



2023-2024

STUDENT HANDBOOK

**PHILLIPS COMMUNITY COLLEGE
OF THE UNIVERSITY OF ARKANSAS**



August 2023-July 2024

This student handbook belongs to:

Name _____

Address _____

City, State, Zip _____

Phone, Email _____

The provisions of this publication are not to be construed as a contract between the student and PCCUA. The College reserves the right to change any provision or requirement when such action becomes necessary. Students are encouraged to work closely with an advisor to verify the appropriateness of the courses for which the students register.

Students are expected to familiarize themselves with all rules and regulations of PCCUA, including any official announcements. Students will be held responsible for the observance of all rules and regulations. It is intended as a supplement to the college catalog and other publications. You should review the contents when you first receive it and keep it on hand for easy reference in the future. If after reading through this information you still have questions, please contact any campus listed for further assistance.

For more information about our student success program, visit www.pccua.edu

DeWitt Campus
1210 Rice Belt Ave.
DeWitt, AR 72042
(870) 946-3506

HWH Campus
1000 Campus Drive
PO Box 785
Helena, AR 72342
(870) 338-6474

Stuttgart Campus
2807 Hwy 165 South
Box A
Stuttgart, AR 72160
(870) 673-4201

Our Mission

PCCUA is a multi-campus, two-year college serving the communities of Eastern Arkansas. The college is committed to helping every student succeed. We provide high-quality, accessible educational opportunities and skills development to promote lifelong learning, and we engage in the lives of our students and communities.



PCCUA Core Values

PCCUA respects the diversity of its student body and community. The College also recognizes the worth and potential of each student. Therefore, the College affirms the following beliefs and values:

Student Success

We are committed to the success of every student. We believe all students, given the right conditions, can learn. We believe those conditions include high expectations reflected in a rigorous curriculum and personal engagement evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

The Power of Education

We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.

Diversity

We respect the inherent worth and dignity of every person.

Imagine a college...

- at which every student is intentionally connected to an individual person who feels responsible for that student's success.
- at which every student is clear about the college's high expectations for performance and every student has high aspirations for his or her success.
- at which every student defines his or her educational goals and develops a plan for attaining them. Imagine further that these plans are updated regularly, with guidance, as students' progress.
- at which all academically underprepared students have an effective, efficient path to completing developmental education and beginning college-level work.
- at which engaged learning is intentional, inescapable, and the norm for all students.
- at which every student is met with a personalized network of financial, academic, and social support.
- at which all students graduate with a certificate or degree that prepares them to succeed in the workplace or to transfer to a four-year college or university.
- fully engaged in the communities it serves, listening to their voices, responding to their needs.

You have imagined the college we seek to be.

Adapted from the Center for Community College Student Engagement. (2008) Imagine Success: Engaging Entering Students (2008 SENSE Field Test Findings). Austin, TX; The University of Texas at Austin Community College Leadership Program.

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PCCUA 2023 – 2024 Academic Calendar

Fall Semester 2023

August 14 (M).....	Reporting day for Faculty/Staff-Awards Breakfast (offices closed)
August 15 (T).....	Registration (8:00 am - 6:00 pm)
August 15 (T).....	Last Day for Online Course Registration
August 16 (W).....	Orientation for all new and returning students (Helena-West Helena)
	Nursing Orientation in Helena (All students admitted to the ADN Program.)
	Orientation in DeWitt (All students admitted to the PN Program.)
August 17 (TH).....	Orientation for all new and returning students (All Campuses)
August 21 (M).....	Day & evening classes begin, Fast Track 1 begins, Online classes begin
August 28 (M).....	Last day for 100% refund
September 4 (M).....	Labor Day Holiday (no classes, offices closed)
September 6 (W).....	Last day to complete application file for current semester/Last day for 50% refund
October 11-12 (W & TH).....	Online Midterm Proctored Exams & Fast Track 1 Final Exams
October 13 (F).....	Midterm advisory grades due (4:00 pm)
October 17 (T).....	Online Midterm Advisory Grades due & Fast Track 1 ends
October 18 (W).....	Fast Track 2 Begins
October 20 (F).....	Faculty/Staff In-Service (no day classes but evening and weekend classes meet)
	(offices closed)
November 1 (W).....	Last day to drop and receive a "W"
November 6 (M).....	Spring registration begins
November 20-24 (M-F).....	Faculty and students do not report (no classes, offices open Nov. 20-22)
November 23-24 (TH & F).....	Thanksgiving Holiday (no classes, offices closed)
November 27 (M).....	Offices open, classes resume (8:00 am)
December 1 (F).....	Last day to receive an "EW"
December 5, 6, 7 (T, W, TH).....	Online Final Proctored Exams & Fast Track 2 Final Exams
December 7 (TH).....	Last day for classes
December 8 (F).....	Study Day (Faculty will be available in their offices from 8:30 am to noon)
December 11-14 (M, T, W, TH).....	Day, evening, and night exams begin
December 15 (F).....	End of Term (additional work must be completed, Independent Study and Incomplete forms must be on file)
December 18 (M).....	Final grades due (12:00 noon)
December 19 (T).....	December Graduation (no commencement)
December 20 (W).....	Offices closed from 4:30 pm until 8:00 am on 1/2/24 (W)

Spring Semester 2024

January 2 (T)..... Offices open
January 3 (W) Reporting day for faculty (8:00 am);
Faculty/Staff In-Service
January 4 (TH) Registration (8:00 am - 6:00 pm) (**Last Day for Online Course Registration**)
January 8 (M) **Day & evening classes begin, Online & Fast Track 1 Classes begin**
January 15 (M)..... Martin Luther King Holiday (no classes, offices closed)
January 16 (T)..... Last day for 100% refund
January 24 (W) Last day to complete application file for current semester/Last day for 50% refund
February 16 (F)..... Faculty/Staff In-Service (no day classes but extended day and evening classes meet)
March 5 (T)..... **Online Midterm Proctored Exams & Fast Track 1 Final Exam**
March 5 (T) Midterm advisory grades due, Online Midterm grades due (4:00 pm) & Fast Track 1 Ends March 6 (W)

Fast Track 2 begins

March 18-22 (M-F)..... Spring Break
March 22 (F) Spring Break Friday (no classes, offices closed)
March 25 (M)..... Classes resume (8:00 am)
April 3 (W) Last day to drop and receive a "W"
April 3 (W) Summer & Fall registration begins
April 24 (W) Last day to receive an "EW"
April 25 (TH) Last day for classes
April 26 (F)..... Study (Faculty will be available in their offices from 8:30 am to noon)
April 29-30 (M & T)..... **Online & Fast Track 2 Final Proctored Exams**
April 29-May 2 (M-TH) Study Day and evening exams begin
Monday, April 29
May 3 (F)..... **End of Term (additional work must be completed, Independent Study and Incomplete forms must be on file)**
May 6 (M) Final grades due (12:00 noon)
May 9 (TH)..... Graduation Arkansas County at Grand Prairie Center (7:00 pm)
May 10 (F)..... Graduation Phillips Cty. at the Hendrix Fine Arts Ctr. in Lily Peter Audit. (7:00 pm)
May 27 (M) Memorial Day Holiday (offices closed)

SUMMER TERMS 2024

Summer I 2024

May 29 (W) **Last Day to Register for Online Courses**
May 29 (W)..... Summer I Begins & **Online Classes Begin**
May 30 (TH)..... Last day for 100% refund
June 19 (W)..... Juneteenth-College Celebration (College open)
June 20 (TH) Last day to drop and receive a "W"
June 24 (M) Last day to receive an "EW"
Last Day of Classes for Summer I Face to Face-Summer Classes End
Summer I Face to Face Class Grades Due by 4:30 p.m.-Online courses continue
July 4 (TH)..... July 4^{1h} Holiday

July 24- 25 (W & TH) Online Final Proctored Exams
July 25 (TH)..... Online Final Grades Due

Summer I Extended 2024

May 29 (W)..... Summer I Extended begins
June 19 (W).....Juneteenth -College Celebration (College open)
June 20 (TH) Last day to drop and receive a "W"
June 27 (TH) Last day for 100% refund
July 4 (TH)..... July 4th Holiday
July 10 (W)..... Last day to receive an "EW"
July 17 (**W**)..... Summer I Extended ends (Final grades due by 4:30 p.m.)

Summer II 2024

July 8 (**M**) Summer II begins
July 9 (T) Last day for 100% refund
July 25 (TH)..... Last day to drop and receive a "W"
Aug. 1 (TH)..... Last day to receive an "EW"
August 5 (M)..... Summer II ends (Final grades due by 4:30 p.m.)

SAFETY AND SECURITY

PCCUA and The U.S. Department of Education are committed to providing a safe environment for faculty, staff, and students. PCCUA works diligently to inform all concerned parties about campus safety and security yearly. Data collected from campus security and the local police via survey is published by the Office of Postsecondary Education on the [Campus Safety and Security Statistics](https://www.pccua.edu/about/institutional-reports/campus-security/) website, and can be found on our PCCUA website at <https://www.pccua.edu/about/institutional-reports/campus-security/>. Data collection is mandated and authorized by §485(f) of the Higher Education Act of 1965, as amended, 20 U.S.C. §1092(f) and 34 C.F.R. §§ 668.46 and 668.49.

DeWitt Campus If you are on campus and need to report a crime or an emergency, contact the administrative front desk (ext. 1600). Emergency assistance may also be requested by dialing 911 from any telephone located on campus.

Helena-West Helena Campus There is uniformed police/security protection while classes are in session and our employees are at work. To report a crime or an emergency, you may contact campus security by dialing 870-816-0377 from any campus phone or report the crime to any officer.

Stuttgart Campus If you are on campus during the day and need to report a crime or an emergency, contact the front desk (ext. 1814). For evening classes, there is a security guard who patrols the building. If security is not in the immediate area of the emergency or crime, security can be reached through the Stuttgart Police Department by dialing 911 or 870- 673-1414.

Emergency Afterhours Numbers

DeWitt Campus After 9:30 p.m. & Weekends (870) 816-7033

Helena Campus After 4:30 p.m. (870) 816-0377

Stuttgart Campus After 4:30 p.m. (501) 526-7191

CLERY ACT

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act - On November 8, 1990, President Bush signed the "Student Right to Know and Campus Security Act of 1990". The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was known as the "Campus Crime Awareness and Campus Security Act of 1990". It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, which is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall or public property. The Vice Chancellor for Student Services notifies the campus community via email message of the availability of this report, and it is located on the PCCUA website at www.pccua.edu.

Emergency Response System - RIDGERUNNER ALERT

Students will automatically be enrolled in the Emergency Response System. However, if students change their electronic device they will need to go to www.pccua.edu and re-enroll in PCCUA's emergency response system to be notified of special college closings and news.

CAMPUS CLOSINGS Students can refer to the Academic Calendar on the website or refer to holiday closings indicated in the calendar in this handbook. Should weather conditions necessitate class cancellations or campus closings, students will be notified by text message, email, and by a recorded message on the campus telephone system. Please note that just because one campus is closed due to weather or other conditions, **do not assume that all campuses will be closed.**

Contact the campus you are attending or the instructor for specific class information.

<http://www.pccua.edu/students/resources/emergency-alert-system/>

Please let admissions know if you update your telephone number and also note that by opting out of the emergency alert, you are declining to not be informed on information that may be of great importance.

GENERAL INFORMATION

ACCREDITATION

Phillips Community College is accredited by the Higher Learning Commission; 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, (800) 621-7440. The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN); 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA, 30326; (404) 975-5000; Fax (404) 975-5020. The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, (773) 714-8880. The Phlebotomy program is approved by NAACLS. The business programs are accredited by The Accreditation Council for Business Schools and Programs (ACBSP); 7007 College Boulevard, Suite 420, Overland Park, KS 66211, (913) 339-9356. PCCUA is also approved by the Arkansas State Approving Agency for Veterans Training.

Phillips Community College is a member of the American Association of Community Colleges, the Arkansas Association of Two-Year Colleges, the National Association of College and University Business Officers, and the American Association of Collegiate Registrars and Admissions Officers.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

PCCUA Community College of the University of Arkansas (PCCUA) is an equal opportunity, affirmative action institution.

PCCUA provides equal educational and employment opportunity without regard to age, race, gender, gender identity, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation. We prohibit retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice.

STUDENTS' RIGHTS AND RESPONSIBILITIES

- To expect an education of the highest quality.
- To develop potential to the best of his/her ability.
- To inquire about and recommend improvements in policies, regulations, and procedures affecting the welfare of students.
- To expect a campus environment characterized by safety and order.
- To have a fair hearing and appeal when disciplinary action is applied to a student as an individual or as a group member.
- To be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
- To know that personal conduct reflects not only upon the student but also upon the institution and its citizenry and is judged in this manner.
- To follow the beliefs of common decency and acceptable behavior with the aspirations implied by a college education.
- To respect the rights and property of others.

FERPA Policy

PCCUA complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all personal records that meet the definition of educational records. No third party has the right to review student records without the student's consent, with very limited lawful exceptions. Directory information can be provided unless the student requests that it be withheld. For more information, see the PCCUA college catalog at www.pccua.edu. Phillips Community College of the University of Arkansas (PCCUA) is an equal opportunity, affirmative action institution.

ACADEMICS

PCCUA is strongly committed to an educational program that will provide a foundation for intellectual, cultural and social growth beyond that imposed by narrow highly specialized training. To broaden a student's educational base, it is required that courses be taken that make up a Core of General Education. These courses include English, Social Science, Fine Arts, Natural Science, Literature, Mathematics and Physical Education. Variations and options within the General Education requirements are available in most curricula.

CORE COMPETENCIES (STACC Skills) All students receiving an associate degree from PCCUA will possess the following STACC Core Competencies:

Social and Civic Responsibility - Demonstrate adherence to legal/ethical standards established by society.

Technology Utilization - Use tools of the trade to achieve a specific outcome.

Analytical and Critical Thinking - Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.

Communication – Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.

Commitments to diversity, equity and inclusion within the context of cultural engagement and understanding – acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next and one culture to another. A commitment to diversity, equity, and inclusion increases access and assures a better chance to succeed.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS) ACTS contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer. (<http://acts.adhe.edu/>)

ACADEMIC REGULATIONS

GRADING SYSTEM Each student will receive at midterm an evaluation of progress in each course. Midterm grades are for student information only and are not placed on the permanent record. At the end of the semester, the student will receive final grades based upon the following system:

A: 4 value points B: 3 value points C: 2 value points D: 1 value point F: 0 value point

EW: Administrative Withdrawal by faculty due to excessive absence W: Withdrawal

WC: Withdrawal due to Crisis (Natural Disaster/Public Health & Safety)

I: Incomplete work to be made up within sixty days following close of current semester.

S: Students working up to potential in individualized (self-pacing) courses may receive a grade of “S” for satisfactory progress.

AU: Audit (must be filed in admissions before the 11th class day during fall/spring and 6th class day in the summer terms)

S/U: Non-credit courses will be given a grade of “S” for satisfactory, or a grade of “U” for unsatisfactory.

CLASS ATTENDANCE Students are expected to attend all classes regularly and punctually. The instructor will provide to the student at the beginning of the semester a written statement of the specific attendance policy for the course. It's the student's responsibility to know and comply with the instructor's policy and to contact the instructor to make up missed work.

The instructor will warn a student in danger of becoming excessively absent by sending a warning notice to the student's advisor so the student can be contacted. If the student is absent more times than allowed by an instructor, the instructor **may** drop the student from the class roll with a grade of **"EW"** by notifying the Admissions Office in writing.

WITHDRAWAL A student who withdraws from the College in the course of the regular semester or summer term must do so officially at the Admissions Office. Official withdrawal must be made in person or by written statement from the student. The student's I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is suggested. Failure to do so will result in the recording of failing grades in the course(s) for which the student is registered.

STEPS IN DROPPING A CLASS

Student visits with assigned advisor.

- 1) The assigned advisor will provide and fill out the drop form.
- 2) Student gets instructor's signature for EACH course dropped.
- 3) Student takes form to the Admissions Office.

Students **MUST** continue to attend class until the drop slip is completed and delivered to the Admissions Office. Student financial aid, scholarships, and billing will be affected by dropping classes.

FINANCIAL AID PROBATION Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probationary semester, students will be required to enroll in classes recommended by their advisor and may be required to report for tutoring. Students on financial aid probation must meet the requirements at the end of the probationary semester or their financial aid will be terminated.

Repeating Classes: Any student may repeat a course to improve the student's grade point average. When the course is completed, the higher grade will be noted with an asterisk * and retained for credit hours and grade point calculations on the student's transcript. A student will receive credit for only that one course. However, both courses and grades will appear on the transcript. Parenthesis () will indicate credit hours not calculated in the student's GPA. Students must check with their advisor to verify repetitions allowed.

Termination of Aid: A student whose financial aid has been terminated for failure to meet satisfactory progress standards may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any mitigating circumstances related to the individual's academic problem and be prepared to provide supporting documentation.

REFUND POLICY When a student withdraws from PCCUA, a determination will be made regarding repayments and refunds. "Repayment" is the amount of Student Financial Aid (SFA) funds previously disbursed to a student that he or she must pay back. Any student who drops one or more courses and continues to be enrolled during a fall or spring semester shall be entitled to individual course refunds as follows:

Registration, Tuition and Fees: 100%: Up to & including 5 class days
50%: 6th - 10th class days
No Refund: 11th class day and after

Any student who drops a course or officially withdraws from PCCUA during a summer session is entitled to an adjustment as follows:

Registration, Tuition and Fees:

100%: Up to & including 2 class days

50%: 3rd through 5th class days

No Refund: 6th class day and after

ACADEMIC INTEGRITY Academic fraud and dishonesty (as defined below) are regarded as offenses requiring disciplinary action.

Cheating - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Facilitating academic dishonesty - Intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.

Plagiarism - To intentionally take and use as one's own ideas, writing, or research of another individual.

Test Tampering - Intentionally gaining access to restricted test materials including booklets, banks, questions, or answers before a test is given; or tampering with questions or answers after a test is completed.

STUDENT CONDUCT/MISCONDUCT (Discipline Policy) It is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. If a student is disruptive in class, the behavior is inappropriate in this setting and inhibits the teaching/learning process, the faculty member has the right to temporarily dismiss the student from class (not to exceed one class). If a faculty member finds it necessary to dismiss a student from a class, the appropriate dean/chair, Vice Chancellor for Student Services and Registrar, or the Vice Chancellor for Arkansas County are notified and a Student Discipline Form is filed. If the student's behavior is so disruptive that it is believed that the student should be suspended for more than one class, the faculty member must file the Student Discipline form. The student may not return to class without permission from the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County. A student may appeal the disciplinary action. The appeal is heard by the Student Relations Committee which consists of any three fulltime college employees. **For more on discipline/policies in Policies, Procedures, see the PCCUA Web under student menu/Discipline Policy at <https://pccua.edu/student-discipline-policy/>**

ACADEMIC MISCONDUCT If a faculty member believes that a student is guilty of scholastic dishonesty, a violation of the Student Code of Conduct, the faculty member may sanction the student based on guidelines provided in the syllabus or by the program. The faculty or in some cases, the dean/chair, will file a discipline form to document the incident and provide copies of that form to the dean/chair, Vice Chancellor for Student Services and Registrar, or the Vice Chancellor for Arkansas County. According to the Student Code of Conduct, scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Actions taken by the instructor or at the program level by the dean/chair may be appealed by the student as part of the student's right to academic due process. The student appeal and request for a hearing are made through the Vice Chancellor for Instruction. (See PCCUA Website under student menu/Academic Discipline Policy at www.pccua.edu)

ACADEMIC GRIEVANCE PROCEDURE (different from disciplinary grievance procedure) Questions related to grading or other matters of an academic nature should be presented to the student's instructor. This could include disciplinary action which resulted in a lower grade. If not satisfactorily resolved at this level, the questions should be referred using the clearly defined process used by the College. If the question is an academic matter other than grades, the same appeal process will be followed. In all cases, the grievant has the burden of proof with respect to the allegations in the complaint and in the request for a hearing.

Appealing a Grade or Other Matters of an Academic Nature

<p>STEP 1 Student initiates contact with instructor. If no resolution, proceed to Step 2. TIME FRAME: Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.</p>
<p>STEP 2 Student submits copy of completed grade appeal form with instructor's "action taken" to the division chair or dean, and Vice Chancellor for Arkansas County (if the course appealed is in Stuttgart or DeWitt). If there is no resolution, proceed to Step 3. TIME FRAME: Within 5 working days of Step 1.</p>
<p>STEP 3 Student submits copy of completed grade appeal form with signatures of instructor, division chair/dean, and Vice Chancellor for Arkansas County (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Academic Standards Committee to investigate the issue. TIME FRAME: Within 5 working days of Step 2.</p>
<p>STEP 4 The Chair of the Academic Standards Committee convenes to consider the appeal. TIME FRAME: Within 5 working days of Step 3.</p>
<p>STEP 5 The Academic Standards Committee will notify the student and instructor about the findings at Step 5 within 5 days. If the Committee finds the request merits a hearing, the time and location of the hearing will be approved.</p>
<p>STEP 6 Academic Standards Committee will convene the hearing. Findings concerning the appeal are considered final. TIME FRAME: Outcome will be reported within 5 working days of Step 5.</p>

An Associate Degree or Technical Certificate will be awarded to students who satisfy the specified requirements.

1. Students enrolled in an associate degree program complete a minimum of sixty (60) semester hours of approved credit toward the desired degree. Students enrolled in a technical certificate program complete a minimum of thirty-two (32) semester hours of approved credit toward the desired certificate. Associate of Arts degree candidates will also be required to participate in the general education outcomes assessment prior to graduation when they have completed least thirty (30) credit hours. Half the degree requirements or the last fifteen (15) hours toward an AA or an AAS degree must be earned from PCCUA. At least half of the credit hours toward a technical certificate must be earned from PCCUA.
2. Earn a grade point average of 2.0 or above on all college-level work completed. Exceptions are Nursing and Medical Laboratory Technology.
3. File an application for graduation with an advisor.
4. Fulfill financial obligations to the College.

PCCUA provides a commencement ceremony each May to recognize December and May graduates.

GRADUATION DEADLINES In order to graduate in December, the student must apply by November 18, and in order to graduate in May, the student must apply by March 17, 2024.

ORIENTATION

PCCUA offers a mandatory student orientation session the first two days before the fall semester to acquaint new and returning students with the purposes and programs of the College.

STUDENT SYNCHRONIZED INTERACTIVE VIDEO (SIV) GUIDELINES

The SIV classroom, coordinated by the video and distance learning staff has the following student guidelines. SIV courses are like other courses on the PCCUA campuses except that the instructor for the course may or may not be at your location during class. If the instructor is not at your location, you are expected to be respectful of your instructor and fellow classmates. Disruptive behavior will not be tolerated. Also, if you leave class, you will be counted absent. Students in SIV classrooms are expected to maintain the same level of participation as they would in a regular classroom environment.

All assignments, projects, homework etc. are due at the beginning of your class unless otherwise stated by your instructor. A SIV technician will take up your materials and courier them to your instructor. If you are turning in a late assignment, it is your (student) responsibility to get that assignment to the instructor. Check your syllabus for information about late penalties.

All handouts and class materials will be made available to the students at the beginning of class. If you are not present to receive the materials, it is your responsibility to contact the SIV technician to pick up the materials. After one week, the materials will not be available from the SIV technicians so the student must contact the instructor for the materials.

If you are going to miss a scheduled exam, it is your responsibility to contact the instructor of the class. You may also call the SIV technician, however, it is not the responsibility of the SIV technician to contact your instructor for you. If your instructor allows you to make up a missed exam, you must make up the exam before the next class meeting at a time that is convenient for the SIV technician.

Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean/chair to the Vice Chancellor for Student Services and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure 404.06, Academic Appeal Procedure found on the website.

ONLINE COURSES PCCUA www.pccua.edu, is proud to be part of the University of Arkansas System, (www.uaonline.uasys.edu), which offers courses online that lead to an Associate of Arts Degree. Our mission is to create a learning environment to assist each student to achieve his/her personal and professional educational goals. You may access a complete listing of the University of Arkansas Associate of Arts Online courses by going to <https://pccua.edu/online-courses/> or to access all online courses offered by PCCUA, go to <https://hdatatelss.pccua.edu/Student/Courses>.

ENROLLING IN ONLINE COURSES To enroll in any online course you may email or call your advisor. If emailing, include your name, student ID if you are a returning student, course name and course number. If you do not receive a response within two business days, you are not enrolled in the class, and you should contact the Bennie Fonzie at (870) 338-6474, ext. 1178.

PCCUA offers an Online Orientation workshop once each semester for first time users. Students should include this course when e-mailing course selection.

Helpful information

- Updated class offerings are available at www.pccua.edu.
- You must have computer access to take an Internet/online course.
- You must log on within the first week of class, or you will be reported as a "no-show".

Online Course Login Directions

- Click on the Online Course link <https://pccua.edu/online-courses/>
- Choose the current semester;
- All Online courses offered are listed. Find your course. Click "login" to the left of your course name. If two sections of the same course are taught by different instructors, you must log into the course you are registered for.
- Enter your username and password.
- Your username is your first initial+ last name + last 4 digits of your student ID number (bjones1234).
- Your password is your complete date of birth (MMDDYYYY)
- Click ok or login.

If you are enrolled in more than one Online course, your courses may not all be listed on the same server. If you do not see all of your courses, you must access the courses individually from the schedule page by following the directions above. To gain entry into the course, click on the name of the course. Problems with BlackBoard, contact Michelle Waites at mwaites@pccua.edu.

Accounts Receivable Procedures

All students taking classes at PCCUA are allowed to charge tuition, fees, and related book rental charges to their student account upon registration. Payment is due in full before classes begin. Students who do not have complete, adequate financial aid or who do not pay their account balance in full at registration, will be required to pay a \$35 finance and handling charge to set up a tuition payment plan agreement.

Students, or their parents if the student is a minor, must sign the agreement agreeing to pay the balance in (3) three equal installments. The dates and amounts will be dependent upon the semester and the students account balance. A \$25 late fee will be charged to students who do not make payments according to the schedule as outlined in the tuition payment plan agreement.

All students must have their account cleared in the Business Office by the end of the eleventh week of classes or they may be administratively withdrawn from school for the semester. They will not be readmitted until their account is cleared.

Academic transcripts will be flagged for financial hold and will not be released to the student or another institution until the account has been cleared.

Probable Pell Recipients:

All students who submit a probable Pell will be required to sign a tuition payment plan agreement. The \$35 finance and handling charge will only be assessed if Pell is not approved and the payment plan becomes effective.

Monitoring of Accounts Receivable

The Business Office is responsible for monitoring the accounts receivable system.

Determination of Un-collectability

The Business Office is responsible for establishing procedures for the aging and collecting of those accounts. A.C.A. § 19-2-305, established guidance for the various state agencies to abate uncollectible monies owed them. In order to diligently and actively pursue the collection of accounts receivable, PCCUA may choose methods including, but not limited to:

- Contacting the debtor by telephone or letter within a reasonable time after an account becomes past due.
- Referral of the account to an external collection agency, to the extent that the cost of such referral does not exceed the maximum costs outlined in A.C.A. § 19-2-305(b)(2).

- Pursuing set-off of debt against income tax refunds as allowed by A.C.A. §§ 26-36-301 -- 26-36-320.
- Pursuing other means of collection that are deemed feasible and economically justifiable.

Aging of Accounts Receivable and Bad Debt

Accounts receivable are aged and an allowance realized for outstanding balances based on the following schedule:

Days Outstanding	Percentage Collectible
0 to 30 days	0%
31 to 60 days	25%
61 to 90 Days	50%
Over 90 Days	75%

Abatement of Debt

When the Business Office has completed its collection procedures, the listings of debts determined to be uncollectible and collection procedures are combined into a single request for abatement, which is sent to the Chief Fiscal Officer of the State of Arkansas.

The Chief Fiscal Officer of the State will notify the College, in writing, when the request for abatement is approved.

All documentation relating to the abatement request is maintained by the Business Office and is available for audit review.

PCCUA POLICIES

FREE SPEECH AND EXPRESSIVE ACTIVITIES IN OUTDOOR AREAS OF CAMPUS

The University recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students and faculty are free to discuss matters of public concern to the extent consistent with the First Amendment and the reasonable, content-neutral restrictions set forth in this policy and other University and campus policies.

The University recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment),¹ violations of law, and violations of University policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.

TOBACCO POLICY Smoking and the use of tobacco products (including cigarette, cigars, pipes, smokeless tobacco, e-cigarettes, and other tobacco products) by students, faculty staff and visitors are prohibited on college property.

WEAPONS ON CAMPUS Weapons and/or handguns are not allowed on the premises of PCCUA, except under regulations outlined in Acts 562 and 859 as passed by the Arkansas General Assembly in 2017. Those Acts can be found at <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act562.pdf> and <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act859.pdf>. There are criminal

penalties for violating Acts 562 and 859. In addition, violations could result in disciplinary action, up to and including dismissal from the College. For more information, contact the Vice Chancellor of Student Services and Registrar or the Vice Chancellors for Arkansas County.

DRUG & ALCOHOL POLICY In accordance with the Drug-Free Schools and Campus Regulations, PCCUA prohibits the possession, sale, distribution, and/or use of illicit drugs or alcohol on campus or at college-sponsored activities off campus. Violation(s) of this policy will result in appropriate discipline including warning, probation, suspension, or expulsion. Students are also subject to applicable legal sanctions, which may include fines and/or imprisonment, for use of illicit drugs or illegal use of alcohol. A criminal conviction under such laws shall not preclude the imposition of appropriate sanctions under applicable college policies and procedures that are consistent with such laws. Successful completion of an appropriate rehabilitation program may be grounds for readmission. The College will implement all requirements of the Drug-Free Schools and Campus Regulations to inform students of the health risks associated with the use of illicit drugs and the abuse of alcohol. The Vice Chancellor for Student Services and Registrar shall provide confidential referral to agencies in the community offering rehabilitation therapy and counseling for students suffering from drug or alcohol abuse.

SEXUAL HARASSMENT TITLE IX POLICY

Phillips Community College of the University of Arkansas does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.*, and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The college's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the college's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

Any employee, student, or visitor who believes an individual has been subjected to sexual discrimination should report the incident to the above-mentioned Title IX Coordinators. Please note that any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Sexual harassment is conduct on the basis of sex constituting one of the following:

- (1) An employee of the College conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's educational programs or activities; or
- (3) Any of the following:
 - (A) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) and this policy
 - (B) "Dating violence" as defined in 34 U.S.C. 12291(a)(10) and this policy
 - (C) "Domestic violence" as defined in 34 U.S.C. 12291(a)(8) and this policy
 - (D) "Stalking" as defined in 34 U.S.C. 12291(a)(30) and this policy

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the campus Title IX Coordinator:

Dr. Kimberley Johnson, Title IX Coordinator
Vice Chancellor for Student Services/Register
PCCUA, Administration Building
Helena, AR 72342
870-338-6474, Ext. 1235
kjohnson@pccua.edu

Rhonda St. Columbia Title IX Deputy Coordinator
Vice Chancellor for College Advancement & Resource Development
1000 Campus Drive
Helena, AR 72342
870-338-6474, Ext. 1130
rhonda@pccua.edu

Kim Kirby Title IX Deputy Coordinator
Vice Chancellor for Arkansas County/Department Chair of Arts & Sciences
2807 Hwy. 165 S., Box A
Stuttgart, AR 72160
870-673-4201, Ext. 1813
kkirby@pccua.edu

PCCUA's Title IX Administrative Procedure may be found on our website at
<https://pccua.edu/title-ix/>

STANDARD OF BEHAVIOR

DISCIPLINE

Respect for other students' right to learn and an instructor's right to teach, is imperative. Further, if a student's behavior is disruptive, an instructor has the right and obligation to make the student correct the behavior. An instructor can direct a student to leave the classroom. A student removed from the classroom, may not return without meeting with the Vice Chancellor for Student Services and Registrar or the Vice for Arkansas County (or official designee). This contact must be within thirty-six (36) hours after the incident. In certain cases when a student has not been dismissed from the classroom, but the behavior is seriously offensive, the instructor may have to request that the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County intervene. Any discipline problem which cannot be resolved, may result in the student being suspended (temporary dismissal) or even expelled (permanent dismissal) from the class or the College depending on the nature of the offense.

DISCIPLINE OFFENSES An objective of PCCUA is to provide an opportunity for education to all of its students. It is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. The student is responsible for compliance with regulations and policies that are in place at PCCUA.

- Unauthorized selling or peddling on college-controlled property is prohibited. Vendors or salespersons who desire to offer their wares for sale on college-controlled property must obtain approval from the Vice Chancellor for Student Services and Registrar.
- Unauthorized distribution of handbills and the use of amplifying equipment is prohibited.
- Unauthorized distribution of literature on campus is prohibited. Approval must be obtained from the Vice Chancellor for Student Services and Registrar. Literature and materials must not contain writings which are libelous, obscene, or in violation of federal, state or local laws.
- Misuse/Misrepresentation of College Documents or Records - A student may not misuse and/or make misrepresentation of college documents and/or records.
- Threats/Acts of Violence - A student may not threaten or attempt to commit physical violence against any other student, faculty member, administrative officer, employee or invited guest of the college.

- A student may not cause the destruction, damage, or theft of personal or college property.
- A student may not possess, use, or distribute substances expressly prohibited by law.
- A student may not possess, use, sell, furnish to others, or be under the influence of alcoholic beverages on college property.
- A student may not unlawfully possess weapons on college-controlled property or at college- sponsored or supervised function.
- A student may not have unauthorized persons (children or adults) on campus.
- A student may not display disorderly conduct, including violent, noisy, or drunken behavior.
- The use of abusive or obscene language on college-controlled property or while representing the college or attending a college function is prohibited.
- A student may not participate in any demonstration, assembly or speech that is manifestly unreasonable in terms of time, place or manner, that incites a riot or destruction of property, or that violates the law or college regulations.
- A student may not violate college regulations regarding the operation and parking of vehicles.
- A student may not display lewd or lascivious behavior, indecent exposure, illicitsexual relations or perversions.
- A student may not fail to comply with directions of college officials acting in the performance of their duty.

DISCIPLINARY ACTION

Probation: The student's participation in college life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of college regulations may lead to more serious disciplinary action, such as suspension or expulsion. Restrictions of privileges may also be conditions of probation. Students who have had disciplinary counsel with the Vice Chancellor of Student Services and Registrar or the Vice Chancellor for Arkansas County are on probation.

Suspension: When a student's behavior is unacceptable to the extent that it reflects most unfavorably upon character, judgment and maturity and/or is harmful to the well-being of the student body and the college, the student may be suspended from the college.

Expulsion: The student shall be separated from the college on a permanent basis. In addition to this action, the student must make reparation for damages, if any.

DISHONESTY

Plagiarism

Offering the work of another as one's own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgement.

Cheating

- a) Copying from another student's paper
- b) Using any unauthorized assistance in taking quizzes, tests, or examinations
- c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes" or any other device or technology that would aid in cheating
- d) Dependence on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments
- e) The acquisition, without permission, of tests or other academic material belonging to a member of PCCUA
- f) Aiding and abetting another person in committing any form of academic dishonesty

BEHAVIORAL INCIDENTS

While interacting with students across the college campus, employees or students may encounter situations in which a student is disruptive, displays behavior that may be

intimidating or threatening to others, or harmful behavior that may be a result of a mental, emotional, or psychological health issue. If a situation meets this standard then the observer is to report the incident to the Vice Chancellor for Student Services within forty-eight hours. After which, the Behavioral Intervention Team will be contacted to devise a Behavioral Intervention Plan and respond to the incident accordingly.

The Behavioral Intervention Team was created to promote a safe environment for students, faculty, and staff that is conducive for optimal learning experiences. The Behavioral Intervention team is composed of representatives from several areas of the campus community, who include the Vice-Chancellor for Student Services, Vice Chancellor of Arkansas County, Academic Deans, Disability Coordinator, advisors, staff, and general counsel (ex-officio). The actual composition of the Behavioral Intervention Team for a given case depends on the nature of the behavioral problem that is presented.

The Behavioral Intervention Team has the authority to make decisions to protect the college environment. Actions taken by the BIT include, but are not limited to:

- Referral to an external agency for counseling or other resources
- Referral to the PCCUA disciplinary process
- Mandatory direct threat/safety assessment interviews
- Voluntary withdrawal from the university
- Administrative involuntary withdrawal from the university
- A plan for follow-up and monitoring of students who are considered a behavioral risk

Students who are **involuntarily withdrawn** from the college have the right to appeal the decision of the Behavioral Intervention Team through an appellate panel composed of senior-level university administrators. The student will be notified of the appeal process, in writing, and the appeal will have to be filed with the Vice Chancellor for Student Services within two (2) business days of the written decision of the Behavioral Intervention Team. The appeal panel would formulate a decision based on evidence received. This process ensures due process is provided to the student. The decision of the panel is the final decision. If a tie is met, the Chancellor will make the final decision.

PCCUA Student Discipline and Behavioral Intervention policies can be located at <https://pccua.edu/student-discipline-policy/>.

COMPUTER, INTERNET, EMAIL, AND OTHER ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY

PCCUA provides access to computer equipment, programs, databases, and the Internet for informational and educational purposes. All users of the college's computer resources are expected to use these resources correctly and only for legal purposes.

It is the responsibility of supervisors, instructors, computer lab supervisors, library staff, and any others who use electronic communications to ensure that users are aware of this policy.

Scope This policy governs the use of all electronic communications (excluding telephones), and includes:

- Publishing and browsing on the Internet
- Electronic Mail (Email)
- Electronic bulletin boards, discussion groups and chat rooms
- File transfer
- Streaming media
- Instant messaging

All of the above items will be referred to collectively as "electronic communications" in this document.

General Principles Use of computing and network resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment. All federal and state laws, as well as general college regulations and policies,

are applicable to the use of computing resources. These include, but are not limited to, the Arkansas Freedom of Information Act, the Electronic Communications Privacy Act of 1986, the Family Education Rights and Privacy Act of 1974, and state and federal computer fraud statutes. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

Proper Use Computer activities approved by a supervisor, instructor, library staff, or lab supervisor for educational purposes, such as use of:

- Internet for research
- Library database for research
- Internet for informational purposes
- Email as directed by instructors
- State-supplied software

Improper Use This policy exists to ensure that electronic communications are properly used. Improper use of electronic communications includes, but is not limited to, the following:

- Breach of copyright
- Offensive material including pornography
- Illegal activity, including gaining or attempting to gain unauthorized access (or "hacking") to any computing, information, or communications devices or resources
- Error, fraud, defamation
- Viruses and spyware
- Destruction of or damage to equipment, software, or data belonging to the College or other users
- Privacy violations
- Service interruptions
- Use of electronic communications in such a way as to impede the computing activities of others (such as initiating email, chat, instant messaging)
- Download of software from the Internet or installation of a program(s) by a student from transportable media.
- Unauthorized use of another user's ID and password
- Any and all other matters which the College, in its sole discretion, subject to PCCUA Policy limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

Non-Compliance with this Policy

- May constitute a criminal offense, be classified as inappropriate behavior, pose a threat to the security of the College network, the privacy of staff and instructors, and may expose the users of the system or other persons to legal liability and;
- Will be regarded as a serious matter and appropriate action will be taken when a breach of the Policy is identified.

Consequences to Breaches of this Policy Consequences to breaches of the Acceptable Use Policy will generally be categorized using the following guidelines. Any matters not addressed below will be dealt with on an individual basis and on the relevant facts.

Potentially Harmful Activities

- A first violation, if not unlawful, will result in a warning.
- A second violation will result in being banned from computer use for a designated period of time (deemed reasonable by supervisor, instructor, library staff, lab supervisor, or other authorized personnel).
- A third violation may result in the student losing computer lab privileges.

Illegal Activities Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges and may be referred to the office of Vice Chancellor for Student Services and Registrar for Helena-West Helena or Vice Chancellor for Arkansas County and/or law enforcement agencies.

PCCUA shall not be liable for any damages, including actual, special, punitive, consequential, exemplary, statutory, or other damages, attorney fees or costs, charges, fines or any monetary compensation, to any user, for any claim, lawsuit, action or other proceeding arising from, relating to, or in connection with the use of its web connection or other Internet services.

DUE PROCESS When a student is involved in an incident which may necessitate disciplinary action, the student has an opportunity to appeal the charges through an appeal process. There are four steps to an appeal process:

Step 1 Student notifies the Vice Chancellor for Student Services and Registrar that he/she would like to file an appeal for a discipline decision. In DeWitt and Stuttgart, the Vice Chancellor for Arkansas County will be notified and she/he will notify the Vice Chancellor for Student Services and Registrar. The appeal must be filed within twenty-four (24) hours after the disciplinary action to be appealed.

Step 2 Within two (2) days, the student is notified in writing (e-mail) of the exact time and date of the appeal meeting and the witnesses who will be present. The student may bring an advisor or a witness. If the student is appealing a suspension of ten (10) or more days or an expulsion, the advisor may fully participate during the disciplinary appeal.

Step 3 The appeal is heard by the Student Relations Committee. The student may question or confront the witness(es). The College employee making the charge may also question the student.

Step 4 The Student Relations Committee makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Vice Chancellor for Student Services and Registrar Office. A permanent copy of the appeal will be placed in the student's file.

STUDENT SERVICES

Phillips Community College utilizes a holistic student developmental approach to ensure a successful and supportive learning environment for all students. Services that assist students in navigating the community college experience and that offer support include (1) admissions, (2) registration and records, (3) testing and placement, (4) orientation, (5) academic advising, (6) disability services, (7) academic and social student support services, and (8) student activities and organizations. These services offer students the opportunity to create wonderful learning experiences that will broaden their personal perspectives through self-assessment, social experimentation, and examination.

ACADEMIC ADVISORS PCCUA places a very high priority on student advising and considers it an integral part of your academic success. Please note that all certificate or degree-seeking student will be assigned an academic advisor specific to their academic discipline. Additionally, the role of an Advisor will be to assist you in achieving your educational, vocational, and personal goals. Students can locate their advisor at <https://pccua.edu/registration-steps/>.

BOOKSTORES Books can be purchased in the library on all campuses at the following locations: Helena-West Helena campus, Room L200 ; DeWitt campus , Room N106; and on the Stuttgart campus, Room A115 . Book buy back dates are during the week of finals in December and May and after the last week of Summer II. More information regarding bookstore hours can be found at <https://pccua.edu/library/>

STUDENT SUPPORT SERVICES (SSS) Student Support Services (SSS) Student Support Services is a TRIO program designed to motivate and support students in their academic endeavors. The goal of the SSS program is to raise the academic progress and performance levels of low-income, disabled, and first-generation college students, as well as to retain and successfully complete their educational programs for transfer-into four-year institutions. Eligibility for the program includes being a first-generation college student, meet the federal low-income guidelines, as noted by the Department of Education, or have a documented disability. The academic

services and social support provided by the program greatly impacts students' persistence and retention. Services that are provided to participants through the SSS program include:

- Advising & course selection
- Transfer information/assistance
- Peer/computer-assisted tutoring
- Advocacy with staff and faculty
- Financial aid counseling/assistance
- Career exploration
- Peer mentoring

Applications may be obtained at <https://pccua.edu/student-support-services-trio/> or in Room C302 in the Arts and Sciences building on the Helena-West Helena campus, Room A106 on the DeWitt campus, and Room B123 on the Stuttgart campus. Contact Von Daniels at ext. 1110 for information regarding SSS for all campuses.

ARKANSAS CAREER PATHWAYS provide support services and direct assistance to parents who want to increase their education and employability. It was developed through the efforts of Southern Good Faith Fund, Arkansas Association of Two-Year Colleges, Arkansas Department of Workforce Services, Arkansas Department of Workforce Education, Arkansas Department of Higher Education, and funded through the Arkansas Transitional Employment Board. It provides advising to assist with career and educational decisions, childcare vouchers and transportation assistance, aid finding jobs while in school and careers upon graduation, extra instruction, tutoring, employment skills, access to computer labs for doing homework and improving computer skills. To be eligible, parents must meet certain income requirements and have at least one child under the age of 21 who is living at home. Office located in DeWitt, N101; Helena-West Helena, TI 120; Stuttgart, B101.

Campus Action Referral and Evaluation System (C.A.R.E.S.) provides faculty, staff, and students with support via one-on-one contact, continued follow-up with students throughout the academic year, as well as provide campus information, resources and programming to further support students in their transition to college. Please contact vgregory@pccua.edu for more information.

CAREER CLOSET Students can obtain lightly-worn, professional-looking clothing free of charge for interviews or other job-related meetings here. Both men's and women's attire is available. The Closet is located in the gymnasium, room G201 in Helena.

COMPUTER/STUDY LABS and TUTORING Each campus has a computer lab for studying, tutoring, testing and other Student Support Services resources and activities. The Individual Academic Enhancement (IAE) Center on the DeWitt campus is located in room A110. The Academic Skills Department on the Helena-West Helena campus is located in room C110 of the Arts and Sciences building. The Learning Lab on the Stuttgart campus is located in room B105. Student support staff is available in each lab for assistance. Lab hours are posted on each campus.

DISABILITIES PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). Students enrolled with medically documented disabilities will be provided with appropriate and reasonable accommodations when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic degree or course in certain instances; alternate methods of testing and evaluation; assistance through the use of auxiliary aids and services. The PCCUA Disability Coordinators are Shawanna Wansley – DeWitt, ext 1628; Deborah Gentry - Helena-West Helena, ext. 1214; Stuttgart campus - Sylvia Boyd, ext. 1809. More information can be found at <https://pccua.edu/disability-services/>

EMAIL ACCOUNT AND OTHER PCCUA WEB SERVICES

My RidgeNet accounts are typically created within 24 hours after the student registers for the semester.

Accessing the email account:

- Click on the My RidgeNet link located on the PCCUA homepage, www.pccua.edu.
- Enter your PCCUA student email address, which is your first initial + last name +last four digits of your student ID+@pccua.edu. (biones1234@pccua.edu)
- Enter your password, which is your date of birth (MMDDYYYY) then “Log In”.

If you are unable to log into your account for any reason, please fill out a Helpdesk ticket by going to the PCCUA homepage, www.pccua.edu, and clicking on “Helpdesk” in the top middle of the screen. Please include a private email or phone number in your ticket for responses.

FINANCIAL AID PCCUA was founded on the belief in equal opportunity and the ideal of making the benefit of a community college education available to all, regardless of financial needs. A number of scholarships and grants are available to prospective or continuing students who have shown academic proficiency and have demonstrated a financial need.

FITNESS CENTER (Helena campus) The PCCUA Fitness Center which consists of 13,998 square feet of space including a **“Fitness Center” which has 3,262 square feet, a “Cardio Room” which has 858 square feet, a “Yoga Stretch Room” at 144 square feet, a “Weight Room” that has 2,260 and at “Gym Floor” that is 7474 square feet.**

FOOD PANTRY Canned goods and other non-perishable items are available for students at no charge on all three campuses. Students and faculty/staff may also leave items at the pantries for other students’ use. In Helena-West Helena, the pantry is located in the gymnasium, room G201. In Stuttgart, the pantry is located in the Administrative suite. In DeWitt, the pantry is located near the Student Center in room D107.

HEALTH INSURANCE PCCUA does not provide insurance for its students. The College encourages each student to secure personal health insurance.

PELL GRANT Bring previous year’s tax returns to financial Aid for completion. Visit www.fafsa.ed.gov for an application. (Be sure to use the new IRS Retrieval Option).

IDA (Individual Development Account) Participating banks work with low income families in a savings program to pay for higher education needs such as tuition, books and personal computer. For information, contact: Mindy Maupin at (870) 816-1104.

INTRAMURAL ACTIVITIES program provides an opportunity for students to participate in supervised, competitive activities between groups to build group learning, communication, critical thinking, and leadership skills. More information can be found at <https://pccua.edu/intramural-sports/>.

LIBRARIES Library services offer the latest technology including online catalog accessibility. Library holdings consist of traditional print materials such as books and journals as well as a growing collection of electronic resources. The library follows the PCCUA calendar for all holidays and other scheduled closings. More information regarding PCCUA libraries can be found on the website at <https://pccua.edu/library/>

MAINSTAY SOCIAL MESSAGING connects new and existing students to PCCUA via communication regarding campus updates, programming, physical and mental wellness support student check-ins, campus resources, navigation, and activities. For inquiries and

additional information about PCCUA, please click on the Rowdy Bot on the PCCUA homepage.

PARKING AND DRIVING SAFETY PCCUA's campus-wide speed limit is 20 mph and parking is permitted in the college's many designated lots. Parking over the line, on the grass, or in reserved areas will result in a citation. In Helena-West Helena, you can appeal a citation by seeing the Vice Chancellor for Student Services and Registrar. In Arkansas County, appeals are made to the Vice Chancellor for Arkansas County.

PARKING PERMITS, REGULATIONS All vehicles must be registered in the Admissions Office. Each student can receive one parking permit at no charge, and additional permits at a cost of \$10.00 per vehicle. Permits are valid for the academic year during which the permit is purchased. Temporary permits are \$1.00 per week. Certain parking areas may be reserved for employees and/or visitors. These areas are marked "**RESERVED**" or feature yellow painted curbs. Parking in these areas is considered a violation. Handicap spaces are reserved for students and visitors with disabilities having the credentials displayed. Please do not use the handicap space if you are not disabled. Vehicles may be towed at the owner's expense. **AT NO TIME IS PARKING IN THE STREET OR ON THE GRASS PERMISSIBLE.**

FINES

- Failure to display parking permit - \$30.00
- 1st Parking Violation - \$10.00
- 2nd Parking Violation - \$20.00
- 3rd Parking Violation - \$40.00
- 4th Parking Violation - \$60.00
- 5th Parking Violation - \$60.00
- Illegally Using Handicap Space - \$50.00

Fines are to be paid in the Business Office. PCCUA reserves the right to deny any student the privilege of operating or parking a vehicle on campus.

Ridge Runner Grill provides satisfying culinary offerings to meet a variety of needs for our students. This dining facility is available to all students, faculty, and staff four days a week when classes are in session from 7:30 am - 1:00 pm. (Helena campus)

<https://pccua.edu/ridge-runner-grill/>.

SCHOLARSHIPS PCCUA offers multiple scholarships. Please review the following webpages for information regarding our scholarships and complete every step of the process to ensure eligibility then return to the campus scholarship office. For questions about scholarships, please contact Stephanie Arnold at sarnold@pccua.edu.

<https://www.pccua.edu/admissions-financial-aid/scholarships> and

<https://www.pccua.edu/admissions-financial-aid/financial-aid/other-scholarships>

STATE OF ARKANSAS SCHOLARSHIPS Complete the universal application provided by the Arkansas Department of Higher Education (ADHE). Find the application at

<http://www.adhe.edu/>.

STAR, Students Taking Action with Resources, Center on the Helena campus located in C202 offers a welcoming environment which provides individual and small group tutoring with emphasis in the developmental areas where so many of our students struggle. Those students using the center's computer lab have the opportunity to work on papers and class assignments while taking advantage of additional support from the tutor and/or center coordinator. Students also benefit from individual career counseling and career planning software. More information can be found at <https://pccua.edu/study-labs-tutoring/>.

STUDENT CENTERS are the hub for campus connectivity! Faculty, Staff, and students are able to gather and experience a wide array of programs, services, and activities designed to foster a sense of community among campus members. Contact kjohnson@pccua.edu (Helena) or kkirby@pccua.edu (AR County) for more information.

STUDENT ID'S Student Identification cards are issued to students upon registration. If a student's ID card is lost or stolen, a new one can be obtained in the Admissions Office at a replacement cost of \$10. Not a requirement every semester. Students must carry ID daily for identification purposes.

TRANSCRIPT To request an official copy of your transcript, complete the transcript request form at the Registrar's Office, or online at www.pccua.edu under the "Students" tab. Once you submit the form online, it will automatically be forwarded to the Registrar's Office, and processed within one to three business days. **NO OFFICIAL TRANSCRIPTS WILL BE RELEASED UNTIL ALL FINANCIAL OBLIGATIONS TO PCCUA ARE SATISFIED.** There is no charge to have a transcript sent or faxed.

TUTOR NET ONLINE TUTORING offers students supplemental support through live online tutoring. Online tutoring is available in a wide range of subjects, sessions will be with a live tutor for one-on-one instruction, homework help, or Q&A. Each session lasts as long as the student needs and all sessions will be recorded for students to refer and access later. More information can be found at <https://pccua.edu/study-labs-tutoring/>

TRANSPORTATION Our **Rowdy Ride** will transport enrolled students on the **Helena campus** to and from the college for free. To learn more about this opportunity please review information on our website at <https://pccua.edu/rowdy-ride/> .

VETERANS PCCUA maintains the assistance of veterans and eligible veterans' dependents in the pursuit of educational programs at the institution. Students needing assistance in applying for educational benefits and payments should contact the Registrar's Office in Helena-West Helena. More information can be found at <https://pccua.edu/veterans/>.

VIRTUAL ACADEMY is available to assist students with online course support. Students may check out computers and hot spots with this office for the entire term. More information can be found at <https://pccua.edu/technology-academy/>

VOCATIONAL REHABILITATION Assistance is provided to qualifying students based on physical or emotional handicaps. Helena-West Helena students contact: (870) 338-2753. DeWitt/Stuttgart students contact: (870) 534-2404.

WEBADVISOR SELF SERVICE is a platform used by students to access student information such as grades, transcript requests, class schedules and financial aid.

- Click on the My RidgeNet link located on the PCCUA homepage, www.pccua.edu
- Enter your PCCUA student email address, which is your first initial + last name +last four digits of your student ID+@pccua.edu. (bjones1234@pccua.edu)
- Enter your password, which is your date of birth (MMDDYYYY) then "Log In".
- Click on the "WebAdvisor Self Service" icon, to access the student menu.

Forgot your password?

- Go to My RidgeNet Portal Login
- Click on "Forgot Password?" in the bottom right screen
- Enter your PCCUA student email address
- Select a Self-Service Option

Important Campus Contacts

Faculty and Staff Directory

<https://pccua.edu/faculty-and-staff/>

Advisor Directory

<https://pccua.edu/registration-steps/>

Student Services Referral Contact numbers

Departments	DeWitt (870) 946-3506	HWH (870) 338-6474	Stuttgart (870) 673-4201
Admissions	1614	1337	1806
Advising	1628	1124	1809
Bookstore	1636	1265	1836
Business Office	1602	1325	1805
Career Pathways	1690	1164	1886
Computer Services	1609	1331	1828
Disability Services	1628	1135	1809
Financial Aid	1607	1258	1822
Library	1621	1246	1819
Scholarships	1607	1240	1822
Testing Center	1602	1134	1828

STUDENT LIFE

Student life provides services, resources, skills, and experiences to promote student engagement and to extend the learning environment at PCCUA.

STUDENT ACTIVITIES (All Campuses) are considered a vital part of campus life. Academic and social programming occurs on each campus during the fall and spring semesters to increase student engagement. Contact Dr. Johnson at kjohnson@pccua.edu.

REGISTERED STUDENT ORGANIZATIONS

BAPTIST COLLEGIATE MINISTRY (Helena-West Helena Campus) is a group of students who meet weekly in Bonner Student Center for their religious growth. Campus Contact Dr. Johnson at kjohnson@pccua.edu.

BOOK CLUB (DeWitt & Helena-West Helena Campuses) is a book club for students, faculty and staff who enjoy reading and having socialization experiences outside of the classroom experiences. Campus Contact: by Jennifer Miller at jmiller@pccua.edu (DeWitt); Dr. Johnson at kjohnson@pccua.edu (Helena)

EXECUTIVE LEADERSHIP STUDENT COUNCIL (All Campuses) gives a voice to the student body as well as serves as a liaison for the students to the Faculty, Staff, and Administration of the College. It is the responsibility of the organization to advocate for students by influencing how the College addresses challenges, barriers to student success, and offer student's support and resources as needed to ensure a conducive academic and social learning environment for students. Campus Contact: Dr. Kimberley Johnson at kjohnson@pccua.edu.

FELLOWSHIP OF CHRISTIAN ATHLETES (Stuttgart Campus) FCA is focused on servicing local communities by engaging, equipping and empowering, athletes to unite, inspire and change the world through the gospel. Campus Contact: Aaron Michael at amichael@pccua.edu

GAMING (Stuttgart Campus) This club provides a safe space for students to express themselves through gaming and allows development of teamwork, creativity, critical thinking, and leadership skills. Campus Contact: Keri Simpson at ksimpson@pccua.edu

MEN ENROLLING TOWARD ADVANCEMENT (META) (Helena-West Helena Campus) is a peer support group for minority males on the Helena-West Helena campus. META members develop leadership and communication skills, as well as participates in service learning opportunities, and student programming on campus. Campus Contact: Kjohnson@pccua.edu.

MULTICULTURAL STUDENT ORGANIZATION (Helena campus)

The mission of the Multicultural Student Organization is to provide the opportunity for multiple cultures of students to assemble for the purpose of increasing cultural awareness, to promote social justice, cultivate inclusiveness on campus, and to formulate a mutual respect for diversity. Campus Contact: Carole Birth at cbirth@pccua.edu.

NON-TRADITIONAL STUDENT ASSOCIATION (ALL Campuses)

The mission of the Non-Traditional Student Association is to provide non-traditional students with a community of support and education from peers with similar work and life experiences. This organization will improve student orientation and transition to the college environment, as well as improve student retention. Non-traditional students are defined as part/full-time employees, 25 years of age or older, veterans, and students who are parents and/or are married. Campus Contact: Shawanna Wansley at swansley@pccua.edu.

PHI THETA KAPPA recognizes and encourages scholarship, as well as provides opportunities for leadership, fellowship, and service. To be eligible for membership, a

student must have earned a 3.5 GPA on 12 hours or more of course work leading to an associate degree. Campus contacts: Dr. Tarsha Smith (TSmith@pccua.edu) Helena-West Helena Campus; Thomas Moss (Tmoss@pccua.edu and Rosary Fazende- Jones (rfazende@pccua.edu)-Stuttgart Campus; Tracie Karkur (tkarkur@pccua.edu) - DeWitt Campus.

STUDENT AMBASSADORS (DeWitt and Stuttgart Campuses) are selected to represent the College at various activities at the campus and in the community. Campus Contact: Michelle Blasengame mblasengame@pccua.edu – Stuttgart. Jennifer Miller – DeWitt; Tonya Horner – Stuttgart Student Ambassador

TRAILBLAZERS (ALL Campuses) A group for students who are the first members of their family to attend college. Students have the opportunity to extend their support system, build community in the college setting, and add to their personal and professional resources. Themes of the group include: navigating college successfully, balancing personal and academic lives, understanding finances, managing responsibilities, identify development, and empowerment. Campus Contact: kjohnson@pccua.edu.

WICYS - Women in Cyber Security (All Campuses) The mission of the PCCUA WiCyS Student Chapter is to build a community within PCCUA that promotes women's education, participation, and leadership in the field of cybersecurity. Established in Spring 2023. Chapter Advisor: Charlotte Purdy, cpurdy@pccua.edu

August 2023

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
13	14 Faculty Report-Awards Breakfast (offices closed)	15 Registration (8a.m. -6 p.m.) Last day for Online Course Registration	16 Orientation (HWH) ADN Orientation (HWH) PN Orientation (DW)
20	21 Classes begin (day, evening, Fast Track 1, and online)	22	23
27	28 Last Day for 100% refund	29	30

Thursday	Friday	Saturday	NOTES
3	4	5	
10	11	12	
17 Orientation (All New and Returning Students – all campuses)	18	19	
24	25	26	
31			

September 2023

Sunday	Monday	Tuesday	Wednesday
3	4 Labor Day Holiday (no classes, offices closed)	5	6 Last day to complete application file for current semester & Last day for 50% refund
10	11	12	13
17	18	19	20
24	25	26	27

Thursday	Friday	Saturday	NOTES
	1	2	
7	8	9	
14	15	16	
21	22	23	
28	29	30	

October 2023

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11 Online Midterm proctored exams & Fast Track 1 Final Exams
15	16	17 Online Midterm Advisory Grades Due & Fast Track 1 ends	18 Fast Track 2 begins
22	23	24	25
29	30	31	

Thursday	Friday	Saturday	NOTES
5	6	7	
12	13 Mid-term advisory grades due (4 p.m.)	14	
19	20 Faculty/Staff In- Service (no day classes but evening and weekend classes meet). Offices closed	21	
26	27	28	

November 2023

Sunday	Monday	Tuesday	Wednesday
		Last day to drop and receive a “W”	1
5	6 Spring registration begins	7	8
12	13	14	15
19	20 Faculty and students no not report (No classes/ offices open Nov. 20 – 22)	21	22
26	27 Offices open, classes resume (8:00 am)	28	29

Thursday	Friday	Saturday	NOTES
2	3	4	
9	10	11	
16	17	18	
23 Thanksgiving Holiday (no classes/offices closed.	24 Thanksgiving Holiday (no classes/offices closed.	25	
30			

December 2023

Sunday	Monday	Tuesday	Wednesday
3	4	5 Online Final Proctored Exams & Fast Track 2 Final Exams	6
10	11 Day, evening, & night exams begin	12 Day, evening, & night exams continue	13 Day, evening, & night exams continue
17	18 Final Grades Due (12 noon)	19 December graduation (no commencement)	20 Offices closed from 4:30 p.m. until 8 a.m. on 1/2/24 (W)
24 31	25	26	27

Thursday	Friday	Saturday	NOTES
	1 Last day to receive an "EW"	2	
7 Last Day for Classes	8 Study Days (Faculty will be available in their offices from 8:30 a.m. – noon)	9	
14 Day, evening, & night exams continue	15 Term Ends (addtl. work must be completed & Independent Study/Incomplete forms must be on file)	16	
21	22	23	
28	29	30	

January 2024

Sunday	Monday	Tuesday	Wednesday
	1	2 Offices open	3 Faculty report; Faculty/Staff In- Service (8a)
7	8 Day & evening classes begin ONLINE & Fast Track 1 Classes begin	9	10
14	15 Martin Luther King Day (no classes, offices closed)	16 Last day for 100% refund.	17
21	22	23	24 Last day to complete application file for current semester & Last day for 50% refund
28	29	30	31

Thursday	Friday	Saturday	NOTES
4 Registration (8- 6 p.) Last day for Online Course registration	5	6	
11	12	13	
18	19	20	
25	26	27	

February 2024

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Thursday	Friday	Saturday	NOTES
1	2	3	
8	9	10	
15	16 Faculty/Staff In- service (no day classes but extended day and evening classes meet)	17	
22	23	24	
29			

March 2024

Sunday	Monday	Tuesday	Wednesday
3	4	5 Online mid-term proctored exams & Fast Track 1 Final Exam & Mid-term advisory grades due & Online midterm grades due at 4 p. Fast Track 1 ends	6 Fast Track 2 begins
10	11	12	13
17	18 Spring break (no classes, offices closed)	19	20
24 31	25 Classes resume	26	27

Thursday	Friday	Saturday	NOTES
	1	2	
7	8	9	
114	15	16	
21	22 Spring break (no classes, offices closed)	23	
28	29	30	

April 2024

Sunday	Monday	Tuesday	Wednesday
	1	2	3 Last day to drop a course and receive a "W" Summer & Fall registration begins
7	8	9	10
14	15	16	17
21	22	23	24
28	29 Day and evening exams begin	30	

Thursday	Friday	Saturday	NOTES
4	5	6	
11	12	13	
18	19	20	
<p>25 Last day for classes</p> <p>Online & Fast Track 2 Final Proctored Exams</p>	<p>26 Study Day (Faculty will be available in their offices from 8:30 – noon)</p>	27	

May 2024

Sunday	Monday	Tuesday	Wednesday
			1 Day and evening exams
5	6 Final grades due (12:00 noon)	7	8
12	13	14	15
19	20	21	22
26	27 Memorial Day Holiday (offices closed)	28	29 Last Day to Register for Online Courses Summer I Extended & Online courses begin

Thursday	Friday	Saturday	NOTES
2 Day and evening exams	3 (Term Ends & (addtl. work completed, Independent Study/ Incomplete forms must be on file)	4	
9 Graduation Arkansas County at Grand Prairie Center (7 pm)	10 Graduation Phillips County at Hendrix Fine Arts Center in Lily Peter Auditorium (7 pm)	11	
16	17	18	
23	24	25	
30	31		

June 2024

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19 Juneteenth Celebration
23 30	24 Last day to receive an "EW"		26

Thursday	Friday	Saturday	NOTES
<p>Last day for 100% Refund</p>		<p>1</p>	
<p>6</p>	<p>7</p>	<p>8</p>	
<p>13</p>	<p>14</p>	<p>15</p>	
<p>20 Last day to drop and receive a "W"</p>	<p>21</p>	<p>22</p>	
<p>27 Last day for 100% refund.</p>	<p>28</p>	<p>29</p>	

July 2024

Sunday	Monday	Tuesday	Wednesday
	1	2	3 Last day of classes for Summer I Face to Face – Summer Classes End, Grades due by 4:30 pm. Online courses continue.
7	8 Summer II begins	9 Last day for 100% refund.	10 Last day to drop and receive an “EW
14	15	16	17 Summer I Extended ends (Final grades due by 4:30p.
21 28	22 29	23 30	24 Online Final Proctored Exams begin 24-25 31

Thursday	Friday	Saturday	NOTES
4 July 4th Holiday (offices closed)	5	6	
11	12	13	
18	19	20	
25 Online Final Grades Due & Last day to drop and receive a “W”	26	27	

August 2024

Sunday	Monday	Tuesday	Wednesday
4	8 Summer II ends (Final grades due by 4:30 pm)	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Thursday	Friday	Saturday	NOTES
1 Last day to receive an "EW"	2	3	
	9	10	
15	16	17	
22	23	24	
29	30	31	

PHILLIPS COMMUNITY COLLEGE BOARD POLICY

Certain PCCUA Board and Administrative policies are important for students enrolled at the college to know and understand. This abbreviated version of policies and procedures is provided to you for easy access.

**Board Policy-
Administrative
Policy
BP 402**

Title

Scholastic Standards Policy

Phillips Community College supports the establishment and maintenance of scholastic standards which: recognize those students who excel in the educational process as evidenced by exceptionally high grade point averages; and identify those students whose academic progress is substandard so that additional assistance can be provided to enhance their success. The College Chancellor shall publish administrative procedures, standards, and guidelines to implement this policy.

**AP
402.01**

High Scholastic Status

A student whose name appears on the Dean's List is recognized for high scholastic achievement. The Dean's List is composed of full-time college students who have completed twelve (12) or more credit hours of collegiate coursework and who earn at least a 3.5 grade point average (GPA) in collegiate coursework for the semester.

A student whose name appears on the Chancellor's List is recognized for high scholastic achievement. The Chancellor's List is composed of full-time college students who have completed 12 or more credit hours of collegiate coursework and who earn a 4.0 grade point average (GPA) in the collegiate coursework for the semester.

A student completing all graduation course requirements whose cumulative grade point average for all college course work is a 3.5 or higher is recognized as a PCCUA Honor Graduate. This recognition is documented on the student's transcript. In addition, this recognition is noted at graduation in the commencement program.

**AP
402.02**

Standards and Procedures for Satisfactory Academic Progress The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward degree or certificate completion is below average in terms of grade-point average (GPA). The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation.

Academic Probation and Suspension

The cumulative GPA will be used in all probation and suspension determinations. The GPA is computed each semester for full-time students and each block of ten (10) or more semester hours for part-time students. When the cumulative GPA falls below the level specified in the table shown below, the student will be placed on academic probation.

<u>CREDIT HOUR COMPLETED</u>	<u>GPA</u>
0 -10	none
1-16	1.25
17-32	1.50
33-48	1.75
49-over	2.00

Students on Probation

1. Students placed on probation will be required to:
2. accept enrollment in an advisor-directed studies program, meet with their advisor at least three times during the semester (during the 4th or 5th week of the semester, at midterm, and during the 11th or 12th week of the semester), enroll in appropriate developmental courses and meet with a tutor as recommended by their advisor, and
3. take no more than 12 hours a semester unless the advisor approves additional hours.

BP 404 Grading Policy

It is the intent of the Board that grades assigned at PCCUA be accurate, reflect gradation of each student's performance, and be fully and fairly reported.

Instructors assign mid-semester advisory grades, final grades, and student progress or class standing when requested by the administration. Grades may be kept in a grade book filled out in ink or kept in an electronic grade book. Instructors should record all grades and attendance in the grade book in a timely manner. Instructors should keep grade books on file for at least three (3) years. In the event of the termination of an instructor's employment with PCCUA, the instructor should turn in all grade books in his/her file to the Admissions and Records Office.

The Grading Scale

The following grading scale is used at PCCUA:

A = Excellent B = Good

C = Average D = Passing F = Failing AU = Audited

I = In-progress (incomplete, if the coursework is not completed within the designated time, an "I" grade will automatically become an "F")

W = Withdrawal

EW = Withdrawal by faculty due to excessive absence R = Repeated

S = Students working up to potential in individualized or self-pacing courses

U = Non-credit courses will be given a grade of "S" for satisfactory or a grade of "U" for unsatisfactory.

Withdrawal Procedures

The Chancellor establishes procedures for students who withdraw from a course during the semester.

AP 404.01 Withdrawals from Class

Official Enrollment Date

The official enrollment date for a regular fall or spring semester course which follows the standard semester pattern is the eleventh (11th) class day. In other courses which do not follow the traditional semester pattern, the official enrollment date shall be established on a proportionate basis or as off schedule courses.

"W" Day

"W" day is the last day within a course when the student may withdraw and receive a "W" in lieu of an instructor assigned grade. "W" day will be published each year in the academic calendar in the college catalog.

Students withdrawing from a credit course between the "official enrollment date" and the designated "W" day for the course will receive the notation of "W" on their official permanent record or transcript.

When a withdrawal is for administrative reasons such as to permit a student to enroll in a different section or as a result of placement testing, no grade will be recorded for the course.

The administration shall determine and publish the official enrollment date and "W" day for each class of the various fall, spring, and summer terms in order to implement the spirit and intent of this procedure.

"EW" Grade

A withdrawal due to excessive absences must be initiated by the instructor. The grade given will be "EW." The "EW" grade will act like the "W" and follow the procedure set forth above.

AP 404.02 Grade Assignment and Change Procedures

These procedures shall be followed regarding the assignment and change of grades.

Grade Assignment

Assigning grades for college courses is the responsibility of each individual instructor. Instructors are expected to use good judgment and fair methods in determining grades and to orient their classes during the first week of instruction as to the basis for grading, standards of attendance, and nature of assignments. The definition of letter grades granted by the College is given in the college catalog. It is always a good practice to retain student examinations and other documentation when assigning grades.

Instructors are responsible for filing grades twice during each semester. These periods are at midterm and after final examinations. Grades are posted with the Office of Admissions and Records and the due dates are published in the academic calendar of the catalog.

Grade Change Options and Procedures Incomplete (I) Grades

At the end of any semester, an instructor may assign a grade of "I" if extenuating circumstances have prevented the student from completing all course requirements. An "I" grade is appropriate only in situations where the student has completed the vast majority of the course requirements based on professional judgment of the instructor. The instructor shall make a professional judgment, on a case-by-case basis, concerning the efficacy of assigning an "I" grade. If a grade of "I" is assigned, the instructor will make a written contract with the student.

This contract shall be signed by the instructor and the student, list work to be completed, and provide a specific date for completion of the course work. The instructor will file the contract with the Office of Admissions and Records.

If the remaining course requirements, as defined in the contract, are not completed within sixty (60) days from the end of the semester or summer term in which the grade was received, the grade of "I" may be changed to an "F". The contract cannot be extended without permission of the Vice Chancellor for Instruction

AP 404.03 Grade Reports

At the close of registration each semester, a student schedule is prepared and filed in the Office of Admissions and Records so that withdrawals and drops reported by the instructor can be recorded throughout the semester. Shortly before mid-semester and at the end of the semester, grade report rosters are available to the instructors so that they can record mid-semester advisory and final grades. Grades must be filed with the Office of Admissions and Records and are available to students at midterm.

Midterm and final grades are made available online to individual students.

AP 404.04 Auditing Courses

Ideally, students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit status or credit to audit status with the instructor's permission through the eleventh (11th) class day of the fall or spring semester. Credit courses which do not fit into the normal semester pattern follow a prorated time period. Those who audit courses receive a grade of "AU".

Any student or faculty wishing to deviate from stated policy must acquire special permission from the Vice Chancellor for Instruction who may request a recommendation from the Instruction and Curriculum Team. An auditing student may drop a course or be dropped by an instructor following normal withdrawal procedures any time during the withdrawal period and receive a grade of "W".

AP 404.05 Cheating

Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. A faculty with proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean/chair to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure 404.06, Academic Appeal Procedure.

Upon appeal, a student will be allowed to continue in the class until appeal is adjudicated. Forms for this may be obtained from the Office of Admissions and Records.

The Academic Standards Committee acts as arbitrator in such situations, presenting its findings and recommendations to the Vice Chancellor for Instruction and the Chancellor for review. In cases of repeated offenses, the Vice Chancellor for Instruction may take appropriate action up to and including permanent suspension from the College. The report of the recommendations will be placed in the student's file in the Office of Admissions and Records.

Suspension and dismissal for academic reasons are not governed by the due process requirements of the 14th Amendment and, therefore, disciplinary procedures outlined in the PCCUA Student Handbook do not apply. (See Administrative Procedure 405.01).

6 Appealing a Grade or Other Matters of an Academic Nature Questions related to grading or other matters of an academic nature should be presented to the student's instructor, if not satisfactorily resolved at this level, the questions should be referred using the clearly defined process used by the College.

Step	Procedure	Time Frame
1	Student initiates contact with instructor. If no resolution, proceed to Step 2. Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.	Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.
2	Student submits copy of completed grade appeal form with instructor's "action taken" to the division chair or dean, and the Vice Chancellor for Arkansas County (if the course appealed is in Stuttgart or DeWitt). If there is no resolution, proceed to Step 3.	Within 5 working days of Step 1
3	Student submits copy of completed grade appeal form with signatures of instructor, division chair/dean, and Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to conduct a hearing.	Within 5 working days of Step 2
4	The Chair of the Faculty Senate Academic Standards Committee convenes to consider the appeal.	Within 5 working days of Step 3
5	If the Faculty Senate Academic Standards Committee finds the request merits a hearing, the committee will notify the student and instructor within 5 days the time and location of the hearing.	Within 5 working days of Step 4
6	Academic Standards Committee will convene the hearing. Findings concerning the appeal are considered final.	Within 5 working days of Step 5

If the question is an academic matter other than grades, the same appeal process as above will be followed.

In all cases the grievant has the burden of proof with respect to the allegations in the complaint and in the request for a hearing.

Although the primary responsibility of the Academic Standards Committee is to review appeals, the committee will report a written decision of the final solution to the complaint which will be kept in the student's file in the Office of Admissions and Records.

Because of the time needed to resolve a possible grievance, all instructors must retain appropriate tests for at least one semester following the semester just ended.

Instructors will keep their grade books on file for at least three (3) years. In the event of the termination of an instructor from Phillips Community College, the instructor will turn in all grade books to the Office of Admissions and Records.

See Request for Academic Appeal Form
<http://www.pccua.edu/Student%20Forms.htm>

**BP
405**

Classroom Discipline and Student Conduct

The Board recognizes the importance of maintaining a classroom environment that is highly conducive to learning. The Board authorizes the College Chancellor to establish disciplinary procedures that will effectively maintain required conditions for instruction and academic inquiry at PCCUA.

**AP
405.
01**

Classroom Discipline and Student Conduct

Discipline Policy Scope

PCCUA has a standard of conduct that will be enforced at all times. Unacceptable behaviors are identified in the PCCUA Student Handbook and posted on the PCCUA Student Menu online. In order to sustain an environment that promotes responsibility, cooperation, respect, and learning, any PCCUA employee is expected to correct inappropriate conduct anywhere on College property at any time.

Discipline

Respect for other students' right to learn and an instructor's right to teach, is imperative. Further, if a student's behavior is disruptive, an instructor has the right and obligation to make the student correct the behavior. An instructor can direct a student to leave the classroom. A student removed from the classroom, may not return without meeting with the Vice Chancellor for Student Services or the Vice Chancellor for Arkansas County (or official designee). This contact must be within 36 hours after the incident. In certain cases, when a student has not been dismissed from the classroom, but the behavior is seriously offensive, the instructor may request that the Vice Chancellor for Student Services and Registrar or the

Vice Chancellor for Arkansas County, or designee intervene. In the event, a Vice Chancellor is unavailable, the contact will be made with the next senior official. Any discipline problem which cannot be resolved, may result in the student being suspended (temporary dismissal) or even expelled (permanent dismissal) from the class or the College depending on the nature of the offense

Classroom Offenses

These offenses disrupt instruction. Usually, Informal Resolution eliminates the problem. Persistence of this behavior can result in a Formal Resolution.

- Talking during the lecture or activity
- Using cell phones
- Use of loud or profane language
- Disrespectful language toward the instructor or guest
- Disrespectful language toward another student
- Constant arguing or disagreeing with the instructor, student, or guest
- Loud, inappropriate laughing or screaming
- Touching inappropriately (self or others)
- Any intentional behavior that disrupts the ongoing instruction in the classroom
- Dishonesty and cheating - due process for dishonesty and cheating which affects a final grade follows the academic appeal due process guidelines set forth in PCCUA Board Policy 404 and Administrative Procedure 404.06

Procedure for Discipline of Cheating and Plagiarism in the Classroom The responsibility for and authority in initiating discipline arising from violations of rules against dishonesty during the process of the course are vested in the instructor of that course.

Plagiarism

Offering the work of another as one's own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials taken from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgement.

Cheating

- Copying from another student's paper
- Using any unauthorized assistance in taking quizzes, tests, or examinations
- Possession during a test of materials that are not authorized by the person giving the

test, such as class notes or specifically designed “crib notes” or any other device or technology that would aid in cheating

- Dependence on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments
- The acquisition, without permission, of tests or other academic material belonging to a member of PCCUA
- Aiding and abetting another person in committing any form of academic dishonesty

Very Serious Offenses (can be in a classroom or any place on campus) These are actions which demand immediate attention and result in a formal resolution (no warning is necessary for this kind of violation).

Very Serious Offenses

- Stealing
- Consumed alcohol including being drunk and/or disorderly
- Using, distributing, or selling drugs or alcohol
- Unlawful possession of a weapon, including but not limited to, a hand gun
- Loud, abusive, or obscene language or gestures
- Destructive behaviors toward property or individuals
- Indecent exposure, illicit sexual relations, perversions
- Misuse of college documents or records
- Abusive behavior toward an instructor, student, or PCCUA employee including physical abuse, verbal abuse, threats or assault
- Unauthorized people on campus
- Inappropriate touching of self and others
- Stalking (persistently contacting another person without consent)
- Terrorist threatening
- Any action which endangers self or others
- Technology and Computer Violations (See Computer, Internet, E-mail and Other Electronic Communication Acceptable Use Policy)
- Fire and Safety Endangerment
- Dishonesty and Cheating (See Cheating Policy-due process for dishonesty and cheating which affects a final grade follows the academic appeal due process guidelines set forth in PCCUA BP 404 and AP 404.06)

Campus Discipline

If the student's behavior is outside the boundary of the classroom, it is the responsibility of PCCUA employees to correct inappropriate behavior or refer the situation to the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in Stuttgart or DeWitt (or appointed designee).

Process for Handling Discipline Offenses

Instructors have several choices for dealing with disruptive students. Disruptive behavior interferes with others' right to learn and the instructor's right to teach. The following steps should be followed when dealing with disruptive students in an informal way. It is always best to talk to a student before taking formal action.

All instructors should share expected behaviors on the first day of class and identify unacceptable behaviors to the students.

Classroom Discipline

Three stages of handling disruptive but less serious classroom behaviors.

Stage 1: First warning for an offense

A student at this stage has become disruptive or behaved inappropriately. The student is warned that the behavior is unacceptable. The faculty member completes a Student Discipline Form which is sent to the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart.

Notification will be made to the division dean.

Sometimes within one class session, a student's persistent and interruptive behavior may result in the faculty member's asking a student to leave. The faculty member completes a Student

It is understood that there may be situations where a student signature will not be on the Student Discipline Form. The form may be sent directly to the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart.

Discipline Form which is sent to the Vice Chancellor for Student Services or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart. Notification will be made to the division dean.

Stage 2: Second warning for an offense

A student at this stage has not changed the disruptive or inappropriate behavior. The student receives a second warning. The faculty member completes a Student Discipline Form which is sent to the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart. Notification will be made to the division dean/chair.

The second warning should also include a talk with the student explaining why the behavior is unacceptable.

Stage 3: Third offense (no warning, action taken)

A student at this stage has failed to correct the behavior. This third and final offense results in the faculty member's asking the student to leave the class. The faculty member completes a Student Discipline Form which is sent to the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in DeWitt and Stuttgart. Notification will be made to the division dean/chair.

At this stage a student may not return to class until the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in Stuttgart or DeWitt has discussed the problem with the student and the faculty member. If there is faculty agreement about student's readmission to class, the student may be readmitted to class. If there is faculty disagreement about readmission of the student to class, the student may be dropped from the roll. The student has the right to request a formal hearing (Due Process).

Discipline for Very Serious Offenses

No Warning Is Required for a Violation of a Very Serious Offense

A student at this stage has committed a very serious offense. A faculty member or employee in this situation informs the student that he/she needs to report to the Office of the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in Stuttgart and DeWitt. Campus security may be called. All paper work must be filed with the Vice Chancellor or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart within two (2) business days of the incident.

If the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in DeWitt or Stuttgart are off campus at the time of an incident and will not return within two (2) business days, the official designee will conduct the discipline process until the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County returns.

Certain offenses must be resolved in a formal manner. Whenever an offense occurs, that behavior must be documented by all parties involved. Whenever the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County in Stuttgart or DeWitt is called to settle a dispute related to inappropriate conduct, the student is considered on probation. The seriousness of an offense may result in suspension or expulsion.

Disciplinary Probation

The student's participation in college life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of college regulations may lead to more serious disciplinary action, such as suspension from a course or from the College or expulsion. Restrictions of privileges may also be conditions of probation. Students who have had any disciplinary counsel with the Vice Chancellor for Student Services and Registrar or the Vice Chancellor for Arkansas County are on probation.

Suspension

When a student's behavior is unacceptable and violations of a serious nature have been observed to the extent that they reflect most unfavorably upon character, judgment and maturity and/or are harmful to the well-being of the student body and the College, the student may be suspended from the College. Suspension is not a permanent condition and usually does not place an extraordinary burden on a faculty member from whose class the student has been suspended. Any work missed during suspension may result in an "F". A student may be suspended from a class or the campus for a semester.

Expulsion

Expulsion is reserved for students committing serious violations which involve physical or verbal abuse, assault, mistreatment of any person; or cause threat or damage to individuals, the student body, the College, College property, or self. In these cases, the student will be separated from the College on a permanent basis. In addition to this action, the student must make reparation for damages, if any.

Clemency Clause

A student who is expelled may be allowed to return after waiting a minimum of five years. A student seeking readmission is required to file a Disciplinary Appeal. Readmission may or may not be granted.

Violations Which May Result in Immediate Suspension or Expulsion Possession of an illegal substance

- Violence or threat of violence toward others
- Violence or threat of violence toward the College
- Violence or threat of violence toward one's self
- Possession of weapons
- Other Criminal Behavior

Student Due Process Steps for Disciplinary Action

When a student is involved in an incident which may necessitate disciplinary action, the student has an opportunity to appeal the charges through an appeal process. There are four steps to an appeal process.

Step 1: Student notifies the Vice Chancellor for Student Services and Registrar to file an appeal for a discipline decision. In DeWitt and Stuttgart, the Vice Chancellor for Arkansas County will be notified and will notify the Vice Chancellor for Student Services and Registrar. The appeal must be filed within two (2) business days after the disciplinary decision has been communicated to the student.

Step 2: Within two (2) business days of receiving the student's notice of appeal, the student is notified in writing of the exact time and date of the appeal meeting and the witnesses who

will be present. The student may bring an advisor or a witness. If the student is appealing a suspension of ten (10) or more days or an expulsion, the advisor may fully participate during the disciplinary appeal.

Step 3: The appeal is heard by a committee appointed by the Vice Chancellor for Student Services and Registrar. The student may question or confront the witness(es). The College employee making the charge may also question the student.

Step 4: The committee appointed by the Vice Chancellor for Student Services and Registrar makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Vice Chancellor for Student Services and Registrar Office. A permanent copy of the appeal will be placed in the student's file

See Student Discipline Form <http://www.pccua.edu/Student%20Forms.htm>

Phillips Community College of the University of Arkansas values all members of the campus community and strives to provide a safe educational environment for student development. In order to sustain an environment that promotes responsibility, a specific standard of behavior, respect, and cooperation among community members, PCCUA will provide a route of communication, assessment, intervention, and monitoring of concerning behaviors exhibited by members of the campus community.

The purpose of the Behavior Intervention Team is to assist in the development of strategies to address situations involving students whose behavior may be disruptive or harmful to the PCCUA campus community, including situations where the disruptive or harmful behavior may be a result of a mental, emotional or psychological health issue.

Functions:

1. Assesses situations involving a student whose behavior may be disruptive or harmful to the campus. In doing so, protects the rights of individuals involved who may go through the process.
2. Appropriate administration consults with faculty, staff and other students affected by the inappropriate behaviors of a disruptive student.
3. Coordinates a campus response to address the situation.
4. Makes a recommendation to the Vice Chancellor for Student Services about appropriate action consistent with PCCUA policy and procedure statements, and with state and federal law.

Membership:

The Behavior Intervention Team is composed of representatives from critical areas of the campus, including the Vice Chancellor for Student Services, Vice Chancellor for Academic Instruction, Vice Chancellor for Arkansas County, Campus Security, Director of Human Resources, Diversity and Inclusion Coordinator, Disability Coordinator, Academic Deans, and staff. The composition of the Behavior Intervention Team will fluctuate due to the nature of individual cases.

Reporting

Notification of incidents are to be made within 48 hours after the occurrence via an incident form found on Ridge Net. Documents should be given to the Vice Chancellor for Student Services. Please note that common classroom disruptions are not to be considered Behavioral Incidents, but only behaviors that are consistent, elevated, and that present an ongoing threat to self or others. All reports of imminent harm to self or others shall be made to local law enforcement.

Administration, Faculty, staff, and students should report when the following behaviors are observed:

- Student is distressed.
- Student is disruptive in class.
- Frequent outbursts in and out of the classroom setting.
- Constantly blames others and refuses to take responsibility.
- Expresses unreasonable feelings of being persecuted by others.
- Student poses a threat to self and others.
- Identifies contingencies that would provide an act.
- Psychiatric disorder diagnosis.
- Gang membership.
- Apparent use of drugs or alcohol.

- History of stalking or following others.
- Auditory or Visual Hallucinations.
- Has disorganized speech.

Concerning Behavior

Behavior that indicates an apparent and non-transient inability to cope with the realities of their daily life.

Threat

Word(s), action(s), or behavior(s) indicating a potential for harm to self or others. A threat can be verbal or nonverbal, intentional or unintentional, and may be made against a specific person or general in nature.

Threatening Behavior

A verbal threat that creates an immediate sense of fear or intimidation for anyone observing the behavior or is involved in the incident.

Operations and Procedure

When an Incident Form has been turned into the Vice Chancellor for Student Services, he/she will contact the Behavioral Intervention Team (BIT) as soon as possible to deescalate or eliminate the issue. Once the team has been notified, then the members will follow the below mentioned process:

- Assess the situation by gathering information concerning the incident via interviews with all parties associated with the incident and interviews with identified potential targets of inappropriate behavior. Acquired information is essential in planning intervention strategies.
- Identify specific behavior of concern and the context of the behavior.
- Assess danger to the campus, including the nature, duration and severity of any risk.
- Identify the presence of a pathway to violence.
- Review evidence of health issues, including mental health issues, as the potential cause of the behavior.
- Determine if the behavior warrants ongoing case monitoring or if the behavior rises to the level of a threat.
- Determine if reasonable accommodations will mitigate risk.
- Identify appropriate resources to assist in addressing the situation.
- Three weeks following assessment and team recommendation, the group will reconvene to evaluate the outcome of the situation.

Intervention Strategies:

If the BIT determines that intervention is necessary, the team will follow the intervention strategies noted below:

- Consider course accommodations to continue student persistence and retention.
- Consider banning student from facilities on campus.
- When it has been determined that the student behavior may be in violation of the PCCUA code of conduct, then the case is referred to the Vice Chancellor for Student Services for determination.
- Students displaying frequent Behavior issues and are determined to be a high risk for danger to self or others will be given a temporary removal from campus until the student is able to present documentation from physician citing their medical prognosis and clearance to return to campus. Once the removal of the student has taken place, the Vice Chancellor for Student Services would serve as the contact person for future communications concerning reentry to campus.
- Voluntary withdrawal from campus to manage issues.

- Monitoring student behavior activity via communication with faculty, staff, and students regarding student behavior.

Record Keeping:

The Behavioral Intervention Team would maintain a written summary of concerning or threatening behavior, information used to identify the threat, management activities conducted, and final decisions made by the BIT. All information will be held in the strictest confidence and will be maintained by the Vice Chancellor for Student Services.

Appeals:

A student who has been involuntarily removed from campus would have the opportunity to appeal the decision of the Behavioral Intervention Team through an appellate panel composed of senior level administrators. The student will be notified of the appeal process, in writing, and the appeal will have to be filed with the Vice Chancellor for Student Services within two (2) business days of the written decision of the Behavioral Intervention Team. The appeal panel will formulate a decision based on evidence received. This process ensures due process is provided to the student. The decision of the panel is the final decision.

Confidentiality:

FERPA does allow the release of student education records in accordance with health and safety emergencies when release is necessary to protect the health and safety of the student or other individuals.

BP 406 Attendance Policy

Class Attendance

Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the student's responsibility to initiate these arrangements.

The Board authorizes the Chancellor to establish procedures for monitoring student attendance and maintaining attendance standards set by various state and federal agencies.

AP 406.01 Attendance Procedures

Students are expected to attend all classes regularly and punctually. The instructor will provide to the student at the beginning of the semester a written statement of the attendance policy for the course. Regular attendance is expected in all courses with the exception of non-traditional and online courses which do not meet at a fixed time and place. Instructors of such non-traditional courses will explain what measures instead of classroom attendance will be used to monitor continued participation in the course. In all courses, it is the student's responsibility to know and comply with the instructor's policy and to contact the instructor to make up missed work.

The instructor will warn a student in danger of becoming excessively absent by sending a warning notice to assigned advisor, so that the student can be contacted by an advisor either by phone, writing, email, or text. If the student is absent more times than allowed by the instructor, the instructor will drop the student from the class roll with a grade of "EW" by notifying the Office of Admissions and Records in writing within one week after the student has become excessively absent. Such written notification must include the student's last date of attendance

BP 408 College Credit and Student Course Load Policy

College Credit Hour

Phillips Community College endorses the traditional axiom of time requirements for granting college credit which are as follows:

One lecture hour per week for sixteen (16) weeks = one (1) college credit

One, two, or three laboratory, studio, or activity hours per week for sixteen (16) weeks = one (1) college credit.

These time requirements generally translate to 800 lecture minutes per semester. Laboratory, activity, or studio minutes per semester range from 800 minutes to 2,400 minutes. All Arkansas Course Transfer lab courses and specific lab courses required for an Associate of Arts or Associate of Science degree meet three (3) hours per week (2,400) minutes.

Online Course Credit

Online course credit directly correlates with face to face courses in terms of time spent completing lessons or modules, time spent completing readings, assignments and assessments, and rigor.

Students enrolled in on-line courses are expected to spend 800 minutes of instructional time per credit hour. In addition to the 800 minutes per instructional hour, on-line students are expected to engage in 1600 minutes of out of class student work per lecture hour. If a student is enrolled in a laboratory, activity, or studio, the minimum required time is 1600 per credit hour.

The definition of a credit hour for both direct and online instruction complies with the federal definition of a credit hour which requires one hour of classroom or direct faculty instruction and a minimum of two hours of out of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time. PCCUA has a sixteen-week semester.

Student Course Load

The typical student course load for a semester is fifteen (15) credit hours. Students may carry up to eighteen (18) hours in fall or spring semesters without special permission; however, the average is fifteen (15). No more than seven (7) hours will be allowed in a single summer school term or more than eighteen (18) hours in fall or spring semesters without special permission. Special permission for additional hours must be obtained from a dean/chair and the Vice Chancellor for Instruction.

It is the intent of the Board to provide quality education at affordable costs. Cost controls will be maintained to keep tuition and fees as low as possible. It is recommended that college textbooks be adopted for three years when feasible.

Arkansas Act 175 legislates and regulates textbook adoption practices. Two posting deadlines have been established for book adoptions: April 1 for the fall, November 1 for the spring. For each textbook or course material on the list provided to the bookstore, the faculty member must include the following: a brief description of the textbook or course material; the author or authors; the title and edition; and any special instructions or circumstances for the purchase or use of the textbook or course material.

In one-teacher disciplines, a new instructor may adopt a new text only after using the present text for one (1) year.

In divisions, the same textbook should be used by all faculty teaching the same course unless permission is granted by the Vice Chancellor for Instruction to use a different text.

Policy on Acceptance of Transfer from Colleges and Universities Phillips Community College accepts the transfer-in of college credits when all of the following conditions are satisfied.

1. The credits were earned at a postsecondary institution having regional accreditation and authorized to award the associate degree.
2. The course credits being transferred are applicable for satisfying a requirement in the PCCUA program of study being pursued by the student.
3. The grade earned is a "C" or higher. PCCUA will transfer in one "D" letter grade, as long as it is not in a course requiring a "C" to advance to a higher course in the sequence. Example Composition I.

In some cases, credits may be accepted from institutions having special professional accreditation. Such special accreditation must be at a level which is commonly recognized as setting the professional standards for certification or licensing in the profession.

In those cases, where there is a question about the acceptability of credits earned at any other institution, PCCUA shall follow the policy of the major state university in the home state of that institution. (If that university would accept the credits in question, as a general rule, so will PCCUA).

BP 414 College Credit by Non-Traditional Sources

PCCUA recognizes competencies however they are acquired. Many people have learning experiences outside of PCCUA which are similar or equivalent to those provided by the College. The competence, not the experience, is applicable to potential academic credit. Only competencies which relate directly to specific course contents will be evaluated for academic credit.

If the learning experiences are not academically related, there is no adequate framework for evaluation. If what was learned cannot be communicated or demonstrated to others, then evaluation is impossible. If verification and documentation are not presented, there is no basis for evaluation.

To have learning experiences evaluated for academic credit, two criteria must be satisfied: (1) What was learned must be related to course content. (2) What was learned must be documented and certified.

The Board of Trustees authorizes the College Chancellor to establish criteria for evaluating and awarding college credit by non-traditional sources.

AP 414.01 Sources of College Credit by Non-Traditional Sources

PCCUA may grant or accept college credit(s) earned through certain non-traditional sources. The following programs are authorized sources for granting or accepting college credit(s). The college Chancellor shall publish procedures for granting and administration of credit(s) earned through these programs.

Credit by College Level Examination Program (CLEP)

Phillips Community College recognizes the College Level Examination Program sponsored by the College Entrance Examination Board as one method of awarding credit by examination. Such credit will appear on students' permanent records as earned credit only. The maximum number of credit hours that will be awarded through CLEP is 30 semester hours.

Credit granted through CLEP by any other accredited institution of higher education will be accepted by transfer to PCCUA provided minimum score requirements are met and an official CLEP score report is submitted.

Credit for Training in Military Service Schools

Phillips Community College will grant a maximum of 30 hours' credit toward an associate degree or a technical certificate for properly validated military service training, including military service schools and USAFI (United States Armed Forces Institute) courses, provided that PCCUA offers comparable courses and the courses are applicable to the

students' pursuits. Such credit will appear on students' permanent records as earned credit only.

Credit Through Prior Learning Assessment

Phillips Community College will grant credit hours toward an associate degree or a technical certificate for properly validated prior learning experiences acquired on-the-job or in other training environments. A detailed portfolio documentation and evaluation process will govern the limited award of credits via this process. See AP 414.03.

Credit Through PCCUA Course Challenge Exams

In certain areas, challenge examinations may be used to determine the appropriate entry level courses to be taken by the student. If a student can demonstrate the required competencies by passing score on a challenge exam, that student may be given credit on the official academic record, subject to the approval of the Chancellor or designee.

Procedures for Earning Credit(s) Through the College Level Examination Program (CLEP)

Students passing the subject area examinations of College Level Examination Program (CLEP) with satisfactory scores may be granted credit toward a degree at PCCUA. Credit will be awarded only after official score reports are received from the College Entrance Examination Board and/or the Educational Testing Service or the Institutional Testing Service and after the necessary application forms have been submitted to the Office of Admissions and Records.

A current list of courses for which credit may be granted, the minimum acceptable scores on each subject exam, and the amount of credit granted is available upon request from the Advisement Center.

CLEP is a standardized, national examination by which students may earn college credit. The minimum scores acceptable for the awarding of credit, however, are determined by the individual college. Students who are enrolling at PCCUA may earn up to 30 hours of credit through either the general or subject examinations with the following provisions:

1. No grade will be given for CLEP credit. CLEP credit will be entered on the transcript as "Credit by CLEP examination" and the CLEP score earned will be noted.
2. CLEP credit will not be posted on the transcript until a student has earned 9 hours in regular course work at PCCUA. At that point, the student should petition to the Office of Admissions and Records to have the CLEP credit placed on the student's transcript.
3. A student may not take the CLEP examination to receive CLEP credit after taking and completing with either a passing or failing grade for a comparable course at PCCUA.
4. CLEP credit earned at other colleges will be accepted at PCCUA provided the score requirements are met and an official CLEP score report is submitted.

Students interested in taking CLEP examinations should contact the Testing Center in order to register for a CLEP examination.

AP 414.03 Prior Learning Assessment

For prior learning experience to render credit, knowledge or competency (1) must be current; (2) must be applicable outside context in which it was learned; (3) must be of college-level attainment; and (4) must be measurable.

Only students officially enrolled at PCCUA may be awarded credit by advanced placement or prior learning assessment. Students receiving credit by either method are expected to enroll for a minimum of two semesters. The maximum number of credit hours a student can receive in this program is 15 semester credit hours toward a certificate and 30 semester credit hours toward a degree. Credit awarded by either method will not receive a letter grade, but will be listed on the student's transcript as Advanced Placement and Prior Learning Assessment.

One or more of the following methods will be used to measure and evaluate prior learning experiences:

- NLN exam
- Observation of demonstrated competencies
- Product evaluation - portfolio
- Oral interview
- Written exams - standardized or departmental
- Performance tests - standardized or departmental

The appropriate dean/chair, faculty for the selected course, and the student will determine the evaluation method(s) to be used.

Procedure for Implementing Prior Learning Assessment

1. The student will make an appointment for the initial interview with the dean/chair for the division or department in which the student wishes to gain credit.
2. Student will pay a process initiation fee (except ADN applicants).
3. The dean/chair will consult appropriate instructor(s) to determine the courses for which the student may attempt to gain credit.
4. The dean/chair will set up the second interview with the student and instructor to decide which method(s) will be used to evaluate knowledge or competency.
5. The dean/chair, the instructor, and the student will set a time and place for the evaluation.
6. The instructor will report the results of the evaluation to the dean/chair
7. The dean/chair will report the result of the evaluation to Vice Chancellor for Instruction.
8. The Vice Chancellor for Instruction will advise the student of the evaluation results and inform the student as to the amount of the final fee.
9. The Vice Chancellor for Instruction will instruct the Admissions Office to enter the credit on the student's transcript (if the evaluation is satisfactory) when the final fee is paid.

For additional information on CLEP see the Vice Chancellor for Student Services and Registrar.

BP 500 Student Development Policy

The Board recognizes that an active, comprehensive student development program is essential for: (1) providing student advocacy in support of the instructional program and (2) providing social and extracurricular activities for students. The student services program should provide those additional elements which treat the "whole student" in a way which complements and enriches the educational experience.

Based upon these precepts, the Board prefers and expects an active, comprehensive student services program which has as a minimum the following component services.

1. Admissions and records
2. Advisement and counseling to include educational planning
3. Recruitment, assessment, and placement
4. Financial aid
5. Student activities and intramural sports

The Chancellor shall establish regulations and procedures for implementation of this policy.

AP 500.02 Admission Procedures

Phillips Community College, like other community colleges, admits students with various levels of academic preparation and background. In order to make the instructional process as effective as possible, it is necessary to establish enrollment categories designed to optimize the educational experience of each student.

The enrollment category of each student will be established initially on the best information available and will be reevaluated during each registration period based upon the student's

goals, test scores, past performance, and academic progress. As prescribed in Board Policy 160, the following enrollment categories are established.

Unconditional

Students seeking a degree or certificate will be enrolled in this category. These students must furnish transcripts from previous institutions. They are required to take the ACT/SAT exam or the Next Generation (NG) ACCUPLACER evaluation for placement. Students who fail to provide documentation and/or have academic deficiencies will be enrolled as "conditional" until the appropriate deficiencies are corrected.

Conditional

Students who are seeking a degree or certificate but have not furnished documentation of previous academic work and students who have academic deficiencies may be admitted under this designation. Students will be required to participate in NG ACCUPLACER testing and will receive direction in identifying which courses will be taken for the semester.

Students scoring below 19 on the ACT or a 250 on the NG ACCUPLACER will be assigned a focused academic advisor and provided with an individual learning plan. "PCCUA PREP PLAN enrolls students in specific courses based on their performance on the NG ACCUPLACER. Participation in the individual course plan will continue for two semesters. Participating students will sign the individual course plan (ICP), a listing required preparation courses needed to advance to college curriculum. They are expected to maintain a minimum GPA of 2.0 while completing that work. Participation in the PCCUA PREP PLAN requires that the student sign an ICP.

1. Each student in the PCCUA PREP PLAN will enroll in the degree program and will be registered in specific Semester 1 and Semester 2 courses. Each student will be placed in an individualized degree pathway and provided with comprehensive advising and supported by the College early alert system. All developmental classes (reading, English, and math) have mandatory supplemental lab co-requisites. All students will receive the following interventions:
 - Tutoring
 - Mandatory Orientation
 - Mandatory Supplemental Instruction
 - Focused Advising
 - Mandatory Student Success Courses (Basic Writing II and Student Success I, EH 1023/SS101 and Composition I and Student Success II, EH 113/SS 111)
 - Student Success Learning Lab Access
 - Financial, career, and life coaching
2. All students in the PCCUA PREP PLAN will be enrolled in the specific courses.
3. Students who successfully complete semester 1 and 2 maintaining a minimum GPA of 2.0 each semester will exit the PCCUA PREP PLAN
4. A student may require continued enrollment in math remediation after two semesters. The math remediation may be completed in a third semester of enrollment as long as the student has not exceeded 29 hours of credit after completing the curriculum assigned in Semesters 1 and 2.
PCCUA has two courses to prepare students for Technical Math, MS 143 which is suggested for an AAS degree (Fundamental Math, MS 1013, Elementary Algebra, MS 1023). PCCUA has three courses to prepare students for College Algebra, MS 123 which is required for an AA degree (Fundamental Math, MS 1013, Elementary Algebra, MS 1023, and Intermediate Algebra, MS 1123).

Noncredit

This category will include those students enrolling in only noncredit continuing education and community services classes.

Determining Admissions Status

Students who score below in three areas of the NG ACCUPLACER test will be referred to the Adult Basic Education Program. Each student will remain in the Adult Basic Education Program until the student's skill level has improved as indicated by retesting.

Student Appeal Process

A complete denial of enrollment will occur only in those rare instances when a student clearly cannot benefit from courses offered at the College. The advisor should consider the student's educational goals, test scores, past academic performance, and personal interview.

If a student is denied enrollment and believes the decision is unfair, the student may petition, in writing, to the Vice Chancellor for Student Services and Registrar who will review the merits of the situation and respond, in writing, to the student within three (3) days. Such student petitions must be submitted prior to the first day of classes.

Classification of Students

Freshman One who is enrolled in collegiate work but has not completed 30 semester credit hours.

Sophomore One who has successfully completed 30 semester credit hours or more of college work.

Part-time One who is enrolled for less than 12 semester credit hours of college work.

Vocational One who, regardless of academic level, is enrolled in one of the full-time vocational programs.

GAE (General Adult Education) One who is enrolled in any course for the purpose of literacy, basic skills, broadening interests, or working toward a general education diploma.

Special Unclassified

AP 500.03 Advisement, Counseling, Educational Counseling

Perhaps the most important component of a successful student services program is that of educational planning for the individual student. The student's opportunity for success can be greatly enhanced by rational, reliable educational planning and academic advising. This process is typically preceded by academic assessment, career counseling, determination of a career objective, and personal counseling as it relates to the educational goal.

Current, well-conceived career information containing career and educational resources will be maintained within the Advisement Center. Career counseling will be made available to those students who lack the necessary career information upon which to make a career decision.

The selection of a career objective is necessary before a specific educational goal can be determined.

Students should be encouraged to set a specific educational goal. Once a goal has been established, the academic advisement process can begin. After review of transcripts and ACT/NG ACCUPLACER scores, the advisor and the student, in a personal interview, should mutually agree upon an individual education plan for achieving the student's educational goal. If the student's career objective is thoughtfully conceived and the related educational goal well defined, then an individual educational plan can be developed which will map out a specific sequence of course work to be completed at PCCUA. Most students benefit significantly by having such a road map to their future.

The Office of Instruction will maintain transfer agreements with four-year institutions in the region so that individual education plans will be based upon the current and future requirements of those colleges and universities.

The Vice Chancellor for Student Services and Registrar will have the overall responsibility for carrying out the intent of these guidelines.

AP 500.04 Student Assemblies

Student assemblies are scheduled in advance when practical on a semester basis. All students are excused from classes to attend certain scheduled programs. Other events are held from time to time for which all students are not excused. Faculty will be notified of assemblies. Instructor desiring to send classes to assemblies for which students are not generally excused must clear it with the Vice Chancellor for Instruction.

Admission of High School Students for Concurrent Enrollment in College Classes

A public school student who is enrolled in a public school in Arkansas and has successfully completed the eighth (8th) grade, will be eligible to enroll in a publicly supported community college or four-year college or university in accordance with rules and regulations adopted by each institution in consultation with the State Board of Higher Education.

A student who enrolls in and successfully completes a course or courses offered by an institution of higher education will be entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled, which credit shall be application to graduation requirements.

AP 502.01 PCCUA High School Enrollment Programs

Concurrent enrollment allows high school students the opportunity to enroll in college level courses while continuing their high school courses and activities. Many options are open to high school students:

1. Concurrent Enrollment Students take classes for college and high school credit. These classes are taught on the high school campus, by a high school instructor, for college credit OR these classes are taught on the college campus, by a college instructor, for college and high school credit.
2. Secondary Center These courses are taught on the PCCUA campus and supplement career and technical course options which are unavailable on the high school campus.
3. Dual Enrollment Students enroll in college classes at PCCUA. They are registered in classes with other students.
4. Combinations Students may enroll in a combination of two or three program as concurrent, Secondary Center, and dual enrolled status. All high school enrollment classes are college level courses available to high school students. Students may receive high school and college credit simultaneously.

All high school enrollment instructors must be approved by PCCUA. They are qualified to teach college level courses and use the college curriculum. All of the high school enrollment classes parallel the College sharing common syllabi, textbook assignments, tests, and grading processes.

The following criteria and procedures are established to regulate the concurrent enrollment of high school students and college audit classes.

1. The student must have completed the eighth grade.
2. The student may be admitted to PCCUA one of three ways:
 - a. Provide a letter from the principal or counselor for stating that the student has permission to enroll in traditional college classes.
 - b. Participate as part of a select group of students which are identified through a Memorandum of Understanding with the high school (general concurrent enrollment which can be taught at the high school or at PCCUA)
 - c. Participate in the Secondary Area Technical Center

3. Only those students who have the ability to benefit from college-level classes will be enrolled. High school students must demonstrate their ability by taking either the ACT test or the NG ACCUPLACER test. Arrangements to take the NG ACCUPLACER are made through the Advisement Center at PCCUA. Minimum scores have been established for the various parts of these two tests. Please refer to "NG ACCUPLACER Testing" section of the college catalog. Failure to achieve all of the minimum scores for one of the test batteries above may result in the student being denied admission entirely. However, if the student achieves the minimum score on one or more parts of the battery, he/she may be considered for "conditional" enrollment. College advisors will decide whether or not the student will be permitted to enroll. If admitted in these cases, the student will be prevented from enrolling in classes that require skill levels above those demonstrated by the student.
4. High school students are subject to all other college regulations including those related to academic progress, financial responsibility, conduct, and others as described in the college catalog.
5. All arrangements for receiving dual high school/college credit and/or arrangements for third party payment of tuition and fees are the responsibility of the student unless there is an existing Memorandum of Understanding specifying payment arrangements between the College and the student's high school or the Secondary Area Career and Technical Center.

BP 503 Student Disability Service

PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). A Disability Coordinator is available on each campus to assist students in obtaining reasonable accommodations for self-disclosed disabilities in order to allow students with disabilities participation in all college programs and services. Disability Coordinators are identified in the PCCUA college catalog and Student Handbook. It is the student's responsibility to self-disclose the disability to the Disability Coordinator.

All students enrolled in the College with medically documented disabilities will be provided with appropriate and reasonable accommodation when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic degree or course in certain instances; alternate methods of testing and evaluation; assistance through the use of auxiliary aids and services.

Students are encouraged to disclose a disability and to request reasonable accommodation for that disability, as early as possible during a particular semester, in order that any agreed upon accommodation may be implemented as soon as possible for the benefit of the student. Written documentation of a disclosed disability must be presented to one of the PCCUA Disability Coordinators who are identified in the PCCUA college catalog and Student Handbook.

Philosophy

PCCUA welcomes students with disabilities. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. Students with disclosed disabilities who work with a Disability Coordinator to obtain reasonable accommodations are more likely to experience success in a positive learning environment.

Confidentiality

Information in the student's disability file is confidential. Information pertaining to the student's disability will be maintained in a sealed envelope in the student's permanent academic record. Information about the existence and relevant limitations of a disability as well as the accommodation for which a student is eligible will be disclosed only with the student's written permission. The student must provide written permission for disclosure to secure academic and support services (parking, library usage).

Appeal

A student may appeal a decision concerning accommodation by first requesting an informal meeting with a Disability Coordinator, the Vice Chancellor for Instruction, and instructor if applicable. If the issue is not resolved, the student may activate the formal grievance process as outlined in the PCCUA Policy and Procedure Manual.

BP 510 Student Financial Aid Policy

It is the policy of the Board to provide a financial aid program for eligible students who need financial assistance to continue their education.

All financial aid shall be administered in strict compliance with state and federal laws and regulations. The Chancellor publishes standards of satisfactory progress for students receiving financial aid benefits.

PCCUA was founded on the belief in equal opportunity and the ideal of making the benefit of a college education available to all, regardless of financial needs.

The function of the Office of Financial Aid is to provide assistance in the formulation of realistic student financial plans. A number of scholarships, loans, and grants are available to prospective or continuing students who have shown academic proficiency and have demonstrated a financial need. Part-time employment opportunities are open to all students but are dependent upon the availability of jobs and skills of the students.

AP 510.01 Federal Requirements

Federal regulations governing the Title IV Student Assistance Program, Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Work-Study Program, State Student Assistance Grant Program, and Federal Stafford Student Loan Program require the institution to determine the student's ability to benefit from the programs offered by the College and to measure a student's progress toward a degree or certificate program.

Students must complete requirements for a degree or certificate program within a reasonable length of time and maintain a minimum cumulative 2.0 grade point average, as defined by the Institution.

Total Credit Hours

Students may attempt up to a maximum of 100 credit hours while pursuing their two-year degree. All courses attempted at Phillips Community College including repeated courses with a grade of "F", "W", "EW" and "I", and all hours pursued at any other institution will be counted in the determination hours attempted.

Students who are required to enroll for remedial course work will be allowed to attempt up to 30 hours of remedial work, which will be counted toward the maximum 100 credit hour limit. Students must successfully complete at least 67 percent of all credit hours attempted each semester, including remedial courses, with a grade of "A", "B", "C", or "D". An evaluation will be made each semester to determine an individual student's progress.

Cumulative Grade Point Average

Students (including those enrolled for remedial coursework) must maintain a minimum cumulative grade point average of 2.0. An evaluation will be made at the end of each semester to determine the student's progress for cumulative grade point average requirements.

Probation

Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probationary semester, students will be required to enroll in classes recommended by their advisor and may be required to report for tutoring. Students on

financial aid probation must meet the requirements at the end of the probationary semester or their financial aid will be terminated.

Repeating Classes

Students will be allowed to repeat a class one time to improve their cumulative grade point average. Any class being attempted for the third or fourth time will not be included in the calculation of hours for financial aid awards.

Termination of Aid

A student whose financial aid has been terminated for failure to meet satisfactory progress standards may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any mitigating circumstances related to his or her academic problem and be prepared to provide supporting documentation.

Policies and Practices Governing Student Financial Assistance

1. The Financial Aid Office reserves the right on behalf of the College to review and cancel an award anytime because of changes in financial or academic status, or because of the recipient's failure to observe reasonable standards of citizenship or other criteria.
2. Recipients of financial assistance from PCCUA are to notify the Office of Financial Aid of any other scholarship or loans extended to them from sources outside the College prior to acceptance of the outside aid
3. Your offer of financial assistance included employment under the Federal Work-Study Program (FWSP), it must be understood that the amount shown for the category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work. Students must report to the Office of Financial Aid upon arrival on campus for job assignment and approval.
4. Financial need will be re-evaluated each year and appropriate increases or decreases in the amount of the assistance offered will be made. For the purpose of the re-evaluation, a new Free Application for Federal Student Aid (FAFSA) must be completed and must be submitted to the Office of Financial Aid. It is the student's responsibility to secure the necessary applications and apply for aid according to announced deadlines.
5. Students receiving financial aid, who find it necessary to withdraw from PCCUA, must notify the Office of Financial Aid of this action. Any change in name, address, or student status must be reported immediately.
6. In any payment of the Federal Pell Grant Award for each semester, the amount of tuition, books, or other charges will be applied to the student's account and an official receipt issued for such amount. The balance of the Federal Pell Grant, if any, for a given semester will be paid to the student by check. Two payments are made during each regular semester. The first payment is made each semester as soon as information on book charges has been transmitted to the Business Office and enrollment and credit hours have been verified. Each second payment is made about the 12th week of the semester.
7. The Federal Supplemental Educational Opportunity Grant funds will be paid once a semester, as soon as the student's enrollment can be verified.

Students on the Federal Work-Study Program will be paid semi-monthly for work performed the previous month. The rate of pay per hour will not be less than the approved Federal minimum wage rate.

All students are expected to make satisfactory progress toward a degree or certificate program as defined by the institution, or their eligibility for financial aid will be terminated.

BP 511 Scholarships

Phillips Community College is committed to academic excellence. The College regularly updates its educational curriculum to ensure that quality programs are being provided that

will meet the needs of both students and employers. The College recognizes academic achievement by awarding academic scholarships: Chancellor, Academic Excellence, Technical Achievement Awards, and the Chancellor Steven Murray Legacy.

Other types of assistance are available. These include performing arts and foundation sponsored scholarships.

AP 511.01 Criteria for Academic Scholarships

Chancellor's Scholarships: Minimum qualifications include an American College Test (ACT) composite score of 25. Applicants must be entering Phillips Community College for their first time as full-time students.

Recipients of this scholarship will receive full tuition and mandatory fees each fall, spring, and summer sessions for two consecutive years.

Students must maintain a 3.0 cumulative GPA and be enrolled as a full-time student each fall and spring semester. A student may receive the scholarship during the summer term by taking six (6) or more hours and (6) six of these scholarships are awarded annually.

Academic Excellence Scholarships: minimum qualifications include an ACT composite score of 23 or 3.0 GPA. Recipients of Academic Excellence Scholarships will receive full tuition for a maximum of two consecutive years provided that they maintain a 2.5 grade point average and be enrolled as a full-time student for each fall and spring semester. A student may receive the scholarship during the summer term by taking six or more hours. Students who choose not to attend summer school will maintain their eligibility for the fall and spring semesters for two consecutive years.

Technical Achievement Awards: Minimum qualifications include a 3.0 GP in the applicant's technical or occupational curriculum in high school. A score of 23 on the ACT may substitute for the GPA requirement.

Applicants must be entering PCCUA for their first time as full-time students. Recipients of Achievement Awards will receive full tuition each semester for a maximum of two consecutive years provided that they maintain a 2.5 GPA and be enrolled as a full-time student for each fall and spring semester. A student may receive the scholarship during the summer term by taking six or more hours. Students who choose not to attend summer school will still keep their eligibility for the fall and spring semesters for two consecutive years. These scholarships are for Occupational/Technical (AAS major) students only.

AP 511.02 Steps in Completing the Scholarship Application

1. Applicants must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st each year for the upcoming school year. The PCCUA Financial Aid Office can assist with this process.
2. Applicants who reside in the State of Arkansas must apply for the Academic Challenge scholarship.
3. Applicants who have not been previously admitted or accepted to PCCUA must provide a copy of their high school or college transcript or GED certificate.
4. Applicants must provide a summary of why they should be considered for a scholarship (to include any financial need).

Selection

The selection of scholarship recipients will be based upon an evaluation of the completed application, high school or college transcript (or GED certificate), and test scores. Recipients will be notified of selection decisions as soon as they are made. The earlier an application is submitted, the sooner an award decision will be announced.

Performing Arts Scholarships

In addition to college academic scholarships, performing arts scholarships are also awarded to talented students. Criteria and selection procedures are set by the specific departments making the awards. For additional information, contact the Director of Performing Arts.

Foundation/Community Scholarships

Other Foundation/Community Scholarships, including memorial scholarships, are made available to students by community based organizations or groups. Criteria for these awards may differ from those required for college scholarships. Contact the College Advancement Office for additional information.

BP 515 Residency Determination Policy

Students at PCCUA are classified as (1) in-district, (2) out-of-district, or (3) out-of-state for the purpose of determining tuition on the basis of their legal residence. To qualify for the in-district classification, students must have lived in Phillips or Arkansas County for at least six (6) consecutive months prior to the beginning of the term for reasons other than attendance in school there. The requirements for establishing out-of-district status are identical except the six (6) months of consecutive residency must be within the state of Arkansas but outside of Phillips and Arkansas County. The residency classification of a minor is the same as that of the parent(s) or guardian unless the student is married or has otherwise established a separate legal residence. The district status of veterans and their dependents is determined by current domicile.

Students in the following neighboring counties in Mississippi and Tennessee are assessed tuition at the out-of-district rate: Coahoma, Bolivar, Tunica, Quitman, DeSoto, and Shelby.

BP 520 Determination of Tuition/Fee Schedule/Refund Policy

Each year during the budget approval process, the Chancellor will recommend a tuition and fee schedule for the coming year. Once this schedule is approved by the Board of Visitors and the University of Arkansas Board of Trustees, it is presented to the Arkansas Department of Higher Education and shall remain in effect. The approved tuition and fee schedule, and refund procedure, shall be published by the Chancellor.

Payment of Tuition/Fees

Students may not attend classes until they have paid fees in full or made definitive arrangements with the Vice Chancellor of Finance and Administration. This applies to all students, including recipients of scholarships, veteran’s benefits, and other types of aid. Violation of this procedure may result in disciplinary action. Personal checks are accepted for payment of accounts but a charge is assessed for returned checks. Students whose tuition checks are returned by the bank are subject to administrative withdrawal. All other charges, such as payment for lost instructional equipment and charges for overdue or lost materials checked out of the library, must be made prior to graduation, re-enrollment, or sending transcripts.

Students who knowingly give erroneous information in an attempt to evade payment of out-of-district or out-of-state fees are subject to dismissal from the College.

No refund of student fees will be made unless the student drops a course or officially withdraws. Refunds to students who have followed the proper withdrawal procedures will be made according to the following schedules:

Any student who drops a course or officially withdraws from PCCUA during a fall or spring semester shall be entitled to an adjustment as follows:

Registration, Tuition, and Fees

Up to and including five class days.....	100%
From the sixth class day through the tenth class day.....	50%
The eleventh class day and after.....	No Refund

Any student who drops a course or officially withdraws from PCCUA during a summer school session shall be entitled to an adjustment as follows:

Registration, Tuition, and Fees

Up to and including two class days.....	100%
The third and fourth class days	50%
The fifth class day and after	No Refund

No refunds will be given for community services and continuing education once classes have begun. Official withdrawal must be made in person or by written statement from the student. The student's I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is recommended for all students who withdraw from a course. Failure to withdraw may result in the recording of failing grades in the course(s) for which the student is registered.

AP 520.02 Finance and Handling Charges:

All students taking classes at PCCUA are allowed to charge tuition, fees, and related book rental charges to their student account upon registration. Payment is due in fall before classes begin. Students who do not have complete, adequate financial aid or who do not pay their account balance in full at registration, will be required to pay a \$35 finance and handling charge to set up a tuition payment plan agreement.

Students, or their parents if the student is a minor, must sign the agreement agreeing to pay the balance in (3) three equal installments. The dates and amounts will be dependent upon the semester and the students account balance. A \$25 late fee will be charged to students who do not make payments according to the schedule as outlined in the tuition payment plan agreement.

All students must have their account cleared in the Business Office by the end of the eleventh week of classes or they may be administratively withdrawn from school for the semester. They will not be readmitted until their account is cleared.

Academic transcripts will be flagged for financial hold and will not be released to the student or another institution until the account has been cleared.

Probable Pell Recipients:

All students who submit a probable Pell will be required to sign a tuition payment plan agreement. The \$35 finance and handling charge will only be assessed if Pell is not approved and the payment plan becomes effective.

The Board recognizes that students need to be informed about academic regulations, extracurricular opportunities, and other student oriented policies. The Board authorizes the College Chancellor, or designee, to publish and distribute a student handbook to students enrolled at Phillips Community College.

The Student Handbook is an authorized extension of the Board Policies and College Procedure Manual. As such, all rules, regulations, policies, and procedures published in the Student Handbook are considered supplements of this policy manual.

During the mandatory orientation process, handbooks are distributed. The Student Handbook also is available online. A condensed version of policies and procedures is included in the Student Handbook.

Student Drug Testing and Criminal Background Check Policy Drug abuse and student conduct policies for all PCCUA students are printed in the Student Handbook. Additionally, all students attending PCCUA who are enrolled in the Division of Allied Health programs are affected by divisional drug testing and criminal background check policies which are supplemental to drug abuse and student conduct policies for all students. In addition, students enrolled in the CDL/Truck Driving program as well as in other identified programs are required to have drug testing and

criminal background checks when indicated. For example, students placed in practicums working with minors.

Allied Health programs at PCCUA are unique in that they require clinical learning experiences in hospitals and other health related environments which expose allied health students to patients/residents and the availability of drugs and medicines. To comply with clinical affiliation agreements between PCCUA and respective health related facilities that provide clinical learning experiences, any student enrolling in a PCCUA allied health program will be required to have an annual, drug test and criminal background check. The drug test is a (9) panel test for healthcare providers and the background check will include a national, state, county, Social Security and National Sex Offender Registry search. The state search will be completed in the state or states in which the student is assigned to provide direct patient care.

AP 540.01 Student Drug Testing and Criminal Background Check Procedures for the Division of Allied Health

DIVISION OF ALLIED HEALTH CRIMINAL BACKGROUND CHECKS AND DRUG TEST

Criminal Background Check

All PCCUA allied health programs will require each allied health student to complete an **annual**, national, and State of Arkansas criminal background check, which includes a Social Security and National Sex Offenders check, and drug screening test. **All** students must complete this requirement through VerifyStudents (www.VerifyStudents.com).

In addition, all students assigned to clinical agencies in the State of Mississippi will be required to also complete a criminal background check through the Mississippi Department of Health as directed by the clinical agency. Each respective program director/coordinator will provide the student with specific instructions for background checks through the Mississippi Department of Health. **No other criminal background checks will be accepted.** The cost incurred for complying with the above policy is the sole responsibility of the student.

If a student has positive results on the Verify Students and/or Mississippi Department of Health criminal background check, the respective program director/coordinator will send the student's positive results to the designated individual(s) at the student's assigned clinical agency.

Representatives from the clinical agency will determine if the student is eligible to access the facility to participate in clinical learning experiences. It is the student's sole responsibility to provide the designated clinical agency representative(s) with any documentation required to determine eligibility for access.

If representative(s) from the student's assigned clinical agency deny the student access to the clinical facility, the student will not be able to fulfill respective program requirements in the clinical setting. The student will be required to withdraw from the respective allied health program, and the student will not be eligible for readmission to the respective program or any other PCCUA allied health program. If representatives from the student's assigned clinical agency allow a student with positive criminal background results to participate in clinical learning experiences in that agency, this does not provide a future guarantee that the student will be allowed to participate in clinical in another agency or that the student will be allowed to take the respective licensing exam.

Students who are dismissed from an allied health program for an unacceptable criminal background check will not be eligible for tuition or fee refunds for allied health courses with a NG, PNP, NA, MLS, PLB, or EMT prefix.

Annual Drug Screening Test

PCCUA will require all allied health students to submit to a drug screening test under any or all of the following circumstances:

- Annually each academic year as directed by the respective program director/coordinator
- As a part of a drug abuse recovery program
Failure to comply with the scheduled drug screening test may result in immediate dismissal from the program.

If a student fails a drug screening test, the student will be dismissed from allied health programs. The respective program director/coordinator will refer the individual failing the drug screening test for therapeutic counseling regarding substance withdrawal and rehabilitation.

The readmission process to the same allied health program or admission process to another allied health program, for a student, who has previously failed a drug test, to any allied health program will include

- Attendance at Narcotics Anonymous or recognized drug treatment program of choice. Evidence of participation must be sent to the Dean of Allied Health and respective program director/coordinator.
- Acceptable evidence from NA shall consist of:
 - Written record of at least the date of each meeting
 - Name of group attended
 - Meeting purpose
 - Signed initials of the group or district representative of each group attended.
- Acceptable evidence from a drug treatment program of the individual's choice shall consist of:
 - Verifiable completion certificate
- Demonstrate at least six (6) months of drug abuse abstinence immediately prior to admission to the same allied health program or admission to another allied health program. Annual and random testing will be required at the individual's expense.
- Provide positive letters of reference from employers, if any, within the last six (6) months.
- If the student is readmitted to the program or admitted to another allied health program and the individual fails another drug screening test, the student will be dismissed from the respective program and will not be eligible for readmission to, or provided a reference for, any allied health program.
- Reentry policies apply.
- Students who are dismissed from any and all PCCUA allied health programs for failing a drug screening test will not be eligible for tuition and fee refunds for allied health courses with a NG, PNP, NA, MLS, PLB, or EMT prefix.

Code of Student Conduct Phillips Community College of the College of Arkansas

Section 1: Introduction

The Student Code of Conduct sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at Phillips Community College of the University of Arkansas. The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness.

Section 2: Definitions

All of the terms of this Student Code of Conduct have their common dictionary meaning unless otherwise specified. The following terms, however, should be interpreted to have the specific meanings listed below. Any question of interpretation will be determined at the sole discretion of the Vice Chancellor for Student Affairs or designee.

1. **“Academic Dishonesty”** means an action that violates a rule regarding academic work required to obtain an academic degree or certificate.¹ Examples include, but are not limited to, using unauthorized materials, information, study aids, or artificial-intelligence programs; cheating; plagiarism; forgery; falsification of information; receiving unauthorized assistance on coursework; providing false information to receive an extension to complete work; any violation of a campus, departmental, program, or faculty rules relating to an academic matter that may lead to an unfair academic advantage; or complicity with another individual who has engaged in an act of academic dishonesty.
2. **“Administrative File”** means all documents and evidence in the College’s possession or control that is relevant to an alleged violation of the Code and the College’s investigation into the alleged violation.²
 - a. The Administrative File does not include privileged documents, internal communications, or communications from non-parties that the College does not intend to introduce as evidence at a disciplinary proceeding.³
 - b. The Administrative File includes, without limitation, the following:⁴
 - i. Exculpatory evidence;
 - ii. Statements by an accuser or an accused Student or a Student organization;
 - iii. Third-Party witness statements;
 - iv. Electronically stored information;
 - v. Written communications;
 - vi. Social media posts;
 - vii. Demonstrative evidence;
 - viii. Documents submitted by any participant involved in disciplinary proceedings; and
 - ix. The College’s choice of a video recording, an audio recording, or a transcript of any disciplinary Hearing ultimately held on the matter.
3. **“Campus”** means all land, building, facilities, and other real property owned by or leased to the College.

¹ The term “academic dishonesty” is used, but not defined, in Ark. Code Ann. § 6-60-1403(4)(B). The statutory scheme also distinguishes between “academic” and “nonacademic” rules without any definitions. FIRE’s model code of conduct uses the terms “academic rules” and “rules regarding academic dishonesty” synonymously.

² Ark. Code Ann. § 6-60-1404(b)(1)

³ Ark. Code Ann. § 6-60-1404(b)(3)

⁴ Ark. Code Ann. § 6-60-1404(b)(2)

4. “**Campus Community**” means all persons affiliated with the College, including Students, faculty, administrators, staff, and volunteers.
5. “**Chancellor**” means the chief executive officer of the College.
6. “**Code**” means this Student Code of Conduct.
7. “**Complainant**” means any member of the Campus Community who alleges that a Respondent violated the Code.
8. “**Complaint**” means an oral or written request for the College to initiate its procedures to address alleged violations of this Code.⁵
9. “**Day**” means a calendar day, unless otherwise specified. A “business day” excludes weekends, holidays, and other days when the Campus is closed.
10. “**Free Speech Rights**” means the expressive rights protected by the First Amendment to the U.S. Constitution, Section 2, Section 6 of the Arkansas Constitution, or an applicable statute.
11. “**Hearing**” means the forum in which the Respondent is given an opportunity to be heard, following adequate notice, and which results in a decision concerning responsibility and sanctions.
12. “**Hearing Officer**” means a single, impartial individual who conducts a Hearing, decides whether a Respondent is responsible for violating the Code, and imposes sanctions.
13. “**Hearing Panel**” means an impartial body of at least three members convened for the purpose of conducting a Hearing, deciding whether a Respondent is responsible for violating the Code, and imposing sanctions. A Hearing Panel’s determination of responsibility shall be made by majority vote.
14. “**Parties**” means the Complainant(s) and Respondent(s) in a case under the Code. The Complainant and Respondent shall have similar rights regarding the right to be present and participate in disciplinary proceedings, representation by an advisor, access to the Administrative File, and the right to appeal.⁶
15. “**Relevant**” means related to the allegations of a violation of this Code that are subject to an investigation. Questions are relevant when they seek evidence that may aid in showing whether the violation occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged violation occurred.⁷
16. “**Remedies**” means measures provided, as appropriate, to a Complainant or any other person the College identifies as having had equal access to the College’s program or activity limited or denied by a violation of this Code.⁸ The measures are provided to restore or preserve that person’s access to the College’s education program or activity after the College determines that a violation occurred.

⁵ Id.

⁶ Ark. Code Ann. § 6-60-1404(c)(1)(I)

⁷ NPRM 34 C.F.R. § 106.2

⁸ NPRM 34 C.F.R. § 106.2

17. **“Respondent”** means the Student or Student organization accused of violating the Code.⁹ When a Complaint alleges that the College’s policy or practice discriminates on an unlawful basis, the College is not considered a Respondent.¹⁰
18. **“Responsible Student”** means a Respondent determined to have violated this Code.
19. **“Retaliation”** means intimidation, threats, coercion, or discrimination against any person by a Student, employee, person authorized by the College to provide aid, benefit, or service under the College’s program or activity, or the College for the purpose of interfering with any right or privilege secured by this Code or a state or federal law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, including an informal resolution process, grievance procedures, and in any other appropriate steps taken by a College in response to an allegation of a violation of this Code.¹¹
20. **“Sanction”** means a consequence or action that is imposed on a Respondent following a determination that the Respondent violated the Code.¹² Sanctions are not designed to be punitive; rather, they are intended to be educational measures that hold Students accountable for their behavior and protect the Campus Community. Sanctions can range from a verbal warning to expulsion or suspension.
21. **“Student”** means a person who has gained admission to the College.¹³
22. **“Student Conduct Administrator”** means a College employee who is responsible for the implementation of this Code, including Title IX coordinators, investigators, and decisionmakers.
23. **“Student Organization”** means any number of persons who have, as a group, engaged in a particular activity and have complied with the formal requirements for official College recognition.
24. **“College Official”** means any non-Student member of the College administration.
25. **“College-Sponsored Activity”** means any activity on College premises or at an off-campus location that is initiated or supervised by the College. This definition includes fraternity and sorority organizations, club events, study abroad experiences, sporting events, and riding in College-operated or contracted vehicles—even if such things occur somewhere other than College premises.

Section 3: Interpretive Principles

1. The Board of Trustees of the College of Arkansas has designated the Chancellor as the chief executive of the College. The Chancellor is responsible for ensuring that the College applies this Code in an impartial and consistent manner. Student Conduct Administrators are responsible for overseeing the disciplinary proceedings and imposing sanctions for violations of the Code.

⁹ Id.

¹⁰ NPRM 34 C.F.R. § 106.45(a)(1)

¹¹ Id.

¹² Id.

¹³ NPRM 34 C.F.R. § 106.2

2. Nothing in this Code shall be interpreted to abridge the constitutional or statutory rights of any person. To the extent that a provision in this Code is inconsistent with a constitutional or statutory provision, the legal provision will control.
3. This Code and related policies and procedures are not intended to create contractual rights, property rights, or liberty interests.

Section 4: Applicability of the Code of Conduct

1. Students must follow the Code during the time they are enrolled in the College. The Code shall apply to a Student's conduct while enrolled in the College, even if the Student withdraws while a disciplinary matter is pending.
2. The Code shall apply to the following:
 - a. Conduct that occurs on Campus;
 - b. Conduct that occurs at a College-Sponsored Activity;
 - c. Conduct that occurs off-campus under one of the following conditions:
 - i. The College exercises substantial control over both the location and the Respondent (including any building owned or controlled by a Student organization that is officially recognized by the College); or
 - ii. The conduct adversely affects the Campus Community or the pursuit of the College's objectives; and
 - d. Conduct that constitutes Academic Dishonesty regardless of location, even if the Academic Dishonesty is not discovered until after a degree is awarded.
3. If necessary to protect the rights and safety of the Campus Community, the College may suspend any Student charged with a felony in any jurisdiction until the charges are dropped, the case is dismissed, or a judgment of conviction or acquittal is secured. The College must provide an administrative Hearing under Section 11.2 before taking this action, where the issue to be decided is the existence and nature of the charges.
4. If necessary to protect the rights and safety of the campus community, the College may expel any Student who has been convicted of a felony while enrolled. If the Student's conviction is overturned on appeal, the College shall allow the Student to re-enroll. The College must provide an administrative Hearing under Section 11.2 before taking this action, where the issue to be decided is the existence and nature of the conviction.
5. The College may discipline Students for the violation of any law involving drugs or alcohol on its property or as part of its activities. A Student who tests positive for a controlled substance while representing the College may be subject to disciplinary action under this Code.
6. A student-athlete who violates team rules may be subjected to disciplinary action in accordance with the policies and procedures of the team and the Department of Athletics. The procedures set forth in this Code, however, will be utilized prior to the imposition of a sanction of expulsion or suspension from the College.

7. The College's separate Title IX grievance procedures shall apply to alleged conduct that constitutes Sex-based Harassment (including sexual assault) and that falls within the scope of the College's Title IX jurisdiction.

Section 5: Application of the Code of Conduct to Student Organizations

Student organizations and their officers and members, in their capacity as such, are subject to sanctions only upon a showing of actual participation in, or actual authorization or ratification of, a violation of the Code. In making this determination, the College shall consider whether the organization's members were acting in accord with its practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.

Section 6: Prohibited Conduct

1. **Abuse of Campus Access:** Students shall not abuse their access to Campus by engaging in any of the following:
 - a. Unauthorized entry to, or use of, College facilities, property, or resources; or
 - b. Misuse of College or personal property to create a safety hazard, or unauthorized use of safety equipment.
2. **Abuse of computer facilities:** Abuse of computer facilities and resources is prohibited, namely:
 - a. Unauthorized access or transfer of an electronic file or files;
 - b. Unauthorized use of another individual's identification or password;
 - c. Use of computing facilities and resources to materially interfere with the work of another Student, faculty member, or College Official;
 - d. Sending a large volume of unsolicited emails and other data with the intent to severely impair the functionality of the College's computer network;
 - e. Repeated use of the College network to send unsolicited emails with the primary purpose of proposing a commercial transaction;
 - f. Use of computing facilities and resources to knowingly share copyrighted materials in violation of state or federal law;
 - g. Use of computing facilities and resources to transmit unlawful obscenity or abusive messages; or
 - h. Any violation of the College's policy on using technology resources.
3. **Abuse of Student Conduct System:** Failure to participate in the proceedings in good faith, including misrepresentations to a Student Conduct Administrator; interference with an orderly Hearing or other proceeding; attempting to discourage another individual from participating in the Student conduct system; attempting to influence the impartiality of a Hearing Officer or panelist prior to, and/or during the course of, a proceeding; influencing or attempting another person to abuse the Student conduct system; and failure to comply with sanctions imposed under the Code.

4. **Alcohol Use:** Consumption, possession, distribution, manufacture, sale, and serving alcoholic beverages on College premises or at College-Sponsored Activities is prohibited, regardless of age, unless permitted by a College policy.
5. **Deception:** Deception is deliberately deceiving any College official, faculty member, or administrative officer by knowingly providing false information in connection with the discharge of the person's duties. Deception includes filing false reports or giving false information in connection with a misconduct proceeding. However, a determination regarding responsibility, alone, is not sufficient to conclude that any Party has made a materially false statement in bad faith.
6. **Discrimination:** Discrimination is taking a materially adverse action against any member of the Campus Community or visitor, or in connection with any College-Sponsored Activity, through behavior of a biased or prejudicial nature related to an individual's legally protected status or characteristic (such as race, color, national origin, sex, marital or parental status, religion, disability, age, genetic information, or veteran status). Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.¹⁴ Discrimination occurs when the adverse action results in an individual suffering less favorable treatment than others because of the protected status or characteristic.
7. **Discriminatory Harassment:** Discriminatory harassment on the basis of a legally protected status or characteristic (such as race, color, national origin, sex, marital or parental status, religion, disability, age, genetic information, or veteran status) is prohibited. Sex-based harassment (including sexual assault) is a particular type of discrimination that is covered by the College's separate Title IX grievance procedures. Discriminatory harassment includes unwelcome conduct based on an individual's legally protected status or characteristic that is sufficiently severe or pervasive that—based on the totality of the circumstances and evaluated subjectively and objectively—denies or limits a person's ability to participate in or benefit from the College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:¹⁵
 - i. The degree to which the conduct affected the Complainant's ability to access the College's education program or activity;
 - ii. The type, frequency, and duration of the conduct;
 - iii. The Parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the alleged unwelcome conduct;
 - iv. The location of the conduct, the context in which the conduct occurred, and the control the College has over the Respondent; and
 - v. Other discriminatory harassment in the College's education program or activity.
8. **Disorderly Conduct:** Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on campus or at a College-Sponsored Activity. Disorderly conduct includes (but is not limited to) the

¹⁴ NPRM 34 C.F.R. § 106.10

¹⁵ NPRM 34 C.F.R. § 106.4 (definition of "hostile environment harassment")

unauthorized use of electronic or other devices to make an audio or video recording when such a recording is likely to cause injury or distress; large gatherings or excessive noise that disturbs the peace of campus residences or off-campus neighborhoods; and surreptitiously taking pictures of another person in a gym, locker room, or restroom and any violation of Ark. Code Ann. § 5-71-207.

9. **Disruption of College Operations:** Disrupting the normal operations of the College, or inciting others to do so, is prohibited. Students shall not intentionally disrupt any of the following activities:
 - a. Teaching or research;
 - b. Administrative functions;
 - c. Disciplinary proceedings;
 - d. Other College-Sponsored Activities (on or off Campus); or
 - e. Other authorized or permissible activities that take place on Campus.
10. **Drug Use:** The act or intent to illegally use, possess, sell, distribute, cultivate, or manufacture any state or federally controlled substance or paraphernalia. Inhaling or ingesting any substance that will alter a Student's mental state is also prohibited, unless done pursuant to a valid prescription. The possession and/or use of marijuana (even for medicinal purposes) on campus is prohibited.¹⁶
11. **Endangering Health, Safety, or Privacy:** Intentionally endangering the health, safety, or privacy of others is prohibited, including:
 - a. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals;
 - b. Unnecessarily placing oneself or others in danger of physical harm; or
 - c. Physical assault of another person.
12. **Failure to Comply:** Students shall comply with lawful directions from College Officials or law enforcement officers acting in the good faith performance of their duties and shall identify themselves to these persons when requested to do so.
13. **False Reports:** Deliberately giving a false report of a crime or emergency to a College Official, including a campus law-enforcement officer.
14. **Fire Safety Violation:** Misuse or unauthorized use of fire extinguishers, safety equipment, warning devices (including fire alarms, fire equipment, fire chairs, or escape mechanisms and elevators).¹⁷
15. **Forgery:** Forgery is the false making or material alteration of a College document, record, or form of identification.
16. **Gambling:** Gambling for money or other things of value on campus or at College-Sponsored Activity except as permitted by law.

¹⁶ Ark. Const., amend. 98, § 6(a)(2)(B)

¹⁷ Ark. Code Ann. § 5-38-301; Ark. Code Ann. § 5-38-302

17. **Hazing:** Students may not engage in hazing or encourage, aid, or assist any person in hazing.¹⁸ In addition, Students shall not knowingly acquiesce in the commission of hazing or fail to report promptly his or her reasonable knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing to an appropriate College Official. Hazing means:¹⁹
- a. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others when the conduct is directed against any other Student and done for the purpose of intimidating the Student attacked by threatening him or her with social or other ostracism or of submitting such Student to ignominy, shame, or disgrace among his or her fellow Students, and acts calculated to produce such results;
 - b. The playing of abusive or truculent tricks on or off the property of the College by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others, upon another Student to frighten or scare him or her;
 - c. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others which is directed against any other Student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the Student attacked or to discourage him or her from remaining in that school, college, College, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or
 - d. A willful act on or off the property of the College by one Student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any Student of any such educational institution; or any assault upon any such Student made for the purpose of committing any of the acts, or producing any of the results, to such Student as defined in this section.
 - e. The term "hazing"
 - i. Does not include customary athletic events or similar contests or competitions; and
 - ii. Is limited to those actions taken and situations created in connection with initiation into or affiliation with an organization, extracurricular activity, or sports program.
18. **Intimidation:** Intimidation is physical conduct threatening specific individual(s) with the intent to place those individuals in fear of bodily harm or death and would be so construed by a reasonable person.

¹⁸ Ark. Code Ann. § 6-5-202

¹⁹ Ark. Code Ann. § 6-5-201

19. **Obstruction:** Impeding the free flow of pedestrian or vehicular traffic on College premises or at College-Sponsored Activities.
20. **Stalking (other than stalking as a form of sex-based harassment covered under Title IX):** Stalking is (1) a course of conduct committed with an intent to kill, injure, harass, or intimidate another person that (2) places that person in reasonable fear of death of, or serious bodily injury to (3) that person, an immediate family member, a spouse, or an intimate partner of that person or (4) causes, attempts to cause, or would be reasonably expected to cause substantial emotional distress to a person listed above.
21. **Theft, vandalism, and destruction:** Theft, attempted theft, unauthorized possession of College property, vandalism, and destruction of property owned by the College or any other person or group are prohibited.
22. **Tobacco Use:** The use of any tobacco product is prohibited on campus is prohibited.²⁰ The tobacco-free environment includes all College property.²¹ Electronic cigarettes are also prohibited.
23. **True Threats:** A true threat is (1) a serious expression of intent to commit an act of unlawful violence against a particular individual or identifiable group, if (2) the individual or group would reasonably fear the threatened violence.
24. **Weapons:** Possessing, using, or storing firearms, explosives (including fireworks), weapons, or dangerous chemicals on College property or in the course of any College-Sponsored Activity is prohibited. This prohibition extends to stun guns, tasers, brass knuckles, and pocketknives longer than four inches. Exceptions include:
 - a. Weapons possessed by a licensed law enforcement officer and directly related to their current professional position;
 - b. Weapons, replicas, or related items for educational or ceremonial purposes, approved in advance of the event by the Chancellor or Vice Chancellor for Academic Affairs;
 - c. Weapons possessed or used for purposes of authorized firearms competitions sponsored or hosted by the College;
 - d. Firearms locked inside a vehicle;²² and
 - e. Weapons possessed lawfully under Ark. Code Ann. § 5-73-322 regarding the carrying of concealed handguns on College campuses.
25. **Violation of Law:** A violation of any Arkansas state and/or federal criminal law is prohibited.
26. **Misconduct Abroad:** Any Student who undertakes study or represents the College in any foreign country remains subject to this Code. The College retains discretion as it considers appropriate to apply disciplinary action under the Code if a Student violates

²⁰ Ark. Code Ann. §§ 6-60-701 to 6-60-705

²¹ Ark. Code Ann. § 25-17-301

²² Ark. Code Ann. § 5-73-119(e)(12)(A)

any law, rule, or regulation in that country or any institution where that Student undertakes study.

27. **Retaliation:** The College prohibits retaliation as defined in Section 2. Prohibited retaliation includes (but is not limited to):²³
- a. Initiating a disciplinary process against a person for a violation that does not involve sex discrimination but arises out of the same facts and circumstances as a Complaint or information reported about possible sex discrimination, for the purpose of interfering with the exercise of any right or privilege secured by Title IX; or
 - b. Peer retaliation, which is retaliation by a Student against another Student.
28. **Incorporation of Other Rules:** This Code incorporates all other rules regarding Student conduct contained in College policies. A violation of the rule constitutes a violation of this Code.

Section 7: Academic Dishonesty and Classroom Misbehavior

1. Classroom management and behaviors not otherwise in violation of published behavioral rules are under the jurisdiction and responsibility of the faculty member.
2. Violations of College policies on classroom behavior and academic dishonesty are addressed by the Office of the Vice Chancellor for Academic Affairs, often in conjunction with the particular department and academic department in which the specific class resides. Further information on such policies and procedures may be reviewed by contacting the Vice Chancellor for Academic Affairs.
3. Academic Dishonesty in any form is prohibited. Subject to more specific rules, the following procedures shall be utilized in connection with allegations of academic dishonesty:
 - a. An instructor may take appropriate action, such as assigning a Student a grade of "F" for the course and suspending the Student from the class. The "F" will be the final grade and the Student may not withdraw from the course with another notation. A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the Student's file in the Registrar's office.
 - b. Within 3 business days of notification, the Student may appeal either the finding of academic dishonesty or the penalty (or both) to the Vice Chancellor for Academic Affairs or a person or panel designated to hear such appeals. The Student will be allowed to continue in class until the appeal is adjudicated.

Section 8: Selection of Decisionmakers

The Student Conduct Administrator shall undertake reasonable efforts to ensure that Hearing Officers and members of a Hearing Panel have received adequate training on conducting a fair Hearing under this Code, free of bias and inappropriate presumptions.

Section 9: Administrative Actions

²³ NPRM 34 C.F.R. § 106.71(b)

1. Supportive Measures²⁴

- a. The College may, at any time, provide one or more individualized services to a Party that is non-disciplinary, nonpunitive, reasonably available, and without fee or charge to the Party.
- b. An individualized service offered to a Party shall be designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other Party.²⁵
- c. An individualized service offered to a Party may be designed to protect the safety of all involved Parties or the College's educational environment, which may include without limitation:²⁶
 - i. Counseling;
 - ii. Extension of deadlines or other course-related adjustments;
 - iii. Campus escort services;
 - iv. Mutual restrictions on contact between the Parties;
 - v. Modification of class schedules or housing locations;
 - vi. Increased security and monitoring of areas of the College's campus; and
 - vii. Other similar services.
- d. Supportive Measures that burden a Respondent may be imposed only during the pendency of the disciplinary proceedings under this Code, and they must be terminated at the conclusion of those proceedings. These measures must be no more restrictive of the Respondent than is necessary to restore or preserve the Complainant's access to the College's education program or activity. The College shall not impose such measures for punitive or disciplinary reasons.²⁷
- e. For Supportive Measures other than those that burden a Respondent, the College may, as appropriate, modify or terminate Supportive Measures at the conclusion of the disciplinary proceedings or at the conclusion of the informal resolution process, or the College may continue them beyond that point.²⁸
- f. A Complainant or Respondent affected by a decision to provide, deny, modify, or terminate Supportive Measures may seek modification or reversal of the decision by appealing the matter to the Vice Chancellor for Student Affairs or designee within **3 business days** of the Student Conduct Administrator's decision. If the supportive measure burdens the Respondent, the initial opportunity to seek modification or reversal of the College's decision must be provided before the measure is imposed or, if necessary under the circumstances, as soon as possible after the measure has taken effect. The Complainant and Respondent affected by

²⁴ Ark. Code Ann. § 6-60-1405(a)(1); NPRM 34 C.F.R. § 106.2. The Arkansas statute uses the term "interim measures," whereas the federal regulation uses the term "supportive measures" to describe the same concept.

²⁵ Ark. Code Ann. § 6-60-1405(a)(2)(A)

²⁶ Ark. Code Ann. § 6-60-1405(a)(2)(B)

²⁷ NPRM 34 C.F.R. § 106.44(g)(2)

²⁸ NPRM 34 C.F.R. § 106.44(g)(3)

a supportive measure may also seek additional modification or termination of such supportive measure if the circumstances changed materially.²⁹

- g. The College will not disclose information about any supportive measure to persons other than the Complainant or Respondent unless necessary to provide the supportive measure. The College may inform a Party of Supportive Measures provided to or imposed on another Party only if necessary to restore or preserve that Party's access to the education program or activity.³⁰

2. Emergency Removal

- a. The College may remove a Respondent from its programs or activities on an emergency basis if the College:³¹
 - i. Undertakes an individualized safety and risk analysis;
 - ii. Determines that an immediate threat to the safety of a Student or another individual arising from the allegations of misconduct justifies removal of the accused Student; and
 - iii. Provides the accused Student with notice and an opportunity to challenge the decision immediately following his or her removal.
- b. Within 24 hours of the emergency removal, the College shall provide written notice to the accused Student that explains the College's reasons for removing the accused Student on an emergency basis.³²
- c. Within **3 business days** of the written notice, unless otherwise waived by the removed Student, the College shall convene an interim Hearing before a Student Conduct Administrator to determine whether there is substantial evidence that the removed Respondent poses a risk to the health or safety of any Student or other individual and that the emergency removal of the accused Student is appropriate to mitigate the risk.³³
- d. At the interim Hearing, the removed Student and the accusing Student may be represented by an attorney or a non-attorney advocate who may fully participate to the same extent as in a Hearing to determine responsibility.³⁴
- e. An accused Student's waiver of his or her right to be represented by an attorney or a non-attorney advocate shall not constitute an admission of guilt or waive of additional rights under the Code.³⁵
- f. The decision following the interim Hearing is subject to appeal to the Vice Chancellor for Student Affairs or designee within **3 business days** after the decision. The decision may remain in effect during the pendency of the appeal.
- g. The emergency-removal decision shall remain in effect until a final decision has been made on the pending Complaint or until the Student Conduct Administrator

²⁹ NPRM 34 C.F.R. § 106.44(g)(4)

³⁰ NPRM 34 C.F.R. § 106.44(g)(5)

³¹ Ark. Code Ann. § 6-60-1405(b)(1); NPRM 34 C.F.R. § 106.44(h)

³² Ark. Code Ann. § 6-60-1405(b)(2)(A)

³³ Ark. Code Ann. § 6-60-1405(b)(2)(B)(i)

³⁴ Ark. Code Ann. § 6-60-1405(b)(2)(B)(ii)(a)

³⁵ Ark. Code Ann. § 6-60-1405(b)(2)(B)(ii)(b)

determines that the reason for imposing the emergency-removal decision no longer exists. The decision shall be immediately withdrawn if the Respondent is found not responsible for the charged offense in a final, unappealable decision.

Section 10: Student Rights and Responsibilities in Misconduct Proceedings

1. **Equal Treatment.** The College shall treat the Complainant and Respondent equitably.³⁶
2. **Notice.** A Party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all meetings, investigative interviews, or Hearings with sufficient time for the Party to prepare to participate.³⁷
3. **Access to Administrative File**
 - a. The College shall maintain an Administrative File of all disciplinary proceedings.³⁸
 - b. The Parties may have reasonable continuing access to the Administrative File and the ability to review all documents and evidence in the Administrative File³⁹ by contacting the Student Conduct Administrator to schedule a reasonable date and time for the inspection.
 - c. Individual portions of the Administrative File shall be redacted if confidentiality of the evidence is required by law.⁴⁰
4. **Presumption of Innocence.** Respondents are presumed innocent. They shall not be deemed guilty of a violation of the Code until (1) a Student or Student organization acknowledges responsibility of a violation of the Code or (2) the conclusion of all disciplinary proceedings during which an institution has established every element of an alleged violation by the Student or Student organization.⁴¹
3. **Notice of allegations.** The Respondent shall be afforded sufficient notice of the allegations to enable a meaningful response. The specific notice requirements are described in Section 11.
4. **Consideration of Evidence.** The College shall make good-faith efforts to include relevant evidence and exclude evidence that is neither relevant nor probative.⁴² The College will not, however, follow formal rules of evidence or other rules of court.⁴³ An objective evaluation of the evidence must include both inculpatory and exculpatory evidence, and credibility determinations must not be based on a person's status as a Complainant, Respondent, or witness.⁴⁴ However, all evidence (including relevant

³⁶ NPRM 34 C.F.R. § 106.45(b)(1)

³⁷ NPRM 34 C.F.R. § 106.46(e)(1)

³⁸ Ark. Code Ann. § 6-60-1404(b)(1); NPRM 34 C.F.R. § 106.46(e)(6)(i)-(ii)

³⁹ Ark Code Ann. § 6-60-1404(c)(1)(G). The statute requires "reasonable continuing access" and the "ability to review all evidence or documents in the administrative file beginning at least seven (7) business days before a disciplinary Hearing, or sooner if otherwise specified by federal law." Neither Title IX nor FERPA contain a provision that would limit a Student's access to the seven-day period prior to a Hearing with regard to his or her own educational records.

⁴⁰ Ark. Code Ann. § 6-60-1404(c)(1)(G)

⁴¹ Ark. Code Ann. § 6-60-1404(c)(1)(C); NPRM 34 C.F.R. § 106.45(b)(3)

⁴² Ark. Code Ann. § 6-60-1403(2)(B)(i)

⁴³ Id.

⁴⁴ NPRM 34 C.F.R. § 106.45(b)(6); NPRM 34 C.F.R. § 406.45(f)

evidence) of the following types will be excluded, and evidence seeking that evidence will be disallowed as impermissible (i.e., not accessed, considered, disclosed, or otherwise used).⁴⁵

- a. Evidence that is protected under a privilege as recognized by federal or state law, unless the person holding such a privilege has waived the privilege voluntarily in a manner permitted in Arkansas;
 - b. The College's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party, unless the College obtains the Party's voluntary, written consent for use in the College's disciplinary proceedings;
 - c. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is offered to prove consent with evidence concerning specific incidents of the Complainant's prior sexual conduct with the Respondent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
5. **Right to Appeal.** A Party may appeal an adverse decision regarding a finding of responsibility to the Vice Chancellor for Student Affairs or designee,⁴⁶ and the decision on appeal shall serve as the final institutional decision on the matter.⁴⁷
6. **Standard and Burden of Proof.** The burden is on the College—not on the Parties—to conduct an investigation that gathers sufficient evidence to determine whether a violation occurred.⁴⁸ The decisionmaker shall not find the Respondent responsible unless the preponderance of the evidence establishes each element of the offense.⁴⁹ The decisionmaker shall evaluate relevant evidence for its persuasiveness; if the decisionmaker is not persuaded under the foregoing standard by the evidence that a violation occurred, whatever the quantity the evidence is, the decisionmaker should not determine that a violation occurred.⁵⁰
7. **Admission of Responsibility.** The Respondent may admit in writing to violating this Code at any time. A Hearing will then be held to determine an appropriate sanction, unless the Respondent waives such a Hearing and accepts a punishment determined by the Student Conduct Administrator.
8. **Nonappearance.** The College will not make any negative inferences against a Party solely for the Party's failure to answer questions or otherwise participate in the Student conduct process. However, a Party's failure to participate does not preclude the College from conducting the disciplinary process in that Party's absence.
9. **Obligation to Provide Truthful Information.** Parties and witnesses shall, to the best of their abilities, provide truthful and accurate information in their written submissions and during investigatory interviews and Hearings.

⁴⁵ 45 NPRM 34 C.F.R. § 106.45(b)(7)

⁴⁶ Ark. Code Ann. § 6-60-1404(c)(1)(F)(i)

⁴⁷ Ark. Code Ann. § 6-60-1404(c)(1)(F)(iii)

⁴⁸ NPRM 34 C.F.R. § 106.45(f)

⁴⁹ NPRM 34 C.F.R. § 106.45(g)

⁵⁰ NPRM 34 C.F.R. § 106.45(h)(1)

10. **No Retaliation.** A Party shall not be subjected to retaliation because he or she exercised the Party's rights under the Code.
11. **Weapons.** Individuals may not carry a concealed handgun into any disciplinary Hearing, provided that they have been notified at least 24 hours prior to the Hearing, the meeting will last no longer than 9 hours, and the meeting space has been marked with appropriate signage.⁵¹
12. **No Conflicts or Bias.** The Student Conduct Administrator shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent.⁵² A Party may raise a concern regarding a potential conflict or bias with the Vice Chancellor for Student Affairs.
13. **Extensions of Time.** The Parties may obtain reasonable extensions of timeframes on a case-by-cases basis for good cause with written notice to the Parties that includes the reasons for the delay.⁵³
14. **Role of College Counsel.** At all stages of the proceedings, a Student Conduct Administrator, Hearing Officer, member of a Hearing Panel, or other administrators may seek advice from the College's Office of General Counsel on questions of law, policy, and procedure. An attorney from the General Counsel's Office may attend proceedings for the purpose of giving such advice.
15. **Additional Rights in Cases Involving Non-Academic Violations with the Possibility of Expulsion or Suspension from the College.** In cases in which a sanction of expulsion or suspension from the College may be imposed for a violation of the Code, the Parties shall have the following additional rights:
 - a. The Parties shall have an equal opportunity to present relevant fact witnesses and other inculpatory and exculpatory evidence.⁵⁴ The process shall enable the decisionmaker to adequately assess the credibility of the Parties and witnesses to the extent credibility is both in dispute and relevant to evaluating one or more allegations.⁵⁵
 - b. A Party shall have a right to be present and advised by an attorney or non-attorney advisor during the Party's investigatory interview, the Hearing to determine responsibility,⁵⁶ and the appeal.⁵⁷ The advisor may fully participate in the proceedings.⁵⁸ A Party may be represented by an advisor until the conclusion of the appellate process.⁵⁹ The following principles also apply to advisors:
 - i. An advisor may provide discreet advice to the represented Party during an investigatory interview but may not interfere with the information-gathering process.

⁵¹ Ark. Code Ann. § 5-73-322(e)

⁵² NPRM 34 C.F.R. § 106.45(b)(2)

⁵³ NPRM 34 C.F.R. § 106.46(e)(5)

⁵⁴ NPRM 34 C.F.R. § 106.45(f)(2)

⁵⁵ NPRM 34 C.F.R. § 406.45(g)

⁵⁶ Ark. Code Ann. § 6-60-1404(c)(1)(D)

⁵⁷ Ark. Code Ann. §§ 6-60-1403(1) to 60-60-1403(2); Ark. Code Ann. § 6-60-1404(c)(1)(B)

⁵⁸ Ark. Code Ann. § 6-60-1404(c)(1)(B)(ii)

⁵⁹ Ark. Code Ann. § 6-60-1404(c)(1)(B)(iii)

- ii. In cases that do not involve allegations of Sex-based Harassment, the College is not responsible for selecting, training, or arranging for the participation of advisors or for paying a Party's advising costs.⁶⁰
 - iii. The Hearing Officer or Chair of the Hearing Panel may disallow the attendance of a particular advisor if, in the discretion of the Hearing Officer or Chair, such person's presence becomes disruptive or obstructive to the process. Advisors will not be permitted to question a witness in an abusive or threatening manner.
- c. Both Parties shall receive a written notification of the decision within a reasonable period of time after the Hearing.
 - d. The Parties shall have the right for the disciplinary proceedings to be carried out free from conflicts of interest by ensuring that there is no comingling of administrative or adjudicative roles.⁶¹ During the disciplinary proceedings, there shall be no commingling of the roles of (1) attorney or non-attorney advisor, (2) investigator, (3) adjudicator, and (4) appellate adjudicator.⁶² The investigator may, however, present evidence at a Hearing.⁶³

Section 11: Procedures in Disciplinary Proceedings

1. Procedures that apply to all cases involving an alleged violation of the Code of Conduct (other than acts of Academic Dishonesty)

a. Preliminary Procedures

- i. **General Requirements.** Upon being notified of conduct that may constitute a violation of the Code, the Student Conduct Administrator shall:⁶⁴
 - 1. Notify the Parties of the procedures set forth in this Code;
 - 2. Notify the Parties of the informal resolution process under this Code if available and appropriate;
 - 3. Offer and coordinate Supportive Measures under this Code, as appropriate, to restore or preserve a Party's access to the College's education program or activity;
 - 4. In response to a Complaint, initiate the disciplinary proceedings or informal resolution process set forth in this Code;
 - 5. In the absence of Complaint or informal resolution process, determine whether to initiate a Complaint that complies with the procedures set forth in this Code if necessary to address conduct that may constitute a violation; and
 - 6. Take other appropriate, prompt, and effective steps to ensure that the violation of this Code does not continue or recur within the College's

⁶⁰ Ark. Code Ann. § 6-60-1404(c)(1)(B)(iv)

⁶¹ Ark. Code Ann. § 6-60-1404(c)(1)(H)(i)

⁶² Ark. Code Ann. § 6-60-1404(c)(1)(H)(ii)

⁶³ Id.

⁶⁴ NPRM 34 C.F.R. § 106.44(f) (Title IX Coordinator requirements)

education program or activity, in addition to the remedies provided to an individual Complainant.

ii. **Written Complaint**

1. A form for a written Complaint is set forth in **Appendix B**.
2. The following persons have the right to make a Complaint under this Code, requesting that the College initiate disciplinary proceedings:⁶⁵
 - a. A Complainant;
 - b. A person who has a right to make a Complaint on behalf of a Complainant, such as an authorized legal representative; or
 - c. A third party participating or attempting to participate in the College's education program or activity when the alleged violation of this Code occurred.
3. Complaints submitted orally or submitted by the Student Conduct Administrator shall be memorialized in writing at the time of submission.
4. The Complaint should be submitted as soon as practicable. Unreasonable filing delays could result in the dulling of memories and a loss of relevant evidence and witness testimony. Delays in filing shall not, however, affect the Complainant's eligibility for Supportive Measures from the College.
5. Because the College is bound by its obligation to provide a fundamentally fair process, anonymous Complaints may be filed, but anonymity may limit the College's ability to respond and may preclude disciplinary action.

iii. **Notice of Allegations and Initial Communications to the Parties**

1. Upon initiation of the procedures set forth in this Code, the College shall provide written notice to the Parties whose identities are known.⁶⁶ This notice shall include:
 - a. A copy of this Code, along with the appendices (which will include Act 470 of 2023 as set forth in **Appendix A**);⁶⁷
 - b. Sufficient information, available at the time, to allow the Parties to respond to the allegations. Sufficient information includes:⁶⁸
 - i. The identity of the Parties involved in the incident;
 - ii. The date and location of the alleged incident; and

⁶⁵ NPRM 34 C.F.R. § 106.45(a)(2)

⁶⁶ NPRM 34 C.F.R. § 106.45(c)

⁶⁷ Ark. Code Ann. § 6-60-1404(c)(1A); NPRM 34 C.F.R. § 106.45(c)(1)(i)

⁶⁸ NPRM 34 C.F.R. § 106.45(c)(1)

- iii. The conduct allegedly constituting a violation of the Code, with sufficient time for the Parties to prepare a response before any initial interview;⁶⁹
 - c. A statement that the Respondent is presumed not responsible for the alleged conduct until a determination of whether a violation of the Code occurred is made at the conclusion of the disciplinary proceedings under this Code;⁷⁰
 - d. A statement that, in cases involving allegations of conduct for which a sanction of expulsion or suspension from the College may be imposed, the Parties are entitled to an advisor of their choice during the disciplinary proceedings (*i.e.*, investigatory interview, Hearing, and appeal), and the advisor may be (but is not required to be) an attorney.⁷¹ The statement must be provided no later than **24 hours** before the Respondent may be questioned regarding an alleged violation.⁷² The statement shall further explain that:
 - i. In non-Title IX cases in which a sanction of expulsion or suspension from the College may be imposed, the Party will be responsible for securing an advisor at the Party's own expense;⁷³
 - e. A statement that the Party is entitled to receive access to the Administrative File;⁷⁴
 - f. A statement that the Code prohibits knowingly making false statements or knowingly submitting false information during the grievance procedure;⁷⁵ and
 - g. A statement that retaliation is prohibited.
2. If, in the course of an investigation, the Student Conduct Administrator decides to investigate additional allegations about the Respondent's conduct toward the Complainant that are not included in the original notice or that are included in a Complaint that is consolidated as set forth in this Code, the Student Conduct Administrator must provide notice of the additional allegations of the Parties whose identities are known.⁷⁶

iv. Student Conduct Administrator's Screening and Dismissal Decision

1. After receiving a Complaint, the Student Conduct Administrator shall promptly decide two threshold issues: (1) whether the Complaint should be dismissed and (2) whether, in the Student Conduct Administrator's discretion, the allegations could result in a sanction of expulsion or suspension from the College. The Student Conduct Administrator's

⁶⁹ NPRM 34 C.F.R. § 106.46(c)(1)(ii)

⁷⁰ NPRM 34 C.F.R. § 106.46(c)(2)(i)

⁷¹ NPRM 34 C.F.R. § 106.46(c)(2)(ii)

⁷² Ark. Code Ann. § 6-60-1404(c)(1)(E)(ii)

⁷³ Ark. Code Ann. § 6-60-1404(c)(1)(E)(ii)

⁷⁴ NPRM 34 C.F.R. § 106.46(c)(2)(iii)

⁷⁵ NPRM 34 C.F.R. § 106.46(c)(2)(iv)

⁷⁶ NPRM 34 C.F.R. § 106.45(c)(2)

discretionary decision should be guided by factors such as the severity of the alleged conduct, prior offenses, the impermissible possession of weapons, and the negative impact on the Campus Community. The Student Conduct Administrator shall make this initial determination within **10 business days** after the Complaint is filed or as soon as practicable thereafter.⁷⁷

2. The Student Conduct Administrator shall dismiss a Complaint if:
 - a. The Student Conduct Administrator determines the conduct alleged in the Complaint, even if proven, would not constitute a violation of the Code; provided, however, that before dismissing the Complaint under this paragraph, the Student Conduct Administrator shall make reasonable efforts to clarify the allegations with the Complainant;⁷⁸
 - b. The Code does not apply to the alleged facts under Section 4 (pertaining to applicability of the Code); or
 - c. The alleged conduct constitutes a protected exercise of the Student's Free Speech Rights.
3. The Student Conduct Administrator may dismiss a Complaint if:⁷⁹
 - a. The College is unable to identify the Respondent after taking reasonable steps to do so;
 - b. The Respondent is not participating in the College's education program or activity; or
 - c. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Student Conduct Administrator determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute a violation of the Code even if proven.⁸⁰
4. If the Student Conduct Administrator dismisses the Complaint, the investigation shall end immediately. The Student Conduct Administrator shall promptly communicate the basis for the dismissal to the Parties simultaneously.⁸¹ If the dismissal occurs after the Respondent has been notified of the allegations, then the Student Conduct Administrator must also notify the Respondent of the dismissal and the basis for the dismissal promptly following a notification to the Complainant, or simultaneously if notification is in writing.⁸²

⁷⁷ NPRM 34 C.F.R. § 106.45(b)(4) (requiring "reasonably prompt time frames for the major stages of the grievance procedure")

⁷⁸ NPRM 34 C.F.R. § 106.45(d)

⁷⁹ *Id.*

⁸⁰ NPRM 34 C.F.R. § 106.46(d)(2)

⁸¹ NPRM 34 C.F.R. § 106.46(d)(1)

⁸² NPRM 34 C.F.R. § 106.45(d)(2)

5. The Student Conduct Administrator shall notify all Parties that a dismissal may be appealed.⁸³ Each Party may appeal the matter to the Vice Chancellor of Student Affairs or designee within **5 business days** after the Student Conduct Administrator's dismissal decision. During the appeal of a dismissal decision:
 - a. Each Party shall be notified when an appeal is filed, and the procedures shall be implemented equally for the Parties;
 - b. The College shall ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the Complaint;
 - c. The College shall ensure that the decisionmaker for the appeal has been appropriately trained;
 - d. The College shall provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome as follows:
 - i. The appealing Party's submission shall consist of a concise written statement as to why the dismissal decision should be reversed; and
 - ii. The other Party may submit a concise counterstatement within **5 business days** of receiving the appealing Party's submission; and
 - e. The College shall simultaneously notify the Parties of the result of the appeal and the rationale for the result.
 6. Notwithstanding a decision to dismiss the Complaint, the College shall provide Supportive Measures to the Complainant and Respondent as appropriate.⁸⁴
 7. If the Student Conduct Administrator decides that the Complaint should not be dismissed but the sanctions will not be expulsion or a suspension from the College, then the Parties shall be notified that the matter will be handled under the procedures set forth in Section 11.2.
- b. **Consolidation of Complaints.** The Student Conduct Administrator may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, when the allegations arise out of the same facts or circumstances.⁸⁵
- c. **Informal Resolution**
- i. At any time prior to determining whether a violation of this Code occurred, the College may offer to a Complainant and Respondent an informal resolution

⁸³ NPRM 34 C.F.R. § 106.45(d)(3)

⁸⁴ NPRM 34 C.F.R. 106.45(d)(3)(iii)

⁸⁵ NPRM 34 C.F.R. § 106.45(e)

process, unless such a process would conflict with federal, state, or local law.⁸⁶

1. The Student Conduct Administrator has discretion to determine whether it is appropriate to offer an informal resolution process and may decline to offer informal resolution despite one or more of the Parties' wishes.⁸⁷
 2. Circumstances when the Student Conduct Administrator may decline to allow informal resolution include but are not limited to when the College determines that the alleged conduct would present a risk of future harm to others.⁸⁸
- ii. The College will not require or pressure the Parties to participate in an informal resolution process. The Student Conduct Administrator must obtain the Parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and adjudication of a Complaint as a condition of enrollment or continuing enrollment or exercise of any other right.⁸⁹
 - iii. Before initiation of an informal resolution process, the Student Conduct Administrator must provide the Parties written notice⁹⁰ that explains:⁹¹
 1. The allegations;
 2. The requirements of the informal resolution process;
 3. That, prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and to initiate or resume the College's grievance procedures under this Code;
 4. That the Parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the Parties from initiating or resuming grievance procedures arising from the same allegations;
 5. The potential terms that may be requested or offered in an informal resolution agreement, where such potential terms include (but are not limited to):⁹²
 - a. Restrictions on contact; and
 - b. Restrictions on the Respondent's participation in one or more of the College's programs or activities or attendance of specific events, including restrictions the College could have imposed as remedies or disciplinary sanctions had the College determined that a violation of this Code occurred;
 6. Which records will be maintained and could be shared;

⁸⁶ NPRM 34 C.F.R. § 106.44(k)(1)

⁸⁷ NPRM 34 C.F.R. § 106.44(k)(1)(i)

⁸⁸ NPRM 34 C.F.R. § 106.44(k)(1)(ii)

⁸⁹ NPRM 34 C.F.R. § 106.44(k)(2)

⁹⁰ NPRM 34 C.F.R. § 106.46(j)

⁹¹ NPRM 34 C.F.R. § 106.44(k)(3)

⁹² NPRM 34 C.F.R. § 106.44(k)(5)

7. That if the College initiates or resumes the procedures under this Code, the College or a Party must not access, consider, disclose, or otherwise use information, including records, obtained solely through an informal resolution process as part of the investigation or determination of the outcome of the Complaint; and
 8. That, when applicable, and if the College resumes the disciplinary proceedings under this Code, the informal resolution facilitator could serve as a witness for purposes other than providing information obtained solely through the informal resolution process.
- iv. The facilitator for the informal resolution process must not be the same person as the investigator or decisionmaker in the College's procedures under this Code. Any person designated by the College to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant and Respondent.⁹³
 - v. In order to encourage an open exchange of views and maximize the chances of agreement, mediation sessions may not be recorded, unless the Parties agree to a different arrangement.
 - vi. Any informal resolution shall be in writing and shall represent the final resolution of the case, unless one of the Parties fails to adhere to the terms of the agreement.
 - vii. If the Parties do not agree to an informal resolution, the process is unsuccessful, or informal resolution is not appropriate due to the nature of the Complaint, then the formal disciplinary proceedings will commence or resume.

d. Investigation

- i. After the Student Conduct Administrator provides the Parties with the information described above, the Student Conduct Administrator shall promptly meet with the Complainant and Respondent separately to discuss the following:
 1. The allegations in the Complaint, including the Party's version of events, the nature and location of evidence, and the identity of witnesses;
 2. Supportive Measures; and
 3. The Party's interest in resolving the matter through informal resolution, unless the Student Conduct Administrator determines that informal resolution would be inappropriate under the circumstances.
- ii. A Party and his or her advisor are not permitted to attend interviews other than his or her own interview.
- iii. In addition to meeting with the Parties, the Student Conduct Administrator shall take other investigatory steps, as necessary. Such steps may include:

⁹³ NPRM 34 C.F.R. § 106.44(k)(4)

1. Interviewing witnesses (including expert witnesses, if any) and summarizing such interviews in writing;
 2. Visiting, inspecting, and taking photographs of relevant sites;
 3. Collecting and preserving relevant evidence (potentially in coordination with law-enforcement agencies); and
 4. Obtaining any relevant medical records, provided that the subject of the records has voluntarily authorized the release of the records in writing.
- iv. The investigation shall ordinarily be completed within **30 calendar days** after the Complaint is filed or as soon as practicable thereafter.⁹⁴

e. **Investigation by Law Enforcement:** Nothing in this Code should be construed as restricting the ability of campus law enforcement to investigate a possible criminal violation.⁹⁵ If a law enforcement investigation has been initiated, the College will take reasonable measures to avoid undue interference with the law enforcement investigation. In most cases, the College's investigation will not be halted due to the fact that a parallel law-enforcement investigation has commenced.

2. Additional procedures in cases involving allegations that could result in a sanction of expulsion or suspension from the College.

a. Administrative File

- i. At the conclusion of the investigation and at least **7 business days** before the Hearing, the Student Conduct Administrator shall remind the Parties of their right to review the Administrative File to the extent allowed by law.⁹⁶
- ii. The Parties shall have an opportunity to respond to the evidence contained in the Administrative File at a live Hearing.⁹⁷

b. Hearing Officer or Hearing Panel

- i. At least **3 business days** before the Hearing date, the Student Conduct Administrator shall select a Hearing Officer or Hearing Panel and disclose the individuals' identities to the Parties.
- ii. A Party may challenge a Hearing Officer or Hearing Panelist for bias or any conflicts of interest with the potential to undermine the integrity of the disciplinary process. The Vice Chancellor for Student Affairs or a designee who is not a factfinder in the case shall promptly resolve the challenge and designate a substitute as appropriate.
- iii. Persons who serve as Hearing Officers or Hearing Panelists may not be the same individuals who investigated the alleged misconduct.

c. Hearing Procedures

⁹⁴ NPRM 34 C.F.R. § 106.45(b)(4) (requiring "reasonably prompt time frames for the major stages of the grievance procedure")

⁹⁵ Ark. Code Ann. 6-60-1404(c)(1)(E)(ii)

⁹⁶ Ark. Code Ann. § 6-60-1404(c)(1)(G)(i) (requiring an ability to "review" the Administrative File "beginning at least seven (7) business days before a disciplinary Hearing)

⁹⁷ NPRM 34 C.F.R. § 106.46(e)(6)(ii)

- i. The Hearing Officer or Hearing Panel may pose questions to the witnesses before affording the Parties an opportunity to ask questions.
- ii. The Hearing Officer or Chair of the Hearing Panel will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the Hearing and decision-making process. The Hearing Officer or Hearing Panel may, in its discretion, choose to call a Student Conduct Administrator for the purpose of explaining the investigation and findings.
- iii. The Hearing Officer or Hearing Panel must determine whether a proposed question is relevant and not otherwise impermissible prior to the question being posed, and must explain any decision to exclude a question as not relevant.⁹⁸ If a decisionmaker determines that a Party's question is relevant and not otherwise impermissible, then the question must be asked except that no questions that are unclear or harassing of the Party being questioned will be permitted.
- iv. The Hearing Officer or Chair of the Hearing Panel has discretion to determine whether the Parties may present expert witnesses as long as the determination applies equally to both Parties.⁹⁹
- v. At the Hearing, the Parties may:¹⁰⁰
 1. Make an opening and closing statement;¹⁰¹
 2. Present relevant evidence;¹⁰² and
 3. Cross-examine adverse witnesses.¹⁰³
- vi. The Respondent may waive the right to be present at a disciplinary proceeding¹⁰⁴ by providing to the Student Conduct Administrator a signed waiver as set forth in **Appendix C**. The waiver shall be signed by the Respondent and the adjudicator.¹⁰⁵ The Student Conduct Administrator shall provide one copy to the Respondent and place another copy in the Administrative File.¹⁰⁶ If the Respondent waives the right to be present at a disciplinary proceeding, the Respondent shall not have the right to appeal the College's initial decision.¹⁰⁷
- vii. Hearings may be conducted through a live Hearing with the Parties physically present in the same geographic location. At the College's discretion or upon the request of either Party, it will conduct the live Hearing with the Parties physically present in separate locations with technology enabling the

⁹⁸ NPRM 34 C.F.R. § 406.46(f)(3)

⁹⁹ NPRM 34 C.F.R. § 406.46(e)(4)

¹⁰⁰ Ark. Code Ann. § 6-60-1404(c)(1)(D)(ii)-(iv)

¹⁰¹ Ark. Code Ann. § 6-60-1404(c)(1)(D)(4)(ii)

¹⁰² Ark. Code Ann. § 6-60-1404(c)(1)(D)(4)(iii)

¹⁰³ Ark. Code Ann. § 6-60-1404(c)(1)(D)(4)(iv)

¹⁰⁴ Ark. Code Ann. § 6-60-1404(c)(1)(D)(1)

¹⁰⁵ Ark. Code Ann. § 6-60-1404(c)(1)(D)(2)

¹⁰⁶ Ark. Code Ann. § 6-60-1404(c)(1)(D)(3)

¹⁰⁷ Ark. Code Ann. § 6-60-1404(c)(1)(D)(i)(b)(4)

decisionmaker and Parties to simultaneously see and hear the Party or the witness while that person is speaking or communicating in another format.¹⁰⁸

- viii. The College shall create an audio, audiovisual, or transcript of the Hearing.¹⁰⁹
- ix. The Parties may pose relevant questions to witnesses under the following conditions:
 1. In cases in which a Party is represented by an advisor, the advisor may pose questions to the witness directly.
 2. In cases in which a Party is not represented by an advisor, the questions may be asked through the Hearing Officer or Hearing Panel. A Party may not, however, question a witness directly.¹¹⁰ The Party may tender an initial set of proposed questions prior to the Hearing and propose follow-up questions, including questions challenging credibility, that a Party wants asked of any Party or witness.¹¹¹
- x. If a Party does not respond to questions related to their credibility, the decisionmaker must not rely on any statement of that Party that supports that Party's position. The decisionmaker must not draw an inference about whether misconduct occurred based solely on a Party's or witness's refusal to respond to questions related to their credibility.¹¹²

d. Written Decision

- i. As soon as practicable after the Hearing, the Hearing Officer or Chair of the Hearing Panel shall simultaneously distribute to the Parties a written decision of the result that contains the following:¹¹³
 1. A description of the alleged Code violation;
 2. Information about the policies and procedures the College used to evaluate the allegations;
 3. The decisionmaker's evaluation of the relevant evidence and determination of whether a violation occurred;
 4. When the decisionmaker finds that a violation occurred, any disciplinary sanctions the College will impose on the Respondent, and whether remedies other than the imposition of disciplinary sanctions will be provided by the College to the Complainant and, to the extent appropriate, other Students identified by the College to be experiencing the effects of a violation; and
 5. The College's procedures to appeal the result of the disciplinary Hearing;¹¹⁴

¹⁰⁸ NPRM 34 C.F.R. § 106.46(g)

¹⁰⁹ Ark. Code Ann. § 6-60-1404(b)(3); NPRM 34 C.F.R. § 106.46(g)

¹¹⁰ NPRM 34 C.F.R. § 106.46(f)(ii)

¹¹¹ NPRM 34 C.F.R. § 106.46(f)(i)

¹¹² NPRM 34 C.F.R. § 106.46(f)(4)

¹¹³ NPRM 34 C.F.R. § 106.45(h)(1)

¹¹⁴ Ark. Code Ann. § 6-60-1404(c)(1)(l)(iii)(b)

- ii. If there is a determination that a violation occurred, as appropriate, the Student Conduct Administrator shall provide and implement remedies to a Complainant or other affected person(s) and take other prompt and effective steps to ensure that a violation does not continue or recur within the College's education program or activity.¹¹⁵
- iii. The determination regarding responsibility becomes final either on the College providing the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.¹¹⁶

e. Appeals

- i. A Party may appeal a decision or sanction by submitting a written statement to the Student Conduct Administrator within **25 calendar days**¹¹⁷ of receiving the Hearing Officer or Hearing Panel's written decision. An Appeal Form is set forth in **Appendix D**.
- ii. An appeal may be initiated after the deadline if the Party shows that new, previously unavailable evidence came to light or that there is a compelling reason for the delay.
- iii. The appeal shall be heard by the Vice Chancellor for Student Affairs or designee.
- iv. The appeal shall be decided based on the record and without deference to the decision of the Hearing Officer of Hearing Panel.
- v. A Party may only appeal based on one of the following grounds:¹¹⁸
 - 1. A procedural irregularity that would change the determination of whether a Code violation occurred;
 - 2. The discovery of new evidence that would change the outcome of the matter and that was not reasonably available at the time the determination of whether a Code violation occurred or dismissal was made;
 - 3. A Student Conduct Administrator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome of the matter; or
 - 4. The sanctions are grossly disproportionate to the severity of the offense.
- vi. The Student Conduct Administrator shall promptly notify the other Party of the appeal and provide a copy of the Party's written statement. The other Party may submit a written counterstatement within **5 business days** thereafter.

¹¹⁵ NPRM 34 C.F.R. § 106.45(h)(3)

¹¹⁶ NPRM 34 C.F.R. § 106.46(h)(d)

¹¹⁷ Ark. Code Ann. § 6-60-1404(c)(1)(F)(ii)

¹¹⁸ NPRM 34 C.F.R. § 106.46(i)

- vii. The decision on appeal may uphold the decision, modify it, or remand the matter to the Hearing Officer or Hearing Panel for further factual development.
- viii. The Vice Chancellor for Student Affairs or designee shall inform the Parties of the decision in writing within **5 business days** of the last Party's written submission or as soon as practicable thereafter.
- ix. The Parties may challenge the Vice Chancellor for Student Affairs' (or designee's) involvement for bias or a conflict of interest with the potential to undermine the integrity of the appellate process. The Chancellor may decide any such challenge and replace the administrator with an appropriate substitute.

f. Certification of Compliance

- i. At the conclusion of the disciplinary proceedings, the Chancellor or Vice Chancellor of Student Affairs shall certify, on a form similar to **Appendix E**, that the substantial rights of the Complainant and Respondent as established in Act 470 of 2023 have been followed.¹¹⁹
- ii. The certification shall be maintained in the Administrative File.¹²⁰

3. Disciplinary procedures in non-Title IX cases in which neither expulsion nor suspension from the College will be imposed

- a. If the Student Conduct Administrator determines, in his or her discretion at the inception of the case, that a sanction of expulsion or suspension will not be imposed in a non-Title IX case involving an alleged violation of the Code (other than an act of Academic Dishonesty), then the alleged violation of the Code shall be resolved through an administrative Hearing before the Student Conduct Administrator or designee.
- b. An attorney or non-attorney advisor may not participate at any stage of the disciplinary proceedings.
- c. The Student Conduct Administrator or designee shall ensure that the Respondent receives:
 - i. Written notice of the charges;
 - ii. An opportunity to inspect the Administrative File;
 - iii. An opportunity to be heard at a meeting with the Student Conduct Administrator or designee;
 - iv. A written decision on whether the Respondent has violated the Code and the sanctions that will be imposed; and
 - v. An opportunity to appeal to the Vice Chancellor for Student Affairs or designee, within **5 business days** of the decision, based on one of the following grounds:

¹¹⁹ Ark. Code Ann. § 6-60-1404(d)(1)

¹²⁰ Ark. Code Ann. § 6-60-1404(d)(2)

1. A procedural irregularity that affected the outcome;
 2. The discovery of new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome;
 3. The College investigator or decisionmaker had a conflict of interest or bias that affected the outcome; or
 4. The sanctions are grossly disproportionate to the severity of the offense.
- vi. A reasonably prompt, written decision from the Vice for Student Affairs regarding the appeal.
 - vii. An opportunity to challenge the involvement of any decisionmaker due to bias or a conflict of interest.

Section 12: Amnesty

The College offers amnesty to anyone who may be hesitant to report a serious incident because of fear that they personally may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, but no conduct sanctions or records will result.

Section 13: Sanctions

1. Sanctions must be reasonable and proportionate to the seriousness of the violation. The Student Conduct Administrator must accurately advise the disciplinary body of sanctions that have been imposed for similar violations in the past in order to ensure consistency and equity across time.
2. A Student's conduct history shall not impact the finding of responsibility, but it may be used as information in determining appropriate sanctions.
3. Ordinarily, sanctions will not be imposed until the resolution of an appeal. However, if it is deemed necessary to protect the welfare of the victim or the College community, the Hearing Officer or Hearing Panel may recommend to the decisionmaker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.
4. Any sanction imposed on a Respondent—including those based on a finding that sex-based harassment occurred¹²¹—will take on the following forms:
 - a. Verbal warning;
 - b. Written reprimand;
 - c. Probation and/or suspension in abeyance;
 - d. Loss of privileges for a specified period of time;
 - e. Restitution through community service or fine;
 - f. Research assignments;

¹²¹ NPRM 34 C.F.R.45(k)(2)

- g. A requirement to receive certain training;
 - h. Community service;
 - i. Removal from campus housing, including terms for readmission;
 - j. Suspension from the College, including terms for readmission; and/or
 - k. Expulsion from the College
5. The College may withhold a Respondent's degree for a reasonable amount of time to resolve any pending charges under this Code and to make sure that related sanctions are satisfied. The College may also revoke a degree if it is shown by a preponderance of the evidence that it was obtained by any form of Academic Dishonesty.
 6. Student organizations and their officers and members, in their capacity as such, are subject to the same sanctions as other Respondents if a preponderance of the evidence shows actual participation in, or actual authorization or ratification of, a violation of the Code.
 - a. In making this determination, the College shall consider whether the organization's members were acting in accord with the organization's practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.
 - b. The College may impose upon a Student organization any of the sanctions that apply to individuals (including a loss of privileges), suspension for a period of time, or a permanent loss of College recognition.

Section 14: Confidentiality

1. When conducting an informal resolution process under this Code, implementing disciplinary proceedings, or requiring the Student Conduct Administrator to take other appropriate steps under this Code, the College must not disclose the identity of a Party, witness, or other participant except in the following circumstances:¹²²
 - a. When the Party, witness, or other participant has provided prior written consent to disclose their identity;
 - b. When permitted under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, or its implementing regulations, NPRM 34 C.F.R. Part 99;
 - c. As required by law; or
 - d. To carry out the purposes of Title IX, including action taken to address conduct that may constitute sex discrimination under Title IX in the College's program or activity.
2. To protect the privacy of all Parties and in accordance with FERPA, the Hearing will be closed.
3. Educational records related to any aspect of discipline against a Student will not be released by the College without the Student's authorization. This prohibition does not

¹²² NPRM 34 C.F.R. § 106.44(j)

apply to Students in possession of their own educational records. Only exceptions authorized under will be permitted. For instance, the College may release records:

- a. To comply with a judicial order or a lawfully issued subpoena;
 - b. To inform the Complainant in a case involving allegations of a crime of violence or a non-forcible sex offense of the final results of a related disciplinary Hearing;
 - c. To inform any third party, including other educational institutions, of the final results of a disciplinary proceeding related to a crime or violence or non-forcible sex offense if Respondent is found responsible;
 - d. To any Student's parents:
 - i. If the parents claimed the Student as a dependent on their tax returns; or
 - ii. To inform the parents if the Student is found responsible for an offense related to drugs or alcohol and the Student is under the age of 21 at the time of the disclosure; or
 - e. To address a health or safety emergency.¹²³
4. For cases involving allegations of Sex-based Harassment under Title IX, the College shall keep confidential the identity of any Complainant, Respondent, and witness, except as permitted by FERPA, required by law, or necessary to conduct any investigation, Hearing, or judicial proceeding arising under the Title IX grievance process.
 5. Disclosure of final results to third Parties, if permitted, shall include only the name of the Responsible Student, the violation committed, and any sanction imposed. The disclosure must not include the name of any other Student, including a victim or witness, without the written consent of that other Student.
 6. The College may take reasonable steps to protect the privacy of the Parties and witnesses during the pendency of disciplinary proceedings under this Code, but it will not restrict the ability of the Parties to obtain and present evidence, including by speaking to witnesses; consulting with a family member, confidential resource, or advisor; preparing for a Hearing (if one is offered); or otherwise defend their interests.¹²⁴
 7. Except as allowed by the Parties' Free Speech Rights, the Parties and their advisors may not disclose information and evidence obtained solely through the process set forth in this Code without authorization.¹²⁵

¹²³ NPRM 34 C.F.R. § 99.36

¹²⁴ NPRM 34 C.F.R. § 106.45(b)(5)

¹²⁵ NPRM 34 C.F.R. § 106.26(e)(6)(iii)

**Appendix A: Arkansas Student Due Process and Protection Act (Act 470 of 2023),
codified at Ark. Code Ann. § 6-60-1401 et seq.**

State of Arkansas
94th General Assembly
Regular Session, 2023

As Enrolled: S3/9/23

A Bill

SENATE BILL 365

By: Senator Irvin

By: Representative Dalby

For An Act To Be Entitled

AN ACT TO CREATE THE ARKANSAS STUDENT DUE PROCESS AND PROTECTION ACT; TO ESTABLISH PROCEDURAL PROTECTIONS APPLICABLE TO STUDENT CONDUCT DISCIPLINARY PROCEEDINGS AT PUBLIC TWO-YEAR AND FOUR-YEAR INSTITUTIONS OF HIGHER EDUCATION; AND FOR OTHER PURPOSES.

Subtitle

TO CREATE THE ARKANSAS STUDENT DUE PROCESS AND PROTECTION ACT; AND TO ESTABLISH PROCEDURAL PROTECTIONS FOR STUDENT CONDUCT DISCIPLINARY PROCEEDINGS AT PUBLIC TWO-YEAR AND FOUR-YEAR INSTITUTIONS OF HIGHER EDUCATION.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code § 6-60-109 is repealed.

SECTION 2. Arkansas Code Title 6, Chapter 60, is amended to add an additional subchapter to read as follows:

Subchapter 14 — Arkansas Student Due Process and Protection Act

6-60-1401. Title.

This act shall be known and may be cited as the "Arkansas Student Due Process and Protection Act".

6-60-1403. Definitions.

As used in this subchapter:

(1) "Disciplinary proceeding" means a hearing, appeal, or investigatory interview conducted by an institution's administrator relating to an alleged serious violation of the code of student conduct;

(2)(A) "Fully participate" means the opportunity for an institution, a student complainant, a student respondent, or a student organization to be provided an opportunity to be present and advised by an attorney or non-attorney advocate.

(B)(i) "Fully participate" does not require an institution to use formal rules of evidence in a disciplinary proceeding.

(ii) However, an institution shall make good faith efforts to include relevant evidence and exclude evidence that is neither relevant nor probative;

(3) "Institution" means an Arkansas public two-year or four-year institution of higher education; and

(4)(A) "Serious violation" means a violation of a nonacademic rule under a student code of conduct that an institution's official determines, at the inception of the case, could result in a sanction of suspension or expulsion.

(B) "Serious violation" does not include an act of academic dishonesty.

6-60-1404. Procedural protections.

(a)(1) The procedural protections established by this subchapter shall apply only to a serious violation.

(2) An institution shall not impose a sanction of suspension or expulsion for a violation of a nonacademic rule under an institution's student code of conduct unless the procedural protections established by this subchapter are followed.

(b)(1) An institution shall maintain an administrative file of all disciplinary proceedings.

(2) The administrative file required under subdivision (a)(1) of this section shall include without limitation all documents and evidence in the institution's possession or control that is relevant to an alleged violation of the institution's code of student conduct and the institution's investigation into the alleged violation of the institution's code of student conduct, including without limitation:

- (A) Exculpatory evidence;
- (B) Statements by an accuser or an accused student or a student organization;
- (C) Third-party witness statements;
- (D) Electronically stored information;
- (E) Written communications;
- (F) Social media posts;
- (G) Demonstrative evidence;
- (H) Documents submitted by any participant involved in disciplinary proceedings; and
- (I) The institution's choice of a video recording, an audio recording, or a transcript of any disciplinary hearing ultimately held on the matter.

(3) The administrative file required under subdivision (b)(1) of this section shall not include privileged documents, internal communications, or communications from nonparties that the institution does not intend to introduce as evidence at a disciplinary proceeding.

(c)(1) A student who is accused of a serious violation and who is enrolled at an institution shall have the following disciplinary rights and be subject to the following procedures:

(A) The right to receive a copy of this subchapter at the inception of the disciplinary matter;

(B)(i) The right to be represented by:

(a) An attorney; or

(b) A non-attorney advocate if the student or student organization prefers.

(ii) An attorney or non-attorney advocate representing a student or student organization under subdivision (c)(1)(B)(i) of this section may fully participate during a disciplinary proceeding.

(iii) The right of a student or student organization to be represented by an attorney or non-attorney advocate under subdivision (c)(1)(B)(i) of this section applies until the conclusion of any institution appellate process.

(iv)(a) It shall be the student's or the student organization's responsibility to make arrangements for the use of an attorney or a non-attorney advocate as permitted under subdivision (c)(1)(B)(i) of this section.

(b) An institution shall not be responsible for providing, training, or paying for the services of an attorney or a non-attorney advocate;

(C)(i) The express presumption of innocence.

(ii) A student or student organization shall not be deemed guilty of a violation of the code of student conduct of an institution until:

(a) A student or student organization formally acknowledges responsibility for a violation of the code of student conduct; or

(b) The conclusion of a disciplinary proceeding during which an institution has established every element of an alleged violation by the student or student organization;

(D) The right to have the opportunity for a live hearing, including the right to:

(i)(a) Be present at a disciplinary proceeding.

(b)(1) A student or student organization may waive the right to be present at a disciplinary proceeding.

(2) A waiver under subdivision (c)(1)(D)(i)(b)(1) of this section shall be:

(A) Provided in writing by the student or student organization; and

(B) Signed by the student or student organization and the adjudicator of the disciplinary proceeding.

(3) A copy of the signed waiver required under subdivision (c)(1)(D)(i)(b)(2)(B) of this section shall be provided to the student or student organization and placed in the administrative file required under subdivision (b)(1) of this section.

(4) If a student or student organization waives the right to be present at a disciplinary proceeding under subdivision (c)(1)(D)(i)(b)(1) of this section, the student or student organization shall not have a right to appeal an institution's initial decision under subdivision (c)(1)(F) of this section;

(ii) Make an opening and closing statement;

(iii) Present relevant evidence; and

(iv) Cross-examine adverse witnesses through an attorney or non-attorney advocate, which the student is responsible for selecting and compensating;

(E) The right to be advised by an institution of the student's or student organization's rights under this subchapter:

(i) Before a disciplinary proceeding is scheduled; and

(ii) At least twenty-four (24) hours before a student or student organization may be questioned by the institution or an agent of the institution regarding any allegation of a serious violation, provided that nothing in this subchapter restricts the ability of campus law enforcement to investigate a possible criminal violation;

(F)(i) The opportunity to appeal an institution's initial decision to an appellate entity that is an institutional employee or body that did not make the initial decision finding the student or student organization to be in violation of the institution's non-academic or code of student conduct rules.

(ii) An appeal under subdivision (c)(1)(F)(i) of this section shall be filed within twenty-five (25) days after a student or student organization receives final notice of an institution's decision.

(iii)(a) An institution may designate the appellate entity as the final institutional authority.

(b) However, nothing in this subchapter precludes a court from granting a prevailing plaintiff equitable relief;

(G)(i) Reasonable continuing access to the administrative file required under subdivision (b)(1) of this section that pertains to the student's or student organization's alleged violation and the ability to review all evidence or documents in the administrative file beginning at least seven (7) business days before a disciplinary hearing, or sooner if otherwise specified by federal law.

(ii) However, individual portions of the administrative file shall be redacted if confidentiality of the evidence is required by law;

(H)(i) The right for a disciplinary proceeding to be carried out free from conflicts of interest by ensuring that there is no commingling of administrative or adjudicative roles.

(ii) An institution shall be considered to be commingling administrative or adjudicative roles if an individual carries out more than one (1) of the following roles with respect to the disciplinary proceeding:

(a) Attorney or non-attorney advocate for a complaining or accused student or student organization;

(b) Investigator;

(c) Adjudicator; or

(d) Appellate adjudicator.

(iii) It is not a conflict of interest under this subdivision (c)(1)(H) for the institution's investigator to simultaneously serve as the individual who presents evidence to an adjudicator; and

(I) The right of a student or student organization that makes a complaint against another student or student organization for purposes of a disciplinary hearing to:

(i)(a) Be represented at the student's or student organization's own expense by an attorney or, if the complaining student or student organization prefers, a non-attorney advocate, who may fully participate during a disciplinary proceeding.

(b) The right of a student or student organization to be represented by an attorney or non-attorney advocate under subdivision (c)(1)(I)(i)(a) of this section applies until the conclusion of any institution appellate process;

(ii)(a) Have reasonable continuing access to the administrative file required under subdivision (b)(1) of this section that pertains to the student's or student organization's allegation and the ability to review all evidence or documents in the administrative file beginning at least seven (7) business days before a disciplinary hearing, or sooner if otherwise specified by federal law.

(b) However, individual portions of the administrative file required under subdivision (b)(1) of this section shall be redacted if confidentiality of the evidence is required by law; and

(iii)(a) Appeal an institution's decision following a disciplinary proceeding on grounds set forth in the institution's student code of conduct.

(b) An institution shall provide simultaneous notification to both the student or student organization that makes a complaint against another student or student organization and the student or student organization that is the subject of a complaint regarding the institution's procedures to appeal the result of a disciplinary hearing.

(2) The rights provided under subdivision (c)(1) of this section shall be included in each institution's code of student conduct.

(d)(1) At the conclusion of a disciplinary proceeding or an appeal that involves a serious violation, an institution's chancellor or vice chancellor of student affairs shall certify that the substantial rights of student complainants and respondents as established under this subchapter have been followed.

(2) The certification required under subdivision (d)(1) of this section shall be maintained in the administrative file required under subdivision (b)(1) of this section.

6-60-1405. Interim measures.

(a)(1) Nothing in this subchapter precludes an institution from providing at any time an individualized service to an accused student or an accusing student that is nondisciplinary, nonpunitive, reasonably available, and without fee or charge to the accused student or accusing student.

(2)(A) An individualized service offered to an accused student or accusing student under subdivision (a)(1) of this section shall be designed to restore or preserve equal access to the institution's education programs or activities without unreasonably burdening the other party.

(B) An individualized service offered to an accused student or accusing student under subdivision (a)(1) of this section may be designed to protect the safety of all involved parties or the institution's educational environment, which may include without limitation:

(i) Counseling;

(ii) Extensions of deadlines or other course-related

adjustments;

(iii) Campus escort services;

(iv) Mutual restrictions on contact between the

involved parties;

(v) Modifications of class schedules or housing locations;

(vi) Increased security and monitoring of certain areas of the institution's campus; and

(vii) Other similar services.

(b)(1) An institution may remove an accused student from the institution's programs or activities on an emergency basis if the institution:

(A) Undertakes an individualized safety and risk analysis;

(B) Determines that an immediate threat to the safety of a student or another individual arising from the allegations of misconduct justifies removal of the accused student; and

(C) Provides the accused student with notice and an opportunity to challenge the decision immediately following his or her removal.

(2) An institution that removes an accused student on an emergency basis under subdivision (b)(1) of this section shall:

(A) Within twenty-four (24) hours of an institution removing an accused student on an emergency basis, provide written notice to the accused student that explains the institution's reasons for removing the accused student on an emergency basis;

(B)(i) Within three (3) business days of the written notice required by subdivision (b)(2)(A) of this section, unless otherwise waived by the removed accused student, convene an interim hearing to determine whether there is substantial evidence that the removed accused student poses a risk to the health or safety of any student or other individual and that the emergency removal of the accused student is appropriate to mitigate that risk.

(ii)(a) At an interim hearing, the removed accused student and the accusing student may be represented by an attorney or a non-attorney advocate who may fully participate to the same extent as in a final hearing to determine responsibility.

(b) An accused student's waiver of his or her right to be represented by an attorney or a non-attorney advocate under subdivision (b)(2)(B)(ii)(a) of this section shall not constitute an admission of guilt or a waiver of additional rights under this subchapter.

6-60-1406. Cause of action.

(a) If a student or student organization's rights under this subchapter have been violated, the student or student organization may file a claim with the Arkansas State Claims Commission to recover:

- (1) Compensatory damages;
- (2) Attorney's fees;
- (3) Expert witness fees; and
- (4) Monetary damages consisting of any financial losses, such as lost scholarship funds or unnecessary tuition payments, proximately caused by a substantial violation of this subchapter.

scholarship funds or unnecessary tuition payments, proximately caused by a substantial violation of this subchapter.

(b) Any error, defect, irregularity, or variance that does not affect a student's or student organization's substantial rights under this subchapter shall be not be considered.

6-60-1407. Statute of limitations.

(a)(1) A student or student organization shall bring suit for a violation of this subchapter not later than one (1) year after the day the cause of action occurred.

(2) For purposes of calculating the one-year limitation period, the cause of action shall be deemed accrued on the date that the student or student organization receives final notice of discipline from an institution.

(b) This subchapter shall apply to disciplinary proceedings beginning on or after its effective date.

Appendix B: Student Misconduct Complaint Form

Nature of Complaint

- Sex-based Harassment Other Sex Discrimination
- Other Discrimination Theft
- Physical Assault Other

Complainant Information

- Student Staff Other
- Student Conduct Administration Faculty

Name: _____ College ID No. _____
Email: _____ Phone Number: _____

Local address: _____

Incident Information

Date of Incident: _____

Location of Incident: _____

Description of Incident: _____

(use additional pages as necessary)

Witnesses to the incident(s):

Name	Description of relevant knowledge
_____	_____
_____	_____
_____	_____
_____	_____

Please provide any documentation that is relevant to the alleged incident.

Form for Respondent's Waiver of Right to Be Present at Hearing

I understand that I have been charged with a violation of the Code of Student Conduct for which a sanction of expulsion or suspension from the College could be imposed. I hereby waive my right to be present at any disciplinary proceedings, including a live hearing, under Ark. Code Ann. § 6-60-1404(c)(1)(D)(i). I further understand that I shall not have a right to appeal the College's decision on whether I am responsible for violating the Code. I acknowledge that a signed copy of this waiver will be placed in the Administrative File as required by state law.

/s/ _____

[student name]

Appendix D: Student Misconduct Appeal Form

Student Name: _____

Student ID No.: _____

The appeal must be submitted to the Student Conduct Administrator within 25 calendar days of receiving the written decision. A Party may appeal the written decision from the following reasons only:

1. A procedural irregularity that affected the outcome;
2. The discovery of new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome;
3. The College investigator or decisionmaker had a conflict of interest or bias that affected the outcome; or
4. The sanctions are grossly disproportionate to the severity of the offense.

Please select the reason for your appeal (you may select more than one):

1. _____ 2. _____ 3. _____ 4. _____

Please provide a narrative of the basis for your appeal. This is not a statement of the incident, but rather an explanation of why the decision should be overturned. If your appeal is based on reason 1, 2, or 3, include an explanation as to how the outcome was affected. You may use more than one page.

Form for Chancellor or Vice Chancellor's Certification of Compliance

In my capacity as the Chancellor or Vice Chancellor for Student Services, I certify that that the substantial rights of student complainants and respondents established under the Arkansas Student Due Process and Protection Act, Ark. Code Ann. § 6-60-1401 et seq., have been followed. This certification shall be placed in the Administrative File required under state law.

/s/ _____

[VC name]
[title]



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