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## **Mission Statement**

**The mission of Southern Arkansas University is to educate students for productive and fulfilling lives in a global environment by providing opportunities for intellectual growth, individual enrichment, skill development, and meaningful career preparation. The University believes in the worth of the individual and accepts its responsibility for developing in its students those values and competencies essential for effective citizenship in an ever-changing, free, and democratic society. Further, the University provides an environment conducive to excellence in teaching and learning, scholarship, creative endeavors, and service.**

## **Academic Freedom**

The administration and faculty of Southern Arkansas University adhere to the generally accepted principle that institutions of higher education exist for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Institutions of higher education are committed to the solution of problems and controversies by the method of rational discussion. Acts of physical force or disruptive acts which interfere with university activities, freedom of movement on the campus, or freedom for students to pursue their studies are the antithesis of academic freedoms and responsibility, as are acts which in effect deny freedom of speech, freedom to be heard, and freedom to pursue research of their own choosing to members of the academic community or to invited visitors.

## **A History of Southern Arkansas University**

Southern Arkansas University (SAU) is a comprehensive regional public university located in Magnolia (Columbia County). Over a century, the school has provided increasing levels of educational opportunity in southwest Arkansas.

### **Third District Agricultural School**

The school was established on April 1, 1909, when Governor George W. Donaghey signed Act 100 creating the Third District Agricultural School (TDAS) and three sister institutions at Jonesboro (Craighead County), Monticello (Drew County), and Russellville (Pope County). The Farmers' Educational and Cooperative Union had campaigned vigorously in Arkansas and other states for these vocational agricultural high schools, an educational reform of the Progressive Era.

Communities bid money and land in efforts to become sites for the Arkansas schools. Small farmers' contributions won TDAS in Columbia County, where the cornerstone was laid on August 24, 1910. The school's first term began on January 11, 1911, with seventy-five students and five teachers. Five principals led TDAS: David H. Burleson (1911-1913), Dr. William S. Johnson (1913-1914), Elbert E. Austin (1914-1921), and Charles A. Overstreet (1921-1945). Courses in agriculture and home economics dominated the curriculum; English, history, science, and math provided the minimal requirement for a high school diploma.

The legacy of the Farmers' Union is evident today. SAU operates one of the state's largest collegiate farms, and the school's colors – blue and gold – are those of the union. The school's agricultural roots are also evident in its unique symbol – Muleriders – adopted in 1912 when its football players rode mules, then ubiquitous and essential to southern agriculture, to practice and games. The name Aggies competed with Muleriders, but the latter became the yearbook's title in 1922. The student newspaper was designated

*The Bray* in 1923. Its masthead features a bucking mule and a rider in cowboy garb. The graphic becomes real at each home football game with the appearance of a mascot mule and student rider.

### **Magnolia A&M**

To increase the supply of rural schoolteachers in the mid-1920's, Arkansas elevated DAS and the other agricultural schools to junior college status (Act 229 of 1923 and Act 45 of 1925). Officially named State Agricultural and mechanical College, Third District, the school was known everywhere as Magnolia A&M. The North Central Association of Colleges and Secondary Schools accredited Magnolia A&M in 1929. Its agricultural and home economics emphasis remained. Animal industry instructor Ves Godley built a prize-winning dairy herd that included a 1937 national champion, Sultane's Magnolia Belle. The school increasingly stressed its two-year associate of arts degree for students planning to go on to a four-year college.

Despite economic hardship in the 1930's the school enrolled several hundred students each semester and provided work for many. Costs were kept low in a deliberate effort to become the state's least expensive college. Effective management created a rich extra-curricular program for students.

The U.S. government's New Deal funding expanded the school's physical plant, and graduating classes donated memorial constructions. The 1936 class's contribution was a Greek Amphitheatre, largely built by the students, inspired by a young teacher, Samuel D. Dickinson. His ancient history course ended dramatically in the new amphitheater with a student performance of the Greek tragedy *Antigone*. The play became a central feature of graduation festivities that year.

Boards of the Jonesboro and Monticello A&M institutions broadly interpreted Act 45 and quickly became four-year colleges, but Magnolia A&M waited until 1950. President Charles S. Wilkins (1945-1950) convinced the board to make the transition to four-year status. The Arkansas legislature, following alumni recommendations, renamed the school Southern State College (SSC) in Act 11 of 1951.

### **Southern State College**

During its twenty-five-year history, SSC grew enormously. Dr. Dolph Camp, a 1920 TDAS graduate, served as president from 1950 to 1959. He led the school to North Central accreditation in March 1955; hired new faculty; constructed a new library, a music building and a president's home; and completed two new dormitories. New courses of study were added leading to a variety of bachelor's degrees.

President Imon E. Bruce (1959-1976) guided the school during enrollment expansion fueled by the baby boom. A 1930 A&M graduate, Bruce's ambitious construction program did much to erase the earlier campus that he had attended. Over sixteen years, fourteen major buildings were erected, including a new athletic facility and a nursing building for a new field of study. By 1975 student activities boasted more than fifty student clubs, ten varsity sports for men and women, and newly established Greek fraternities and sororities.

The largely uneventful racial integration at SSC in the mid-1960s was marred by administration conflict on a variety of issues with a student civil rights organization, Students United for Rights and Equality (SURE). The firing of its sponsor, Donald C. Baldrige, a tenured professor, led to censure by the American Association of University Professors for more than twenty years.

### **Southern Arkansas University**

The state board of higher education approved university status and a new name for college on July 9, 1976. Over the next three decades, the school underwent the greatest changes in its history. It was led by three presidents: Dr. Harold T. Brinson, a 1949 A&M graduate (1976-1992); Dr. Steven G. Gamble (1992-2002); and Dr. David F. Rankin (2002-). SAU became a multi-campus system with over 5,000 students with the addition of community colleges in El Dorado (Union County) and Camden (Ouachita County). The El Dorado branch of Southern Arkansas University merged with Oil Belt Technical College to become South Arkansas Community College in 1992.

SAU established master's degree programs in several education specialties and in counseling, computer science, agriculture, and public administration. At the Magnolia campus, student enrollment grew to over 3,000. There was substantial diversity in minority presence among both faculty and student body. More than 150 international students attended each year. Student organizations grew to over eighty clubs, and intercollegiate sports moved to a NCAA Division II Gulf South Conference where additional championships were won.

An endowment fund begun in 1963 with a few thousand dollars grew to more than \$20 million, annually funding more than 600 scholarships and other academic enrichment programs. An Honors College was inaugurated in 2002. New buildings for art and business, an Honors Hall, and a \$12.5 million grant to erect the Donald W. Reynolds Campus and Community Center completed the replacement of the original campus. A campus plan, the Glue and Gold Vision, secured additional construction of new dormitories, the University Village apartments and other facilities, and a \$14 million science center completed in the school's centennial year.

**For additional information:**

Articles and Books:

Graham, Earle E. – A Brief History of Southern State College, 1909-1959, In Recognition of Its Golden Anniversary. Unpublished manuscript. Magale Library, Southern Arkansas University Archives, Magnolia, Arkansas.

Skelton, Phillip D.-A History of Southern Arkansas University From 1909 to 1976. EdD diss., University of Mississippi, 1979.

Willis, James F. –The Farmers' Schools of 1909: The Origins of Arkansas's Four Regional Universities. *Arkansas Historical Quarterly* 65 (Autumn 2006): 224-49.

Willis, James F. *Southern Arkansas University: The Mulerider School's Centennial History, 1909-2009*. Bloomington, IN: Xlibris, 2009.

Internet sites:

<http://web.saumag.edu/archives>

<http://web.saumag.edu/1909>

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## **Section 1: Services for Students**

During your stay in college, there will be situations in which you will need to follow procedures and know the rules, regulations, and policy that will affect you. Perhaps you will want to appeal a grade. Maybe you will want to join a club or organization. How do you go about doing these things? The answers are here, plus information on your rights and responsibilities as students, the University's responsibilities to you, and much more. Keep this material handy for easy reference. If you have any questions or concerns regarding these or other policies, you should stop by or call the Office of Student Life, 101 Reynolds Center, 870-235-4041.

### **1.1 Academic Advising and Assistance Center**

Located in Overstreet Hall, the Academic Advising and Assistance Center provides continuous support for all freshman students and students with less than 60 hours who are undecided about a major field of study. Students are encouraged to visit with personnel in the Academic Advising and Assistance Center in order to plan their academic schedules for subsequent semesters.

### **1.2 Academic Deans**

<u>College</u>	<u>Phone</u>	<u>Office</u>
Business	4300	BUS-345
Education	4057	EDUC - 111
Liberal and Performing Arts	4200	NEL-107
Science and Technology	4290	SCI-1061
School of Graduate Studies	4150	NEL-228

### **1.3 Office of Admissions**

In the Office of Admissions, 207 Overstreet Hall, you can obtain admission packets (applications, catalogs, departmental brochures) and scholarship applications. The staff will also arrange tours of campus facilities and answer all your questions about your file (transcripts, medical forms, etc.).

### **1.4 Alcohol and Drug Abuse Prevention Team (ADAPT)**

ADAPT offers activities and programs for students, faculty, and staff at SAU geared toward preventing the abuse of alcohol and other drugs. The program includes an active student group, many alcohol and drug related prevention activities, curriculum infusion, etc.

### **1.5 Athletics**

SAU sports activities encompass individual and team events. Intramural activities are sponsored throughout the University year. Varsity teams compete in the

NCAA Division II Great American Conference with men's competition in football, basketball, track, baseball, golf, and cross-country; and women's competition in tennis, volleyball, softball, basketball, track, cross-country, and golf. Men and women's rodeo teams participate in regional intercollegiate competition.

## 1.6 Bookstore –The Campus Store

The campus Store, 107 Reynolds Center, sells required textbooks. The following regulations govern the sales to and the purchase from students of books by the bookstore:

1. A detailed cash register receipt is given to each student purchasing books from the bookstore. Keep this receipt because it is necessary for refund or exchange of books or supplies.
2. Be sure you have the proper book before writing your name in the book.
3. Do not remove names written in textbooks.
4. Sale of lost or stolen books is a serious offense and will result in disciplinary action.
5. Students should purchase books at the beginning of the semester since waiting may result in texts not being immediately available. The Campus Store makes every effort to have the required texts available; however, books must be returned within specified periods to publishers and wholesalers due to their return policies.

### **Campus Store Book Rental:**

Students may also rent required textbooks at the Campus Store or online at [www.rent-a-text.com](http://www.rent-a-text.com).

### **Campus Store Returns Policy:**

Books may be returned for full credit during the following times:

- Fall/Spring semester –first seven calendar days from the beginning of class
- Summer semester –first week of class
- Other –within two days of purchase

To be returned, new books must not be marked in and include all enclosures. Certain packages may be non-returnable.

### **Book Buy-Back:**

The Campus Store buys back books every day. Books may have greater value at the end of the semester. The Campus Store will buy back books used the next semester for one half price. Books not being used on this campus may be bought on behalf of a wholesale company at market value. An ID is required.

## 1.7 Business Office

The Business Office, 113 Overstreet Hall, provides assistance with the following services: paying tuition, room and board, drop/add fees, parking tickets, purchasing parking permits, check cashing, disbursing student payroll checks and student account refund checks, discussing payment options, and distributing waiver forms.

## 1.8 Calendar/Facility Use

The Office of the Vice President of Academic Affairs, 102 Overstreet, maintains the official University Calendar. All on-campus University events must be registered (on proper registration forms) with that office at least 10 working days in advance of the proposed date. A date that has been reserved on the calendar does not constitute registration unless the proper registration form accompanies it. University on-campus activities on weeknights should be scheduled to end no later than 11 p.m.

## 1.9 Counseling Center

The University provides confidential professional counseling assistance to all students free of charge. The Counseling Center is located in 218 Reynold Center, and appointments may be made in person or by telephone Monday through Friday by calling 870-235-4911.

## 1.10 Directory Information

Directory Information includes the student's name, address, telephone listing, University e-mail address, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Should an enrolled student **not** wish directory information released to the general public, the student should notify the Office of Vice President for Student Affairs, 114 Overstreet Hall, no later than the end of registration week of each semester that all or part of the directory information should not be released without prior consent.

## 1.11 Disability Support Services and Testing Center

Disability Support Services (DSS, 870-235-4145), located in 216 Reynolds Center, provides services for students of differing abilities to enable them full access to all academic programs and full opportunity to realize their potential. Students with learning, hearing, visual, mobility, and other impairments may require special accommodations. DSS works with faculty on classroom accommodations and testing referrals. Faculty is encouraged to modify, rather than waive, specific requirements. Students are encouraged to speak with their professors early each term about their needs and to seek help from DSS as needed.

DSS also provides letters for students to present to their professors as one method of communicating their needs to instructors. Students must get these letters each semester from DSS. Counseling and advocacy-services are provided for academic planning, social or personal concerns, problem-solving techniques, and self-advocacy skills development.

Information about assistive-technology evaluations and possible purchase of equipment through the Arkansas Division of Rehabilitation Services or other funding sources is provided as follows:

Recorded textbooks: DSS can assist visually impaired and learning-disabled students with ordering taped textbooks. It is important for students to register for classes as soon as possible and to contact professors regarding reading assignments at least six weeks before the semester starts. The best recordings, available through Recordings for the Blind in New Jersey, can take four to six months for delivery.

Liaison with community services: DSS maintains a close working relationship with agencies that sponsor students in college, such as the Arkansas Division of Rehabilitation Services, and can work with students and agencies on individual concerns.

In order to receive the best possible support services, students should contact DSS as soon as possible before a semester begins. High school students are encouraged to visit during their junior or senior year.

The University Testing Center, a division of the Student Affairs Department, is located in the Donald W. Reynolds Campus and Community Building, Room 216. The Testing Center houses three computer labs with a total of 42 computers. The Testing Center strives to provide students a central location for testing needs as well as a comfortable testing environment. The Testing Center also has the responsibility to protect the security and integrity of tests entrusted to them by the testing companies as well as by our instructors at SAU. You can find a clickable link to our Testing Center Operations Manual at the bottom of this webpage.

Testing Center hours are 8:00 a.m. – 5:00 p.m. Monday – Friday during regular semesters (fall and spring). Hours vary during the summer terms and other special holidays. Appointments to test must be made at least 2 (two) working days in advance. Please call the Testing Center office at (870) 235-4145 to make an appointment. Some tests require registration through the test company's website. The Testing Center provides test proctoring for both paper-based and computer-based tests. Below are some of the tests we offer and/or accept. Click on the link to learn more about each test.

## **1.12 Early Intervention Services**

The Office of Early Intervention Services, 235 Overstreet Hall, is intended to communicate the University's interest in keeping students in school and on the road to eventual graduation. Its objective is to identify and reach out to those students that may be experiencing difficulty by referral through the campus-wide Early Alert System. The Office of Early Intervention Services manages the Early Alert System with the purpose of reaching struggling students as early in the semester as possible, increasing student academic success, connecting struggling

students to college resources to resolve their academic and/or personal issues, increasing student retention, and improving graduation rates.

## **1.13 Career Services**

Students visiting the Employment Resource Center, 212 Bruce Center, receive assistance in the search for full-and part-time employment. Students receive help in the preparation of resumes and application cover letters. Sources of information for company research are available in the resource library. Job interviews are scheduled for seniors. Notices of job opportunities are posted on campus bulletin boards. The Employment Resource Center sponsors a career day, teacher fair, and health professions fair annually. Students wanting to work on campus should complete a student worker data sheet to provide current contact information and work hours available. Through the Career Closet in Bruce 216, Career Services can assist student in preparing attire for interviews at no cost. For more information, call 870-235-4097.

## **1.14 Undergraduate and Graduate Catalogs**

Southern Arkansas University publishes catalogs of courses every year. The *Undergraduate Catalog* and *Graduate Catalog* list course descriptions, degree requirements, and major fields of study. All students should review the topics in the *Undergraduate Catalog* and *Graduate Catalog* annually. Students may obtain a copy online or a copy of the *Undergraduate Catalog* in the Office of Admissions, 207 Overstreet, and the *Graduate Catalog* in the Office of Graduate Studies, 226 Nelson.

## **1.15 Identification Card**

Identification Cards (IDs), issued to all students, are prepared during registration for the first semester a student enrolls at SAU. ID cards are produced in the Office of Student life, Reynolds 101. Lost cards can be replaced for \$10. There is no charge to replace cards that are not functioning.

## **1.16 Illness**

Students should report illnesses and accidents to the University nurse in the University Health Services, 215 Reynolds Center, 870-235-5237. If classes will be missed, the student needs to contact the Office of Student Life, 101 Reynolds Center, at 870-235-4041.

## **1.17 Library Services**

The Magale Library serves as an informational resource center by providing access to materials and information supporting the instructional, service, and research programs of the University. The library provides an in-house collection of print and audiovisual materials including professional, academic, and popular

books, movies, government documents, microfilm, periodicals and related resources. The library also offers digital and online resources including streaming videos, ebooks, and online journals. Additionally, online databases are collections of online journals, magazines, newspapers, and other publications that typically contain thousands of full-text articles and citations. Interlibrary loan services allow patrons to obtain materials from the other libraries that are not available from Magale Library. Inside the library, patrons have access to computer labs, multimedia study rooms, and quiet study areas. Information literacy training sessions are available to help students learn how to find, access, and evaluate informational resources. The library employs a staff of librarians to assist in fulfilling patrons' informational needs.

## **1.18 International Student Services**

Located across the street from the Greek Theatre, International Student services offers a broad spectrum of services for international students. These services include admission, assistance with transcript evaluation and transfer credits, academic advising, immigration counseling, work permit workshops, orientation sessions for new students, transportation to and from the closest regional airport and bus station, transportation for doctor's appointments and shopping and Friendship Family Program. In addition, this office offers many activities and events for various international holidays and traditional celebrations such as the International Education Week program to culturally enrich the campus and community. Monthly birthday parties, picnics, and educational trips are enjoyed by the students. The International Student Services office works closely with the International Student Association (the largest organization on campus) throughout the year and assists with many events including the annual International Student Banquet which is the highlight of the year for international students.

## **1.19 Lost and Found**

The official University Lost and Found depository is in the Student Life Office, 101 Reynolds. Any items found should be taken to that location, and missing articles may be reclaimed in that office. Any unclaimed articles will be disposed of at the end of every semester.

## **1.20 Multicultural Services & Diversity**

The Office of Multicultural Services and Diversity, 201 Reynolds Center, is dedicated to providing and promoting cultural and educational activities to foster an environment conducive to multicultural growth. The office was established primarily to assist in the maintenance of a friendly and hospitable social and academic climate for students of color, through personal support and advocacy programs, services, and activities. Multicultural Services also provides an outlet for students of color who need the support necessary to interact successfully with University faculty, staff, and administration.

### **1.20.1 Special Interest Organizations**

**Black Students Association (BSA)** –BSA is the oldest and largest African American organization on campus. Its goal is to promote high academic standards, enhance social life, promote racial harmony, and serve as a medium between the black students and administrative offices of SAU.

**Black Students Association Choir (Genesis)** –The choir enables students with common interests and backgrounds to enjoy personal contacts in a religious environment. The choir performs at various functions throughout the area.

**Latinos Unidos** –Latinos Unidos is a student organization for students of Hispanic or Mexican heritage. Its goal is to provide support, cultural awareness, encourage academic success, and host programs for this student population. This organization also serves as a medium between its members and the SAU administration.

**Pan-Hellenic Council (NPHC)** –the Council is a federation of the nine national African American sororities and fraternities, to unify the interests of member organizations and non-Greeks, and recommend legislation to member organizations.

## 1.21 Non-Traditional Students Services

The office for Non-Traditional Student Services is located in the Office of Student Life, 101 Reynolds Center. Its goal is to provide support, resources, and a variety of activities that meet the needs of SAU's non-traditional student population. Non-traditional students are defined as any student who is over the age of 23, veteran, married or divorced, parenting, enrolled part-time, or have other descriptors different than that of a traditional 18-22-year-old student.

Service that are provided include a non-traditional student lounge located in 218 Reynolds Center, monthly activities, and competitive scholarships. The Non-Traditional Student Organization also provides students with many opportunities to network and address other non-traditional issues and concerns.

## 1.22 Post Office

All SAU students living on campus may be assigned a post office box in the SAU Post Office, 106 Reynolds Center. The window at the Post Office is open from 10 a.m. – 3:30 p.m. Monday through Thursday, 10 a.m.-3 p.m. Friday, and 10 a.m.-11 a.m. on Saturday. There will be no mail on Sundays or national holidays.

When you leave SAU, please leave a forwarding address with the Post Office and return your mailbox key. Failure to return you key will result in a fee assessed to your student account. Non-residents may rent a box for the semester or for the summer. Inquire at the Post Office for information about box rental.

## 1.23 Project Pal Program

The Office of Multicultural Services and Diversity provides such programs as Project Pal, a peer mentor program for beginning African American freshmen; a

professional development series called Brother to Brother and Sister to Sister; and 60+ , program directed towards assisting African American Students with 60 or more college credits to overcome obstacles which may impede their quests for graduation. In addition, Multicultural Services provides a support system that encompasses counseling, advice, and encouragement for students of color at Southern Arkansas University. For more information, contact the Office of Multicultural Services and Diversity, 201 Reynolds Center, 870-235-4046.

## **1.24 Office of the Registrar**

The Office of the Registrar, 101 Nelson, supervises registration for classes, transcript requests, and veteran’s administration and athletic certification. Mid-term and final grades are available in the Campus Connect, the online student information system, each semester/term.

### **1.24.1 Social Security Number**

Students are assigned a random nine-digit number as their student identification number. Applications for financial aid and W-4 forms for student payroll will require a Social Security number for processing.

### **1.24.2 Name Change**

If a student produces a divorce decree and a new social security card in her maiden name, then this will be sufficient documentation for changing her name from her married name back to her maiden name. this will be sufficient even though the divorce decree does not specifically state a restoration of the maiden name. Under Arkansas Law, a person can change their name at will as long as there is no intent to defraud.

## **1.25 Scholarships and Financial Aid to Students**

Recognizing that many students need help in meeting their post-secondary expenses, the University makes every effort to encourage and assist students by providing scholarships, grants-in-aid, loans, and employment to those who meet established criteria. Contact the Office of Financial Aid, 300 Overstreet hall, 870-235-4023, for information.

## **1.26 Student Housing**

Southern Arkansas University operates eleven residence halls and two apartment complexes. All University housing is smoke-free. Applications and information about student housing are available in the Office of University Housing, 218 Reynolds Center, 870-235-4047.

Students are encouraged to secure campus housing application forms as early as possible by calling the Office of University Housing or applying online at [www.sauma.edu/housing](http://www.sauma.edu/housing). A residence hall or apartment space will be reserved for any student who is officially admitted to the University and has the following credentials on file:

- Completed Housing Application
- Completed Housing Contract or Lease
- Paid Housing Deposit
- Completed Application for Admission form

When the University receives the above credentials, students will be sent official acknowledgments of their reservations from the Office of University Housing.

Hall assignments are made in the order received. Students will be notified of residence hall and apartment assignments prior to the opening day of classes.

A housing application may be canceled and the housing deposit refunded when written notification of desire to cancel is received by the Office of University Housing on or before August 1 for an entire academic year (fall and spring semesters) contract; January 1 for a spring semester only contract; May 1 for a first summer session contract; and June 1 for a second summer session contract. A student who does enroll but does not cancel in writing before the above dates will have the deposit retained by the University.

Students with disabilities who are seeking reasonable accommodations in housing from SAU are required to submit documentation from a qualified, appropriate professional unrelated to the student to Disability Support Services (DSS) to verify their eligibility for services under Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act. The documentation must specify that a major life activity (e.g., sleeping, walking, eating, writing, or learning) has been substantially limited by a disability. In conjunction with University Housing officials and other University officials, when appropriate, the DSS will determine eligibility for reasonable accommodations and recommend reasonable accommodations to the appropriate University office.

Detailed handbooks for residence hall living, *Hallways*, and for University Village and University Court Apartments, *The Community Guide*, are available on the SAU website under Housing.

## 1.26.1 Residence Halls

Each student room is furnished with two beds, two desks, two chairs, two dressers, two closets, and a sink. Also, telephone hookups and basic extended cable are provided in each room. Students are expected to have their own personal calling card in order to make long distance telephone calls. Students desiring premium channels must contact Suddenlink Communications and are responsible for the charges. Students are expected to bring towels, sheets for a single bed, blanket, pillow, pillowcases, and a telephone. Use of appliances for the preparation of food in the residence hall rooms is not permitted, but kitchen facilities are available in some halls. Students residing in University Hall also have a kitchenette and living area in each apartment style suite. A list of permitted appliances for University Hall residents is available in the Office of University Housing.

Visitation in both men's and women's residence halls may not begin before noon each day and must conclude by midnight Sunday – Thursday and 1 a.m. Friday – Saturday.

When entering or leaving the residence halls, all residents and visitors are required to use the front doors, which are monitored by reception desk personnel. Also, all visitors are always required to sign in and are never to be in the halls without a resident escort. The University Police patrol the exterior of the residence halls and streets adjoining them. The desks in residence halls are staffed twenty-four hours each day. The front doors of each hall are locked and only residents of the halls have keys.

## **1.26.2 University Village & Court Apartments**

University Village Apartments offer two-bedroom and four-bedroom units for juniors, seniors, graduate students, single parents, and married students. Students with 50-59 credit hours and a 3.25 cumulative GPA may also qualify for University Village accommodations. Each apartment unit includes a furnished living room, kitchen, and bathroom. The kitchen has an electric range/oven, microwave, dishwasher, and full size refrigerator. Bedrooms include a full size bed, chest, desk, desk chair and ample closet space. The living room has a sofa, chairs, end table/coffee table, and entertainment center. Each room has a ceiling fan. Two-bedroom units have one bathroom and four-bedroom units have two bathrooms.

Students may choose to rent either by a 12-month lease or an academic year lease. Rent covers the fully furnished apartment, electricity, water, telephone (excluding long distance), basic extended cable, internet access, and trash pickup. Additionally, there is ample parking at the Village.

University Court Apartments are available to SAU students with families, i.e., single parents or married couples with children. There are 18 furnished two-bedroom, one bath family units available year-round. The laundry room is in a common area.

## **1.27 Student Affairs**

The Student Affairs Division is designed to provide experiences, activities, and services to assist SAU students in performing at the maximum level. Included in this division are Enrollment Services-Admissions & Advising, University Housing, Dining Services, Disability Services and Testing, Counseling Center, Financial Aid, Health Services, International Student Services, University Police, Writing Center, Employment Resource, Multicultural Services, Career Services, Student Activities, Student Support Services, Upward Bound, Reynolds Center, Communications Center, Talent Search, Judicial Affairs, Early Intervention Services, and the Dean of Students. These services are under the direction of Vice President for Student Affairs.

The Student Affairs Committee, composed of both students and faculty, is considered the major governing body in making, advising, and recommending major non-academic policies pertaining to student life at SAU.

## 1.28 Student Publications

Student publications offer many opportunities to the student interested in writing and other aspects of this field.

*The Bray* is SAU's official University newspaper. It is designed to inform students of campus activities and is published online and through special editions during the regular academic year. Copies are distributed free to students and faculty. *The Bray*'s online edition is updated frequently and is available at [www.thebrayonline.com](http://www.thebrayonline.com). *The Bray* offices are located in 123 Wilson Hall. Students interested in working on *The Bray* are invited to telephone the editor at 870-235-4268

## 1.29 Student Organizations

Involvement in co-curricular activities is vital to the educational development of students at SAU. SAU currently has more than 100 registered student organizations addressing student's educational, social, spiritual, and recreational needs. For more information, turn to **Section 4: Student Organizations** of this handbook.

## 1.30 Student Support Services

Student Support Services is a federally funded program designed to assist qualified students in completing their post-secondary educational goals. The Student Support Services program provides assistance and support tailored to the individual needs of each participant. Academic counseling, improvement of study skills, tutoring, and improvement of basic skills are emphasized. Interested students should contact the Student Support Service Staff at 870-235-5113.

## 1.31 Tutoring

### 1.31.1 Daytime

Free tutorial services are offered in the Tutoring Center, 104 Magale. Peer-tutors under the direction of the tutor coordinator assist students experiencing difficulty in course work. The center is open Monday-Thursday, 8 a.m.-5 p.m., and Friday, 8 a.m.-noon, during the fall and spring semesters.

## 1.32 University Health Services

University Health Services, 215 Reynolds Center, is open Monday through Friday from 7:30 a.m.-5 p.m. during the fall and spring semesters and Monday through Thursday from 7 a.m.-5:30 p.m. during the summer sessions (870-235-5237). There is a nurse available by phone after hours and on weekends. Some of the services provided include emergency and first aid treatment, blood pressure checks, allergy injections, general health evaluations, and doctor's appointments. Most of the services are free to all students. If an emergency arises after clinic hours, students should notify the resident assistant on duty in their residence halls.

### **1.33 Veterans Administration Benefits**

Veterans of military service, the dependents of veterans, U.S. reservists, and National Guard members may be entitled to educational benefits from the Veterans Administration. SAU is an approved institution in veterans and veteran's beneficiary training. For further information, contact the Office of the Registrar, 101 Nelson Hall, or phone 870-235-4031.

### **1.34 Veterans Resource Center**

The Veterans Resource Center provides assistance to currently enrolled veterans in the transition from military to college. Information is available on the services at SAU that support academic success. The office is located in Nelson 109 and can be reached by calling 870-235-4033.

### **1.35 Writing Center**

The Writing Center, 101 Magale Library, 870-235-4381, offers assistance free of charge to writers in any discipline at any stage of the writing process. Trained student writing consultants who are supervised by an English faculty member staff the center. It is open during the fall and spring semester.

## **Section 2: Policies, Rules, and Regulations**

### **2.1 Student Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. Student rights under FERPA are:

1. **The right to inspect and review the student's education records** within 45 days of the day the institution receives a request for access.
2. **The right to request the amendment of the student's education records** to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records**, except to the extent that FERPA authorizes disclosure without consent.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW**

5. **The right to secure a copy of the institution's policy regarding how the institution meets the requirements of the Act.** A copy of the policy may be secured in the Office of the Vice President for Student Affairs, 116 Overstreet Hall.
6. **The right to restrict directory information from being released to the public.** Directory information includes the student's name, address, telephone listing, university e-mail address, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and the most recent previous educational agency or institution attended.

Should an enrolled student not wish directory information released to the general public, the student should notify the Office of Vice President for Student Affairs, 114 Overstreet Hall, no later than the end of registration week of each semester or term that all or part of the directory information should not be released without prior consent.

## 2.11 Higher Education Fiscal Responsibility

Southern Arkansas University operates in accordance with Arkansas Code 6-60-1, of Act 69 of 2021, which provides for the enhancement of accountability and transparency at state-supported institutions of higher education. To further enhance accountability and transparency, SAU maintains the following information on its website: (1) the name and email address of each member of the [board of trustees](#); (2) the [date and location](#) of each meeting of the board of trustees; (3) the [agenda and minutes](#) of each meeting of the governing board; (4) [the annual audit report](#) presented to the Legislative Joint Auditing Committee; and (5) the [conflict of interest and commitment](#) policy of the governing board. Additionally, SAU provides an annual student accounts receivable aging report to the governing board, reviews its policies and practices to ensure its compliance with census reporting guidelines promulgated by the Division of Higher Education, and performs an annual certification of solvency.

## 2.2 Student Conduct

Southern Arkansas University is dedicated not only to learning and to the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. SAU seeks to achieve these goals through a sound educational program and student conduct policies, which encourage independence and maturity.

Each person, as a member of the SAU community, should

- have respect for others as fellow human beings;
- have respect for the views and ideas of others, allowing them opportunity to be heard;
- conduct themselves in such a manner as to maintain a learning environment at the University;
- conduct and promote practices that protect the equality of opportunity of all persons within the institution as well as the community, state, and nation;
- assume an obligation to obey all rules and regulations.

## 2.3 General Regulations & Student Code of Conduct

The University believes that it is unnecessary to design regulations to cover in detail all matters of student conduct. However, some of the more serious offenses, regardless of whether they occur on or off campus, which are subject to disciplinary action or restricting action are:

1. plagiarism or cheating; forgery, alteration, destruction or misuse of University records, documents, or identification; knowingly furnishing written or verbal false information to the University; or other similar forms of dishonesty in University-related affairs (see Academic Integrity Policy, section 2.6);
2. participating in, including aiding and abetting in, the obstruction or disruption of teaching or administrative procedures, other university activities either in or out of classroom or official duties of University Police Department officers.
3. misuse of computer equipment, programs, labs, illegal downloading or peer-to-peer file sharing, or procedures (see Computer Services Policies, section 2.11);
4. unauthorized entry into a building, classroom, office, or residence; unauthorized use or possession of public or private property or property belonging to a member of the University community or campus visitor; unauthorized possession or use of building keys or equipment;
5. public intoxication or the use, possession, sale or distribution of alcoholic beverages; the University may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy;
6. use, possession, constructive possession, sale or distribution of narcotics, marijuana, barbiturates, or pep pills, except as prescribed by a registered medical doctor; use of inhalants or possessing products with the intention of using them as inhalants; the University may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy;
7. use or possession on University-owned property or buildings of firearms without an enhanced concealed carry license, weapons, explosives, fireworks, air guns, pain ball guns, war souvenirs, tear gas, or pyrotechnic devices;
8. depositing or discarding trash or litter on campus in other than appropriate trash and waste containers. No person shall throw or discard paper, bottles, cans, or any substance deemed as litter inside buildings or on campus property including all streets, walks, lawns, etc.;
9. causing any type of false alarm, disaster, fire, threat of bomb, or deliberate misuse of fire equipment, (for the protection and welfare of the students of SAU, any student who shall give, or cause to be given, any type of false alarm of fire and/or threat of a bomb, or who shall deliberately misuse firefighting equipment, shall, upon being found guilty, be subject to action by the University resulting in possible suspension. Any nonstudent involved in the above offense will be referred to the civil authorities.);
10. harassing or sexually harassing another person; bullying; addressing harassing language, slanderous and/or libelous language, or fighting words to a person; following a person in or about a public place or places (e.g., stalking);

11. assaulting, sexually assaulting, or intimidating another person; attempting or threatening to strike, kick, or otherwise subject another person to consented physical contact;
12. making obscene utterances, gestures, or displays; or engaging in a course of conduct or repeatedly committing acts that are disorderly; behaving in a disrespectful or uncivilized manner;
13. theft of or damage which is done individually or as a member of a group to property belonging to the University or belonging to a member of the University community, campus visitor, or to public or private property adjacent to the campus;
14. failure to meet the financial obligations specified by the University in a legal manner; if a student is unable to meet his or her obligations for a good reason, the student is responsible for calling on the department or individual concerned and attempting to arrange for an extension;
15. violation of University, municipal, or state regulations governing the use of motor vehicles on University-owned or controlled property;
16. gambling on University property or in the University student housing;
17. failure to comply with the written or oral directions of the faculty, staff, University police, and/or other authorized University personnel (A student is expected, upon request, to surrender proper identification.);
18. blocking the entrances or exits of any campus buildings, or obstructing the free flow of pedestrian or vehicular traffic on University premises during the published, prohibited hours;
19. use or parking of scooters, skateboards, inline, and roller skates in University buildings; Scooters or other motorized devices may not be parked inside, near entrances or any location that impedes pedestrian traffic;
20. violation of visitation hours or other residence hall policies or regulations as posted in the hall or published in *Hallways*; violation of University Village and University Court Apartments policies or regulations as posted in the Clubhouse or published in *Community Guide*;
21. failure to ensure the proper accepted conduct of guests (A guest is defined as any person who is present at the invitation of a student or any person who is received by a student, or any invited or uninvited non-student who is accompanied by a student.);
22. failure to observe University-wide quiet hours. Because of the large number of student, faculty, and staff residences on the campus, students and visitors are to observe University-wide quiet hours both on the campus and on the streets bordering the campus from 11 p.m. to 7 a.m. Sunday through Thursday, and 1 a.m. to 7 a.m. Friday and Saturday. This includes loud talking, shouting, loud radios, fireworks, explosive noises, loud engines, noisy group activities, etc. Any scheduled campus event that would be construed to be in violation of this regulation must be approved a minimum of one week in advance of the event in order to facilitate the notification of campus residents by mail.
23. participation in hazing or a hazing activity as an individual or as a member of a group;
24. violation of local, state, or federal law which adversely affects the student's suitability as a member of the University community
25. signing up for internet, phone, or messaging service and charging it to the University;
26. when it appears that the presence of the student on campus would seriously interfere with the normal educational functions or the safety and well-being of the University community and property;

27. failure to maintain a current mailing address with the Registrar's Office;
28. Violation of the University smoking policy;
29. Violations of Arkansas or federal criminal statutes including but not limited to the following.

## State

- A. Arkansas Code 6-21-207 provides that one who loiters upon or near the grounds of a public school during school hours, or at an school-sponsored activity after regular school hours, without any lawful business or purpose shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine of not less than \$25 nor more than \$50.
- B. Arkansas Code 6-5-202 prohibits any student from engaging in the act of hazing; encouraging, aiding, or assisting any other student to the act of hazing; acquiescing in the act of hazing; or failing to report promptly his knowledge of the presence and practice of hazing to an appropriate administrative official of the University. Arkansas Code 6-5-203 provides that the offense of hazing is a Class B misdemeanor, and that upon conviction the student shall, in addition to any punishment imposed by the court, be expelled from the University.
- C. Arkansas Code 5-71-226 provides that it shall be unlawful for any group composed of two (2) or more persons to act jointly with one another, or attempt any action in conjunction with one another, to obstruct or bar any hallway or door of any campus building or facility, seize control of buildings or campus facilities, prevent the meeting of or cause the disruption of any classes or erect any type of barricades aimed at obstructing the orderly passage of persons or vehicles onto or off of campus grounds. Any person convicted of disrupting campus activities shall be guilty of a misdemeanor and, in addition to any lawful penalty imposed by the institution, shall be subject to a fine of not less than \$200 or imprisonment in the county jail for a period of not less than six (6) months, or both.
- D. Arkansas Code 5-71-216 provides that a person commits the offense of defacing a public building if he purposely defaces, mars, or otherwise damages a public building. Defacing a public building is a Class A misdemeanor.
- E. Arkansas Code 5-71-211 makes it unlawful for a person to threaten a fire or bombing if he purposely threatens damage or injury to the person or property of another by bombing, fire, or other means, in a manner likely to place another person in reasonable apprehension of physical injury to himself or another or of damage to his property or to the property of another, or to create public alarm. Threatening a fire or bombing is a Class D felony if physical injury to a person results. Otherwise, it is a Class A misdemeanor.
- F. Arkansas Code 5-68-205 makes it unlawful to publicly display obscene material as defined by Arkansas Code 5-68-302 on any motor vehicle or wearing apparel. Violations shall be punishable as Class C misdemeanors.
- G. Arkansas Code 5-68-205 provides that a person commits the offense of publicly displaying an obscenity when the person knowingly causes an obscenity to be displayed in a manner which is readily visible to the public and its content or character is distinguishable by normal

vision. Act 584 has the same meaning as it is defined by Arkansas Code 5-68-302. Publicly displaying obscenity is a Class B misdemeanor.

- H. Act 351 of 1991 prohibits the making, forging, or counterfeiting of a transcript, diploma or grade report. Upon conviction, a person may be fined in an amount not to exceed \$1,000 and/or may be imprisoned for a period not to exceed six months.
- I. Act 562 of 2017 provides that it is unlawful for any person other than a law enforcement officer or a security guard in the employ of the state or an agency of the state to knowingly carry or possess a loaded firearm or other deadly weapon in any publicly owned building or facility unless the person has completed an enhanced training course of up to eight (8) hours approved by the Director of the Department of Arkansas State Police in addition to already possessing the normal concealed carry license, License holders must be at least 21 years of age. Handguns cannot be stored in a campus building, including residential buildings. A licensee may not carry a concealed handgun into a location during which an official meeting lasting no more than nine (9) hours is being conducted in accordance with documented grievance and a claim for monetary damages arising from or related to a licensee's use of, or failure to use, a concealed handgun, if the licensee is employed by the university and the licensee elects to possess the concealed handgun.

## **Federal**

Equal Employment Opportunity  
Title VII of the civil Rights Act of 1964  
Sex Discrimination  
Race Discrimination  
Religious Discrimination  
National Origin Discrimination  
Equal Pay Act of 1963  
Disability Discrimination  
Americans with Disabilities Act of 1990  
Rehabilitation Act of 1973, Section 504  
Age Discrimination in Employment act of 1967  
Civil rights Act of 1991  
Students and Program Nondiscrimination  
Title VI of the Civil Rights Act of 1964  
Title IX of the education Amendments of 1972  
Rehabilitation Act of 1973, Section 504  
Age Discrimination Act of 1975  
Privacy of Student records  
Family Educational rights and Privacy Act of 1974  
Consumerism  
Student Right-to-Know Act of 1990  
Education Amendments of 1976  
Campus Crime Reporting  
Campus Security Act of 1990  
Drug Use by Employees and Students  
Drug-free Schools and Communities Act of 1989  
Drug-free Workplace Act of 1988

## 2.4 Reporting Violations

Students, faculty and staff should report an alleged incident of misconduct to the Office of Student Life, 101 Reynolds Center. The student life staff and/or University police will investigate the report.

### 2.4.1 Good Samaritan Provision

The health and safety of Southern Arkansas University's students is of the highest priority. At times, students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the student conduct code. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has enacted the following –good Samaritan provision. Although policy violations cannot be overlooked, the University will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences for the student who needed assistance. At a minimum, students or student organizations should make an anonymous report that would put the student in need in touch with professional helpers. Examples where this policy would apply include:

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under age of 21 and was also consuming alcohol.
2. A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21. It is in the best interests of this community that as many victims as possible choose to report to University officials. To encourage reporting incidents of sexual misconduct, SAU pursues a procedure of offering victims of sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. Thus, although the University may not impose disciplinary charges, the University may mandate educational options (such as alcohol and other drug assessments and attendance to alcohol education programs) in such cases.

## 2.5 Discipline Procedures

The disciplinary procedures of Southern Arkansas University, as are all activities on the University campus, are designed to be a part of the teaching process and normally cover a wide spectrum of disciplinary measures which may range from counseling to dismissal.

**Southern Arkansas University recognizes the basic rights of the individual, and provides guarantees to the students, which grow out of the fundamental conception of fairness implicit in procedural due process.**

In order to protect the educational process of the University and at the same time to protect the rights of all students, the University has authority to develop and

enforce regulations and to impose disciplinary penalties on students found guilty of offenses or violations of rules and regulations. The process for enforcement of University rules and regulations for student conduct shall conform to the procedures stated below. However, residence hall and apartment rules and motor vehicle regulations and procedures under which the University applies to collect monies, continue in force, and adjudication of questions arising under them need not comply with the following procedures when controversies are amenable to these procedures. Violations of University Housing regulations may be handled through the University Housing resident directors, director of University Housing, and/or referred to the dean of students for disciplinary procedures.

The appointed staff through the Office of Student Life is charged with the responsibility of initiating student disciplinary procedures and meeting with the student. In the process of meeting and counselling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made, or the student affairs staff may request a hearing before the University Discipline Committee in the event of severe discipline. The determination of responsibility shall be made on the basis of whether it is more likely than not that the accused student violated University regulations.

All charges and possible disciplinary actions shall be presented to the accused student in written form sent or delivered to the student's University e-mail address. This shall constitute full and adequate notice. However, the University reserves the right to use other reasonable means to notify students. This includes, but is not limited to, the use of the student's University mailing address. The failure of a student to check his or her University e-mail account, provide an address change or forwarding address, or the refusal or inability to accept the electronic or mailed notice, shall not constitute good cause for failure to comply with the notification.

The student will be informed by written or electronic notice of the finding of responsibility and recommended action. Except when a hearing already has been requested by the student affairs staff, the notice shall offer student the choice of either abiding by the recommended action or requesting a hearing before the University Discipline Committee. The student's choice shall be made in writing and delivered to the dean of students on or before the date specified in the notice that proposed the action. If no written notice of choice is received within the time specified, the action proposed and the procedure shall be considered final.

The staff member and the student may choose a less formal procedure by agreeing on the specific charges and the nature of the evidence upon which the recommended actions are based. The student will be informed of his procedural rights, including the right to a hearing and appeal. When there is agreement between the student and the staff member, the procedure shall be considered final.

The disciplinary actions the University may take include, but are not limited to, the following:

- A. **Expulsion:** separation of the student from the University; the student is not eligible for readmission to the University.

- B. Dismissal:** separation of the student from the University for an indefinite period of time.
- C. Suspension:** separation of the student from the University for a definite period of time.
- D. Disciplinary probation:** official warning that the student’s conduct is 1) in violation of the rules, requests, and policies stated in SAU publications, official correspondence, or announcement; or 2) in violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, dismissal, or expulsion. Disciplinary probation can be imposed for varying periods of time and can include the following:
  - 1. ineligibility to hold office in the University.
  - 2. ineligibility to represent the University in any official function.
  - 3. ineligibility to continue to receive a University-sponsored scholarship, grant, work and/or loan.
  - 4. placing an informational notice in the student’s permanent file.
  - 5. continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation.
- E. Letter of enrollment block:** a letter stating that the student may not reenter SAU without prior approval through the Office of Student Life if enrollment has been blocked for a previous disciplinary problem or for medical reasons.
- F. Letter of reprimand:** a written admonition of a student for actions unbecoming to the University community.
- G. Loss of campus housing privileges:** removed from University housing for disciplinary reasons.
- H. Community Service Hours:** Hours the student may be required to volunteer with an approved campus or community agency/department.
- I. Work hours:** hours that a student may be required to work in a specified area of service to the University.
- J. Restrictions:** the withdrawal of specified privileges for a definite period of time.
- K. Restitution:** the withdrawal of specified privileges for a definite period of time.
- L. Monetary fines:** a fine assessed by the University which is placed on the sanctioned student’s account.
- M. Educational sanctions:** All consequences of the student judicial process are intended to be educational. In this context, however, the term – educational sanctions specifically describe those tasks, assignments, or experiences that a student is obligated to complete as a result of the

Discipline Committee or staff's decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture, or meeting, or to attend counseling.

### **Mandatory Leave of Absence**

In certain circumstances, the dean of students may impose a University or residence hall leave of absence prior to the hearing before a judicial body. The leave of absence shall become immediately effective without prior notice.

Interim suspension may be imposed only:

- a) To ensure the safety and well being of members of the University community or preservation of University property;
- b) If the student poses a definite threat of disruption of or interference with the normal operations of the University.

During the interim suspension, students shall be denied access to University housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the dean of students may determine to be appropriate. A leave of absence may be appealed to the Vice President of Student Affairs.

## **2.5.1 Discipline Committee Hearing**

The circumstance, which results in a hearing before the University Discipline Committee, is the referral by the student affairs staff of a situation involving disciplinary action upon the request of the student involved or the student affairs staff.

Points involved in such hearings traditionally have been classified as:

- (1) issues of fact (did a certain incident occur? Was the student involved in the incident?),
- (2) issues related to the nature or character of the incident (Was it an accidental, careless, or intentional action? Was it spontaneous, or premeditated? Were there justifiable reasons or extenuating circumstances?),
- (3) issues of degree or extent (Was it minor, moderate, or major?),
- (4) issues of jurisdiction (Does the administration have jurisdiction over the incident and the persons involved?).

The purpose of the hearing is to allow the committee to judge whether a violation of regulations of student conduct has occurred and to recommend the appropriate action to be taken. The hearing procedure is an effort by the University to provide students with institutional due process and to provide an atmosphere in which students can both learn and practice rules and procedures of responsible social conduct. The University further seeks to apply in actual practice those principles and rules of justice and civic responsibility incubated by its faculty in academic process.

When a hearing is requested, the dean of students shall make arrangements for the hearing and shall notify the student of the time, date, and place of the hearing. Unless the student requests otherwise, the hearing will be closed except to participants. The student shall notify the dean of students in advance of the hearing if the student desires the hearing to be public.

At the hearing, the student is entitled to be present with a University advisor of his/her choice (Sec. 2.5.2) to testify on his or her own behalf, to present witnesses, to ask questions of witnesses who appear, and to examine all evidence presented to the committee. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held or the student has been suspended from the university for 10 days or more. An audio recording shall be made of the hearing and shall be kept by the dean of students for one year. The chairperson of the University Discipline Committee shall preside over the hearing and shall rule on the admissibility of evidence, which may include hearsay, and on all other questions regarding the conduct of the hearing.

The appropriate hearing procedure is for the Office of Student Life designee to present a narration of the facts in the situation and specify any action they have recommended. The student then specifies the precise point at issue (the issue of fact, character, extent, or jurisdiction which occasions this hearing).

After the point at issue is specified, the student affairs staff, assuming the burden of proof, presents its position. It may present whatever relevant evidence testimony, explanation, or argument it feels appropriate. After presentation of the student affairs' position, the student may present whatever relevant evidence, testimony, explanation, or argument the student feels appropriate.

Members of the discipline committee may ask questions to clarify issues a whatever point they feel necessary; however, such questions should not interrupt a speaker during the presentation unless the questions are essential. All participants may ask questions after the initial presentations are made.

After all relevant matters have been placed before the committee, it shall deliberate in closed session and render a decision. In the decision, the committee may:

- affirm the original finding and sanction;
- affirm the original finding, but lessen the sanction;
- affirm the original finding and increase the sanction; or
- reverse the original finding.

The chairperson of the committee shall forward to the dean of students a written report of the decision and the reasons thereof. The Office of Student Life will report the decision of the hearing committee in a letter to the student and inform him or her of the right to appeal to the president of the university on or before a specified date. If no written notice of appeal is received within the time specified and the Office of the President does not choose to review the proceedings, the action proposed shall be imposed and the disposition shall be considered final.

An ad hoc hearing board may be established by the president whenever the University Discipline Committee is not constituted, is unable to obtain a quorum,

or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members, including at least one student.

Appeal of the decision of the University Discipline Committee may be made in writing to the to the president of the university before the stated deadline. The appeal must state the grounds for believing the decision to be erroneous or unfair. An appeal of the disciplinary decision may be made only on justifiable grounds, including irregularity in proceedings, punishment inconsistent with the nature of the offenses, additional pertinent evidence not available for the original hearing, or a question of fact. The president may deny a request for an appeal if the student fails to show sufficient grounds for an appeal.

If sufficient grounds for the appeal are met, both parties may present additional evidence or other objections, not presented in previous proceedings, upon which the appeal is based in writing to the president of the university. Following these presentations, the president will review the previous proceedings along with the additional evidence or objections. The president will then determine whether the disciplinary rights have been properly observed. In the decision, the president may:

- affirm the decision of the discipline committee, which shall be effective as of the date specified by the committee;
- affirm the decision of the discipline committee and reduce the sanction, which shall be effective as of the date specified by the discipline committee;
- affirm the decision of the discipline committee and increase the sanction, which shall be effective as of the date specified by the discipline committee;
- reverse the decision against the student;
- reverse the decision against the student and order a new hearing by the discipline committee.

The president will notify the student and proceed appropriately.

## **2.5.2 Role of the University Advisor in Disciplinary Hearings**

Service as a University advisor on behalf of a student appearing before the University Discipline Committee does not imply the presumption of either guilt or innocence of the student by the faculty member serving in such capacity. Such service merely recognizes the right of the student to have present with him during a period of potential emotional stress and mental anguish a person not under such pressures who may give him counsel or encouragement on matters either substantive or procedural and who may assist in the student's defense if requested by the student. The University advisor bears no responsibility for assuming the initiative in the student's defense.

When a faculty member serves as an advisor for a student appearing before the University Discipline Committee, no advance notice to the committee is necessary. However, both the student and the University advisor are welcome to discuss the committee procedures with the dean of students and/or the University Discipline

Committee chair in advance of the hearing. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held or the student is suspended for 10 days or more. Only the student, his or her University faculty advisor, and the student's witnesses are permitted to make presentations to the University Discipline Committee.

## **2.5.3 Serious Violations**

[Arkansas Act 470](#) makes specific provisions in cases that may lead to expulsion or suspension. In addition to existing student conduct procedures, a student or student organization facing a “serious violation” charge is entitled to the following:

1. The right to receive a copy of Arkansas Act 470 at the inception of the disciplinary matter.
2. The right to be represented by an attorney or non-attorney advocate. The University shall not be responsible for providing, training, or paying for the services of an attorney or a non-attorney advocate.
3. The right to have the opportunity for a live hearing. Should a student or student organization waive the right to be present at a disciplinary proceeding, the student or student organization must submit a waiver signed by the student or student organization and the adjudicator of the administrative proceeding. If a student or student organization waives the right to be present at a disciplinary proceeding, the student or student organization shall not have a right to appeal the University's initial decision.
4. The right to an appeal to be filed within 25 days after a student or student organization receives final notice of the University's decision.
5. At the conclusion of a disciplinary proceeding or an appeal that involves a serious violation, the University vice-president of student affairs shall certify that the substantial rights of student complainants and respondents as established under Arkansas Act 470 have been followed.

## **2.5.4 Failure to Appear**

If a student notified to appear before University administration, staff, or the discipline committee fails to comply, and staff or the chairperson of the discipline committee, as the case may be, reasonably believes the failure to be inexcusable; the staff member or discipline committee will make a decision on the basis of information which is available, and shall impose the sanction considered appropriate. When it appears necessary to avoid undue hardship or to avoid injustice, the dean of students may extend the time to enable a student to respond to an accusation or prepare a defense.

## **2.6 Academic Integrity Policy**

The mission of Southern Arkansas University empowers all members of the University community to develop and encourage learning environments that create, expand, acquire, share, evaluate, and communicate knowledge.

Academic integrity at SAU is an organizational and individual responsibility. Students, faculty, and staff share responsibility for maintaining the highest standards for academic integrity.

## 2.6.1 Academic Misconduct Definitions

Any act of dishonesty in academic work constitutes academic misconduct and is subject to disciplinary action. Acts of dishonesty include, but are not limited to, plagiarism, cheating, and fabrication

### A. Plagiarism

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own. Plagiarism occurs both when the words of another (in print, electronic, or any other medium) are reproduced without acknowledgement and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer.

1. To avoid plagiarism, give written credit and acknowledgement to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
2. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).
3. All course work including research performed and all assignments such as a written paper must be the work of the person seeking academic credit for the course. Under no circumstances can purchased papers, book reports, projects and/or other class assignments, or work otherwise obtained from individuals or companies be submitted as work of the student.
4. It is not sufficient to provide a citation if the words of another have been reproduced this also requires quotation marks. It is the responsibility of all University students to understand the methods of proper attribution and to apply those principles in all materials submitted.

### B. Cheating

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

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

4. Using, buying, selling, stealing, transporting, or soliciting, in part or entirety, the contents of an examination or other assignment not authorized by the professor of the class.
5. Exchanging places with another person for the purposes of taking an examination or completing other assignments.

### **C. Fabrication**

1. Fabrication is faking or forging a document, signature, or findings of a research project
2. Other forms of fabrication may include unauthorized collaboration or submitting the same paper or portions of the same paper to two different courses without the consent of current instructors.
3. Forging a signature on an official SAU or other document.

## **2.6.2 Academic Integrity Policy Application to all Students**

The University's academic integrity policy applies to all students enrolled in courses at the University. All forms of academic misconduct at SAU will be regarded as serious and may result in the student being expelled from the University.

**All students will complete a short course covering Academic Integrity at the beginning of their first semester at SAU.** Seminars related to academic integrity will be made available to faculty, students, and staff from time to time each year. The *Divisions of Academic Affairs* and Student Affairs will collaborate in publishing information about academic integrity and misconduct, with explanations and examples intended to help students make informed decisions about how they conduct themselves in their academic work.

## **2.6.3 Faculty Syllabus Requirements**

Faculty will place in every course syllabus the following language:

Southern Arkansas University affirms its commitment to academic integrity and expects all members of the University community to accept share responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the University's Academic Integrity Policy, approved by the president and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this University Policy.

An instructor may include in the course syllabus additional information about academic integrity if he or she wishes to do so.

## **2.6.4 Academic Misconduct File and Assistance with Notice to Students**

All documentation relevant to a student's academic misconduct will be maintained in the Office of the Vice President for Academic Affairs in a digital form. Academic misconduct files shall only be used in accordance with University FERPA policy.

If the student makes a formal appeal, it will be decided in accordance with the procedures set forth below. If the matter is appealed to the Academic Integrity Council, the VPAA (or designee) will forward all forms and other materials associated with the specific violation to the Chairman of the Academic Integrity Council to be disseminated to members of the Council.

Students may not drop a class until the allegation of the academic integrity violation has been resolved. If the allegation is confirmed, the instructor retains the ability to assign a grade for the course if the student decides to drop the class after completion of the process.

## **2.6.5 Notification of Charge of Academic Misconduct to Student**

All forms used in the process will be located on SAU Academic Integrity web page and sent via SAU email. All forms will be copied to the instructor and to the student to keep them informed of the process. A copy will be sent to the appropriate dean of the college in which the alleged misconduct occurred.

In the event an instructor determines that a student has engaged in academic misconduct, the instructor will complete the web-based academic integrity violation form. The form is found on the SAU's Academic Integrity webpage. This form will notify the student, Dean, and the VPPA of the allegation through the student's SAU email account. The notice will include the justification for the allegation, inform him or her of the violation level, and the sanction the instructor deems appropriate, consistent with the terms of the Sanctions section of this policy.

## **2.6.6 Appeals Process**

The student will have three days (excluding weekends and holidays) to respond to the allegation from the instructor before the sanction is implemented and arrange a meeting with the instructor.

A student may appeal the charge of academic misconduct and any sanctions or actions taken by the instructor through the procedures set forth below.

### **A. Appeals at the College Level**

1. If the student is not satisfied with the action of the instructor after their meeting, the student has seven days (7) to submit a formal appeal to the Dean using the online form. Within seven (7) days of receipt of the email, the Dean will meet with the student to attempt to resolve the matter. Online students may speak with the Dean via electronic telecommunications. After the meeting with the student, the Dean will render a decision on the appeal and fill out the online form.
2. If the student is not satisfied with the action of the Dean, the student can appeal the decision of the Dean to the University Academic Integrity Council.

## **B. Appeals to the University Academic Integrity Council**

1. Within seven (7) days of receipt of the notice of the College/Dean appeal decision, the student may appeal to the Academic Integrity Council. The student will use the appropriate form found on SAU's Academic Integrity Council web page. Upon receiving this form, the VPAA will forward all forms and other materials associated with the specific count to the Chairman of the Academic Integrity Council which will be disseminated to members of the Council.
2. Within seven (7) days of receipt of the appeal, the Academic Integrity Council will consider the appeal with at least three members of the Council being present. The decision of the Academic Integrity Council will be forwarded to the Student, the Instructor, the Dean, the Registrar and the Provost/VPAA via the web based form.
3. The Provost/VPAA will review all decisions recommending suspension or expulsion.

## **2.6.7 Violation Levels**

The following violation levels are assigned to specific types of violations of the University's Academic Integrity Policy; if a violation occurs which is not specifically provided below, then any sanctions will be based on the most similar type of violation that exist in the rubric. A violation will be considered as a single violation up until the point that a student receives notice of that violation; additional infractions occurring after that point will be considered separately for purposes of the rubric. If assignment of a sanction requires the Academic Integrity Council to interpret the sanction rubric, the Academic Integrity Council shall provide a rationale for its determination and application of the particular sanction(s). General guidance on substantial issues of interpretation of the sanction rubric shall be provided by the Provost/ Vice President of Academic Affairs.

A student receives the assigned number of sanction points for each violation for which he/she is found responsible. **Sanction points are cumulative over the length of the student's matriculation at Southern Arkansas University. Graduate students will be considered new matriculates.**

The violation levels are as follows:

### **A. Level Zero Violation – 0.0 sanction point**

1. For plagiarism/copying in work done for a course, if the plagiarized/copied material constitutes less than 10% of the assignment (first offense only).
2. Unauthorized collaboration on homework assignments constituting less than 10% of the assignment (first offense only).
3. Use of any materials or resources that are not authorized by the instructor in completing any assignment having a value of less than 10% of the assignment (first offense only).

### **B. Level One Violation – 1.0 sanction point for each violation**

1. Copying from or viewing another student's work during an examination.

2. Using any materials or resources that are not authorized by the instructor for use during an examination or in completing any assignment having a value equal to or greater than 10% of the assignment, or a second offense.
3. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
4. Facilitating or aiding in any act of academic dishonesty.
5. Collaborating on laboratory work, or other assigned work when instructed to work independently.
6. Submitting, without specific permission of the instructor, work that has been previously offered by the same student for credit in another course.
7. Falsification of attendance and/or participation.
8. Submitting as one's own any theme, report, term paper, essay, computer program, speech, painting, drawing, sculpture, or other written or creative work or project of any nature prepared totally or in large measure by another/plagiarizing, in work completed for a class assignment, when that copying/plagiarizing constitutes less than 10% of the assignment and is a second offense, or when that copying/plagiarizing constitutes 10% or more of the assignment.
9. Unauthorized collaboration on homework assignments constituting 10% or more of the assignment, or less than 10% of the assignment on a second offense.

**C. Level Two Violation – 2.0 sanction points for each violation**

1. Submitting as one's own any prepared totally or in large measure by another OR plagiarizing.
2. Submitting altered or falsified data (in work completed for a class assignment).

**D. Level Three Violation-4.0 sanction points for each violation**

1. Altering grades or official records.
2. Falsifying or signing another person's name on any academically-related University form or document.
3. Buying, selling or otherwise obtaining course work (having another person complete exams, assignments, etc. or doing this for another).
4. Sabotaging another student's work.
5. Submitting altered or falsified data.

**Note:** For offenses not specifically mentioned in this rubric, faculty members may confer with the Academic Integrity Council Chair and propose a description of the offense and the level of sanction to be included in the faculty member's syllabus. The proposed description and sanctions will be forwarded to the Academic Integrity Council Chair to review the proposed offense and sanction for consistency with existing offenses and sanctions. If a faculty member and Academic Integrity Chair disagree over a particular offense or sanction, the matter may be discussed with the relevant dean and/or the Academic Integrity Council.

## **2.6.8 Sanctions: The possible university sanctions are as follows:**

**Sanction points for Level 0 = 0.0:** The student will be issued a Letter of Reprimand (first offense only). There will be no grade sanction for a Level Zero offense. Student must attend the Academic Integrity Course.

**Sanction points for Level 1 = 1.0:** For work for a course, the instructor will give the test or an assignment an immediate zero (0) which will then be averaged into the course grade. If that involves missing a stated deadline, the stated late penalty will apply. Student must take the Academic Integrity Course.

**Sanction points for Level 2 = 2.0:** The student will receive a course grade of XF for work done for a course. A 2.0 offense will result in academic integrity suspension for one semester.

**Sanction points for Level 3 = 4.0 or more:** The student will be immediately and permanently expelled. An XF will be given for the course(s).

## **2.6.9 Opportunity and Removal for the “X”**

After two semesters of acceptable performance at the University following the imposition of a penalty, with no student conduct or academic dishonesty infractions, the student may request grade forgiveness by VPAA.

To remove the X on the transcript, the student may request that the X be removed by submitting a written petition to the Provost/Vice President for Academic Affairs. This written petition must provide evidence that the student now understands ethical standards (e.g. GPA following the infraction; lack of subsequent infractions [academic and conduct]; proactive activities that the student has engaged in to learn about appropriate techniques for citation, etc.) The X will still be counted if future infractions occur.

## **2.6.10 Degrees, Honors & Awards**

The University reserves the right to withhold or withdraw degrees, honors, or awards due to violations of the Academic Integrity Policy.

## **2.6.11 Suspension and Expulsion**

Suspension involves withdrawal of enrollment privileges for a specified period of time and ordinarily carries with it conditions which must be met for re-enrollment. Suspended students are not permitted to live or board in University facilities or approved student organization housing (i.e., facilities owned by the University and leased to a student organization.). Students suspended may not receive credit for University work completed by correspondence or in residence at another university without prior permission from the Provost or designee. Records of suspension are maintained indefinitely.

Expulsion is a permanent dismissal from the University. These records are maintained indefinitely.

Expulsion from Southern Arkansas for academic dishonesty will be permanently noted on the student’s transcript.



Health Association in its practices and procedures concerning students with AIDS. For more information, contact University Health Services at (870)235-5237.

## **2.9 Bulletin Boards, Posters, Notices, and Other Materials**

Regularly issued publications are subject to the supervision of the Publications Committee. Notices, pamphlets, and other materials may be printed and distributed by recognized student organizations to further the purposes stated in their constitutions, subject to the following limitations:

### **2.9.1 Identification and Responsibility**

All notices must carry the name(s) of the organization(s) responsible for distribution and be approved in the Office of Student Activities, 201 Reynolds Center, and be stamped with the date of their removal by that office.

Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as members or officers of the organizations.

### **2.9.2 Libelous and Scurrilous Material**

The right to distribute notices and printed materials shall not extend to libelous, scurrilous, or personally defamatory statements. Neither shall the right extend to materials encouraging and promoting violations of the public laws and the public peace, or the regulations of the University.

### **2.9.3 Posting of Notices**

Posting of notices and bulletins must conform to University standards to prevent damage to campus facilities and for safety purposes.

1. Advertising or announcements may not be posted or painted on the exterior of any campus buildings, structures, sidewalks, or curbs.
2. Signs may not be affixed to any glass or doorway of any building.
3. Signs may not be affixed to any painted surfaces within the buildings.
4. Signs may not be nailed or wired to trees on the campus in any manner that would damage or mar the trees.
5. Signs may not be placed on stakes and driven into the ground.
6. Signs by registered student organizations may be posted for one week only. All signs and material must be removed from the campus immediately following the event or within one week's time for non-event type signs.
7. Chalking on sidewalks is permitted. Organizations are responsible for removing the chalking the day following the event. Cleaning materials can be obtained from the Office of Student Activities.

### **2.9.4 Places for Posting Notices**

- North interior wall of Bruce Center.

- Selected campus bulletin boards.
- Tied between two trees.
- Placed on tables.

## **2.9.5 Distribution of Printed Materials**

Distribution must not invade classrooms, interfere with classes, infringe on residence hall regulations, or be done in a manner that adds to litter on the campus. No materials may be distributed door-to door in the residence halls, nor may they be placed on vehicles parked on University property. Organizations proposing to distribute printed materials on the campus must obtain permission from the Office of Student Activities. The purpose of this permission, with the requirements which accompany it, is to protect the appearance and the normal operations of the campus, not to restrict the use of materials beyond the limits set in Section 2.

## **2.10 Class Attendance Policy**

A student's academic program should be regarded as an obligation. Regular and punctual class attendance is expected from each student. An individual who is absent from a class should contact the instructor. If the cause of the absence is found to be acceptable, as defined in the *Student Handbook* 2.10.1, the instructor shall not penalize the student for the excused absence.

If a student is absent from a class more than the equivalent of one week of instruction (more than three days for MWF class, during a regular semester, for example) those absences will be reported to the dean of students. The dean will then send the student a notice of pending action. The student is advised to contact the instructor as soon as this notice has been received. Ten calendar days after the report is submitted by the instructor during a regular semester or after seven calendar days during a summer session, a student may be dropped from the class for excessive unexcused absences at the request of the instructor. If this occurs, a grade of *WF* (withdrawal with failure) will be given for the course.

### **2.10.1 Make-up Examination/Credit for Absences Policy**

Make-up credit for work missed will be given under any one of the following conditions:

- A. Student is excused in advance for due cause determined by the vice president for academic affairs. This will include, but not be limited to, absences due to academic program or course field trips and events, intercollegiate athletics, or school-sponsored lectures.

- B. Student has been ill and has a written excuse from the University nurse or personal physician.
- C. Student is excused by the instructor for emergency reasons.

The types of work missed for which make up credit may be given include major examinations, homework, presentations, and attendance. Work given to a student for make-up does not have to be in the same format as the work missed but must be equivalent credit.

The absent student must contact the instructor no later than the start of the next class attended in the course to make arrangements for the make-up work. A student who fails to make arrangements prior to commencement of the next class attended forfeits the right to make up credit, though the instructor may, for good cause choose to allow make-up credit.

A student is responsible for notifying all instructors as soon as possible when the reason for an absence is known in advance. A student forfeits the right to make up credit for failing to meet this requirement, though the instructor may, for good cause, choose to allow make-up credit. Notification by administrative or instructional staff of a student's absence, either before or after the absence, does not relieve the student of the responsibility for personal notification.

## **2.11 Computer Services Policy**

### **2.11.1 Computer Accounts**

Computer accounts for Southern Arkansas University users are created and assigned for the purpose of fulfilling the University mission statement. Accounts will be created for SAU full-time employees and students. In addition, limited access may be granted to individuals with special, unique, or circumstantial needs or requirements relative to the University. Any such request will be reviewed on a case-by-case basis with the user agreeing to follow University guidelines.

Users must not share accounts. User accounts and/or administrative systems are not to be used for any unethical, illegal, or criminal intent or purpose. If a problem exists with an account, please contact ITS at (870)235-4083.

Computer hardware, software, and application resources are the property of SAU. Therefore, any information stored on University resources is owned by and is the property of SAU and must be in compliance with local, state and federal laws and University Policies. Every effort will be made to maintain privacy and security of user files. Inspection of the account content (including e-mail retrieved and restored from backup files, mailbox contents, public folder postings, files saved to local hard drives, etc.) may occur in accordance with applicable state and federal laws and University policies.

### **Misuse of Accounts**

SAU supports the statement on software and intellectual rights adopted by EDUCOM, a consortium of several hundred colleges and universities with active interest in the educational uses of accounts and computers:

*Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.*

*Because electronic information is volatile and easily reproduced respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations may be grounds for sanctions against members of the academic community.*

Users should also be aware that some types of computer abuse are not only against University policy but are also in violation of state and federal criminal codes (unauthorized reproduction of copyrighted software, intentional damage to hardware or accounts, and unauthorized alteration or access to computer systems).

## Students

SAU students will have an account automatically created by the day before classes begin. Format of student account name will be first letter of first name, middle initial, last name, and four random numbers with no spaces. For example, the account for John David Student will be JDSTUDENT4321. To see your username in Campus Connect, go to <http://www.saumag.edu> and click on the Campus Connect link to login. Student accounts will remain accessible during semesters for which students are actively enrolled.

Students enrolled and finalized during the fall and spring semesters and summer sessions will keep their account intact during the academic year. Exceptions include students that are completing graduate papers or fulfilling the requirement of an incomplete grade.

## 2.11.2 Electronic Messaging

### E-Mail

E-mail is an integral part of communications on campus. The purpose of e-mail is to electronically communicate effectively with students, employees, peers, and/or other individuals within the higher education infrastructure. All correspondence from the Financial Aid Office, Student Life Office, and the Student Accounts Office will be sent to your Windows Live@Edu e-mail account. Your windows Live ID is your current username plus @muleriders.saumag.edu (i.e., [ABStudent1234@muleriders.saumag.edu](mailto:ABStudent1234@muleriders.saumag.edu)). Your password will be the last six digits of your Social Security Number. To access your Windows Live@Edu account, go to <http://login.live.com>. **It is imperative that each student regularly check this e-mail and review completely the information transmitted.**

SAU users must adhere to the following guidelines:

1. Appropriate standard of civility must be used in electronic communications with other users.
2. Contents must not include rude, obscene or harassing contents.
3. Any potentially offensive e-mail content must not be sent or forwarded to other users
4. Messages must not be used to intimidate, insult, and/or harass other users.
5. Chain letters, mail-bombs, junk letters, classified ads, and other forms of mass electronic mailings are not permitted.
6. Electronic communications must not be used for solicitation purposes.
7. Person for-profit use of e-mail is not permitted.

## **Quotas**

E-mail quotas limiting the amount of space utilized to store e-mail messages will be assigned to all users. When a quota has been exceeded, it will result in users not being able to send e-mail messages until sufficient e-mails have been removed to be within the quota limits. In addition to the amount of storage allocated for e-mail messages, a quota has been assigned to the size of an e-mail message being sent from or received on campus as a security measure. Disk quotas have also been set to limit the amount of data storage that students can use on the SAU file storage server. An e-mail will be sent to the user's SAU e-mail address when the user exceeds this disk quota and the user will not be able to save any more data files until the user deletes the amount of stored data to within the quota limit.

## **Violations**

Violations of these policies and procedures are subject to disciplinary actions.

### **2.11.3 Pornographic/Obscene Material**

#### **Introduction**

The University operates and maintains an information network to allow students, faculty, and staff to complete assignments and work in pursuit of the University mission. Each student will receive an account and password, which allows student access to the appropriate computing resources to complete academic goals. The University supports the intellectual property right of information regardless of storage media utilized by the student.

The University abides by all state and federal laws applicable to copyright issues. Licensed software is not to be copied or duplicated. Any violation of the intellectual rights of published or unpublished authors, students, faculty, or staff of SAU is a serious offense and will be treated accordingly. Students should utilize appropriate standards of civility when using computing systems to communicate with other individuals.

#### **University Responsibility to Student**

SAU provides all currently enrolled students with information technology equipment in support of educational and instructional purposes. A quiet serene atmosphere with student assistance, if needed, can be found in our computer facilities.

Computing facilities are made available to the students, faculty and staff of the University. Only properly authorized persons may access SAU computing facilities. Proper authorization is provided to students in the form of a computer account and password. Assigned accounts are to be used only by the user to which the account has been created. Users should not share their accounts and password information with other users.

## **Student Responsibilities**

It is the responsibility of each student to adhere to all ITS student computer policies while in the computer facilities as follows:

### **General**

1. Technology resources are to be used only in the pursuit of academic or other University purposes.
2. Food and drink should be consumed outside computer classrooms.
3. Printers are to be used for hard copy of instructional assignments. Copiers should be utilized in making multiple copies of printed materials.
4. Pick up after yourself. Keep workspace clean since there will be others using the same equipment later.
5. Be sensitive to the needs of others.
6. Respect the privacy and personal rights of others. Do not access or copy another user's electronic mail, data programs, or other files.
7. The University is the owner of computing resources in computer classrooms.
8. Electronic communication used for fraudulent, harassing or obscene messages is prohibited.
9. Students should respect system integrity and resources by not developing or executing programs that could harass other users, degrade performance or damage software or hardware components.
10. Chain letters and other forms of mass mailings are prohibited.

### **Access**

1. Students are responsible for any and all activity initiated in or on SAU computing facilities by their computer account.
2. Students are responsible for selecting secure passwords for their computer accounts and for keeping those passwords secret at all times. Passwords should not be given to other users.
3. Students are responsible for their data files and creating appropriate backup files.
4. Students should report any system security violation, or suspected system security violation to any of the lab assistants and/or lab coordinator.
5. University licensed software should not be copied or reproduced in any capacity.

6. Students are responsible for obeying all official notices posted in computer labs, attached to SAU equipment, and posted via e-mail or login entry screens.

### **Hardware/Software**

1. Report hardware, software and printer problems to the student workers on duty.
2. Students should log out of their account when finished with University computing resources.
3. Students are not to access restricted portions of the operating system, security software or accounting software unless authorized by the appropriate University administrator.

### **Web Pages**

#### **General Guidelines**

The following guidelines apply to all electronic document publications, whether on the Internet or the Intranet. Electronic publications should follow the same University policies and standards as print publications. Applicable issues include nondiscrimination, academic freedom, proper use of computer resources, copyright laws, and authorized use of the University's logo and other graphic elements.

In any form of publishing, nothing must be published which might bring SAU into disrepute.

- Publications must be legal, decent, and accurate.
- Publications should be consistent with the standard and style of SAU's official publications.
- Where they might influence the public perception or image of SAU, the publications' tone should be positive.
- Personal opinions must not be published in a way that might make them seem to be the University's views.
- Publications that may be regarded as publicity for potential students must be approved in the Communications Center.
- Publications should not compromise SAU's symbols, seal, logo, and name.
- Publishers will be held personally responsible for any cost or other legal liability that they incur as a result of publishing, unless the University has previously agreed in writing to exonerate them.

If you have any doubt about the suitability of material to be published, contact the director of the communications Center at (870)235-4027.

#### **Personal Webpages-Students, Faculty, or Staff**

Personal webpages may not contain the university or campus logos or other symbols of the University or the campus.

Copyright laws apply to electronic publishing as well as to print publishing. Be sure to have permission to publish the information, graphics, or photographs on pages if you are not the author or creator. Photographs of an individual or personal information about an individual must not be included without the written permission of the individual.

Students' webpages will be deleted at the end of the spring semester. University web servers must be used for educational purposes and cannot be used for profit or commercial purposes.

### **Usage of the University Logo**

The Southern Arkansas University logo is a registered trademark of the University. Its usage is limited to official University entities, including colleges, programs, departments, offices, centers, or student organizations recognized by the Office of Student Life. Call the Communications Center at (870)235-4026 for a copy of the University logo. Do not copy the logo located on the University's webpage.

Logo restrictions:

- Do not hang the logo off the page.
- Avoid using the logo against graphic backgrounds that are busy and make the logo complete for visibility.
- Do not alter, stretch, or redraw the logo in any way. The logo must be placed right side up and never at an angle. Be sure the word – Magnolia is legible.
- Non-official webpages should NOT use the University logo.
- Do NOT use the University seal.

### **Consequences of Misuse**

An enforcement policy will be followed that allows for immediate action in extreme cases or when requested by external sources. Minor infringements, particularly in terms of design or technical issues, will be dealt with by a request to the author to withdraw or modify offending material. The University retains the right to withdraw any material that breaks existing law or university regulations. Serious infringements will be considered a disciplinary matter.

### **Policy/Procedure**

The following student actions are prohibited. Students will be held accountable for any such actions and will be subject to student discipline procedures through the Office of Student Life.

1. Negligently degrading, intentionally degrading, or attempting to degrade the performance of any University system or any system available through the Internet.
2. Penetrating or attempting to penetrate the security of the University system or any system available through the Internet.
3. Depriving or attempting to deprive other students of resources or access to computer resources.
4. Using a computer system or network to send unsolicited, offensive, abusive, obscene or otherwise harassing communications.
5. Using a computer account belonging to another individual without the explicit permission of that individual and the director of Information Technology Services (students are responsible for all

- activity originating from their accounts as well as for their safeguard and use).
6. Negligently, or intentionally and without authorization, accessing, altering, interfering with the operation of, damaging or destroying all or part of any computer, computer system, computer network, computer software, computer program or computer database.
  7. Failing to reasonably protect or intentionally or knowingly giving or publishing any password or other confidential information about a computer, computer system, computer network, or computer database.
  8. Inspecting, modifying or copying programs, data or electronic mail without authorization.
  9. Placing any information in the University's computer system(s), computer network, or any system available through the Internet, which is not in keeping with the educational purposes of the University, such purposes being determined solely by the University.
  10. Specifying false or misleading information when being investigated for computer misuse under this policy.

## **2.12 Drug and Alcohol Abuse Regulations**

Southern Arkansas University regulations specify that the manufacture, use, possession, or sale of illegal drugs, controlled substances, and alcoholic beverages on or about campus or as part of an of its activities are in violation of University policy. Serious offenses which are subject to disciplinary or restricting action are: Use, possession, sale, distribution, or manufacture of alcoholic beverages, marijuana, illegal drugs or controlled substances, except as prescribed by a registered medical doctor; arrest for violation of local, state, or federal drug law which adversely affects the student's suitability as a member of the University community; and violations of Arkansas or federal criminal statutes.

The disciplinary response by SAU to violations of these policies may range from required enrollment in a drug and alcohol education course to expulsion from the University. Evidence of serious offenses such as manufacture, sale or distribution will be referred to state and/or federal law enforcement authorities.

### **2.12.1 Biennial Review of Policies and Programs**

The Southern Arkansas University Drug Control Strategy Committee conducts a biennial review of the program and policies to determine their effectiveness, implement changes to the program if they are needed, and ensures that the disciplinary sanctions are consistently enforced. The committee will make recommendations to the vice president for administration and the vice president for student affairs.

### **2.12.2 Health Risks in Using Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, especially when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **2.12.3 Health Risks Associated with Controlled Substances**

Many controlled substances have therapeutic value when used under controlled conditions such as when a physician prescribes a substance with certain dietary restrictions and, in many cases, hospitalization. However, when controlled substances are used outside these limits, very serious effects can result.

### **2.12.4 Penalties for Drug and Alcohol Abuse in Motor Vehicles**

The State of Arkansas has specific penalties for alcohol and drug abuse in connection with the operation of a motor vehicle. Specifically, Act 836 makes it unlawful and punishable for any individual under the age of twenty-one to operate or be in actual physical control of a motor vehicle while under the influence of an alcoholic beverage or similar intoxicant.

A person who drives a motor vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or an intoxicant commits the offense of driving while intoxicated. Penalties for such an offense may include: suspension of license, probation, imprisonment, fines of no less than \$150, payment of an additional \$250 in court costs, public service work as deemed appropriate by the court, and a requirement to complete an alcohol education program as prescribed an approved by the Arkansas Highway Safety Program or an alcoholism treatment program as approved by the Office on Alcohol and Drug Abuse Prevention. A blood alcohol level of 0.05% may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of 0.10% or more shall give rise to a presumption of intoxication.

For individuals under the age of 21, a blood alcohol level of one-fiftieth of one percent (0.02%), but less than one-tenth of one percent (0.10%) by weight of

alcohol in the person's blood, it is unlawful and punishable to operate or be in actual physical control of a motor vehicle.

## **2.12.5 Penalties for Possession of Illegal Drugs and Substances**

There are both federal and Arkansas penalties for illegal possession of controlled substances and illegal drugs. Penalties frequently change; therefore, for updated information, check with your local law enforcement agencies.

## **2.12.6 Drug Treatment Available**

There are a number of groups, offices, agencies, and hospitals at SAU and in south Arkansas that offer drug treatment and rehabilitation services and programs. Information about some of these is given below. Additional resources can be located in the yellow pages of the telephone directory under the headings - Alcoholism Information and Treatment Centers and - Drug Abuse and Addiction Information and Treatment.

Alcoholics Anonymous  
914 North Vine  
Magnolia, AR 71753  
(870) 234-7770

South Arkansas Regional Health Center  
412 North Vine  
Magnolia, AR 71753  
(870) 234-7500\*

*\*Emergencies after 5 p.m. call toll free 1-800-825-1554.*

## **2.13 Fund-Raising (Solicitation) Policy**

In order to protect the privacy of individual students as well as maintain harmony and good will within the Magnolia community, the following policy for solicitation has been adopted:

Organizations desiring to sell or solicit on or off campus must obtain a –Request to Solicit form provided in the Office of Student Activities, 201 Reynolds Center. Requests to sell or solicit in the residence halls will require the signatures of the organizational president, sponsor, and the director of housing. Requests for raffles b individuals, student organizations, and other parties must meet the legal requirements of the state of Arkansas and be approved through the Office of Student Activities.

Requests for solicitation at other places on campus will require the signatures of the organizational president, sponsor, and the director of student activities. Students organizations may be permitted to hold fund-raising events on campus under the following conditions:

1. Student organizations may hold fund-raising activities (solicitations) that are reasonable and appropriate given the organization's purpose. Fund-raising activities (solicitations) shall be defined as (1) requesting

donations, without products or services being rendered or (2) activates which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of Southern Arkansas University or for the selected philanthropic project of the organization. Off-campus solicitations are not to occur more than three times per semester for each requesting organization.

2. The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Office of Student Activities at least one week prior to the requested date(s) of the fund-raising. The Office of Student Activities will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). Outside firms, businesses, or agents are forbidden to solicit on campus whether it is through a regular employee of the company or a student representative, except where a written contract exists with the University.
3. The president (or designee) of the student organization, with the assistance of the Office of Student Activities, will process a facility request for the site(s) at which the event is to be held to obtain site approval.
4. Individual groups or organizations using a University facility are responsible for setup, take down, and cleaning up the area used. Promotional materials, posters, signs, etc., should be in compliance with the established policies stated in the SAU Student Handbook. These policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of posting materials, posters, signs, etc. Signs, banners, posters, promotional material, etc., posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the University.
5. The sale of food items may be restricted by the director of food services and must have prior approval if such items are considered unsafe for consumption. The sale or distribution of alcoholic items is prohibited.
6. All events are subject to general University policies contained in the Student Handbook. Failure to comply with University policies may preclude an organization from having additional fund-raising events.
7. All solicitations by student organizations are not to be advertised via ALLUSERS or STUDENTS. This information may be placed on the appropriate electronic and University approved bulletin boards.

Commercial sales or solicitations by off-campus organizations are not allowed on campus, including athletic events, at any time with the following exceptions:

1. Advertising in *The Bray*, or cable channel 13, and SAU movie channel.
2. Free and open use of outdoor bulletin boards and designated indoor bulletin boards (requires prior approval from the Office of Student Activities).
3. Solicitations by local groups are permitted during the fall new student orientation period on campus and the annual Fall Fest, Spring Fling, Family Day, and Homecoming. Other activities must be approved by the Office of Student Activities.
4. Solicitation by local groups during the fall new student orientation and the Fall Fest and Spring Fling must be coordinated by the Office of Student Activities.

## 2.14 Grade Appeal Policy

If a student believes an error in a grade has occurred, the student shall formally initiate a review of the grade no later than three weeks after the beginning of the next semester (fall or spring).

The first step of the process is for the student to verify with the instructor the accuracy of the recorded grade-book scores and the listed grade. If the instructor also happens to be the chair of the department or the dean of the college, this step also initiates the formal appeal process.

If the grade differences are not resolved through discussion with the instructor, and the student seeks additional mediation, during the first three weeks of the next semester the student must submit a letter to the chair of the appropriate department requesting review. A copy of this letter must also be sent to the college dean and to the vice president for academic affairs. The chair has the responsibility to confer with the instructor concerning the documentation of the grade for its completeness and accuracy. The chair will notify the student of the grade status in writing within 10 days of receiving the student's request.

If the student wishes further appeal, the student must submit to the college dean by mid-term, a written request for formal review. A Grade Appeal Committee will conduct a hearing and recommend a decision. The Committee will be composed of the following:

- A. A Student Government Association representative of the college in which the grade is challenged (one of the three student representatives eligible to serve). The Student Government Association president will appoint the representative.
- B. A Faculty Senate representative of the college in which the grade is challenged. The Faculty Senate president will appoint the representative.

- C. The dean of the college. (If the dean is not available, the vice president for academic affairs is the third member of the panel.)

At the hearing, the instructor and the student may both make individual presentations, and the Grade Appeal Committee may ask questions and seek clarification. A final written decision will be provided by the committee. If a grade is to be changed, the final grade will be recorded by the dean. This procedure shall be completed by the end of the semester in which the grade is appealed.

## 2.15 Grade Changes

After semester or summer session grades have been submitted to the office of the Registrar, changes may be made only through one of the following conditions:

1. The instructor who assigned the original grade chooses (as a result of recalculation, completion of course requirements, or on the basis of appeal from the student) to initiate a Grade Change Request, in which the instructor outlines the reasons for the change. (Forms used in processing a grade change of this sort are available from the Office of the Registrar.) The college dean and vice president for academic affairs must approve such a request.
2. The –Student Grade Appeal Policy described above concludes with a decision that a grade is to be changed (in which case the dean of the college initiates the Grade Change Request.) The Instructor involved will be notified by the dean. The appeal time limit (three weeks after the beginning of the next semester) will be extended indefinitely in any case where clear and compelling evidence is presented that the student has been unjustly awarded a grade.
3. The administration initiates a withdrawal from the University on behalf of the student. For administrative withdrawal, **all** grades posted to the student’s record will be changed according to the policy described in the current *Southern Arkansas University Catalog*. Administrative withdrawal will be used only in extraordinary circumstances such as medical conditions, nonacademic suspensions, family emergencies, or situations clearly beyond the control of the student.

The administrator initiating the withdrawal must personally sign the request for withdrawal. Administrative withdrawal for medical reasons requires that a written statement from the attending physician be placed in the student’s permanent academic record. All instructors involved must be consulted by the most expeditious means before grades are changed by the registrar. If the instructor is not available, the appropriate dean will be consulted in a like manner. The instructors involved have the option of sending to the registrar a memorandum of concurrence/non concurrence that will be placed in the student’s permanent academic file.

## 2.16 Hazing

All student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the University. Such responsibilities include:

- a. Compliance with University regulations.
- b. Taking reasonable steps, as a group, to prevent violations of law or University regulations by members of the group.
- c. Willingness to deal individually with those members of the group whose behavior reflects unfavorably upon that group or upon the University.

Failure to accept the responsibilities of group membership may subject that organization to temporary or permanent suspension of charter, withdrawal of University recognition and/or support, social probation, denial of use of University facilities, or other appropriate action.

Hazing is not tolerated regardless of consent. Hazing, whether on or off University property, is hereby defined as any or all of the following:

1. Any willful act or practice by a member or pledge, directed against a member or pledge, which, with or without intent:
  - a. Is likely to cause bodily harm or danger, physical punishment, or disturbing pain.
  - b. Is likely to:
    - 1) compromise the dignity of a member or pledge;
    - 2) cause embarrassment or shame to a member or pledge;
    - 3) cause a member or pledge to be the object of malicious amusement or ridicule;
    - 4) cause psychological harm or emotional strain.
  - c. Will interfere with the member's or pledge's academic efforts.
2. Any requirement by a member or pledge which compels a member or pledge to participate in any activity which is illegal, which is known by the compelling person to be contrary to a member's or pledge's moral or religious beliefs, or which is contrary to the rules and regulations of Southern Arkansas University.
3. Failure to comply with the direction of University officials and other authorized agents acting in the performance of their duties.
4. The following practices are specifically forbidden:
  - Paddling
  - Required physical exercise
  - Nudity at any time
  - Wearing or carrying of items such as coconuts, helmets, burlap bags, paddles, or rocks
  - Road trips – kidnaps of members or pledges – taking pledges to remote locations

- Branding, bodily mutilation
  - Wearing apparel that is uncomfortable to the individual or which is conspicuous and not normally in good taste
  - Morally degrading or humiliating games or activities
  - Giving of food or drink, which is distasteful or designed to provoke nausea
  - Any form of verbal harassment
  - Any action created subjugating and individual to a condition in which the person might tend to lose self-respect, suffer injury to person dignity, or is required to compromise personal values
  - Disorderly conduct, including violent, noisy, or drunken behavior and the use of abusive or obscene language on University property
  - Pushing, shoving, or tackling a member/pledge
  - Waking pledges time and again during the night
  - Forcing alcoholic beverages on the member/pledge
  - Lineups of the pledge/new member 'class'
  - Placing pledges/members in a room which is uncomfortable (temperature, noise, too small) during pre-initiation activities or between portions of the ritual
  - Assigning 'pranks' such as stealing, painting objects, panty raids, harassing another organization
  - Active members intentionally messing up the house or room for the pledge to clean
  - Less than six continuous hours of sleep for pledges/members each night during pre-initiation or initiation periods
  - Pledges/members not permitted adequate time for studies during pre-initiation or initiation periods.
  - Pledges/members expected to do anything that the active members say
  - Telling pledge/member he's/she's failed by snuffing out candles in front of him/her
  - Pledges/members blindfolded at any time
  - Pledges/members asked to close eyes and perform trust activities such as telling pledge that everyone before them has jumped onto a 'nail' and the pledge/member must too (the pledge/member not knowing there is no nail, as such)
  - Pledges/members booed and/or hissed or demeaned when they make a mistake in recitation in front of the chapter
  - Pledges/members dragged onto the floor when awakened
  - Pledges/members writing a list of their faults or 'sins' believing they must read them to the chapter
  - Conducting pre-initiation or initiation activities in totally dark rooms
5. Threatening in any manner or form for the purposes of cajoling individuals into secrecy in regard to breaches of the SAU Hazing Code.
  6. Conducting activities for pledges, either on or off University property, between 10:30 p.m. and 8 a.m. Sunday through Thursday, and between midnight and 8 a.m. Friday and Saturday.

Individuals participating in hazing activities will be subject to University disciplinary action.

## 2.17 Emergency Contact Information

All students may designate an emergency contact person. An emergency contact person may be designated through two methods:

- A. On-campus students, those living in the residence halls or University apartments, are required to provide at least one emergency contact upon check-in on the University Housing Emergency Contact Form.
- B. On- and off-campus students have the option of identifying an emergency contact person of their choice through the Emergency Contact Information form on Campus connect.

Your Emergency Contact Information is confidential and will be used by University officials and campus police only for the purpose of notify your designated contact(s) of medical emergencies, death, missing person(s), or other emergency situations.

It is the student's responsibility to periodically update their emergency contact information. Emergency contact information can be updated at any time on Campus Connect and with University Housing. The information shall be considered confidential and is only to be accessed by University officials for official purposes.

## 2.18 Missing Person Policy

In accordance with the Higher Education Reauthorization Act, Southern Arkansas University has developed this investigation and notification policy regarding students who reside in on-campus housing who have been reported as missing.

Any report to a University official indicating that a student who resides in on-campus housing is missing shall be referred immediately to the Southern Arkansas University Police Department, the Office of Student Life, and/or University Housing, and an investigation shall be conducted. If the investigation determines the student has been missing for more than 24 hours, the following persons shall be notified:

1. An emergency contact person designated by the student.
2. If a student is under 18 and not an emancipated minor, the student's custodial parent(s) or legal guardian(s).
3. Local law enforcement authorities.

The Southern Arkansas University Police Department will work with other law enforcement agencies, if necessary, once a student is determined to be missing. University officials may elect to notify additional persons determined to be appropriate consistent with the Family Education Rights and Privacy Act.

**IMPORTANT:** Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable University staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information on Campus Connect.

The Office of Student Life will notify all students of this policy each academic year.

## **2.19 Policy Statement on Nondiscrimination**

SAU is committed to the policy of equal opportunity for all persons and will not discriminate in admissions, programs, or any other educational functions and services on the basis of sex, disability, age, race, national origin, color, or religion. In the area of employment, including hiring, upgrading, salaries, fringe benefits, training, and all other conditions of employment, SAU will not discriminate on the basis of sex, disability, age, race, national origin, color, or religion. In carrying out this commitment, SAU follows the principle of affirmative action and operates within the regulations of the federal laws and executive orders prohibiting discrimination.

Further, SAU, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972, as amended, not to discriminate on the basis of sex in its admissions policies, treatment of students, employment practices, or educational programs. In addition, the University does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 and the implementing of federal regulations with respect to admission or access to or employment in its programs and activities.

Inquiries concerning the application of any of the federal laws or regulations may be referred to the vice president for administration, (870)235-4008.

SAU is an equal employment opportunity employer.

## **2.20 Off-campus Events**

University-recognized organizations may conduct activities and programs, which do not violate federal, state, or local laws. Southern Arkansas University requires all organizations to register off-campus events with the Office of Student Activities. Additionally, organizations must secure a trained uniformed law enforcement officer to be on duty at off-campus parties.

All student organization events are required to follow the SAU Risk Management Policy listed under [Campus Activities](#).

## **2.21 Sexual Assault Policy**

Title IX: Sexual Harassment, Sexual Violence and Sexual Assault, Sexual Exploitations, Dating Violence, Intimate Partner Violence (Domestic Violence), and Stalking.

1. SAU's policy states that sexual harassment, sexual violence, sexual assault, sexual exploitation, dating violence, intimate partner violence (also referred to as domestic violence), and stalking violates the dignity and worth of all members of the SAU community and is unacceptable conduct which will not be tolerated. Retaliation for an individual making a complaint will also not be tolerated. To reflect neutral terms for the process the individual presenting facts that allege violations of Title IX Law and policy will be referred to as

the reporting party and the individual alleged to have committed the violations will be referred to as the responding party.

- a. Sexual harassment of faculty, staff, and students at SAU is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
    - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic success, or participation in other SAU activities.
    - Submission to or rejection of such conduct is used as the basis for employment decisions, academic decisions, or participation decisions in other SAU activities.
    - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, educational experience, or creates an intimidating, hostile, or offensive work or educational environment for faculty, staff, or students.
  - b. Sexual Assault and Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (due to person's age or use of drugs or alcohol, or because an intellectual or other disability presents the student from having the capacity to give consent).
  - c. Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment or Sexual Assault.
  - d. Dating Violence is committed by a person who is or has been in a relationship that is, or has the potential of becoming romantic or intimate in nature with the reporting individual; and where the existence of such relationship is determined by length, type, and frequency of interaction of the relationship. This conduct may be a felony or misdemeanor.
  - e. Intimate Partner Violence (Domestic Violence) consists of felony or misdemeanor crimes of violence committed by a current or former spouse of the reporting individual, by a person who is cohabitating with the reporting individual as a spouse, or other similar living arrangement.
  - f. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her own safety; or the safety of others or suffer substantial emotional duress.
  - g. Retaliation is defined as any adverse reaction taken against a person for alleging harassment, supporting a party bringing a grievance, or for assisting in providing information relevant to a claim of harassment and will be investigated immediately and adjudicated separately. Retaliation includes, but is not limited to intimidation, threats or menacing behavior, coercion, or discriminatory actions, Retaliation is a serious violation.
2. Procedure for Reporting Title IX Violations: to include Sexual Harassment, Sexual Violence and Sexual Assault, Sexual Exploitation, Dating Violence, Intimate Partner Violence (Domestic Violence), and Stalking.

- a. The SAU Website contains procedures for reporting Title IX violations, contact information for addressing Title IX questions, and additional information and forms concerning Title IX at: [saumag.edu/title-IX](http://saumag.edu/title-IX)
- b. Optional Procedure. Any faculty, staff, or student may contact a vice president, dean, president, or a member of the Title IX Leadership Team to discuss any Title IX concern. This optional procedure does not apply to sexual violence or sexual assault. The SAU official selected may discuss the concerns with the reporting party. The SAU official may discuss the concerns of the reporting party and report back to the reporting party. After this step the reporting party may (1) consider the matter resolved, (2) continue with the informal grievance procedure/investigation or (3) referral to appropriate professional to facilitate an appropriate resolution for reporting and responding parties. The Title IX Coordinator may appoint a support consultant familiar with resources available for individuals reporting Title IX issues to assist the reporting individual.

Informal Grievance/Investigation Procedure provides for a complaint against a faculty or staff member to be filed with the Office of the Vice President for Administration if the complaint is against a student, the person should file the complaint with the Dean of Students for discipline, or anyone can file a complaint with the Title IX Coordinator or designee. The Title IX Coordinator will be informed of the complaint. An investigator will be appointed to prepare a report and make findings of fact and recommendations. In some situations, two investigators may be assigned. If either the reporting party or the responding party disagrees with the report, that party may appeal according to the formal grievance procedure that can be found at:

<https://web.saumag.edu/title-ix/reporting/grievance-process/>

## 2.22 Sexual Harassment Policy

It is the policy of SAU to prohibit sexual harassment of its students, faculty, and staff. This includes acts of sexual violence. Incidents of sexual harassment are demeaning to all persons involved and impair the ability of the institution to perform its educational functions. Sexual harassment of employees is prohibited under Title VII of the Civil Rights Acts of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Educational Amendments of 1972. Sexual harassment of employees is defined by the Equal Employment Opportunity Commission to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct which takes place when: submission to the conduct is either explicitly a term or condition of an individual's academic status or advancement; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive learning environment.

If you believe you have been a victim of sexual harassment, help is available. To report sexual harassment students may contact the Office of Student Life, 101 Reynolds Center, (870)235-4041; faculty and staff may contact the Office of Personnel, 115 Overstreet Hall, (870)235-4008

There are two procedures with any sexual harassment allegation involving University Faculty or staff members: informal and formal. (The informal procedure is not used for allegations of acts of sexual violence.)

1. The informal process intended to provide mediation and resolution of conflicts includes the following procedures:
  - a. Report the incident in writing to the vice president for administration.
  - b. A panel of six representative SAU employees will be trained in working with these cases. A male and female will be chosen to mediate the complaint.
  - c. A complaint form will be made and completed by anyone bringing charges of sexual harassment and housed in the vice president for administration's office.
  - d. The panel representatives will attempt to resolve the situation within 30 days or request additional time.
  - e. A form will be completed with the complainant telling whether or not he or she is satisfied with the result and if not, if he or she chooses to undergo the formal procedure.
2. The formal procedure will require refileing a complaint.
  - a. There will be a fact-finding procedure.
  - b. The person filing the complaint may have his or her attorney present at the hearing but this person may communicate in writing only.
  - c. This complainant will go before the Faculty-Staff Appeals and Human Rights Committee.
  - d. If the SAU employee is found guilty, the following sanctions may apply: reprimand, probation, lack of eligibility for promotion and tenure, lack of eligibility for pay increases, reduction in pay, lack of eligibility for merit pay, demotions, and dismissal.

Sexual harassment or assault allegations involving students will be handled through the University disciplinary process.

Please note: In cases involving sexual harassment or assault, victims will be notified of the outcome of the procedure or disciplinary process. Victims will have the ability to appeal the decision/findings.

## **2.23 Skating (inline, skateboards) Policy**

1. Roller skates, inline skates, and skateboards may be used by SAUJ students or staff with current IDs from 6 p.m. until 1 a.m. Monday through Friday and on weekends. Skating is prohibited during the hours of 1 a.m. and 6 p.m., Monday through Friday.
2. At all times pedestrian traffic will have the right of way. At no time are roller skates or inline skates to be worn inside buildings on the SAU campus.
3. Approved skating areas are:
  - a. The sidewalks in the mall area,

- b. The sidewalks surrounding the Katherine Brown HKR Complex, and
  - c. The east parking lot at the HKR Complex (behind the building) except during official University events or functions. Skating is possible when traveling to, from, or between these areas
4. Skating is not to occur on handrails, walls, benches, and raised surfaces.
5. Any person engaging in any skating activity shall assume and shall be solely responsible for any property damage and/or any personal injury to himself or herself or to any third parties which arises out of any skating activity. This shall include, but is not limited to, any property damaged at the University.
6. Any person choosing to engage in any skating activity of any kind shall assume all risks associated with such activity and must complete the University Skating Waiver.

## **2.24 Smoking Policy**

In compliance with the Arkansas Clean Air Act of 2009, smoking is not permitted in any SAU owned or controlled building, parking lot, property, or grounds. Electronic Nicotine Delivery Systems and vaping devices are not permitted. Chewing and dipping tobacco is not permitted in any building on campus or within 25 feet of any building on campus.

Smoking or chewing or dipping tobacco is not permitted in any SAU Vehicle.

Note: Individuals who choose to quit smoking and/or the use of tobacco products are encouraged to contact University Health Services to learn more about their cessation programs.

## **2.25 Solicitors**

Agents and solicitors are not permitted in the residence halls or other campus facilities for the purpose of sales or demonstrations without written permission of either the Office of the President or the Office of the Vice President for Student Affairs.

## **2.26 Sound Amplification Devices on Campus**

The indiscriminate and unregulated use of sound amplification devices in the buildings and on the campus and grounds of Southern Arkansas University is detrimental to the University and seriously disrupts and impedes it in accomplishing and carrying out its functions, missions, and obligations as an educational institution.

The use of sound amplification devices in buildings on the campus or any site owned by the University or under its control, except as provided below, is hereby

prohibited unless a permit for the use of the same is first obtained from the Office of Student Activities.

This regulation shall not be deemed to limit the use of sound amplification devices as part of and in furtherance of University sponsored and scheduled activities or by University officials, faculty, and employees in performance of their duties.

Permits issued shall specify the time, duration, location, and manner for which proposed use of a sound amplification device is authorized. Any use thereof which deviates from the permit shall cause the revocation by the University of said permit.

Permits must be submitted at least one week prior to a scheduled event to the Office of Student Activities. Permits may be accepted as is, returned for modification, or denied. A permit for the use of sound amplification device may be granted:

- a. When the time, location, manner, and extent of amplification will not unreasonably interfere with or distract the students, faculty, employees, and guests of the University from their University-scheduled academic programs or business activities.
- b. When the time, location, manner, and extent of amplification will not unreasonably interfere with or distract the students, faculty, employees, and guests of the University in going to and from University-scheduled academic activities or business affairs.

People wishing to set up music outside must see the Office of Student Activities representative for determining sound level.

Complaints regarding sound amplification devices and interference with the stated guidelines shall be reported to the Office of Student Activities.

Any user of sound amplification devices without a permit may result in disciplinary action being taken against the user, including the removal of such equipment or device.

Music chosen for amplification on campus must not be vulgar in nature. Music reported and found to be excessively loud or vulgar will result in the person or organization being issued a written warning by the Office of Student Activities. If the party does not heed the warning, disciplinary sanctions may be imposed including possible fines and loss of privilege to sponsor events and to hold a permit for up to one year.

## **2.27 Suicide Prevention Policy**

Southern Arkansas University is committed to the health and well-being of its students. In accordance with this philosophy, the following policy/procedure will be followed in order to provide the best possible support for students in need of service.

### **2.27.1 Residence Hall Protocol for Suicide Prevention**

In the event there is notification that a student is contemplating suicide, one of the following positions should be notified immediately:

- resident assistant
- residence hall director
- director of housing
- dean of students
- Office of counseling and Testing staff
- Vice president for student affairs
- University Police department

In the event it is determined that the student is a danger to himself or others, the Office of Counseling and Testing staff member will notify the University Police, who will then take the student to the Arkansas Regional Mental Health Center or the Magnolia Hospital. The staff member may also notify the parent(s) or legal guardian of the student. A Student Life staff member or an Office of Counseling and Testing staff member will accompany the University Police to the hospital.

If it is determined that the student will remain in school, the Office of Counseling and Testing will be responsible for the follow-up of the student to assess needs and options for services available.

## **2.27.2 Faculty/Staff Protocol for Suicide Prevention**

In the event a faculty or staff member becomes aware of a student contemplating suicide, the following sequence of positions should be notified immediately:

- Office of Counseling and Testing
- Office of University Health Services
- Office of Vice President for Student Affairs

Following this step, the same procedures will be followed as in the Residence Hall Protocol given above.

In the case of an attempted suicide, call the University Police, (870)235-4100.

## **2.28 Student Right-to-Know**

In accordance with Public law 101-542, the Student Right-to-Know and Campus Security Act information on SAU graduation rates is available on request from the office of the Registrar as of July 1, 1993.

## **2.29 Threat Assessment Team**

SAU expects and encourages students to demonstrate a reasonable concern for their own welfare. This is particularly true in the areas of self-harm and harm to others. In the event that the University is presented with a credible report that a student has harmed themselves or others, has a medical concern, or is disruptive within the living and learning environment, the student in question may be required to attend mandatory assessments.

Reports that are submitted regarding student behavior or concerns are submitted to a panel that represents a cross disciplinary team of qualified campus professionals. The panel will determine what type of assessment is appropriate, any alternative

intervention that is appropriate for the situation, or refer the situation to the student discipline committee. This panel is referred to as the Threat Assessment Team (TAT) and they meet monthly to discuss all situations that have occurred in the previous monthly period.

Students, faculty, and staff may notify the Office of Student Life if they have non-immediate behavioral concerns about students. Please call (870)235-4041 or e-mail [personofconcern@saumag.edu](mailto:personofconcern@saumag.edu).

All immediate concerns should be referred to the University Police Department, Dean of Students, or the Counseling and Testing Center. For emergency situations, please contact the University Police Department or call 911 immediately.

## **2.30 Withdrawing from the University**

### **2.30.1 Withdrawing from the University (through week 11 of a semester or week three of a summer session)**

A student who chooses to leave the University for any reason must officially withdraw. The withdrawal card may be obtained in the Office of the Dean of Students (101 Reynolds Center). The process is not complete until the withdrawal card is signed by each administrative area listed in the following order:

1. Residence Hall Director (102 Reynolds Center)
2. Post Office (Reynolds Center)
3. Dean of Students (101 Reynolds Center)
4. Director of Library
5. Business Office (112 Overstreet)
6. Financial Aid (238 Overstreet)
7. Registrar's Office (102 Nelson)

Any student who pre-registers and saves a schedule online or by signing a statement with the Business Office must follow this withdrawal process.

### **2.30.2 Withdrawing from the University (week 12 through week 15 of a semester or week four of a summer session)**

If a student withdraws from the University from week 12 through week 15 of a semester or week four of a summer session, a grade of *W* will be given for each course the student is passing at the time of the withdrawal, or a *WF* will be given if the student is failing. Exceptions to this policy may be made in the case of illness or some other valid reason. The student must follow the process as outlined in the previous paragraph – Withdrawing from the University (though week 11 of a semester or week 3 of a summer session)

### **2.30.3 Withdrawing from the University (the two final weeks of a semester or during the final week of a summer term)**

A student may not officially withdraw from the University during the two final weeks of a semester or during the final week of a summer term, except for documented circumstances beyond the student's control and cases approved by the vice president for academic affairs. If approved, the student must follow the process as outlined in the previous paragraph – Withdrawing from the University (through week 11 of a semester or week three of a summer session). All other appeals must be approved by a committee of the vice president for academic affairs, the vice president for administration, and the vice president for academic affairs. A grade of *W* will be given for each course the student is passing at the time of the withdrawal, or a *WF* will be given if the student is failing.

### **2.30.4 Administrative Withdrawal**

A student may be administratively withdrawn from the University for disciplinary, medical, or other special circumstances approved by the vice president for academic affairs. Students who are administratively withdrawn from the University will receive a *W* for the semester from which the student is withdrawn.

### **2.31 Procedure for Amending Policies, Rules, Regulations**

Changes and/or additions to the SAU Student Handbook must be submitted in writing to the Office of Student Life. The Student Affairs Committee or other appropriate bodies will review the proposed changes. The committee will make recommendations to the Vice president for student affairs. Approved changes and/or additions to the Student handbook will become effective immediately and will appear in the next edition of the Student Handbook.

### **2.32 Student Complaint Policy**

#### **Purpose:**

The following administrative policy and procedures are established to provide an appropriate framework and method to resolve and track student complaints, as designated by the HLC Policy Number FDCR.A.10.030: "An institution shall make available an account of the student complaints it has received, its processing of those complaints, and how that processing comports with the institution's policies and procedures on the handling of grievances or complaints." This policy is specifically designed to maintain the integrity of the academic environment and to ensure that the rights of students in such matters are clearly ensured and protected. This policy does not replace or override policies already set forth in the catalog, such as the grade appeal policy.

Southern Arkansas University designates the director/chair of the department that received the complaint as responsible for receiving, investigating, and potentially

resolving student complaints. From there, the office of the Dean of Students is responsible for intervening if no action is taken, and maintaining the records of complaints and resolutions. No retaliation of any kind shall be taken against a student who articulates a complaint.

**Scope:**

The policy applies to all Southern Arkansas University students regardless of school, college, status, classification, type, or location.

**Definitions:**

Student: Defined as any person enrolled at the university in a course offered for credit.

Complainant: Defined as a student who lodges a formal complaint against the respondent.

Respondent: Defined as that person or persons named by the student in a written complaint.

Formal Complaint: Defined as any nontrivial, documented complaint, either academic or nonacademic.

Informal Complaint: Defined as an informal method of communicating a concern to the school, not officially documented and without guaranteed follow-up.

Complaint Procedure: Defined as the process by which a formal complaint is resolved.

Business Days: Refers to weekdays during periods in which classes are conducted, excluding examination week.

**Procedure:**

1. All parties are encouraged to first attempt to resolve complaints informally, by speaking directly with the respondent.
2. If the informal resolution is unsatisfactory, the student may make a formal complaint by submitting the complaint via the web form.
  - A. The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to it, supporting documents, and a proposed remedy. The complaint should include any evidence and or documentation pertinent to the issues identified. The written complaint should also note attempts, if any, that were made at informal resolution. This written statement and documentation becomes the basis for all further consideration of the matter. Verbal complaints will not be considered formal complaints.
  - B. If the complaint falls under the jurisdiction of a more appropriate procedure, such as Title IX or the grade appeal policy, the student will be referred to the already-established procedure.
  - C. The Dean of Students and the head of the department of the respondent will be notified that the complaint has been filed. This

notification will contain the names of the complainant, the respondent, and the general nature of the complaint.

- D. The incident will be examined and evaluated fully by the director/chair of the department that received the complaint, including any supporting documentation submitted by the complainant or respondent. The director/chair will provide a copy of the complaint to the respondent within five business days of receipt. The director/chair will then provide a written summary of the findings and recommendations via a second, faculty-only web form within 10 business days of the receipt of the complaint. If the complaint is filed against a director/chair, then the appropriate supervisor will assume these responsibilities. If the complaint is filed against a dean or VP, the final decision will rest with the president of the university.
  - E. The director/chair will provide a written decision to the student, the respondent, the Dean of Students, and the appropriate vice president within 10 business days of receipt from the respondent.
  - F. The Dean of Students will advise the parties of their right to appeal. Appeals will be considered only if the appellant believes there was a procedural error or other substantive issue. Appeals must be submitted in writing within five business days of receipt of the decision and will be received by Dean of Students. The Dean of Students will forward the appeal to the appropriate vice president. The decision of the vice president will be final.
- 3. All parties must follow the time limits stated. If conditions or causes exist requiring a modification of the time limits the Dean of Students shall make the necessary and appropriate adjustments. All parties involved shall be informed immediately of these changes.
  - 4. Records of any complaint, including those appealed to the Dean of Students, shall be maintained for a minimum of seven years in the Dean of Students' office.

## **Section 3: University Police and Parking Regulations**

### **3.1 University Police**

#### **3.1.1 Campus Safety**

Safety of students, faculty, staff, and visitors is the primary concern of Southern Arkansas University, Magnolia (SAU). University police are employed by the

University for the purpose of addressing law enforcement functions and related services necessary to the University community.

The University Police Department (UPD) maintains its office in 204 Childs Hall, and can be contacted by calling 4100 from an on-campus phone and (870)235-4100 from an off-campus phone. In emergencies, UPD may be contacted by calling 9-911 from any on-campus phone. When using a pay phone on campus, UPD can be contacted by calling 911. This is a toll-free call.

Each University police officer has completed an extensive University familiarization program designed to enable the officer to address the special needs of the University community. The officers are certified by the Arkansas Commission on Law Enforcement Officer Standards and Training. Normally, these officers will be uniformed. Officers possess the same authority as that of city, county, and state police. The UPD supplements the professional staff with students who serve as dispatchers, parking control personnel, secretaries, and special-duty personnel.

### **3.1.2 UPD Services**

UPD provides a variety of services to members of the University community. UPD conducts all investigations into criminal offenses that occur on campus, as well as traffic complaints and accidents. The department also provides assistance by unlocking vehicles, escorting people on campus, and providing building security.

UPD officers work with other law enforcement agencies with concurrent jurisdiction to conduct the best possible investigations in narcotics and other dangerous crimes. UPD welcomes the opportunity to conduct crime prevention and awareness programs to any on- or off-campus groups at no charge.

The UPD offers rapid emergency notification to students, faculty, and staff via cell phones, office telephones, faxes, and e-mails using Rave Alert. If you would like to register with Rave Alert to receive emergency information please contact the University Police Department at (870)235-4100 or register online at [www.saumag.edu/police](http://www.saumag.edu/police).

Escort services may be obtained by calling the UPD. Escorts will ordinarily be provided at no charge when the officer(s) is not involved in other police operations requiring the officer's presence.

UPD operates on the basis of priority calls for service. Police service calls are always handled prior to non-police, assistance-only requests (escorts, unlocks, etc.)

### **3.1.3 UPD Policies and Jurisdiction**

The University Police Department is the law enforcement agency on the Southern Arkansas University campus. While the City of Magnolia maintains jurisdiction on campus, the UPD conducts police operations on all property owned or controlled by the University and any adjacent streets and property.

All members of the University community are required to follow the directions of UPD officers or other authorized university officials. All persons are expected to present an SAU I.D. or other identification upon request. UPD personnel cooperate with other federal, state, and local law enforcement authorities in the enforcement of all laws, as well as the detention and arrest for violation of these laws. UPD also responds to off-campus calls as requested by the Magnolia Police Department or other local agencies. While off campus, UPD officers maintain the same authority as though they were on campus.

### **3.1.4 Reporting Crimes and Emergencies**

Criminal activities, emergencies, or suspected criminal activities should be reported to the UPD by calling (870)235-4100. Persons who discover a crime are encouraged to report it to UPD immediately so a prompt investigation may be conducted.

### **3.1.5 UPD Crime Prevention and Awareness Programs**

The University Police Department officers are available to present programs to student groups, residence hall groups, classes, and other groups both on- and off-campus. These programs are designed to provide information about crime and tips on how to prevent you from becoming a victim.

## **3.2 Parking Regulations**

All vehicles operated and parked on the SAU campus must have a parking permit. The permit is a sticker that must be attached to the lower rear window of the passenger-side of the vehicle, using the adhesive on the permit, and should be properly displayed and visible from the rear of the vehicle.

When a car is sold, traded, or otherwise disposed of, a new permit will be issued at no charge. A person wishing to obtain a new permit should take the remains of the old permit to the SAU Business Office, 113 Overstreet, at the time the new car is registered. Parking permits are valid for the year of issuance and expire on August 31 each year.

Each person operating or parking a vehicle on university property is required to be aware of and follow the SAU Traffic and Parking Regulations.

Copies of all parking rules are available at [www.saumag.edu/police](http://www.saumag.edu/police) or in the Office of the Vice President of Administration. Students, faculty, staff, and visitors are encouraged to become familiar with these rules to avoid receiving citations.

### **3.2.1 Penalties for Violations**

Penalties for violations of University Traffic and Parking Regulations vary depending on the seriousness of the violation. The fines are specified in the pamphlet provided. Violation of the rules may result in a citation being issued and/or the vehicle being towed away at the owner's expense. Citations must be paid or appealed within five working days. Failure to appear may result in barring

students from classes. Receiving three or more citations may result in the student not being allowed to operate a vehicle on University property for a period of up to 30 days. Three or more offenses that are outstanding subject the vehicle to being towed. Additional offenses may also result in other University disciplinary measures.

### **3.2.2 Registration Process**

All persons who operate or park vehicles on SAU property are required to register a description of the vehicle and license number upon driving the vehicle to campus. A registration card must be completed at the SAU Business Office, 113 Overstreet, and the registration fee must be paid prior to a permit being issued. Faculty and staff members at SAU are granted one complimentary permit per year. All other permits must be purchased at the regular fee.

### **3.2.3 Special Permits**

All permits are available at the SAU Business Office, 113 Overstreet, or the university police Department, 204 Childs Hall, during regular business hours. Special permits are also made available in some cases.

**Visitors permits** are available to anyone visiting the SAU campus. Visitors are defined as persons with no affiliation with the University. Immediate family members of faculty and staff are not considered visitors and should obtain regular permits to park on campus.

**Temporary parking permits** are available to students, faculty, and staff. The first permit is issued free and may be issued for up to one week. Additional permits may be purchased for a small fee and are issued for a specific period of time. Fees are listed in the University Traffic and Parking Regulations.

**Handicap** parking spaces are available on campus for use by vehicles bearing state-issued handicapped registration or permits. The University does not issue any type of handicapped permit. State handicapped permits are available from the Arkansas Department of Finance and Administration.

Anyone with questions about UPD or University Traffic and Parking Regulations is encouraged to call UPD at (870)235-4100.

## **Section 4: Student Organizations Formation, Recognition, and Directory**

### **4.1 Formation**

#### **4.1.1 Constitution**

Any group petitioning for recognition as a student organization must present a constitution, following a standard form to facilitate reference, to the Office of Student Activities. The Constitution must contain the following information:

- Name of the organization
- Purpose of the organization
- Membership and officer eligibility requirements
- Listing of officers by title, and any special functions of officers
- Statement of the terms of the officers and the time and method of election
- Frequency of meetings
- Statement of any membership dues (amount and frequency of payment should be stated in the by-laws) and statement that specifies a bank account and provisions for disposition of any funds in the event of dissolution of the organization.
- Provision for faculty advisors
- Any other provisions relating to the purpose and function of the particular organization

### **4.1.2 Purpose**

The statement of purpose shall be acceptable:

- If it is reasonably clear and specific as to the aims and activities of the organization;
- If it is harmony with the United States constitutional form of government;
- If the stated aims and activities of the organization are compatible with the purpose of the University;
- If it is not a duplication of an existing organization; and
- If it complies with Federal Title IX requirements.

### **4.1.3 Size and Continuity**

No maximum or minimum number of members shall be required for initial recognition. The group petitioning, however, and the anticipated membership as represented by the eligibility requirements, should be sufficient to give reasonable prospects of continuity for the organization and ability to carry out the purposes stated in the constitution. For the continuing recognition of an organization, a minimum of 10 members normally will be expected

### **4.1.4 Membership: Eligibility and Records**

- Voting membership in recognized student organizations shall be limited to students enrolled in at least six credit hours. Accurate membership records must be maintained to the faculty advisor.
- Officers must be regularly enrolled degree-seeking students. To be eligible to serve as an officer in a recognized student organization a student must have a grade point average of 2.00 cumulatively and a 2.00 for the preceding semester, and not be on disciplinary or academic probation at the

time the student petitions for office. Summer school attendance will affect cumulative grade point. Students wishing to enroll in summer courses to regain eligibility may see the dean of students for appeal information.

- A student officer who is placed on academic or disciplinary probation during his or her term of office may be removed by the Student Affairs Committee on the recommendation of the appropriate Student Affairs staff member, the dean of students or the discipline committee.
- A student officer who is not performing his or her duties may be removed from office on the recommendation of the appropriate Student Affairs staff member or the dean of students and approval of the Student Affairs Committee.
- When an election is held in a recognized student organization, the names of the new officers must be transmitted to the Office of Student Activities, 201 Reynolds Center, within one week.
- Only associate nonvoting memberships in a recognized student organization may be offered to SAU faculty, professional administrative staff, and part-time students carrying less than six credit hours per semester.

### **4.1.5 Eligibility Criteria**

No campus organization may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

### **4.1.6 Review and Approval**

Three typewritten copies of the proposed constitution, together with the names of promoting students and faculty advisor(s), must be submitted to the director of student activities who will seek review and approval from (1) the appropriate chartering body and (2) the Student Affairs Committee. The granting of final authorization to extend recognition will be determined by the vice president for student affairs. During the time that its application for recognition is being considered, the group may not sponsor speakers or other activities in the name of the proposed organization.

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the Student Affairs Committee, the appropriate chartering body, and the vice president for student affairs, and an up-to-date copy of the constitution must be on file in the Office of Student Activities, 201 Reynolds Center.

Withdrawal of recognition may be initiated by the Office of Student Activities pending a review of the actions of the organization within a reasonable period of time by the appropriate chartering body and the Student Affairs Committee:

- When election of officers, as specified in the constitution, is passed twice without any action having been reported to the Office of Student Activities.
- When the organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution as evidenced by membership meetings and other activities. (Recognized student organizations are expected to comply when requested by the Office of Student Activities to provide a brief report on their year's activities.)

- When a recognized student organization fails to conduct its activities in accordance with its constitution and with the procedures and limits set forth by the University for student organizations.
- When a recognized student organization fails to reregister with the Office of Student Life on a yearly basis.

Following the review, the final decision to continue recognition, impose censure, place on temporary probation with conditional recommendations, or place on temporary or permanent suspension of recognition will be made by the vice president for student affairs, subject to appeal to the president of the University.

Any organization suspended through inactivity may be reactivated by application to Office of Student Activities by a group reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Recognition shall be withdrawn from any organization maintaining inactive status for two years.

## **4.1.7 Advisors**

An advisor is the faculty or staff member(s) selected by an organization and approved by the Office of Student Activities to officially advise the group. At least one advisor should attend all organizational meetings and activities occurring on campus. All student organizations must have one or more qualified advisors. When the membership exceeds 25, organizations are urged to obtain an additional advisor.

Any full-time faculty or staff member at SAU may serve as an advisor to a student organization. The Office of Student Activities must be notified of any change in advisors so an approval process may take place.

A faculty or staff member who meets the qualifications for an advisor and who agrees to the request of a student organization to serve as its advisor should encourage that organization in its purposes and activity within the limits of University policy. Advisors should be familiar with:

- this policy and other University regulations pertaining to student organizations,
- the constitution and purposes of the student organization they are advising, and
- the activities and projects of their organization.

Speakers and special programs sponsored by student organizations must be made known to the advisor and be in accordance with standards set forth by SAU.

## **4.2 Social Greek Organizations**

### **4.2.1 Governing bodies**

The Greek structure at SAU consists of eight national fraternities and eight national sororities governed by three coordinating bodies: Inter-fraternity Council (IC), Panhellenic Council, and National Pan-Hellenic Council (NPHC). These

three organizations are nationally-affiliated and report on campus to the Office of Student Activities. The Inter-Greek Council (IGC) serves as the overall coordinating body of the Greek organizations.

## **4.2.2 Recruitment Information**

Eligibility for participating in the recruitment or intake process is limited to students in good standing with the University who have a minimum 2.30 cumulative grade point average and completed 12 credit hours on the SAU-Magnolia campus.

Names of students who accept –bids or begin the –intake process must be submitted within 72 hours to the Office of Student Activities.

All –intake and –pleading activities must conclude by the end of the twelfth week of classes each semester.

Consequences for organizations found in violation of responsibilities and/or policies may include:

- Organizations will be fined \$500 per individual violation
- Organization’s membership/recruitment chair must resign from office
- Organization will be suspended from intramural participation for one semester
- Organization will lose recognition status on the SAU campus for a specific period of time
- Community service
- Inability to hold office in a governing Greek body
- Other as deemed appropriate by the Student Affairs Committee

No fraternity or sorority may arrange for ownership of real or chattel property without prior approval of the University.

## **4.3 Affiliation**

Recognized student organizations may be affiliated with off-campus organizations, where such affiliation is:

- Clearly indicated, either by the title of the organization or its constitution at the time of recognition, or by specific statements in connection with any activities growing out of a later affiliation;
- Consistent with the purposes set forth in the constitution of the organization, and with the provision of this document governing student associations on the campus; and
- Not such as to change significantly the nature of the organization as an association of students, with primary interest on the campus.

### **4.3.1 Standards and Responsibilities**

Each student organization is expected to plan and conduct activities furthering the purposes of the University with the recognition that activities and actions of members reflect the image of the University to the general public.

The best guide for planning is common sense and mature judgement; however, some specific rules are included in this section. Student organization officers are responsible for seeing that organizational functions are held in compliance with good taste and the University regulations. The student organization is also responsible for the conduct of its guests as well as its members. Student organization officers are encouraged to call upon advisors and members of the University staff for assistance in planning and operating effective and proper programs.

### **4.3.2 Meetings and Activities**

Recognized student organizations are encouraged to hold their meetings and other club events on the campus, and University facilities shall be made available to them whenever possible.

In the spring semester of each year, organizations will be required to submit to the Office of Student Activities a proposed regular meeting time for the organization for the succeeding year. Meetings held at times and places other than those approved by the director of student activities must be registered in the same manner as an event.

A University student organization function is any registered activity occurring on campus and sponsored by that organization. Regular dances should be held on Friday and Saturday nights and must end by midnight. Dances may be scheduled Monday through Thursday nights (limit two per week) and ending by 11 p.m. All social events must end no later than 11 p.m. Sunday through Thursday evenings or midnight on Friday and Saturday nights, with the exception of late nights approved by the student activities administrator.

Advisors should attend all organizational meetings and activities held on campus in a University facility.

### **4.3.3 Improper Conduct by Student Organizations**

When student organizations involve themselves in conduct that violates University policy, local, state, or federal law or regulations governing campus organizations, they are subject to disciplinary action. The dean of students will hold a hearing following the guidelines for individual discipline (modified) and may impose probation, suspension, or revocation of recognition. An appeal is to be made to the University Discipline Committee. This is the final appeal.

## **4.4 Student Organization Directory**

Activities play an important role in the development of students at Southern Arkansas University. Because participation in activities is recognized as vital training for a university student, SAU has more than 100 organizations that sponsor activities and functions for our students and community.

Eligibility for membership in organizations is based on interest and, in some cases, academic achievement. The organizations are classified under six major headings: recognition and honor societies, special interest groups, departmental and

professional organizations, religious affiliated organizations, student government organizations, and social fraternities and sororities.

SAU students are not limited to student organizations listed here. Any student interested in organizing a new student organization should contact the director of student activities for forms and assistance.

Student organizations can be contacted through the director of student activities, the student organization's mail box in the student organizations offices, 201 Reynolds Center, or by contacting the organization president by phone. A student organization president phone listing is available in the Office of Student Activities.

#### **4.4.1 Government**

Inter-Fraternity Council  
Inter Greek Council  
National Pan-Hellenic Council  
Panhellenic Council  
Residence Hall Association  
Student Government Association  
Student Activities Board

Residence Hall Councils  
(Burns Harsh, Bussey,  
Columbia, Eichenberger,  
Fincher, Greene, Harrod,  
Honors, Magnolia, Talbot  
Talley, University Hall,  
University Village)

#### **4.4.2 Religious Affiliated Organizations**

Association of Baptist Students  
Baptist Collegiate ministry  
Catholic Campus Ministry  
Chi Alpha Christian Fellowship  
Church of Christ Student Center  
Fellowship of Christian Athletes

Genesis Ministries  
Missionary Baptist Student Fellowship  
Real Life College ministry

#### **4.4.3 Departmental and Professional Organizations**

Accounting and Finance Society  
American Choral Directors Association – Student Chapter  
Agriculture Club/Collegiate Future Farmers of America  
Athletic Training Student Club  
Biology Club  
*The Bray*  
Chamber singers  
Chinese Club  
Collegiate Farm Bureau and Agriculture Club  
Concert, Symphonic, Marching, and Jazz Bands  
Digital media Production Organization  
Emerging Writers Club  
Encore  
Engineering Science Club  
French Club  
Graduate Student Counseling Association  
Health, Kinesiology, and Recreation club

Heritage and Madrigal Singers  
 History/Political Science Club  
 Kappa Kappa Psi  
 Lambda Alpha Beta  
 Music Educators National Council  
 New masters Fine Arts Club  
 Phi Alpha Delta Pre-law Society  
 Phi Alpha Theta (history)  
 Phi beta Lambda (business)  
 Pivot Point  
 Political Affairs club  
 Pre-Vet Club  
 Rodeo  
 Russian Club  
 Students in Free Enterprise (SIFE)  
 Society of Physics Students  
 Spanish Club  
 Student Arkansas Education Association  
 Student Management and Marketing Association  
 Student Nursing Association  
 SWEL (Social Work Education Leaders)  
 Symphonic Wind Ensemble  
 Tau Beta Sigma  
 World Religions club  
 University Sociology Club

#### 4.4.4 Recognition and Honor Societies

Alpha Chi	National Residence Hall Honorary
Alpha Psi Omega	Order of Omega
Alpha Tau Alpha	Pi Gamma Mu
Beta Beta Beta	Psi Chi
Beta Gamma sigma	Sigma Tau Delta
Kappa Delta Pi	

#### 4.4.5 Social Greek Organizations

##### Fraternities:

Alpha Gamma Rho  
 Alpha Phi Alpha  
 Beta Upsilon Chi  
 Kappa alpha Psi  
 Omega Psi Phi

##### Sororities:

Alpha Kappa Alpha  
 Alpha Sigma Alpha  
 Delta Sigma Theta  
 Phi Mu  
 Sigma Gamma Rho  
 Omega Psi Phi

Phi Beta Sigma  
Phi Mu Alpha Sinfonia  
Sigma Pi

Sigma Phi Lambda  
Sigma Sigma Sigma  
Zeta Phi Beta

#### **4.4.6 Special Interest Groups**

African Students Organization  
ADAPT  
Alpha Phi Omega  
Black Students Association  
Cheerleaders  
Chinese Club  
College Democrats of America  
Cricket club  
Ducks Unlimited  
GAMMA  
Gay-Straight Alliance  
International Students' Association  
Latinos Unidos  
Mulerider Agri-Women  
Non-Traditional Student Organization  
President's Ambassadors  
Residential College  
SAB-T (Students Advocating for a Better Tomorrow)  
Soccer club  
South Arkansas Paranormal Investigation Team (SATIP)  
SODA (Student Outreach for the Differently Abled)  
The 29<sup>th</sup> Day Preventive Task Force

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