



Testing Center Disciplinary Policy

Testing Center • 6415 Spellman Road • Camden, AR 71701 • 870.574.4486 • ecross@sautech.edu

The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. Enrollment at SAU Tech is considered implicit acceptance of the rules, regulations and guidelines governing student behavior promulgated by the university and the student is responsible for this information. As both the responsibility and authority for discipline at SAU Tech ultimately rests with the Board of Trustees, the Chancellor, acting in their behalf, has delegated authority to administer a fair and just disciplinary program to the Vice Chancellor of Student Services. Therefore, the Vice Chancellor of Student Services, acting in behalf of the Chancellor and the Board of Trustees, has authority to enforce all regulations approved and stated in university documents or otherwise.

Students will be **banned** from using the testing center for any proctored testing for the duration of their attendance at SAU Tech and become subject to disciplinary action by the Vice Chancellor of Student Services for the following types of misconduct:

1. Impersonation: taking an exam under another student's name and/or using another student's identification credentials in order to take an exam.
2. Cheating: using prohibited aids; copying, recording, emailing, texting, photographing or otherwise removing proprietary information from an exam; giving or receiving assistance during an exam.
3. Theft: removing a test (in whole or in part), answer document or scratch paper from the testing center without the knowledge or approval of testing center staff.
4. Disruptive Behavior: disrupting a testing session with verbal or physical outbursts; threatening physical violence or verbally assaulting testing staff or other students.

Testing Center Staff will follow these guidelines when a student has committed one of the above mentioned offenses:

1. Immediately dismiss the student from the testing room and collect their test material.
2. Report prohibited behavior to the Testing Center Coordinator.
3. Document the time of the incident, student's name and examination type.
4. The Testing Center Coordinator will inform the student of the center's disciplinary policy and refer the student to the Vice Chancellor of Student Services office.
5. Submit a full report of the incident to the Director of Enrollment Services and to the Vice Chancellor of Student Services.



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I, _____, have been found in violation of the Testing Center's
printed name

guidelines regarding _____.
Offense

I understand that I am no longer eligible to use the testing center for any proctored testing for the duration of my attendance at SAU Tech and may be subject to further disciplinary actions set forth by the Vice Chancellor of Student Services.

Student Signature

Date

Testing Staff Signature

Date