Mission Statement

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

Academic
• The classroom as the most important place
• A good regional academic image
• A high standard of student academic performance
• A good undergraduate education
• Well-qualified faculty, current in their fields
• Good compensation for faculty and staff

Career Preparation
• Preparing students for the community workforce
• A strong work ethic

Citizenship and Community
• A caring and collegial environment
• Instilling in students a concern for society

Academic Freedom

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

Institutions of higher education are committed to the solution of problems and controversies by the method of rational discussion. Acts of physical force or disruptive acts which interfere with university activities, freedom of movement on the campus, or freedom for students to pursue their studies are the antithesis of academic freedoms and responsibility, as are acts which in effect deny freedom of speech, freedom to be heard, and freedom to pursue research of their own choosing to members of the academic community or to invited visitors.
Section 1: Services for Students

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

1.1 Academic Advising and Assistance Center

Located in Nelson Hall, the Freshman Advising and Assistance Center provides continuous support for all freshman students (with the exception of those already admitted to the nursing and the B.S.I.T programs) and students with less than 60 hours who are undecided about a major field of study. Students are encouraged to visit with personnel in the Freshman Advising and Assistance Center in order to plan their academic schedules for subsequent semesters.

1.2 Academic Deans

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<thead>
<tr>
<th>College</th>
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<tr>
<td>Business</td>
<td>4300</td>
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<td>Education</td>
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<td>Liberal and Performing Arts</td>
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<td>Science and Technology</td>
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<td>WIL-219</td>
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1.3 Office of Admissions

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

1.4 Alcohol and Drug Abuse Prevention Team (ADAPT)

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

The Southern Arkansas University Office of Counseling and Testing (216 Reynolds Center, 235-4145), Office of ADAPT (126 Nelson Hall, 235-4388), and the Student Health Service (215 Reynolds Center, 235-5237) can provide referrals for those with alcohol and other drug problems.
1.5 Athletics

SAU sports activities encompass individual and team events. Intramural activities are sponsored throughout the University year. Varsity teams compete in the NCAA Division II Gulf South Conference with men’s competition in football, basketball, track, baseball, golf, and cross-country and women’s competition in tennis, volleyball, softball, basketball, track, cross-country, and golf. Men and women’s rodeo teams participate in regional intercollegiate competition.

1.6 Bookstore – The Campus Store

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

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

Campus Store Returns Policy:
Books may be returned for full credit during the following times:
- Fall/spring semester – first seven calendar days from the beginning of class
- Summer semester – first week of class
- Other – within two days of purchase
To be returned, new books must not be marked in and include all enclosures. Certain packages may be non-returnable.

Book Buy-Back:
The Campus Store buys back books every day. Books may have greater value at the end of the semester. The Campus Store will buy back books used the next semester for ½ price. Books not being used on this campus may be bought on behalf of a wholesale company at market value. An ID is required.

1.7 Business Office

The Business Office, 114 Overstreet Hall, provides assistance with the following services: paying tuition, room and board, drop/add fees, parking tickets; purchasing parking permits; check cashing; disbursing student payroll checks and student account refund checks; discussing payment options; and distributing waiver forms.
1.8 Calendar/Facility Use

The Office of the Vice President for Academic Affairs, 103 Overstreet, maintains the official University Calendar. All on-campus University events must be registered (on proper registration forms) with that office at least 10 working days in advance of the proposed date. A date that has been reserved on the calendar does not constitute registration unless the proper registration form accompanies it. University on-campus activities on weeknights should be scheduled to end no later than 11 p.m.

1.9 Office of Counseling and Testing

The University provides confidential professional counseling assistance to all students free of charge. The Office of Counseling and Testing is located in 216 Reynolds Center, and appointments may be made in person or by telephone Monday through Friday by calling 235-4145. Services include personal counseling, educational counseling, planning activities, career counseling, and testing services.

1.10 Directory Information

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

Should an enrolled student not wish directory information released to the general public, the student should notify the Office of Vice President for Student Affairs, 116 Overstreet Hall, no later than the end of registration week of each semester or term that all or part of the directory information should not be released without prior consent.

1.11 Disability Support Services

Disability Support Services (DSS, 235-4145), located in the Office of Counseling and Testing, 216 Reynolds Center, provides services for students of differing abilities to enable them full access to all academic programs and full opportunity to realize their potential. Students with learning, hearing, visual, mobility, and other impairments may require special accommodations. DSS works with faculty on classroom accommodations and testing referrals. Faculty are encouraged to modify rather than waive specific requirements. Students are encouraged to speak with their professors early each term about their needs, and to seek help from DSS as needed.
DSS also provides letters for students to present to their professors as one method of communicating their needs to instructors. Students must get these letters each semester from DSS. Counseling and advocacy services are provided for academic planning, social or personal concerns, problem-solving techniques, and self-advocacy skills development.

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

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

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

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

1.12 Employment Resource Center

Students visiting the Employment Resource Center, 217 Reynolds Center, receive assistance in the search for full and part-time employment. Students receive help in the preparation of resumes and application cover letters. Sources of information for company research are available in the resource library. Job interviews are scheduled for seniors. Notices of job opportunities are posted on campus bulletin boards. The Employment Resource Center sponsors a career day, teacher fair, and health professions fair annually. For more information call 235-4097.

1.13 General and Graduate Catalog

Southern Arkansas University publishes a general catalog of courses every two years. The General Catalog and Graduate Catalog lists course descriptions, degree requirements, and major fields of study. All students should review the topics in the General Catalog and Graduate Catalog annually. Students may obtain a copy of the General Catalog in the Office of Admissions, 122 Nelson, and the Graduate Catalog in the Office of Graduate Studies, 226 Nelson.
1.14 Identification Card

Identification Cards (IDs), issued to all students, are prepared during registration for the first semester a student enrolls at SAU. ID cards are produced by Information Technology Services in Dolph Camp. Replacement cards can be obtained from ITS for a fee.

1.15 Illness

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

1.16 Lost and Found

The official University Lost and Found depository is in the University Police Department, 212 Bruce Center. Any items found should be taken to that location and missing articles may be reclaimed in that office. Any unclaimed articles will be disposed of at the end of every academic year.

1.17 Multicultural Services

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

1.17.1 Special Interest Organizations

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

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

Pan-Hellenic Council (NPHC) - The Council is a federation of the eight national African-American sororities and fraternities. Its goals are to promote cooperation and high standards among the sororities and fraternities; to unify the interests of
member organizations and non-Greeks; and recommend legislation to member organizations.

### 1.18 Post Office

All SAU students living on campus may be assigned a post office box in the SAU Post Office, 106 Reynolds Center. The window at the Post Office is open from 10 a.m. – 3:30 p.m. Monday through Thursday, 10 a.m. – 3 p.m. Friday, and 10 a.m. – 11 a.m. on Saturday. There will be no mail on Sundays or national holidays. When you leave SAU, please leave a forwarding address with the Post Office and return your mailbox key. Failure to return your key will result in a fee assessed to your student account. Nonresidents may rent a box for the semester or for the summer. Inquire at the Post Office for information about box rental.

### 1.19 Project Pal Program

The Office of Multicultural Services provides such programs as Project Pal, a peer mentor program for beginning African-American freshmen; and 60+, a program directed towards assisting African-American students with 60 or more college credits to overcome obstacles which may impede their quests for graduation. In addition, Multicultural Services provides a support system that encompasses counseling, advice, and encouragement for students of color at Southern Arkansas University. For more information, contact the Office of Multicultural Services, 201 Reynolds Center, 235-4046.

### 1.20 Office of the Registrar

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

#### 1.20.1 Social Security Number

Students are assigned a random 9 digit number as their student identification number. Applications for financial aid and W-4 forms for student payroll will require a Social Security Number for processing.

#### 1.20.2 Name Change

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

Recognizing that many students need help in meeting their post-secondary expenses, the University makes every effort to encourage and assist students by providing scholarships, grants-in-aid, loans, and employment to those who meet established criteria. Contact the Office of Financial Aid, 203 Nelson Hall, 235-4023, for information.

1.22 Employment Resource Center

The Employment Resource Center, 217 Reynolds Center, assists currently enrolled students in finding on-campus and off-campus employment. Students may review descriptions of current job openings submitted by faculty and staff. Information on part-time jobs with area employers is also available. Training is provided to help students develop workplace skills. Students register with the office by completing a data sheet. For more information, call 235-4097.

1.23 Student Housing

Southern Arkansas University operates seven residence halls and 84 apartments on campus. All university housing is smoke-free. Applications and information about student housing are available in the Office of University Housing, 202 Reynolds Center, 235-4047.

Students are encouraged to secure campus housing application forms as early as possible by writing to the Office of Admissions or the Office of University Housing. A residence hall or apartment space will be reserved for any student who is officially admitted to the University and has the following credentials on file:

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

When the University receives the above credentials, students will be sent official acknowledgments of their reservations from the Office of University Housing. Hall assignments are made in the order received. Students will be notified of residence hall and apartment assignments prior to the opening day of classes.

A housing application may be canceled and the housing deposit refunded when written notification of desire to cancel is received by the Office of University Housing on or before August 1 for an entire academic year (fall and spring semesters) contract; January 1 for a spring semester only contract; May 1 for a first summer session contract; and June 1 for a second summer session contract. A student who has submitted an application for housing who does enroll but does not cancel in writing before the above dates will have the deposit retained by the University.
Students with disabilities who are seeking reasonable accommodations in housing from SAU are required to submit documentation from a qualified, appropriate professional unrelated to the student, to Disability Support Services (DSS) to verify their eligibility for services under Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act. The documentation must specify that a major life activity (e.g., sleeping, walking, eating, writing, or learning) has been substantially limited by a disability. In conjunction with University Housing officials and other University officials, when appropriate, the DSS will determine eligibility for reasonable accommodations and recommend reasonable accommodations to the appropriate University office.


1.23.1 Residence Halls

Each student room is furnished with two single beds, two desks, two chairs, two dressers, two closets, and a sink. Also, telephone hookups and basic extended cable are provided in each room. Students are expected to have their own personal calling card in order to make long distance telephone calls. Students desiring premium channels must contact Magnolia Cable TV and are responsible for the charges. Students are expected to bring towels, sheets for a single bed, blanket, pillow, pillowcases, and a telephone. Use of appliances for the preparation of food in residence hall rooms is not permitted, but kitchen facilities are available in some halls.

Each residence hall establishes its own visitation policy at the opening of school each fall. However, visitation in both men’s and women’s residence halls may not begin before noon each day and must conclude by midnight Sunday - Thursday and 1 a.m. Friday - Saturday.

When entering or leaving the residence halls, all residents and visitors are required to use the front doors, which are monitored by reception desk personnel. Also, all visitors of the opposite sex are always required to sign in and are never to be in the halls without a resident escort. The University Police patrol the exterior of the residence halls and streets adjoining them. The desks in the men’s residence halls are staffed from noon until midnight each day. After midnight, the front doors of the men’s halls are locked and only residents of the halls have keys. Desks in the women’s halls are staffed from noon each day until 7 a.m. the following morning. After midnight, the front doors of the residence halls are locked and only the residents have keys.

1.23.2 University Village Apartments

University Village Apartments offer two-bedroom and four-bedroom units for juniors, seniors, graduate students, single parents, and married students. Each apartment unit includes a furnished living room, kitchen, and bathroom. The kitchen has an electric range/oven, microwave, dishwasher, full-size refrigerator,
garbage disposal, and a washer/dryer. Bedrooms include a full-size bed, chest, desk, desk chair, and ample closet space. The living room has a sofa, chairs, end table/coffee table, and entertainment center. Each room has a ceiling fan. Two-bedroom units have one bathroom and four-bedroom units have two bathrooms.

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

In the center of the University Village Apartments is the Clubhouse. The Clubhouse has a student lounge, weight room, convenience store, computer lab, mailboxes, study room, and swimming pool.

1.24 Student Life

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

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

1.25 Student Publications

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

The Mulerider is the University’s official yearbook. Students interested in working on the yearbook may apply in the Department of Theatre and Mass Communication for information concerning staff positions.

The Bray is SAU’s official college newspaper. It is designed to inform students of campus activities and is published weekly during the regular academic year. Copies are distributed free to students and faculty before noon each Friday at newsstands around campus. The Bray offices are located in Wilson Hall. Students interested in working on The Bray are invited to telephone the editor at 235-4268.
1.26 Student Organizations

Involvement in co-curricular activities is vital to the educational development of students at SAU. SAU currently has over 80 registered student organizations addressing student's educational, social, spiritual, and recreational needs. For more information, turn to Section 4: Student Organizations of this Handbook.

1.27 Student Support Services

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

1.28 Tutoring

1.28.1 Day Time

Free tutorial services are offered in the Tutoring Center, 120 Wilson Hall. Peer-tutors under the direction of the tutor coordinator assist students experiencing difficulty in course work. The center is open Monday-Thursday, 8 a.m.-5 p.m., and Friday, 8 a.m.-noon, during the fall and spring semesters.

1.28.2 Night Time

Additionally, tutoring will be provided Monday-Thursday nights, 6 p.m.-9 p.m., in the areas of math (including algebra), English, and writing. For more information, contact the tutor coordinator, 120 Wilson Hall, at 235-4385.

1.29 University Health Service

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

1.30 Veterans Administration Benefits

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

1.31 Writing Center

The Writing Center, 101 Magale Library, 235-4381, offers assistance free of charge to writers in any discipline at any stage of the writing process. Trained student writing consultants who are supervised by an English faculty member staff the center. It is open during the fall and spring semesters.
Section 2: Policies, Rules, and Regulations

2.1 Student Rights under FERPA

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

1. **The right to inspect and review the student’s education records** within 45 days of the day the institution receives a request for access.

2. **The right to request the amendment of the student’s education records** to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records**, *except to the extent that FERPA authorizes disclosure without consent.*

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:
   
   Family Policy Compliance Office  
   U.S. Department of Education  
   600 Independence Avenue, SW  
   Washington, DC 20202-4605

5. **The right to secure a copy of the institution’s policy regarding how the institution meets the requirements of the Act.** A copy of the policy may be secured in the Office of the Vice President for Student Affairs, 116 Overstreet Hall.

6. **The right to restrict directory information from being released to the public.** Directory information includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Should an enrolled student not wish directory information released to the general public, the student should notify the Office of Vice President for Student Affairs, 116 Overstreet Hall, no later than the end of registration week of each semester or term that all or part of the directory information should not be released without prior consent.
2.2 Student Conduct

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

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

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

2.3 General Regulations

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

1. plagiarism or cheating; forgery, alteration, destruction or misuse of University records, documents, or identification; knowingly furnishing written or verbal false information to the University; or other similar forms of dishonesty in University-related affairs (see Academic Integrity Policy, section 2.5);

2. participating in, including aiding and abetting in, the obstruction or disruption of teaching or administrative procedures or other University activities either in or out of the classroom;

3. misuse of computer equipment, programs, labs, or procedures (see Computer Services Policies, section 2.9);

4. unauthorized entry into a building, classroom, office, or residence; unauthorized use or possession of public or private property or property belonging to a member of the University community or campus visitor; unauthorized possession or use of building keys or equipment;

5. public intoxication or the use, possession, sale, or distribution of alcoholic beverages; the University may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy;
6. use, possession, sale, or distribution of narcotics, marijuana, barbiturates, or “pep pills,” except as prescribed by a registered medical doctor; use of inhalants or possessing products with the intention of using them as inhalants; the University may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy;

7. use or possession on University-owned property or buildings of firearms, weapons, explosives, fireworks, air guns, paint ball guns, war souvenirs, tear gas, or pyrotechnic devices;

8. depositing or discarding trash or litter on campus in other than appropriate trash and waste containers. No person shall throw or discard paper, bottles, cans, or any substance deemed as litter inside buildings or on campus property including all streets, walks, lawns, etc.;

9. causing any type of false alarm, disaster, fire, threat of bomb, or deliberate misuse of fire equipment (For the protection and welfare of the students of SAU, any student who shall give, or cause to be given, any type of false alarm of fire and/or threat of a bomb, or who shall deliberately misuse firefighting equipment, shall, upon being found guilty, be subject to action by the University resulting in possible suspension. Any nonstudent involved in the above offense will be referred to the civil authorities.);

10. harassing another person; addressing harassing language, slanderous and/or libelous language, or fighting words to a person; following a person in or about a public place or places (e.g., stalking);

11. assaulting another person; attempting or threatening to strike, kick, or otherwise subject another person to unconsented physical contact;

12. making obscene utterances, gestures, or displays; or engaging in a course of conduct or repeatedly committing acts that are disorderly;

13. theft of or damage which is done individually or as a member of a group to property belonging to the University or belonging to a member of the University community, campus visitor, or to public or private property adjacent to the campus;

14. failure to meet the financial obligations specified by the University in a legal manner; if a student is unable to meet his or her obligations for a good reason, the student is responsible for calling on the department or individual concerned and attempting to arrange for an extension;

15. violation of University, municipal, or state regulations governing the use of motor vehicles on University-owned or controlled property;

16. gambling on University property or in the University student housing;
17. failure to comply with the written or oral directions of the faculty, staff, University police, and/or other authorized University personnel (A student is expected, upon request, to surrender proper identification.);

18. blocking the entrances or exits of any campus buildings, or obstructing the free flow of pedestrian or vehicular traffic on University premises or at University sponsored events;

19. use of skateboards, inline and roller skates on University premises during the published, prohibited hours;

20. violation of visitation hours or other residence hall policies or regulations as posted in the hall or published in Hallways; violation of University Village Apartments policies or regulations as posted in the Clubhouse or published in Community Guide;

21. failure to ensure the proper accepted conduct of guests (A guest is defined as any person who is present at the invitation of a student or any person who is received by a student, or any invited or uninvited non-student who is accompanied by a student.);

22. failure to observe University-wide quiet hours. Because of the large number of student, faculty, and staff residences on the campus, students and visitors are to observe University-wide quiet hours both on the campus and on the streets bordering the campus from 11 p.m. to 7 a.m. Sunday through Thursday, and 1 a.m. to 7 a.m. Friday and Saturday. This includes loud talking, shouting, loud radios, fireworks, explosive noises, loud engines, noisy group activities, etc. Any scheduled campus event that would be construed to be in violation of this regulation must be approved a minimum of one week in advance of the event in order to facilitate the notification of campus residents by mail.

23. participation in hazing or a hazing activity as an individual or as a member of a group;

24. violation of local, state, or federal law which adversely affects the student’s suitability as a member of the University community, or when it appears that the presence of the student on campus would seriously interfere with the normal educational functions or would endanger the student or threaten to endanger a member of the University community or University property;

25. signing up for internet, phone, or messaging service and charging it to the University;

26. threatening or attempting suicide;

27. failure to maintain a current mailing address with the Registrar’s Office;

28. violation of the University smoking policy;
violations of Arkansas or federal criminal statutes including but not limited to the following:

**State**

A. Arkansas Code 6-21-207 provides that one who loiters upon or near the grounds of a public school during school hours, or at any school-sponsored activity after regular school hours, without any lawful business or purpose shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine of not less than $50.00 nor more than $250.00.

B. Arkansas Code 6-5-202 prohibits any student from engaging in the act of hazing; encouraging, aiding, or assisting any other student in the act of hazing; acquiescing in the act of hazing; or failing to report promptly his knowledge of the presence and practice of hazing to an appropriate administrative official of the University. Arkansas Code 6-5-203 provides that the offense of hazing is a Class B misdemeanor, and that upon conviction the student shall, in addition to any punishment imposed by the court, be expelled from the University.

C. Arkansas Code 5-71-226 provides that it shall be unlawful for any group composed of two (2) or more persons to act jointly with one another, or attempt any action in conjunction with one another, to obstruct or bar any hallway or door of any campus building or facility, seize control of buildings or campus facilities, prevent the meeting of or cause the disruption of any classes, or erect any type of barricades aimed at obstructing the orderly passage of persons or vehicles onto or off of campus grounds. Any person convicted of disrupting campus activities shall be guilty of a misdemeanor and, in addition to any lawful penalty imposed by the institution, shall be subject to a fine of not less than $200.00 or imprisonment in the county jail for a period of not less than six (6) months, or both.

D. Arkansas Code 5-71-216 provides that a person commits the offense of defacing a public building if he purposely defaces, mars, or otherwise damages a public building. Defacing a public building is a Class A misdemeanor.

E. Arkansas Code 5-71-211 makes it unlawful for a person to threaten a fire or bombing if he purposely threatens damage or injury to the person or property of another by bombing, fire, or other means, in a manner likely to place another person in reasonable apprehension of physical injury to himself or another or of damage to his property or to the property of another, or to create public alarm. Threatening a fire or bombing is a Class D felony if physical injury to a person results. Otherwise, it is a class A misdemeanor.

F. Arkansas Code 5-68-205 makes it unlawful to publicly display obscene material as defined by Arkansas Code 5-68-302 on any motor vehicle or wearing apparel. Violations shall be punishable as
Class C misdemeanors.

G. Arkansas Code 5 - 68 - 205 provides that a person commits the offense of publicly displaying an obscenity when the person knowingly causes an obscenity to be displayed in a manner which is readily visible to the public and its content or character is distinguishable by normal vision. Act 584 provides that “obscene” has the same meaning as it is defined by Arkansas Code 5-68-302. Publicly displaying obscenity is a class B misdemeanor.

H. Act 351 of 1991 prohibits the making, forging, or counterfeiting of a transcript, diploma, or grade report and the using, offering or presenting a fraudulent transcript, diploma or grade report. Upon conviction, a person may be fined in an amount not to exceed $1,000 and/or may be imprisoned for a period not to exceed six months.

Federal

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

2.4 Reporting Violations

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

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

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.

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

2.5 Discipline Procedures

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

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

In order to protect the educational process of the University and at the same time to protect the rights of all students, the University has authority to develop and enforce regulations and to impose disciplinary penalties on students found guilty of offenses or violations of rules and regulations. The process for enforcement of University rules and regulations for student conduct shall conform to the
procedures stated below. However, residence hall and apartment rules and motor vehicle regulations and procedures under which the University applies to collect monies, continue in force, and adjudication of questions arising under them need not comply with the following procedures when controversies are amenable to these procedures.

The appointed staff in the Office of Student Life is charged with the responsibility of initiating student disciplinary procedures and meeting with the student. In the process of meeting and counseling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made, or the student affairs staff may request a hearing before the Student-Faculty Discipline Committee in the event of severe discipline.

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

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

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

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

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

B. dismissal: separation of the student from the University for an indefinite period of time.

C. suspension: separation of the student from the University for a definite period of time.
D. disciplinary probation: official warning that the student’s conduct is 1) in violation of the rules, requests, and policies stated in SAU publications, official correspondence, or announcements; or 2) in violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, dismissal, or expulsion. Disciplinary probation can be imposed for varying periods of time and can include the following:
1. ineligibility to hold office in the University.
2. ineligibility to represent the University in any official function.
3. ineligibility to continue to receive a University-sponsored scholarship, grant, work and/or loan.
4. placing an informational notice in the student’s permanent file.
5. continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation.

E. letter of enrollment block: a letter stating that the student may not reenter SAU without prior approval through the Office of Student Life if enrollment has been blocked for a previous disciplinary problem or for medical reasons.

F. letter of reprimand: a written admonition of a student for actions unbecoming to the University community.

G. loss of campus housing privileges: removed from University housing for disciplinary reasons.

H. work hours: hours that a student may be required to work in a specified area of service to the University.

I. restrictions: the withdrawal of specified privileges for a definite period of time.

J. restitution: a payment for financial injury in cases involving theft, personal injury, destruction of property, or deception. The assessed costs to be paid may be in addition to other disciplinary sanctions.

K. monetary fines: a fine assessed by the University which is placed on the sanctioned student’s account.

L. educational sanctions: All consequences of the student judicial process are intended to be educational. In this context, however, the term “educational sanctions” specifically describes those tasks, assignments, or experiences that a student is obligated to complete as a result of the Discipline Committee or staff’s decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture or meeting, or to attend counseling.
Interim Suspension
In certain circumstances, the dean of students may impose a University or residence hall suspension prior to the hearing before a judicial body. The interim suspension shall become immediately effective without prior notice.
Interim suspension may be imposed only:
a) to ensure the safety and wellbeing of members of the University community or preservation of University property;
b) to ensure the student's own physical or emotional safety and well-being; or
c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
During the interim suspension, students shall be denied access to University housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

2.5.1 Discipline Committee Hearing
The circumstance, which results in a hearing before the Student-Faculty Discipline Committee, is the referral by the student affairs staff of a situation involving disciplinary action upon the request of the student involved or the student affairs staff.
Points involved in such hearings traditionally have been classified as
(1) issues of fact (Did a certain incident occur? Was the student involved in the incident?),
(2) issues related to the nature or character of the incident (Was it an accidental, careless, or intentional action? Was it spontaneous, or premeditated? Were there justifiable reasons or extenuating circumstances?),
(3) issues of degree or extent (Was it minor, moderate, or major?), and
(4) issues of jurisdiction (Does the administration have jurisdiction over the incident and the persons involved?).
The purpose of the hearing is to allow the committee to judge whether a violation of regulations of student conduct has occurred and to recommend the appropriate action to be taken. The hearing procedure is an effort by the University to provide students with institutional due process and to provide an atmosphere in which students can both learn and practice rules and procedures of responsible social conduct. The University further seeks to apply in actual practice those principles and rules of justice and civic responsibility incubated by its faculty in academic process.
When a hearing is requested, the dean of students shall make arrangements for the hearing and shall notify the student of the time, date, and place of the hearing. Unless the student requests otherwise, the hearing will be closed except to participants. The student shall notify the dean of students in advance of the hearing if the student desires the hearing to be public.
At the hearing, the student is entitled to be present with a University advisor of his/her choice (secure “the Role of the University Advisor in Disciplinary Hearings” from the vice president for student affairs) to testify on his or her own behalf, to present witnesses, to ask questions of witnesses who appear, and to examine all evidence presented to the Committee. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held.

A tape recording shall be made of the hearing and shall be kept by the dean of students for one year. The chairperson of the Student-Faculty Discipline Committee shall preside over the hearing and shall rule on the admissibility of evidence, which may include hearsay, and on all other questions regarding the conduct of the hearing.

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

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

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

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

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

The chairperson of the committee shall forward to the dean of students a written report of the decision and the reasons thereof. The dean of students will report the decision of the hearing committee in a letter to the student and inform him or her of the right to appeal to the vice president for student affairs on or before a specified date. If no written notice of appeal is received within the time specified and the Office of the Vice President for Student Affairs does not chose to review the proceedings, the action proposed shall be imposed and the disposition shall be considered final.
An ad hoc hearing board may be established by the president whenever the Student Discipline Committee is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members, including at least one student.

Appeal of the decision of the Student-Faculty Discipline Committee may be made to the vice president for student affairs by filing a Notice of Appeal for Review with the Office of the Vice President for Student Affairs. The Notice of Appeal shall be accompanied by a memorandum stating the grounds for believing the decision to be erroneous or unfair. An appeal of a disciplinary decision may be made only on justifiable grounds, including irregularity in proceedings, punishment inconsistent with the nature of the offenses, additional pertinent evidence not available for the original hearing, or a question of fact. The vice president for student affairs may deny a request for an appeal if the student fails to show sufficient grounds for an appeal.

The vice president for student affairs shall notify all parties in the case of the date, time, and place of appeal. The appeal proceedings will be confined to a reception of additional evidence to be offered and of other objections upon which the appeal is based. Following these presentations, the appeal hearing will close and the vice president for student affairs will review the previous proceedings along with the additional evidence or objections. The vice president for student affairs will then determine whether the disciplinary rights have been properly observed. In the decision, the vice president may:

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

The vice president for student affairs will notify the student and proceed appropriately.

2.5.2 Role of the University Advisor in Disciplinary Hearings

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

When a faculty member serves as an advisor for a student appearing before the Student-Faculty Discipline Committee, no advance notice to the committee is necessary. However, both the student and the University advisor are welcome to discuss the committee procedures with the dean of students and/or the Student-Faculty Discipline Committee chair in advance of the hearing. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held. Only the student, his University faculty advisor, and the student’s witnesses are permitted to make presentations to the Student-Faculty Discipline Committee.

2.5.3 Failure to Appear

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

2.6 Academic Integrity Policy

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

A. Plagiarism

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

1. To avoid plagiarism, give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.

2. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).

3. Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments are not to be purchased from individuals or companies, which provide these services.)

B. Cheating

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. Examples of cheating include:
1. Observing and/or copying from another student’s test paper, reports, computer files, and/or other class assignments.

2. Giving or receiving assistance during an examination period. (This includes providing specific answers to subsequent examinees and/or dispensing or receiving information which would allow the student to have an unfair advantage in the examination over students who did not possess such information.)

3. Using class notes, outlines, and other unauthorized information during an examination period.

4. Using, buying, selling, stealing, transporting, or soliciting, in part or entirety, the contents of an examination or other assignment not authorized by the professor of the class.

5. Exchanging places with another person for the purposes of taking an examination or completing other assignments.

**Discipline:**

Teacher imposed penalties for plagiarism or cheating include, but are not limited to:

1. Requiring student(s) to rewrite/retake a graded item; the grade may be lowered.

2. Giving the student(s) a failing grade on the graded item.

3. Giving the student(s) a failing grade on the graded item and filing documentation of the offense in the office of the Vice President for Academic Affairs.

4. Giving the student(s) a failing grade in the course (F or WF) and filing documentation of the offense in the Office of the Vice President of Academic Affairs.

5. Recommending University sanctions, including disciplinary suspension, dismissal, or expulsion from the university.

A student will be suspended or dismissed for a second offense of academic misconduct, if documentation is filed in the Office of the Vice President of Academic Affairs.

Colleges and departments may add to the above policy or take other disciplinary action which suits their particular needs.

Students may appeal an action of a faculty member under the Academic Integrity Policy if the penalty involves a course grade reduction or a recommendation for academic suspension from the University. The appeal will be filed with the vice president for academic affairs. Appeals involving grades will be reviewed by the respective college Grade Appeals Committee. Appeals involving suspension will be reviewed by the Academic Suspension Appeals Committee.

**2.7 Americans with Disabilities Act (ADA) Grievance Procedure**

Southern Arkansas University has adopted an internal grievance procedure providing prompt and equitable resolution of complaints alleging any action
Complaints should be addressed to: ADA Compliance Coordinator
Office of Counseling and Testing

1. A complaint, filed in writing, should contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within five days after the complainant becomes aware of the alleged violation.

3. The ADA compliance coordinator shall conduct a disciplinary investigation of the complaint to determine if evidence exists that warrants further inquiry and shall then refer the complaint to the appropriate vice president for further investigation. This process contemplates informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

4. A written determination as to the validity of the complaint and a description of the resolution if any shall be issued by the ADA coordinator and a copy forwarded to the complainant no later than 15 days after its filing.

5. The ADA coordinator shall maintain the files and records related to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the Faculty-Staff Appeals and Human Rights Committee who will report its findings to the president. The decision of the president will be the final University action on all grievances.

This entire process shall be constituted to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Southern Arkansas University complies with the ADA in implementing regulations.

2.8 AIDS Policy

In accordance with Equal Opportunity Guidelines and the American College Health Association, SAU does not identify or discriminate against individuals with AIDS. SAU follows the policy and procedures of the American College Health Association in its practices and procedures concerning students with AIDS. For more information, contact University Health Services at 235-5237.

2.9 Bulletin boards, posters, notices, and other materials

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

2.9.1 Identification and Responsibility

All notices must carry the name(s) of the organization(s) responsible for distribution and be approved in the Office of Student Activities, 201 Reynolds Center, and be stamped with the date of their removal by that office. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as members or officers of the organizations.

2.9.2 Libelous and Scurrilous Material

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

2.9.3 Posting of Notices

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

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

2.9.4 Places for Posting Notices

• North interior wall of Bruce Center.
• Selected campus bulletin boards.
• Tied between two trees.
• Placed on tables.

2.9.5 Distribution of Printed Materials

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

2.10 Class Attendance Policy

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

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

2.10.1 Make-up Examination/Credit for Class Absences Policy

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

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

B. Student has been ill and has a written excuse from the University nurse or personal physician.

C. Student is excused by the instructor for emergency reasons.

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

The absent student must contact the instructor no later than the start of the next class attended in that course to make arrangements for the make-up work. A student who fails to make arrangements prior to commencement of the next class attended, forfeits the right to make-up credit, though the instructor may, for good cause, choose to allow makeup credit.
A student is responsible for notifying all instructors as soon as possible when the reason for an absence is known in advance. A student forfeits the right to make-up credit for failing to meet this requirement, though the instructor may, for good cause, choose to allow make-up credit. Notification by administrative or instructional staff of a student’s absence, either before or after the absence, does not relieve the student of the responsibility for personal notification.

2.11 Computer Services Policy

2.11.1 Computer Accounts

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

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

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

Misuse of Accounts

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

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

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations may be grounds for sanctions against members of the academic community.
Users should also be aware that some types of computer abuse are not only against University policies but are also in violation of state and Federal criminal codes (unauthorized reproduction of copyrighted software, intentional damage to hardware or accounts, and unauthorized alteration or access to computer systems).

Students

SAU students finalized for the fall semester will have an account automatically created the day before classes begin. All new SAU students finalized for the spring and summer semester will also have an account automatically created the day before classes begin for the given semester. Students who finalize registration after automated creation of accounts must complete an account request form in the Computer Commons located in 116 Dolph Camp. Every effort will be made to create the account within two working days of the request (receipt of a large number of requests may lengthen the time frame). Format of student account name will be first letter of first name, middle initial, last name, and four random numbers with no spaces. For example, the account for John David Student will be JDSTUDENT4321. Student accounts will remain accessible during semesters for which students are actively enrolled.

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

2.11.2 Electronic Messaging

E-Mail

E-mail is an integral part of communications on campus. The purpose of e-mail is to electronically communicate effectively with students, employees, peers and/or other individuals within the higher education infrastructure. All correspondence from the Financial Aid office and the Student Accounts office will be sent to the student’s e-mail address. Therefore, it is imperative that each student regularly check this e-mail and review completely the information transmitted. To check SAU e-mail, enter the following address in your browser: stumail.saumag.edu.

SAU users must adhere to the following guidelines:

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

**Quotas**

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

**Violations**

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

**2.11.3 Pornographic/Obscene Material**

Pornographic/obscene material is prohibited on computer equipment in the SAU Computer Commons. Material of this nature may be accessed only when the material is to be used for academic research that has been approved by the dean of the appropriate college. No research of this nature will be allowed in the Computer Commons or computer classrooms. Research must be done from an alternate site on campus.

Any pornographic/obscene material that is received on the SAU campus should be forwarded to the director of Information Technology Services for further investigation and reporting to the appropriate senior administrator.

**2.11.4 Student Computer Commons and Classroom Policies**

**Introduction**

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

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

**University Responsibility to Student**

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

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

**Student Responsibilities**

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

**General**

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

**Access**

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

**Hardware/Software**

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

**Web Pages**

**General Guidelines**

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

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

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

If you have any doubt about the suitability of material to be published, contact the director of the Communications Center at extension 4027.
Personal Web Pages – Students, Faculty, or Staff

Personal web pages may not contain the University or campus logos or other symbols of the University or the campus.

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

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

Usage of the University Logo

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

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

Consequences of Misuse

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

Policy/Procedure

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

1. Negligently degrading, intentionally degrading or attempting to degrade the performance of any University system or any system available through the Internet.
2. Penetrating or attempting to penetrate the security of the University system or any system available through the Internet.
3. Depriving or attempting to deprive other students of resources or access to computer resources.
4. Using any computer system or network to send unsolicited, offensive, abusive, obscene or otherwise harassing communications.
5. Using a computer account belonging to another individual without the explicit permission of that individual and the director of Information Technology Services (students are responsible for all activity originating from their accounts as well as for their safeguard and use).
6. Negligently, or intentionally and without authorization, accessing, altering, interfering with the operation of, damaging or destroying all or part of any computer, computer system, computer network, computer software, computer program or computer database.
7. Failing to reasonably protect or intentionally or knowingly giving or publishing any password or other confidential information about a computer, computer system, computer network or computer database.
8. Inspecting, modifying or copying programs, data, or electronic mail without authorization.
9. Placing any information in the University's computer system(s), computer network, or any system available through the Internet, which is not in keeping with the educational purposes of the University, such purposes being determined solely by the University.
10. Specifying false or misleading information when being investigated for computer misuse under this policy.

2.12 Drug and Alcohol Abuse Regulations

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

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

2.12.1 Biennial Review of Policies and Programs

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

2.12.2 Health Risks in Using Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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

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

2.12.3 Health Risks Associated with Controlled Substances

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

2.12.4 Penalties for Drug and Alcohol Abuse in Motor Vehicles

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

A person who drives a motor vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated. Penalties for such an offense may include: suspension of license, probation, imprisonment, fines of no less than $150, payment of an additional $250 in court costs, public service work as deemed appropriate by the court, and a requirement to complete an alcohol education program as prescribed and approved by the Arkansas Highway Safety Program or an alcoholism program.
treatment program as approved by the Office on Alcohol and Drug Abuse Prevention. A blood alcohol level of 0.05 may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of .10 or more shall give rise to a presumption of intoxication.

For individuals under the age of 21 a blood alcohol level of one-fiftieth of one percent (0.02%), but less than one-tenth of one percent (0.10%), by weight of alcohol in the person’s blood, it is unlawful and punishable to operate or be in actual physical control of a motor vehicle.

2.12.5 Penalties for Possession of Illegal Drugs and Substances

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

2.12.6 Drug Treatment Available

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

Alcoholics Anonymous South Arkansas Regional Health Center
914 North Vine 412 North Vine
Magnolia, AR 71753 Magnolia, AR 71753
(870) 234-7770 (501) 234-7500*

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

2.13 Fund-Raising (Solicitation) Policy

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

Organizations desiring to sell or solicit on or off campus must obtain a “Request to Solicit” form provided in the Office of Student Activities, 201 Reynolds Center. Requests to sell or solicit in the residence halls will require the signatures of the organizational president, sponsor, and the director of housing.

Requests for solicitation at other places on campus will require the signatures of the organizational president, sponsor, and the student activities administrator.

Student organizations may be permitted to hold fund-raising events on campus under the following conditions:
1. Student organizations may hold fund-raising activities (solicitations) that are reasonable and appropriate given the organization’s purpose. Fund-raising activities (solicitations) shall be defined as (1) requesting donations, without products or services being rendered or (2) activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of Southern Arkansas University or for the selected philanthropic project of the organization. Off-campus solicitations are not to occur more than three times per semester for each requesting organization.

2. The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Office of Student Activities at least one week prior to the requested date(s) of the fund-raising. The Office of Student Activities will review the request for eligibility (recognized student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization). Outside firms, businesses, or agents are forbidden to solicit on campus whether it is through a regular employee of the company or a student representative, except where a written contract exists with the University.

3. The president (or designee) of the student organization, with the assistance of the Office of Student Activities, will process the facility request for the site(s) at which the event is to be held to obtain site approval.

4. Individual groups or organizations using a University facility are responsible for setup, take down, and cleaning up the area used. Promotional materials, posters, signs, etc. should be in compliance with the established policies stated in the SAU Student Handbook. These policies, among other things, prohibit posting of signage on building surfaces. Clean up would also include removal of posting materials, posters, signs, etc. Signs, banners, posters, promotional material etc. posted by the organizations should not directly or indirectly promote commercial enterprises not having existing contracts with the University.

5. The sale of food items may be restricted by the director of Food Services and must have prior approval if such items are considered unsafe for consumption. The sale or distribution of alcoholic items is prohibited.

6. All events are subject to general University policies contained in the Student Handbook. Failure to comply with University policies may preclude an organization from having additional fund-raising events.

7. All solicitations by student organizations are not to be advertised via
ALLUSERS or STUDENTS. This information may be placed on the appropriate electronic and University approved bulletin boards.

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

1. Advertising in The Bray, or SAU Cable Channel 13.

2. Free and open use of outdoor bulletin boards and designated indoor bulletin boards (requires prior approval from the Office of Student Activities).

3. Solicitations by local groups are permitted during the fall new student orientation period on campus and the annual Fall Fest, Spring Fling, Family Day, and Homecoming. Other activities must be approved by the Office of Student Activities.

4. Solicitation by local groups during the fall new student orientation and the Fall Fest and Spring Fling must be coordinated by the Office of Student Activities.

2.14 Grade Appeal Policy

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

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

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

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

A. A Student Government Association representative of the college in which the grade is challenged (one of the three student representatives eligible to
serve). The Student Government Association president will appoint the representative.
B. A Faculty Senate representative of the college in which the grade is challenged. The Faculty Senate president will appoint the representative.
C. The dean of the college. (If the dean is not available, then the vice president for academic affairs is the third member of the panel.)

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

2.15 Grade Changes

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

1. The instructor who assigned the original grade chooses (as a result of recalculation, completion of course requirements, or on the basis of appeal from the student) to initiate a Grade Change Request, in which the instructor outlines the reasons for the change. (Forms used in processing a grade change of this sort are available from the Registrar.) The college dean and vice president for academic affairs must approve such a request.

2. The “Student Grade Appeal Policy” described above concludes with a decision that a grade is to be changed (in which case the dean of the college initiates the Grade Change Request). The instructor involved will be notified by the dean. The appeal time limit (three weeks after the beginning of the next semester) will be extended indefinitely in any case where clear and completing evidence is presented that the student has been unjustly awarded a grade.

3. The administration initiates a withdrawal from the University on behalf of the student. For administrative withdrawal, all grades posted to the student’s record will be changed according to the policy described in the current Southern Arkansas University Catalog. Administrative withdrawal will be used only in extraordinary circumstances such as medical conditions, nonacademic suspensions, family emergencies, or situations clearly beyond the control of the student.

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

2.16 Hazing

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

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

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

Hazing, whether on or off University property, is hereby defined as any or all of the following:

1. Any willful act or practice by a member or pledge, directed against a member or pledge, which, with or without intent:
   a. is likely to cause bodily harm or danger, physical punishment, or disturbing pain.
   b. is likely to:
      (1) compromise the dignity of a member or pledge;
      (2) cause embarrassment or shame to a member or pledge;
      (3) cause a member or pledge to be the object of malicious amusement or ridicule;
      (4) cause psychological harm or emotional strain.
   c. will interfere with the member or pledge’s academic efforts.

2. Any requirement by a member or pledge which compels a member or pledge to participate in any activity which is illegal, which is known by the compelling person to be contrary to a member’s or pledge’s moral or religious beliefs, or which is contrary to the rules and regulations of Southern Arkansas University.

3. Failure to comply with the direction of University officials and other authorized agents acting in the performance of their duties.

4. The following practices are specifically forbidden:
   - Paddling
   - Calisthenics, physical exercise such as sit-ups, push-ups, etc.
   - Scavenger hunts, quests, treasure hunts
- Nudity at any time
- Wearing or carrying of items such as coconuts, helmets, burlap bags, paddles, or rocks
- Road trips - kidnaps of members or pledges - taking pledges to remote locations and leaving them to find their own way back
- Creation of excessive fatigue
- Branding, bodily mutilation
- Physical or psychological shocks
- Wearing apparel that is uncomfortable to the individual or which is conspicuous and not normally in good taste
- Engaging in public stunts or buffoonery
- Morally degrading or humiliating games or activities
- Giving of food or drink, which is distasteful or designed to provoke nausea
- Any form of verbal harassment
- Any action created subjugating an individual to a condition in which the person might tend to lose self-respect, suffer injury to a personal dignity, or is required to compromise personal values
- Disorderly conduct, including violent, noise or drunken behavior and the use of abusive or obscene language on University property
- Dropping food (eggs, grapes, liver etc.) in the mouths of associates or pledges
- Extremely loud music or many repetitions of the same music played during pre-initiation week and/or between portions of the ritual
- Throwing whipped cream, water, paint, eggs, etc. on an associate or pledge
- Pushing, shoving, or tackling a member/pledge
- Waking pledges time and again during the night
- Forcing alcoholic beverages on a member/pledge who does not wish to drink or drink that much
- War games
- Lineups of the pledge/new member "class"
- Required eating of raw onions, spoiled food, etc.
- Placing pledges/members in a room which is uncomfortable (temperature, noise, too small) during pre-initiation activities or between portions of the ritual
- Personal errands run by pledge/member for active members (servitude)
- Assigning "pranks" such as stealing, painting objects, panty raids, harassing another organization
- Active members intentionally messing up the house or a room for the pledge to clean
- Less than six continuous hours of sleep for pledges/members each night during pre-initiation or initiation periods
- Pledges/members not permitted adequate time for studies during pre-initiation or initiation periods
- Lengthy work sessions
- Pledges/members expected to do anything that the active members say
- Running stairs while reciting material
- Telling pledge/member he's/she's failed by snuffing out candles in front of him/her
- Pledges/members blindfolded at any time
- Pledges/members asked to close eyes and perform trust activities such as telling pledge that everyone before them has jumped onto a "nail" and the pledge/member must too (the pledge/member not knowing there is no nail, as such)
- Pledges/members booed and/or hissed or demeaned when they make a mistake in recitation in front of the chapter
- Pledges/members dragged onto the floor when awakened
- Pledges/members writing a list of their faults or "sins" believing they must read them to the chapter
- Conducting pre-initiation or initiation activities in totally dark rooms

5. Threatening in any manner or form for the purposes of cajoling individuals into secrecy in regard to breaches of the SAU Hazing Code.

6. Conducting activities for pledges, either on or off University property, between 10:30 p.m. and 8:00 a.m. Sunday through Thursday, and between midnight and 8:00 a.m. Friday and Saturday.

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

2.17 Policy Statement on Nondiscrimination

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

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

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

SAU is an equal employment opportunity employer.
2.18 Off Campus Events

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

2.19 Sexual Assault Policy

Sexual assault is defined as actual nonconsensual* or forcible oral intercourse or attempted vaginal intercourse by a person(s) known or unknown to the victim. Sexual assault also includes, but is not limited to, any actual or attempted nonconsensual or forcible sexual touching [including fondling, kissing, groping] attempted oral/anal intercourse, digital penetration and penetration by an object by a person(s) known or unknown to the victim.

*Consent requires speech or conduct indicating a freely given agreement to have sexual intercourse or participate in sexual activity.

Sexually assaultive behavior is harmful to both the learning environment and the sense of community that Southern Arkansas University is trying to promote among the students, faculty, staff and administration. All members of the Southern Arkansas University community have an obligation to act responsibly in the realm of sexuality and to accept personal responsibility for their behavior.

All reports of sexual assault should be reported to the dean of students in the Office of Student Life, 101 Reynolds Center. Reports to this office can be made without criminal charges being filed. [SAU has a legal responsibility to report all alleged assaults involving a minor to the Department of Human Services.]

2.20 Sexual Harassment Policy

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

Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which takes place when: submission to the conduct is either explicitly a term or condition of an individual’s academic status or advancement; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive learning environment.

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

There are two procedures with any sexual harassment allegation: informal and formal.

1. The informal process intended to provide mediation and resolution of conflicts includes the following procedures:
   a. Report the incident in writing to the vice president for administration.
   b. A panel of six representative SAU employees will be trained in working with these cases. A male and female will be chosen to mediate the complaint.
   c. A complaint form will be made and completed by anyone bringing charges of sexual harassment and housed in the vice president of administration’s office.
   d. The panel representatives will attempt to resolve the situation within 30 days or request additional time.
   e. A form will be completed with the complainant telling whether or not he/she is satisfied with the result and if not, if he/she chooses to undergo the formal procedure.

2. The formal procedure will require refiling a complaint.
   a. There will be a fact-finding procedure.
   b. The person filing the complaint may have his/her attorney present at the hearing but this person may communicate in writing only.
   c. This complainant will go before the Faculty-Staff Human Rights Committee.
   d. If the SAU employee is found guilty, the following sanctions may apply: reprimand, probation, lack of eligibility for promotion and tenure, lack of eligibility for pay increases, reduction in pay, lack of eligibility for merit pay, demotions, and dismissal.
2.21 Skating (inline, skateboards) Policy

1. Roller skates, inline skates, and skateboards may be used by SAU students or staff with current IDs from 6 p.m. until 1 a.m., Monday through Friday and on weekends. Skating is prohibited during the hours of 1 a.m. and 6 p.m., Monday through Friday.

2. At all times pedestrian traffic will have the right of way. At no time are roller skates or inline skates to be worn inside buildings on the SAU campus.

3. Approved skating areas are:
   a. the sidewalks in the mall area,
   b. the sidewalks surrounding the Katherine Brown HKR Complex, and
   c. the East parking lot at the HKR Complex (behind the building) except during official University events or functions. Skating is possible when traveling to, from, or between these areas.

4. Skating is not to occur on handrails, walls, benches, and raised surfaces.

5. Any person engaging in any skating activity shall assume and shall be solely responsible for any property damage and/or any personal injury to himself or herself or to any third parties which arises out of any skating activity. This shall include, but is not limited to, any property damaged at the University.

6. Any person choosing to engage in any skating activity of any kind shall assume all risks associated with such activity and must complete the University Skating Waiver.

2.22 Smoking Policy

Smoking is not permitted in any building or within 25 feet of any building on the SAU campus with the following exceptions:

In individual offices or studios of faculty when students or visitors are not present or with the expressed consent of the student or visitor.

Smoking is permitted in the outdoor areas of the campus. Smokers are requested to place ashes and residue (butts) in appropriate receptacles.

Smoking is not permitted in any SAU vehicle.

Chewing or dipping tobacco is subject to the same conditions as smoking.

2.23 Solicitors

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

2.24 Sound Amplification Devices on Campus

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

The use of sound amplification devices in buildings on the campus or any site owned by the University or under its control, except as provided below, is hereby prohibited unless a permit for the use of the same is first obtained from the Office of Student Activities.

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

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

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

a. When the time, location, manner, and extent of amplification will not unreasonably interfere with or distract the student, faculty, employees, and guests of the University from their University-schedule academic programs or business activities.

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

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

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

Any user of sound amplification devices without a permit may result in disciplinary action being taken against the user, including the removal of such equipment or device.
Music chosen for amplification on campus must not be vulgar in nature. Music reported and found to be excessively loud or vulgar will result in the person or organization being issued a written warning by the Office of Student Activities. If the party does not heed the warning, disciplinary sanctions may be imposed including possible fines and loss of privilege to sponsor events and to hold a permit for up to one year.

2.25 Suicide Prevention Policy

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

2.25.1 Residence Hall Protocol for Suicide Prevention

In the event there is notification that a student is contemplating suicide, one of the following positions should be notified immediately:
- resident assistant
- residence hall director
- housing coordinator
- dean of students
- Office of Counseling and Testing staff
- vice president for student affairs

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

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

2.25.2 Faculty/Staff Protocol for Suicide Prevention

In the event a faculty or staff member becomes aware of a student contemplating suicide, the following sequence of positions should be notified immediately:
- Office of Counseling and Testing
- Office of University Health Services
- Office of Vice President for Student Affairs

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

In the case of an attempted suicide, call the University Police, 235-4001.

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2.26 Student Right-to-Know

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

2.27 Withdrawal from the University

A student who chooses to leave the University for any reason must officially withdraw. The withdrawal process is not complete until a withdrawal card has been obtained from the Office of Student Life, 101 Reynolds Center, and completed by each administrative area listed.

If a student withdraws from the University from week 11 through week 15 of a semester or week four of a summer session, a grade of W will be given for each course the student is passing at the time of the withdrawal, or a WF will be given if the student is failing. Exceptions to this policy may be made in the case of illness or some other valid reason.

A student may not officially withdraw from the University during the two final weeks of a semester or during the final week of a summer term, except for documented circumstances beyond the student's control and approved by the vice president for academic affairs. A grade of W will be given for each course the student is passing at the time of the withdrawal, or a WF will be given if the student is failing.

Medical Withdrawal Outside of the Current Semester

A student who requests a medical withdrawal outside of the current semester will follow the procedure outlined below:

1. The student may apply for a medical withdrawal to the offices of the vice president for academic affairs, vice president for administration and finance, or the vice president for student affairs.
2. The three officers mentioned above will meet to consider the request of the student.
3. After making a decision on the case, the secretary in the office of the vice president for academic affairs will send a letter to the student advising him of the decision of the committee.

2.28 Procedure for Amending Policies, Rules, Regulations

Changes and/or additions to the SAU Student Handbook must be submitted in writing to the Office of Student Life. The Student Affairs Committee or other appropriate bodies will review the proposed changes. The Committee will make recommendations to the vice president for student affairs. Approved changes and/or additions to the Student Handbook will become effective immediately and will appear in the next edition of the Student Handbook.
Section 3: University Police and Parking Regulations

3.1 University Police

3.1.1 Campus Safety

Safety of students, faculty, staff, and visitors is the primary concern of Southern Arkansas University, Magnolia (SAU). University police are employed by the University for the purpose of addressing law enforcement functions and related services necessary to the University community.

The University Police Department (UPD) maintains its office in 212 Bruce Center, and can be contacted by calling 4100 from an on-campus phone and 235-4100 from an off-campus phone. When no UPD secretary or dispatcher is on duty, UPD calls are forwarded to the Magnolia Police Department. That department is able to contact UPD officers at any time. In emergencies, UPD may be contacted by calling 9-911 from any on-campus phone. When using a pay phone on campus, UPD can be contacted by calling 911. This is a toll-free call.

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

3.1.2 UPD Services

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

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

Escort services may be obtained by calling the UPD. Escorts will ordinarily be provided at no charge when the officer(s) is not involved in other police operations requiring the officer’s presence.
UPD operates on the basis of priority calls for service. Police service calls are always handled prior to non-police, assistance-only requests (escorts, unlocks, etc.).

3.1.3 UPD Policies and Jurisdiction

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

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

3.1.4 Reporting Crimes and Emergencies

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

3.1.5 UPD Crime Prevention and Awareness Programs

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

3.2 Parking Regulations

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

When a car is sold, traded, or otherwise disposed of, a new permit will be issued at no charge. A person wishing to obtain a new permit should take the remains of the old permit to the SAU Business Office, 112 Overstreet, at the time the new car is registered. Parking permits are valid for the year of issuance and expire on Aug. 15 each year.
Each person operating or parking a vehicle on University property is required to be aware of and follow the SAU Traffic and Parking Regulations. Pamphlets summarizing these rules are available at the UPD, Magale Library, and Office of the Vice President for Administration and Finance.

In addition, complete copies of all parking rules are available at those locations. Students, faculty, staff, and visitors are encouraged to become familiar with these rules to avoid receiving citations.

3.2.1 Penalties for Violations

Penalties for violations of University Traffic and Parking Regulations vary depending on the seriousness of the violation. The fines are specified in the pamphlet provided. Violation of the rules may result in a citation being issued and/or the vehicle being towed away at the owner’s expense. Citations must be paid or appealed within five working days. Failure to appear may result in barring students from classes. Receiving three or more citations may result in the student not being allowed to operate a vehicle on University property for a period of up to 30 days. Three or more offenses that are outstanding subject the vehicle to being towed. Additional offenses may also result in other University disciplinary measures.

3.2.2 Registration Process

All persons who operate or park vehicles on SAU property are required to register a description of the vehicle and license number upon driving the vehicle to campus. A registration card must be completed at the SAU Business Office, 112 Overstreet, and the registration fee must be paid prior to a permit being issued. Faculty and staff members at SAU are granted one complimentary permit per year. All other permits must be purchased at the regular fee.

3.2.3 Special Permits

All permits are available at the SAU Business Office, 112 Overstreet, or the University Police Department in the Bruce Center, during regular business hours. Special permits are also made available in some cases.

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

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

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

Anyone with questions about UPD or University Traffic and Parking Regulations is encouraged to call UPD.
Section 4. Student Organizations
Formation, Recognition, and Directory

4.1 Formation

4.1.1 Constitution

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

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

4.1.2 Purpose

The statement of purpose shall be acceptable:

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

4.1.3 Size and Continuity

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

4.1.4 Membership: Eligibility and Records

• Voting membership in recognized student organizations shall be limited to students enrolled in at least six credit hours. Accurate membership records must be maintained and available to the faculty advisor.
• Officers must be regularly enrolled degree-seeking students. To be eligible to serve as an officer in a recognized student organization a student must have a grade point average of 2.0 cumulatively and a 2.0 for the preceding semester, and not be on disciplinary or academic probation at the time the student petitions for office. Summer school attendance will affect cumulative grade point.

• A student officer who is placed on academic or disciplinary probation during his or her term of office may be removed by the Student Affairs Committee on the recommendation of the appropriate Student Affairs staff member, the dean of students or the Discipline Committee.

• A student officer who is not performing his or her duties may be removed from office on the recommendation of the appropriate Student Affairs staff member or the dean of students and approval of the Student Affairs Committee.

• When an election is held in a recognized student organization, the names of the new officers must be transmitted to the Office of Student Activities, 201 Reynolds Center, within one week.

• Only associate nonvoting memberships in a recognized student organization may be offered to SAU faculty, professional administrative staff, and part-time students carrying less than six credit hours per semester.

4.1.5 Eligibility Criteria

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

4.1.6 Review and Approval

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

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

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

• When election of officers, as specified in the constitution, is passed twice without any action having been reported to the Office of Student Activities.
• When the organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution as evidenced by membership meetings and other activities. (Recognized student organizations are expected to comply when requested by the Office of Student Life to provide a brief report on their year’s activities.)
• When a recognized student organization fails to conduct its activities in accordance with its constitution and with the procedures and limits set forth by the University for student organizations.
• When a recognized student organization fails to reregister with the Office of Student Life on a yearly basis.

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

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

4.1.7 Advisors

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

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

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

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

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

4.2.1 Governing Bodies

The Greek structure at SAU consists of seven national fraternities and seven national sororities governed by three coordinating bodies: Interfraternity Council (IFC), Panhellenic Council, and National Pan-Hellenic Council (NPHC). These three organizations are nationally-affiliated and report on campus to the Office of Student Activities. The Inter-Greek Council (IGC) serves as the overall coordinating body of the Greek organizations.

4.2.2 Recruitment Information

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

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

All “intake” and “pledging” activities must conclude by the end of the twelfth week of classes each semester.

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

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

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

4.3 Affiliation

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

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

4.3.1 Standards and Responsibilities

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

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

4.3.2 Meetings and Activities

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

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

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

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

4.3.3 Improper Conduct by Student Organizations

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

4.4 Student Organization Directory

Activities play an important role in the development of students at Southern Arkansas University. Because participation in activities is recognized as vital training for a university student, SAU has over 80 organizations that sponsor activities and functions for our students and community.

Eligibility for membership in organizations is based on interest and, in some cases, academic achievement. The organizations are classified under six major headings: recognition and honor societies, special interest groups, departmental and professional organizations, religious affiliated organizations, student government organizations, and social fraternities and sororities.

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

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

4.4.1 Government

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<th>Inter-Greek Council</th>
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</tr>
<tr>
<td>Panhellenic Council</td>
<td>Student Activities Board</td>
</tr>
<tr>
<td>Residence Hall Association</td>
<td>Student Government Association</td>
</tr>
</tbody>
</table>

4.4.2 Religious Affiliated Organizations

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| Baptist Collegiate Ministry |
| Chi Alpha Christian Fellowship |
| Church of Christ Student Center |
| Fellowship of Christian Athletes |
| Genesis Ministries |
| Missionary Baptist Student Fellowship |
| Wesley Foundation |
4.4.3 Departmental and Professional Organizations

Accounting and Finance Society
American Choral Directors Association – Student Chapter
Agriculture Club/ Collegiate Future Farmers of America
Athletic Training Student Club
Biology Club
The Bray
Chamber Singers
Collegiate Farm Bureau and Agriculture Club
Concert, Symphonic, Marching, and Jazz Bands
Emerging Writers Club
Encore
Engineering Science Club
French Club
Graduate Student Counseling Association
Health, Kinesiology, and Recreation Club
Heritage and Madrigal Singers
Kappa Kappa Psi
Lambda Alpha Beta
Lambda Epsilon Iota (Criminal Justice)
The Mulerider
Music Educators National Council
New Masters Fine Arts Club
Phi Alpha Delta Pre-law Society
Phi Alpha Theta (history)
Phi Beta Lambda (business)
Pivot Point
Political Affairs Club
Pre-Vet Club
Rodeo
Students in Free Enterprise (SIFE)
Society of Physics Students
Spanish Club
Student Arkansas Education Association
Student Management and Marketing Association
Student Nursing Association
SWEL (Social Work Education Leaders)
Symphonic Wind Ensemble
Tau Beta Sigma
University Sociology Club

4.4.4 Recognition and Honor Societies

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

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4.4.5 Social Greek Organizations

Fraternities:
- Alpha Gamma Rho
- Alpha Phi Alpha
- Kappa Alpha Psi
- Omega Psi Phi
- Phi Beta Sigma
- Phi Lambda Chi
- Sigma Pi

Sororities:
- Alpha Kappa Alpha
- Alpha Sigma Alpha
- Delta Sigma Alpha
- Phi Mu
- Sigma Gamma Rho
- Sigma Sigma Sigma
- Zeta Phi Beta

4.4.6 Special Interest Groups

- ADAPT
- Alpha Phi Omega
- Black Student Association
- Cheerleaders
- Chinese Club
- Cricket Club
- Ducks Unlimited
- International Students’ Association
- Mule.Org Freshmen
- Mule.Org Sophomore
- Non-Traditional Students
- President’s Ambassadors
- Soccer Club
- Southern Strutters
- SODA (Student Outreach for the Differently Abled)
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