided with a written explanation from the student, justifying the request for an appeal.
- B.** If the Dean of Instruction is unable to resolve the matter between the instructor and the student, the instructor or the student may appeal in writing through the Vice Chancellor for Student Services to the Grade Appeals Committee. The Grade Appeals Committee will then receive a copy of the written request for appeal.
- C.** The Grade Appeals Committee will consist of four instructors, an advisor, and two students. The two students and the advisor are appointed by the Vice Chancellor for Student Services. The instructors are appointed by the Vice Chancellor for Academics, or designee.
Each party to the grade appeal may speak for him or herself, or be represented by an SAU Tech employee. No other persons, other than the student, the SAU Tech employee in question, Vice Chancellor for Student Services (or designee), recorder, committee members, or SAU Tech employee representing either party will be allowed to attend the hearing. Any procedural disputes arising during the hearing shall be settled by a majority vote of the committee members. The person filing the request for hearing shall present written evidence and speak first. The other side will present second. Each side will then be given an opportunity to sum up its position in the order in which the evidence was presented. This is an internal due process procedure, not a court of law; therefore attorneys shall not be present.
- D.** The Student and the instructor must be advised that the decision of the Grade Appeals Committee is final. The committee should request all pertinent materials for the grade in question. Notes on the proceedings must be made and filed with the Vice Chancellor for Student Services. The Committee chairperson shall inform the Vice Chancellor for Student Services of the decision in writing utilizing voting ballots, and the Vice Chancellor will inform both the instructor and the student of the decision.
- E.** If the committee decides that the grade should be changed, the instructor will change the grade in the registrar's office, according to the committee's decision. The Committee's decision will be final.

8.2 Non-Academic Complaints

For general student feedback or to report any complaints see [Student Complaint Form- Private Response](#) or [Click here to submit your feedback.](#)

A student who has encountered a problem that does not involve a grade but involves a member of the SAU Tech community should follow the non-academic complaint process. This process is not appropriate for appeals involving financial aid eligibility. If possible, a student who has a disagreement or unresolved conflict with an employee should approach the particular employee to discuss the problem that has arisen. The non-academic complaint process is as follows:

- A.** If possible, the student should schedule an appointment with the employee to discuss the matter in a formal setting and try to resolve conflict or disagreement. If the matter is not resolved, move to step B.
- B.** The student may schedule an appointment with the appropriate Vice Chancellor (the Vice Chancellor for Academics for matters that involve instruction or instructors, or the Vice Chancellor for Student Services

for all other matters). If the Vice Chancellor is unable to resolve the matter between the employee and the student, the student may file a written request for a hearing before the Non-Academic Student Complaint Committee. A written request must be filed by the student, through the appropriate Vice Chancellor, no later than ten working days after notification of the results of the student-employee-Vice Chancellor meeting.

- C. The Non-Academic Student Complaint Committee will be appointed and convened as promptly as possible. The Committee will consist of five members and must include two students. The Committee members are appointed by the appropriate Vice Chancellor. Each party to the complaint may speak for himself or herself or be represented by an SAU Tech employee. No other persons, other than the student, the SAU Tech employee in question, Vice Chancellor for Student Services (or designee), recorder, committee members, or SAU Tech employee representing either party will be allowed to attend the hearing. Any procedural disputes arising during the hearing shall be settled by a majority vote of the committee members. The person filing the request for hearing shall present written evidence and speak first. The other side will present second. Each side will then be given an opportunity to sum up its position in the order in which the evidence was presented. This is an internal due process procedure, not a court of law; therefore no attorneys will be present. Within five working days after the conclusion of the hearing, the chairperson of the Committee will submit a report of the findings and recommendations to the appropriate Vice Chancellor. Notes of all proceedings will be filed with the Vice Chancellor for Student Services. The decision of the Committee will be final.

Online students may call 870.574.4500 and ask to speak with the Vice Chancellor for Student Services or Vice Chancellor for Academics or email.

8.3 REPORTING CONCERNS OF DISCRIMINATION AND/OR HARASSMENT- TITLEIX

SAU Tech does not discriminate on the basis of race, color, national origin, ethnic origin, sex, age, disability, or protected veteran's status in employment or the rights, privileges, programs and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement of non-discrimination applies to educational programs, educational policies, admissions policies, educational activities, employment, access and admission, scholarship and loan programs, and athletic and other school-administered programs.

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

DEFINITION OF TERMS

Complainant: Any party who makes a complaint/grievance against another student, employee, staff member or campus visitor.

Respondent: The person(s) against whom a complaint has been made.

DEFINITION OF STATUS

The term "employee" means any non-student employee of SAU Tech, including but not limited to faculty, administrators, and staff. The term "student employee" means a student who is enrolled at and employed by SAU Tech. Allegations of sex discrimination may require the college to take measures applicable to both student and employees.

DISCRIMINATION

Discrimination is any actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the College's educational programs, activities, employment, or employment advancement. There can be no discrimination related to pregnancy, child birth, and false pregnancy, termination of pregnancy or recovery.

DISCRIMINATORY HARASSMENT

Discriminatory Harassment is any detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the college's educational programs or activities.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

SEXUAL HARASSMENT

Sexual Harassment is unwelcome, gender-based spoken, written or symbolic action or physical conduct of a sexual nature that is sufficiently severe or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, such as sexual assault or sexual violence. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwanted sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.

HOSTILE ENVIRONMENT

Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

QUID PRO QUO SEXUAL HARASSMENT

Quid Pro Quo Sexual Harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

RETALIATORY HARASSMENT

Retaliatory Harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that

harms an individual as reprisal for filing or participating in a complaint/grievance procedure.

Retaliation against any person in the SAU Tech community for filing, supporting, providing information, or for cooperating in a sexual misconduct investigation in good faith, in connection with a complaint of sexual misconduct is strictly prohibited. Examples of retaliation may include, but are not limited to, adverse employment actions such as termination, refusal to hire, and denial of promotion. Additionally, retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation is strictly prohibited. Any person who feels he/she has been subjected to retaliation should make a report to the Title IX coordinator.

SEXUAL HARASSMENT OF A STUDENT BY ANOTHER STUDENT

Sexual Harassment of a student by another student is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities. Sexual harassment of a faculty/staff member by a student or another employee: any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member that is so severe or pervasive that it unreasonably interferes with employment or living conditions or deprives the individual of employment access or benefits.

SEXUAL HARASSMENT OF A STUDENT BY A FACULTY/STAFF/CAMPUS VISITOR

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member or by a campus visitor toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational programs or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty or staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions.

Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution. For example, a professor attempts to coerce an unwilling student into having sex with him/her in exchange for a good grade or some other benefit. This is harassment regardless of whether the student accedes to the request and regardless of the student's final grade.

NON-CONSENSUAL SEXUAL CONTACT

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

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

NON-CONSENSUAL SEXUAL INTERCOURSE

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

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue, or finger
- oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact

SEXUAL EXPLOITATION

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

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person; or
- exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

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

CONSENT

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Sexual activity with someone known to be mentally or physically incapacitated, or based on the circumstances, someone who could reasonably be known to be mentally or physically incapacitated, constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (e.g., to understand the "who, what, when,

- where, why or how” of the sexual interaction). Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to a violation of this policy.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

FORCE

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation and coercion that overcome resistance or produce consent. For example: “Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent.

POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

SAU Tech does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

CONFIDENTIALITY

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the College’s resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the college’s obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

COMPLAINT/GRIEVANCE PROCEDURE

These procedures are intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees will be addressed through other student conduct procedures. The College benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the college community.

INFORMAL COMPLAINT RESOLUTION

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, or administrators. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the complainant should contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require a complainant to contact the person involved or that person's supervisor if doing so is impracticable, or if the complainant believes that the conduct cannot be effectively addressed through informal means.

FORMAL COMPLAINT/GRIEVANCE PROCEDURES

Responsibility to Report

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly encouraged to report it. In order to maintain a safe environment, the college must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents.

It is the responsibility of College faculty, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

Notification

Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Compliance Coordinator or his or her deputy. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. A person who raises a complaint may discuss with the Title IX Compliance Coordinator any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

Upon receipt of the complaint/grievance, the Title IX Compliance Coordinator or his or her deputy will open a formal case file and notify the Investigating Officer and at the appropriate time notify the respondent. SAU Tech's Title IX Compliance Coordinators are:

Title IX Coordinator

Lee Sanders
 Director of Institutional Research
 Administration Building, Room 144
lsanders@sautech.edu
 870-574-4455

Title IX Deputy Coordinator for Students

Courtney Haygood
 Director of Recruitment and Student Life
 Student Center, Room SC 116
chaygood@sautech.edu
 870.574.4458

Title IX Deputy Coordinator for Employees

Olivia Clack
 Human Resources Director
 Administration Building, Room 108
oclack@sautech.edu
 870.574.4481

Latonya Reed
 Director of Career Pathways
 Career Services Building, CPI Office
lreed@sautech.edu
 870.574.4704

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department of Education. The OCR office for Arkansas is located at:

Dallas Office
Office of Civil Rights (OCR)
U.S. Department of Education
1999 Bryan Street, Suite #1620
Dallas, TX 75201-6810
Telephone: 214-661-9600
Fax: 214-661-9587; TDD: 800-877-8339
E-Mail: OCR.Dallas@ed.gov

OR **U.S. Department of Education**
Office of Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD:800-877-8339
E-Mail: OCR@ed.gov

INVESTIGATION

1. The assigned Title IX Deputy will determine how many investigators are needed and will designate the appropriate number for the complaint. The lead Investigator will confer with the Title IX Compliance Coordinator or his/her deputy on accommodations for the complainant or other necessary remedial short-term actions. The Title IX Compliance Coordinator or his or her deputy will apprise the Vice Chancellor for the appropriate division of the grievance, or if the grievance is against the student, the Vice Chancellor for Student Services.
2. The Investigative Team will:
 - Be staffed with trained faculty/staff and administrators;
 - Provide interim measures as necessary during the course of the investigation to protect both parties;
 - Provide available campus sources of counseling, advocacy and support to the complainant;
 - Identify the correct policies allegedly violated;
 - Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s);
 - If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action;

- Meet with the complainant to finalize the grievance;
- Prepare the notice of charges on the basis of initial investigation;
- Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent;
- Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- Make a finding on the case, based on a preponderance of the evidence which indicates that a policy violation has or has not occurred; and
- Prepare a complete report on the investigation and its findings to present to the assigned Deputy.

The assigned Title IX Deputy will:

- Present the findings to the individual(s) alleged to have committed discrimination or harassment, who may accept the findings, accept the findings in part and reject the findings in part, or may reject all findings;
 - Share the findings and the outcome with the complainant.
3. If the findings indicate that the alleged discrimination or harassment has not occurred, the investigation should be closed. The complainant who filed a complaint may request from the Title IX Compliance Coordinator an extraordinary decision to refer the complaint to a hearing. A hearing will only be granted by the Compliance Coordinator in exceptional circumstances.
 4. Where the findings indicate that the alleged discrimination or harassment has occurred, and the respondent(s) accepts the findings that s/he violated college policy, an appropriate sanction will be imposed. If the complaint is against a student, the sanction will be determined by the Vice Chancellor for Student Services in consultation with the Title IX Deputy. If the complaint is against an SAU Tech employee, the Vice Chancellor for the appropriate division in consultation with the Deputy and the Dean or Director of the appropriate division will determine the sanction. SAU Tech will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the SAU Tech community.
 5. Following the investigation, the assigned Deputy will distribute a written Letter of Determination to the affected parties.

6. APPEALS

a. Appeals Following an Investigation

In cases where the respondent(s) accepted the findings of discrimination or harassment after the investigation, those findings cannot be appealed. Although the findings cannot be appealed, the sanctions that have been imposed post-investigation can be appealed by any party according to the grounds below by contacting the Title IX Compliance Coordinator within five (5) business days following receipt of the written Letter of Determination as previously defined.

APPEAL PROCEDURES

Any party who files an appeal must do so in writing to the Title IX Compliance Coordinator. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery. The Title IX Compliance Coordinator will share the appeal with the other concerned parties, and then the Title IX Compliance Coordinator will draft a response memorandum (also shared with all concerned parties). The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party requesting an appeal must show error. The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. New evidence has been found which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Title IX Compliance Coordinator determines that a material procedural or substantive error occurred, the Coordinator may return the grievance to the Investigative Team with instructions to reconvene to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Investigative Team, the Title IX Compliance Coordinator may order a new investigation on the complaint with new members serving on the Investigative Team. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeal.

If the Title IX Compliance Coordinator determines that new evidence should be considered, he or she will return the grievance to the Investigative Team to reconsider only the new evidence. The reconsideration of the Investigative Team is not appealable.

If the Title IX Compliance Coordinator determines that the sanctions imposed appear to be disproportionate to the severity of the violation, the Title IX Compliance Coordinator will refer the complaint to a board composed of three (3) executive officers, which may then increase, decrease or otherwise modify the sanctions.

This decision is final. The appeal procedure and determination will typically be completed within 20 business days.

The procedures governing the hearing of appeals include the following:

- Sanctions imposed are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- The appeal will be returned to the original hearing body unless bias has been determined;
- Appeals are not intended to be full re-hearings of the complaint, with the exception of substantiated cases of bias. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- The Title IX Compliance Coordinator will render a written decision on the appeal to all parties within seven (7) business days, or as soon as possible thereafter from hearing of the appeal.

COMPLAINT AND GRIEVANCE PROCESS PROVISIONS

Time Periods

All effort will be made to make a determination in no more than 60 calendar days of filing a formal complaint/grievance. For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and SAU Tech closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. In the event that this step is necessary, the Title IX Compliance Coordinator or his or her respective deputies will notify the complainant who filed the grievance in writing within the set timeline.

No Retaliation

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited by SAU Tech policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Compliance Coordinator as soon as possible.

Office of Civil Rights Complaint

Although complainants are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office, see page 48). Information regarding applicable timelines and procedures is available from OCR.

Effective Date

This Complaint and Grievance Policy will be effective upon formal adoption. SAU Tech reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

8.4 AMERICANS WITH DISABILITIES ACT

A. ADA/504 Policy Statement

SAU Tech is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied 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.

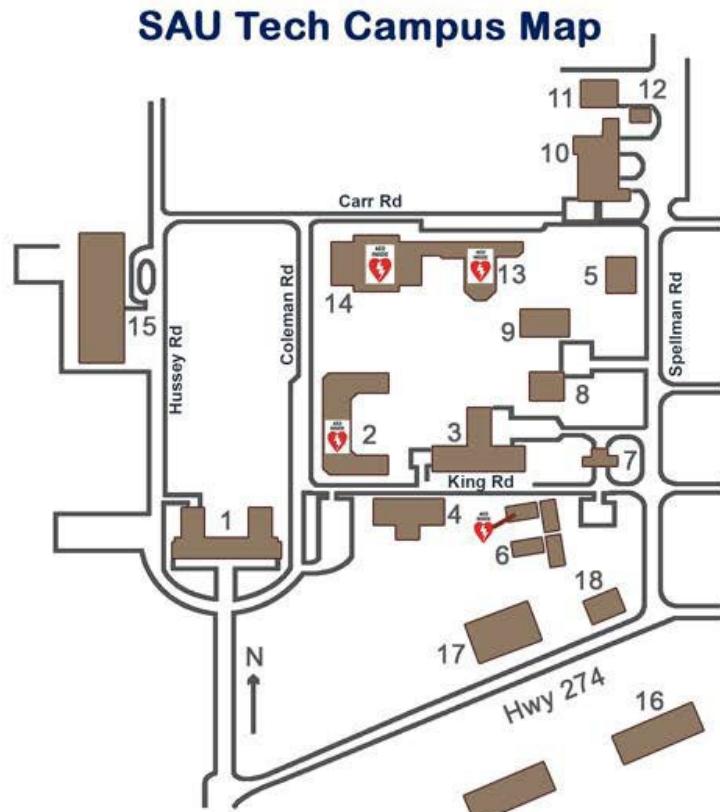
The Coordinator/Compliance Officer will notify the student by letter within 15 calendar days of the resolution to the complaint. For complaints not resolved by this approach, the student should follow the formal grievance procedures set in place in the student handbook.

Disabilities Coordinator Jenny Sanders: 870-574-4530 Director, Enrollment Services
Administration Building Basement
jsanders@sautech.edu

APPENDIX

A-1. CAMPUS MAP

1. Administration Building (AD)
 - a) Administrative Offices
 - 1) Admissions & Advising
 - 2) Business Office
 - 3) Chancellor's Office
 - 4) Communications, PR and Grants
 - 5) Counselor's Office
 - 6) Extended Education
 - 7) Financial Aid Office
 - 8) Human Resources Office
 - 9) IT & Telecommunications Services
 - 10) Registrar's Office
 - 11) Student Services Office
 - 12) Vice Chancellor for Academics
 - 13) Vice Chancellor for Finance & Administration
 - 14) Vice Chancellor for Planning, Information & Technology Systems
 - 15) Vice Chancellor for Student Services
 - b) Center for Online Learning
 - c) Classrooms & Faculty Offices
 - 1) General Education
 - 2) Teacher Education
 - 3) Transitional Studies
 - d) Tech Learning Center (Tutoring)
 - e) Testing Center
2. REL Tech Engineering Building (TE)
 - a) Audio/Video Lab **AED**
 - b) Workforce & Community Education
 - c) Classrooms & Faculty Offices
 - 1) Multimedia Department
 - 2) Secondary Career Academy
 - 3) Technology Division
 - d) Multimedia Room
 - e) Science Labs
 - f) Technical Labs
3. Business Building (BB)
 - a) Student Housing Office
 - b) Classrooms & Faculty Offices
 - 1) Allied Health Department
 - 2) Business & Computer Science
 - 3) Secondary Career Academy
 - c) Computer Commons Lab
4. Library/Learning Resource Center (LRC)
5. Career Academy Automotive Building (CAAB)
6. Student Apartments
 - a) Campus Police **AED**
7. Career Services Center (CA)
 - a) Administrative Offices
 - 1) Career Academy
 - 2) Career Pathways Initiative
 - b) COBITC Lab
8. Arkansas Environmental Training Academy (AETA)
 - a) Administrative Offices
 - b) Classrooms
9. (AETA) Laboratories
10. Manufacturing Building (MB)
 - a) Physical Plant Administrative Offices
 - b) Career Academy Classrooms
 - c) Technical Classrooms
11. Physical Plant/Maintenance
12. Physical Plant/Garage
13. Activity Center **AED**
 - a) Gymnasium
 - b) Weight Room
14. Student Center **AED**
 - a) Cafeteria
 - b) Bookstore
 - c) Executive Dining Room
 - d) Grand Hall I & Grand Hall II
 - e) Post Office
 - f) Student Life Office
15. Arkansas Law Enforcement Training Academy
16. Arkansas Fire Training Academy Student Housing
17. Student Housing
18. Baptist Collegiate Ministry (BCM)
19. Mechanical Maintenance Building (MD)
20. Aviation Hangar (AM)



This symbol indicates the location of automated external defibrillators (AED) on the campus.

Camden Area Map



A-2. Campus Department Directory

- Academics: 870-574-4541
- Admissions: 870-574-4558
- Adult Education: 870-837-4001
- Advising/Counselor: 870-574-4558
- Arkansas Child Abuse Hotline: 800-482-5964
- BCM—Baptist Collegiate Ministry: 870-574-2368
- Bookstore: 870-574-4510
- Business Office: 870-574-4461
- Campus Police: 870-574-4517
- Faculty—Administration Building: 870-574-4521
- Faculty—Business Building: 870-574-4585
- Faculty—Technology Building: 870-574-4553
- Financial Aid: 870-574-4511
- International Admissions: 870-574-4504
- Learning Resource Center: 870-574-4518
- Lost & Found: 870-574-4508
- Post Office: 870-574-4537
- Purchasing: 870-574-4523
- Student Email: 870-574-4513
- Student Housing: 870-574-4458
- Student Life: 870-574-4712
- Student Services: 870-574-4529
- Tech Learning Center/Tutoring Center: 870-574-4725
- Testing Center: 870-574-4486
- The Tech Diner: 870-574-4456

Emergency Telephone Numbers			
Campus Police: 870-574-4715 or 870-818-6353			
Department/Agency	Camden	Magnolia	Texarkana
Campus Police	870-574-4715	870-235-4100	
Campus Police Cell	870-818-6353		
Local Hospital	870-836-1000	870-235-3000	903-798-8000
County Sheriff	870-837-2000 870-798-2323	870-234-5655	
Local Fire Department	870-836-2413	870-234-5655	870-779-4959
Poison Control Center	800-376-4766	800-376-4766	800-376-4766
Local Police	870-836-5755	870-234-5655	
State Police	870-226-3713	870-226-3713	

A-3. 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 Communications, Public Relations and Grants 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

Notify Campus Police, **870-574-4715 or 870-818-6353**, of any criminal or suspicious behavior such as the following:

- **Gunfire:** Take cover or evacuate and stay calm.
- **Hostage:** Make mental notes of the captor's characteristics and sights and sounds if you are taken from campus. The Campus Police will involve other law enforcement agencies as necessary.
- **Suspicious Object:** Do not touch – Clear immediate area and call Campus Police.

Each SAU Tech building has staff members designated as captain and co-captains to assist students and visitors in emergency situations.

EXPLOSION / CHEMICAL LEAK / CAMPUS EVACUATION

- **Explosion or Chemical Leak**
 - Evacuate building
 - Sound Fire Alarm
 - Assist the disabled and injured
 - Notify Campus Police
 - Notify department faculty for assistance with chemical leaks
 - Do not re-enter building until the "All Clear" has been issued by Campus Police or Rave Alert.

Each SAU Tech building has staff members designated as captain and co-captains to assist students and visitors in emergency situations.

FIRE

- **Active Fire Alarms** sound only inside campus buildings. The Fire Department and Campus Police must be called when a fire alarm goes off.
- **A Minor Fire is a fire** that appears controllable and can be put out by directing a fire extinguisher toward base of flame
- **A Major Fire is a fire** that does not appear controllable and everyone needs to evacuate the building in accordance with the building procedures
- **During a Fire Do Not Use Elevators**
- **During a Fire always Assist the Disabled and Injured**
- **During a Fire Close, but Do Not Lock doors**
- **Do Not Return to building until cleared by Fire Department or Campus Police**

LOCKDOWN

Lockdown describes a situation where there is an active shooter on campus or some other type of security threat. Notification for a lockdown will be issued via the Rave Alert. After receiving the notification of lockdown status do the following:

- **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 OK?" 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 Campus 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 utilize 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 Campus Police.

TORNADO

- **WATCH:** This means that a tornado is possible.
- **WARNING:** This means that a tornado has been sighted.
- **SIRENS:** The siren will sound twice for one minute intervals when a tornado has been detected in our area.
- **SHELTER:** Upon hearing the warning siren, all campus personnel should move to interior hallways and interior rooms on the lower levels of major buildings. The designated tornado shelter list is located on the SAU Tech MyCollege under "Emergency Preparedness."
- **ALL CLEAR:** Classes and normal activities are to resume once notification of the "All Clear" is received by Campus Police or Rave Alert.

A-4. 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 in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the 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 Southern Arkansas University Tech, disclosure policy in relation to student consent, the procedures for gaining access to records, and the procedure for challenging the contents of those records is available in the Registrar's Office.

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 Registrar's Office to arrange for inspection, review, and correction of an educational record. The Registrar's Office may charge a fee for copies of any education records.

A-5. Sexual Offense Definitions

Prepared by the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program

SEX OFFENSES --- FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Sexual Assault and Sexual Assault with an Object

An offense that meets the definition of rape, fondling, incest, or statutory rape.

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

SEX OFFENSES --- NON-FORCIBLE

Unlawful, non-forcible sexual intercourse

A. Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited bylaw

B. Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent

A-6. Crime Definitions from the Uniform Crime Reporting Handbook

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and here the existence of such a relationship shall be determined based on a consideration of the following factors

The length of the relationship. The type of relationship. The frequency of interaction between the persons involved in the relationship.

Domestic Violence:

A felony or misdemeanor crime of violence committed

- a. By a current or former spouse or intimate

partner of the victim; by a person with whom

the victim shares a child in common.

- b. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- c. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under the violence against women act
- d. 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 jurisdiction in which the crime of violence occurred.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Stalking:

- a) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
—
- b) Fear for the person's safety or the safety of others; or
- c) Suffer substantial emotional distress.

The College has designated Lee Sanders as its Title IX Coordinator, with overall responsibility for oversight of the College's compliance with its obligations under Title IX, including but not limited to its obligations to investigate and respond to allegations of sexual harassment, sexual assault, domestic violence, dating violence and stalking. Or allegations against faculty, staff, or other persons other than students, the Title IX Coordinator coordinates with SAUT to ensure that allegations reported to College officials are investigated and that confirmed allegations are addressed through College personnel processes, as appropriate

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting the manufacture, sale, transporting, furnishing, possessing or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

PO Box 3499
Camden, Arkansas 71711
www.sautech.edu
870.574.4500