

# Other Student Services

## **Academic Forgiveness**

A student with a poor academic record may petition to have all or selected semesters' grades excluded from calculation of the cumulative grade point average. This process, called *Academic Forgiveness*, is designed to help students who, because of personal crisis, immaturity, or other exceptional circumstances, have not demonstrated their true abilities in performing college work. It is not intended for students struggling to stay in school academically who have subsequently failed to succeed in college work.

### *Conditions*

1. Academic Forgiveness may be granted to a student only once;
2. Coursework excluded must be contiguous and at least two years old;
3. The student must have subsequently completed 15 semester hours of coursework at South Arkansas Community College with at least a C average;
4. Selected courses in a given semester may not be excluded.

### *Special Notes*

If granted, Academic Forgiveness will apply to all coursework within a semester or contiguous block of semesters; all grades and credits successfully completed during the semester(s) in question will be forfeited. All courses for which Academic Forgiveness is granted will remain posted on the transcript. Although the grades for that coursework will not be computed in the student's cumulative grade point average at SouthArk, they will be calculated and included when calculations are made for purposes of academic honors.

This policy for Academic Forgiveness at South Arkansas Community College may be superseded by state, federal, or other regulations involving financial aid. The granting of Academic Forgiveness at SouthArk does not obligate another college or university to honor the policy.

### *Procedure*

1. The student submits a written petition to the Registrar requesting that specific semester(s) work be excluded in the calculation of the cumulative GPA.
2. The Registrar, upon conferral and agreement with the VPL, may recommend that the request be considered by the Academic Standards Committee and will forward the request accordingly.
3. The Academic Standards Committee will consider the requests.
4. The decision of the Academic Standards Committee will be final.

## **Academic Fresh Start**

Academic Fresh Start allows a person to apply for re-admission without having to include coursework completed 10 or more years prior to the date of anticipated enrollment included as consideration in the admission/financial aid decision. This allows students to begin a new course of study with a clear academic record.

*Note: This is an all-or-nothing option.* Students are not able to pick and choose which courses to ignore and which courses to count. If they choose the "Academic Fresh Start" option, they will not receive any credit for any courses taken 10 or more years ago.

This means that:

- Courses taken previously cannot be used to fulfill new prerequisite requirements.
- Courses taken previously cannot be counted towards a new degree.
- Courses taken previously will not be counted in your new GPA calculations.

The provision does not affect coursework completed between the 10-year prior date and the new enrollment date-

Even if students choose the Academic Fresh Start option, they must still complete the usual admissions process, including providing information on all colleges or universities previously attended and providing official copies of transcripts from all schools you attended.

- Academic Fresh Start may be claimed only upon re-application.
- Once enrolled, Academic Fresh Start may only be requested upon application for readmission to SouthArk. Students can apply for readmission and request Fresh Start only after resigning for one calendar year. The Fresh Start application must be completed and granted prior to re-enrolling.
- Once the “Academic Fresh Start” provision has been claimed, and the student has enrolled, the provision cannot be reversed.
- An applicant may use the Academic Fresh Start provision only once at SouthArk.

### *Applying for Fresh Start*

Students must submit an application for Fresh Start at the time they apply for re-admission. Students will not be granted Fresh Start until they have completed their admissions file and been admitted to SouthArk. The application may be completed at the Office of Enrollment Services during regular office hours.

### *Acceptance of Fresh Start Application*

The decision on the acceptance of Fresh State Application will be made by the Vice-President of Learning in concert with the Dean of Enrollment Services. When the Fresh Start application is approved, the Enrollment Services will be notified and upon enrollment, a message will be posted to the student’s academic record indicating admission has been granted through the Academic Fresh Start provision. If the student was previously enrolled at SouthArk, the grade point average will be changed on the academic record for any coursework completed at SouthArk 10 or more years prior to the re-enrollment date. The original courses or grades will not be considered in the grade point average, but they will remain on the South Arkansas Community College academic record.

### *Effect on Financial Aid*

Academic Fresh Start clears only the academic record. When deciding eligibility for financial aid, the school must still count all prior credits earned.

## **Bookstore**

Location: West Campus, Student Center, First Floor

In addition to textbooks and general school supplies, laptops, tablets, t-shirts, shorts, hats, book bags, and other supplies are available in the bookstore. Cash, check, Visa, MasterCard, Discover, and American Express are accepted. Used book buy-backs are held at the end of the fall, spring, and second summer terms. Students can contact the Bookstore at (870) 864-7163.

## **Career Pathways Initiative**

The Career Pathways Initiative (CPI) is a resource that enables SouthArk to offer those who qualify free career training and college classes. In addition, the Pathways Initiative may be able to help students overcome the barriers that have kept them from getting the education and training needed to obtain a career instead of a job. Assistance with child care, transportation, tuition, books, and fees may be available to those students who qualify. Basic eligibility requirements include:

- You must be a resident of Arkansas **AND**
- You must be a parent, with children under age 21 living in your home, **AND**
- You must be receiving Transitional Employment Assistance (TEA) now, or have received TEA in the past, **OR**
- You must be receiving food stamps, Medicaid, or ARKids, **OR**
- You must have annual family income below 250% of federal poverty level (about \$59,625 annually for a family of four)

Assistance with child care and transportation expenses is contingent upon the student's meeting a minimal work requirement. CPI staff will also assist students in applying for other sources of supportive services as needed.

Key features of CPI include individual assessments, career and academic counseling, personal counseling, college survival skills information, academic monitoring and support (tutoring, labs), and job placement assistance. The focus is on helping adults attain degrees, certificates, and credentials that lead to demand occupations, increased wage gain, and lifelong learning. Some examples of occupations or industries available are:

- Welding
- Phlebotomy/EKG
- CNA/LPN/RN
- PTA/OTA/RT
- Automotive Service Technology
- Early Childhood Education

The Career Pathways Initiative is an important component of Arkansas' overall education, workforce development, and economic development strategies. By helping to prepare students to enter high demand occupations, everyone wins. The student is better able to support his/her family, local employers have a readily available skilled workforce, and the economy grows.

CPI staff are available to help students apply, choose classes and get started. For more information on CPI or to make application, contact Kathy Reaves at (870) 864-8458 or Tammi McKinnon at (870) 864-8459 (tmckinnon@southark.edu). CPI applications and handbook are also available online from SouthArk's website by selecting "Student Services" and then clicking on "Career Pathways."

## **Cashier's Office**

Cashier's Office services include accepting payment for all registration fees, disbursement of Work-Study checks and refund checks, and serving as depository for lost-and-found items. This office is located in the Bookstore on the first floor of the Student Center.

## High School to College Transition

The SouthArk Early College Start Program is an opportunity for high school students to enroll in college courses to enhance their high school education and accelerate their postsecondary educations. High school students who are “rising juniors” or exceptional 10th graders may concurrently enroll for college credit courses.

*Concurrent credit* is earned when high-school students complete college-credit courses with acceptable grades on their high-school campuses. These courses earn students college credit and also satisfy high school graduation requirements.

*Dual enrollment* refers to classes offered to high school students at SouthArk outside of the regular school day and on SouthArk’s Campus. Students may take any SouthArk course in which they meet the skills and college course prerequisites.

Students must meet general SouthArk requirements to enroll in either program:

1. Complete a SouthArk application for admission and an ECS form.
2. Submit a copy of their high school transcripts, a copy of their immunization records, and a copy of their ACT scores\* to SouthArk.
3. Pay the class registration fee.

*\*If ACT scores are not available, or if students do not have sufficient ACT scores required for class admittance, the COMPASS test may be taken at SouthArk or, in some cases, on their campus.*

Those interested should contact Tim Johnson at (870) 864-8416 or [trjohnson@southark.edu](mailto:trjohnson@southark.edu).

## Arkansas Works

Arkansas Works is a pilot program funded by the Arkansas Department of Workforce Services through Temporary Assistance for Needy Families. The program is designed to motivate and support Arkansas students from the 21 identified counties in their pursuit of career preparation and/or a college degree. Students in eighth through 12th grades will be served by career coaches who have been assigned to their middle and high schools. The Arkansas Works program and career coaches will provide assistance and information for resources in the areas of academic tutoring, career counseling, mentoring, financial guidance and other supports necessary for career educational access and retention.

As mandated by the grant, the Arkansas Works program and career coaches will provide services to all students, who attend middle or high school in the 21 identified counties. Career coaches serve Bradley County through Hermitage and Warren High Schools, and Chicot County through Dermott and Lakeside (Lake Village) High Schools.

## Communications

To keep faculty, staff, and students informed of campus and community activities, the college uses a variety of media. Students are urged to watch and listen for announcements and to read the following:

- East Campus:** Outdoor marquee, bulletin boards in the student center and hallways
- West Campus:** Bulletin boards and electronic bulletin boards in the student center, on stairwells, and in the Ben Whitfield Classroom Building

**College Publications:** Connect, credit class schedule and non-credit class schedule, catalog, program and other brochures, SouthArk e-mail, Blackboard announcements, website (www.southark.edu), Facebook Page, Twitter feed, YouTube Channel

### **Campus Bulletin Boards**

With permission from the VPSS, students may post announcements on campus bulletin boards. (The VPSS will stamp approved announcements.) No announcements are to be placed on glass doors, windows, or walls.

### **Computer Labs**

The Information Technology Department supports all college computer use. Computers are available on both East and West campuses for classroom access. Computers are available on the West campus in The Learning Center and the Library for research, Internet access, class homework, and class projects.

### **Secondary Technical Center**

Through a consortium of secondary school districts, Union County high school students may pursue a program of technical skills studies on the SouthArk campus. SouthArk offers a minimum of six career/technical programs to qualified high school students. Students may receive, not only high school credits for course completion, but college credit, as well. Questions regarding the course offerings application process, and student eligibility should be directed to the Secondary Technical Center Director at (870) 864-7110.

## **COMPUTER USE POLICY**

### **Acceptable Use Policy for Computer Technology**

South Arkansas Community College provides computer technology, including Internet access, for educational purposes and to facilitate other activities necessary for the efficient operation of the institution. The college intends that this technology will be used in a manner which

- is conducive to learning;
- is free of illegal acts; and
- shows respect for the rights and dignity of others.

The intent of this policy is to define broad categories of use that are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on the guidelines in this policy, South Arkansas Community College officials may at any time make determinations that specific uses are or are not appropriate or acceptable.

It is not acceptable to use the college's computer equipment or facilities

- for any illegal purpose or act;
- to transmit harassing, indecent, obscene, discriminatory, or fraudulent materials or messages;
- to transmit or receive any materials in violation of either state or federal laws (e.g. copyright laws);
- to send fraudulent or forged email messages using the account of another person;
- to use the account or password assigned to another person to gain access to college equipment, college files, or the college network;
- to damage, destroy, interfere with, or disrupt the operation of college owned and operated program equipment;

- for any partisan political purposes; or
- for any commercial pursuits or activities.

The use of South Arkansas Community College computer technology is a privilege extended to all employees and patrons of the college, including faculty, staff, administrators, students, and persons from the community who use the library computers. Inappropriate or unacceptable use of this technology may result in loss of this privilege. College agents may monitor information on the college computer network or on individual computers or computer systems without notice; complaints of possibly inappropriate or unacceptable use will be investigated. Complaints regarding violations of acceptable use policy should be addressed to the Chief Information Officer. In investigating such complaints, the Chief Information Officer will consult with appropriate college officials. Following the investigation of a complaint, the Chief Information Officer will inform the complainant of the results of the investigation and explain what action, if any, was taken by the college. In resolving complaints of unacceptable use, the college may invoke sanctions against the offender that range from verbal warnings to expulsion or dismissal depending on the circumstances of each incident.

If faculty, computer systems administrators, or administrative staff in the performance of their duties, discover, in their opinion, a flagrant violation of acceptable use policy, those persons have authority to suspend immediately the computing privileges of the offender pending a formal investigation by the Chief Information Officer. The results of this investigation will be turned over to the Vice President for Learning or Vice President for Student Services for further action, if appropriate.

Individuals who believe they have been treated unfairly may appeal through the appropriate appeals procedure set forth in college policy.

South Arkansas Community College makes absolutely no warranties of any kind, either express or implied, for the services it provides. The college will not be responsible for any damages suffered by users. This includes, but is not limited to, any loss of data that results from delays, non-deliveries, mis-deliveries, or service interruptions caused by either its own negligence or by user errors and/or omissions. Any and all use of any of the information obtained via the Internet is at the user's own risk. South Arkansas Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services.

The user agrees to indemnify and hold harmless South Arkansas Community College, the college board of trustees, individual trustees, agents, and employees of the college from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the college's hardware, software, and network facilities. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

## DISTANCE LEARNING

South Arkansas Community College offers a variety of online classes through online delivery. Distance learning students share the same admissions standards as traditional students and must follow the same process for enrollment at South Arkansas Community College. All prospective distance learning students may apply for admission, register for classes, and pay tuition and fees during registration periods. Students who wish to register for online courses must consult with an advisor by contacting the Office of Enrollment Services at (870) 864-7142.

The following student support services are available for students at a distance:

- Students can fill out an application online and then mail in all the supporting documents, shot records, test scores and other transcripts.
- Once students have been advised, they can either register themselves by Campus Connect, fax in their request, or scan and email, and Student Services staff will register them in the office.
- All students can withdraw from classes by sending a fax to the Office of Enrollment Services, which will secure the necessary signatures, or scan and email with original signature.
- Students may access degree check lists on the website, and once they have completed them, can fax them to Enrollment Services for processing.

Similarly, distance learning students may apply for financial aid and access other student services, such as the Virtual Career Center, on the college website, <http://www.southark.edu>; or may access additional Student Services information and policies via the Online Course Catalog at <http://www.southark.edu/index.php/course-catalog>.

### **Campus Technology Requirement**

All new students are required to enroll in the Campus Technology preparatory course. The purpose of the Campus Technology course is to provide students an opportunity to practice using tools related to our institution's learning management system and other campus technologies essential for student success in technology-rich courses. Students will be required to pay a fee of \$15.00 dollars to enroll in the Campus Technology course. This fee will be non-refundable. All online students must pass the Campus Technology course. Online students who do not pass the Campus Technology course will not be allowed to enroll in online courses. Students are required to complete the Campus Technology course before the first official class day. The course may be completed from start to finish in less than three hours.

### **Test Proctoring for Online Courses**

To maintain the integrity of the course and to prevent cheating, some online instructors may require students to take tests in a proctored environment. Students who live near El Dorado will be expected to take their tests in the Learning Center, where they will need to show a photo ID to receive their test materials and sign a form in which they state that they understand, and will abide by the testing policies. Students enrolled in online courses requiring proctored exams must make arrangements at the beginning of the semester with their instructors for off-campus testing.

A student who does not live close to campus and desires to test elsewhere must notify the instructor no later than two weeks after the first official class day so the instructor will have

time to arrange for a proctored testing site near the student's home. Typically the instructor may choose a testing center on another college campus, at a public library, or in a high school computer lab or library. The student will need to show their SouthArk photo ID to the recruited proctor who will verify that the student did his or her own work and followed the testing procedures prescribed by the instructor. In some cases, the student may have to pay a proctoring fee to the institution where the test is taken. The proctor will sign a document similar to the sample below to certify that the student took his or her test under the prescribed conditions.

### **Sample Proctor's Certification of Testing Conditions**

By signing this form, I certify that \_\_\_\_\_ took this Comp II exam with no more than two hours to work and did not receive any outside help with the test. To the best of my knowledge, the attached test paper is the student's work. The student may use a dictionary and his or her Simon and Schuster Handbook for Writers as references during the test.

\_\_\_\_\_  
Proctor's Signature

\_\_\_\_\_  
Date

### **Online and Hybrid Course Attendance Policies**

Faculty members at South Arkansas Community College expect students to participate in all instructional activities in the online and hybrid courses they take for credit.

#### **Online Attendance Policy**

Students must log in on the first day of class and submit a graded academic assignment (an assignment that counts toward the student's course grade) by the 11th day class during a regular semester or during the equivalent of the 11th class meeting during a compressed session (summer school classes, mini-mesters, etc.). Students who do not log in and submit such an assignment by the 11th day or its equivalent will be dropped from the course.

Student attendance in online courses will be defined as active participation, which will be characterized by the student's timely submission of graded academic assignments. A student is expected to complete all such assignments by the appropriate due date. Failure to submit three graded academic assignments may trigger an Excessive Absence Notice, a form that positions the instructor to drop students in breach of the policy if they do not improve their participation.

#### **Hybrid Attendance Policy**

Hybrid courses have classroom and online attendance requirements. Student attendance in hybrid courses will be defined as active participation, which will be characterized by attending class and the student's timely submission of graded academic assignments. Students enrolled in a hybrid course will meet with their instructor on the first day of the class. The syllabus should include the dates that students are required to be on campus. Failure to submit three graded academic assignments or missing three classes may trigger an Excessive Absence Notice.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Instructors may further refine these requirements to fit a particular course. Such additional requirements should be clearly stated in the syllabus and should not contradict the letter or spirit of the college's policy as stated above.

Students who stop attending class for any reason should contact Enrollment Services to officially withdraw from the course. Failure to officially withdraw may result in a failing grade for the course.

### **Helpful Resources for Online Students**

Aelearn Helpdesk: If you are having any technical difficulty with Blackboard or other campus technology contact Aelearn Helpdesk. If you navigate to <http://onlinecoursesupport.com/southark> you can find information on how to send Aelearn Helpdesk an email 24 hours a day, 7 days a week or call or chat with technical support Monday through Friday during the hours of 9 am to 9 pm.

## **GENERAL INFORMATION**

### **Food Service**

SouthArk contracts with Valley Services to coordinate all food service on campus, within the Conference Center, and at the SouthArk Bistro. Vending machines are also located on campus. Food and drink are not allowed in computer labs.

### **Parking**

Parking is available for all faculty, staff, and students. On East Campus, park west of the Billy McGehee Classroom Building (MCG). On West Campus, park behind the Administration Building (ADM), west of the Computer Technology Building or west or south of the Health Science Center (HSC); limited parking also is available in front of the Ben Whitfield Classroom Building (WHT) and the lot south of the El Dorado Conference Center. College students and staff should **NOT** park in the grocery store lot across from the Ben Whitfield Classroom Building; vehicles improperly parked in this lot may be towed at the owner's expense. Handicapped parking areas are marked with blue lines. Yellow lines indicate loading zones and red lines indicate fire lanes—**NO PARKING!**

### **Gymnasium**

The gymnasium is located on the West Campus. It has a basketball court with seating for observers as well as weight rooms and limited fitness equipment. This facility is used for classes, intramurals, and college activities but may be reserved by non-college groups with permission of the Vice President for Finance and Administration, and payment to the Business Office.

### **Children on Campus**

In consideration of the student body and for the welfare and safety of children involved, all children under the age of 12 who are on campus must be attended by a parent or an adult aged 21 or older. Students may bring their children to class with them only under extraordinary circumstances and only with the prior permission of the instructor.

### **Pager and Cellular Phones on Campus**

All pagers and cellular phones should be turned off when in the classroom. Exception to this practice must be approved by the instructor.

## HEALTH AND STUDENT SAFETY

### **Student Insurance**

The college does not provide accident or health insurance for students. However, the college strongly recommends that students purchase health and/or accident insurance. The college will, if possible, assist students who wish to acquire such insurance. Students who participate in clinical experience in health facilities off campus are required to purchase liability insurance at their own expense as a condition for admission to the clinical areas. The college will arrange for liability insurance, collect fees from students, and assure that all students have liability insurance before being allowed to enter a clinical area. Contact the academic advisor for further information.

### **HIV or AIDS Virus Policy**

The college recognizes the impact of the Human Immunodeficiency Virus (HIV or AIDS Virus) on students and employees, both in regard to the safety of the work environment and in terms of potential infection. The college has established guidelines based upon prevailing medical and legal information. SouthArk employees and students with HIV infection, AIDS, or a positive HIV antibody test, whether symptomatic or not, will be allowed unrestricted activities as long as they are mentally and physically able to perform their job duties in a manner that does not pose a health or safety risk to themselves or to others.

### **Smoking and Tobacco Products**

As of July 21, 2006, workplaces and public areas throughout Arkansas are smoke-free. In accordance with The Arkansas Clean Indoor Air Act of 2006 (Act 8 of the 1st Extraordinary Session of the 85th General Assembly) smoking is prohibited in all vehicles and enclosed areas owned, leased, or operated by the State of Arkansas. Inasmuch, all property owned, leased, or operated by South Arkansas Community College is designated as tobacco-free.

The Clean Air on Campus Act of 2009 (ACT 734) prohibits smoking on campuses of state-supported institutions of higher education beginning August 1, 2010. Any person who violates the provisions of this Act by carrying a lighted tobacco product will be punished by a fine of not less than \$100.00 dollars and not more than \$500.00

The tobacco-free status applies to all college grounds, SouthArk-owned or leased properties and campus-owned, leased or rented vehicles.

This includes but is not limited to college buildings, sidewalks and parking lots on both campuses; at lectures, conferences, meetings and social and cultural events held on either campus.

Smoking materials must be extinguished and properly disposed of prior to exiting a private vehicle or entering any SouthArk campus. Improper disposal includes but is not limited to spitting smokeless tobacco products; littering (i.e., discarded cigarette butts or throwing cigarette butts out of windows); and anything that may create a fire hazard.

Tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), all nicotine vapor delivery products (e-cigarettes), cigars, cigarillos, pipes, hookah products and any other smoking product, as well as any smokeless, spit or spitless, dissolvable or inhaled tobacco products, including but not limited to dip, chew, snuff or snus, in any form (orbs, sticks, strips, pellet, etc.).

The campus also prohibits the following actions on all college property and at all college-sponsored events, regardless of the vendor or venue: the sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos); the free distribution or sampling of tobacco products and associated products; and all tobacco promotion, advertising, marketing and distribution.

### **Weapons on Campus**

Arkansas Statute 5-73-119 establishes the prohibition of the possession of handguns on school property. Handguns may not be carried on the person, in a vehicle, or be otherwise readily available. Violation is classified as a Class D felony. Furthermore, the college prohibits the possession of any weapon on college property. A weapon is defined as a firearm, knives with a blade of 3 ½ inches or greater, dirk, sword, bomb, or any substance or device designed or intended to inflict harm.

## **POLICIES AND PROCEDURES FOR CAMPUS SECURITY**

### **Policy Statement**

South Arkansas Community College will comply with the Clery Act, Title IX, and the Violence against Women Act by

- maintaining a daily crime log
- reporting criminal statistics as well as security policies and procedures in an annual campus safety and security report, and
- enforcing the requirements of the Clery Act, Title IX, and the Violence Against Women Act

### **Rights of Members of the SouthArk Community with Regard to Sexual Misconduct**

All employees, administrators, staff, visitors, and students of South Arkansas Community College have a right to be free from sexual harassment, sexual violence, and sexual discrimination. These rights mandate that everyone is held responsible for behaving in a professional and lawful manner on campus. South Arkansas Community College has a zero tolerance policy for gender-based misconduct. Once any allegation of misconduct is reported to the appropriate official and probable cause exists, then an investigation of these allegations will take place, and sanctions may result if a violation of the policy is determined. The implementation of the policy against gender-based misconduct is an assurance that each violation will be investigated thoroughly and sanctioned. The following Clery Act policies and procedures are set forth to maintain consistent enforcement of this act and to comply with its reporting requirements. The policies and procedure also serve to guide faculty, staff, administrators, students, and other interested stakeholders in conducting themselves according to the Act while on campus.

### **I. General Policies and Procedures Ensuring the Safety and Security of Campus Facilities**

South Arkansas Community College is a public institution of higher education, and facilities on both East and West Campuses are open to students, faculty, administration, staff, and the general public.

SouthArk is committed to providing a safe and secure learning environment for all patrons, but campus safety and security are dependent on cooperation among students and college employees. Students and staff are encouraged to report criminal conduct, violations of college policy, or suspicious activity to any campus administrator or

security personnel and promptly to file a report when violations occur (see procedures under Section II. below).

### **Behavioral Review Team**

A Behavioral Review Team (BRT) has been established to assist in dealing with situations that go beyond basic classroom management and present a threat to the general safety and wellbeing of the campus community. The BRT represents a campus-wide, collaborative commitment to ensure the safety of all students, staff, and faculty. Committee members serve to assess and investigate any reported concerns from the campuses or larger community and make appropriate determinations and referrals to facilitate student engagement and success. In pursuit of this mission, the BRT has developed a reporting and communications system whereby potentially dangerous situations are more likely to be detected, addressed, and communicated to appropriate parties before they escalate to more serious levels. Concerns should be directed to the office of the Vice President for Student Services.

### **Campus Security**

For the safety of employees and students, the college provides uniformed campus security officers during all hours that the college is in operation. Individuals who are concerned about their immediate safety should call 911. Otherwise, they should contact campus security by phone at (870) 864-7125, via a red security phone in select campus buildings, via a “blue-light” emergency phone in campus parking lots (see below), or by going to the security office (CB125W) near the atrium of the Whitfield Building. Students are required to report all incidents of campus accidents or crime to Campus Security.

### **On-Campus Security Phones**

**Red security phones** have been installed on the West campus in the hallways of the Whitfield classroom building, the Computer Technology Building, the El Dorado Conference and Student Center, the library (one in the gallery and one at the front desk); and on the East campus in the atrium of the Center for Workforce Development and in the student lobby of the McGehee Building. When the receiver is picked up, a call is automatically routed to a cell phone carried by the on-duty security officer, allowing immediate contact with security.

**“Blue-light” emergency phones** have been installed in the following parking lots: West Campus Main (between the Library and Computer Technology Building), Health Science, and Conference and Student Center, as well as the East Campus Main parking lot between the McGehee Classroom Building and the Workforce Development Building.

## **II. Policies and Procedures for Reporting Crimes, Accidents, and Other Incidents**

Members of the SouthArk community should report criminal activity, accidents, and/or violations of college policies to the Campus Security office in person at CB125W in the Whitfield Building or by calling (870) 864-7125 or (800) 955-2289. Campus security personnel are on duty during the hours of operation Monday-Friday from 8:00 a.m.-9:00 p.m. SouthArk campus community members may also report crimes to the El Dorado Police Department (EPD) at (870) 881-4141. If individuals on campus notify EPD, they should notify Campus Security also. EPD works cooperatively with SouthArk’s security personnel and the administration to provide prompt assistance

in the event that crime should occur on campus. Campus Security or other personnel will make immediate contact with EPD in cases of emergency.

**Important Telephone Numbers**

All emergencies	911
SouthArk Campus Security	(870) 864-7125 or (800) 955-2289
El Dorado Police Department (non-emergency)	(870) 863-4141
El Dorado Fire Department (non-emergency)	(870) 881-4855
EMS Ambulance	911
Medical Center of South Arkansas	(870) 863-2000
Union County Sheriff’s Office (non-emergency)	(870) 864-1970

Security phones (red) are located in strategic places on both the West and the East campuses. *Picking up the handset will connect with security.*

**Filing Internal Reports:** In addition to notifying Campus Security, victims of crime or witnesses to criminal activity, accidents, or violations of college policies also should file a formal report with the office of Campus Security. A victim or witness can also make a confidential report to the office of the Vice President for Student Services (SouthArk Student Center, Room 263, (870) 864-7128 or to a college counselor at (870) 864-7235.

**Crime report forms, accident report forms, and incident report forms** are available in the Campus Security office, the library, and in the office of the Vice President for Student Services on the West Campus and at the Information Desk on the East Campus. For any completed report to be official, it must be signed by Campus Security or the El Dorado Police Department. Employees of the college are responsible for calling for outside assistance if deemed necessary.

**Protecting “Whistleblowers” from Retaliation:** In accordance with the “Arkansas Whistle-Blower Act” (see History. Acts 1999, No. 1523, § 1 at <http://www.dfa.arkansas.gov/offices/accounting/internalaudit/Pages/Whistle-BlowerAct.aspx>), SouthArk is committed to providing an environment of security that encourages the reporting of violations of law or college policy to College authorities, while protecting from retaliation its employees and other members of its community who attempt to report wrongful conduct occurring at the College.

SouthArk employees who have knowledge of specific acts which they reasonably believe violate the law or college policies must report those acts to Campus Security, the Vice President for Student Services, or local law enforcement agencies. No one making such good-faith reports or cooperating with law enforcement to conduct an investigation will be subjected to retaliatory action. If retaliation should occur, the individual(s) who retaliated will be subject to disciplinary action, up to and including dismissal.

**External Reporting of Crime Data:** The Office of Student Services receives (either directly or from Campus Security) and records all crime, accident, and incident report forms and works with the Director of Campus Security and other campus personnel to make appropriate reports to state and federal officials. Federal law requires that

data must be collected on the following criminal offenses: murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, hate crimes, sexual assault, domestic violence, dating violence, and stalking. In addition, the college is required to maintain statistics on the number of arrests made for the following crimes occurring on campus: liquor law violations, drug abuse violations, and weapons possessions. Crime statistics are reported in the college catalog (see below), and crime logs are available upon request from the Campus Security office.

<b>Criminal Offenses Reported</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Murder	0	0	0	0	0
Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	1	1	0
Motor Vehicle Theft	0	0	0	1	0
Arson	0	0	0	0	0
Manslaughter	0	0	0	0	0
Hate Crimes	0	0	0	0	0
Arrests for Violations	0	0	0	0	0
Referrals	0	0	0	0	0
Liquor Law	0	0	0	0	0
Drug Abuse	0	0	0	0	0
Weapons Possessions	0	0	0	0	0

**Reporting of Registered Sex Offenders**

Registered sex offenders who apply for enrollment in classes at the College are required to notify Campus Security. Anyone interested in a list of registered sex offenders may contact the Detective Division of the El Dorado Police Department or the SouthArk Campus Security office.

**III. Law Enforcement Policies**

**Working Relationship with Local Police:** SouthArk’s administration and security personnel work with the El Dorado Police Department (EPD) to provide reports as well as a prompt and collaborative response in the event that crimes occurring on campus warrant the assistance of local police. When incidents that have occurred on SouthArk’s East or West Campus call for an investigation by the EPD, SouthArk may request documentation.

**Authority of Security Personnel:** SouthArk security personnel report to the Vice President of Finance and Administration. Although they have the power of arrest, in crisis situations security personnel are expected to follow established procedures for contacting EPD for assistance.

**IV. Programs to Inform Students and Employees about Crime and Crime Prevention**

The college employs full- and part-time security personnel to monitor activity and provide campus protection. Security personnel are authorized to handle any incidents that threaten the welfare or security of students or staff. Security personnel are informed of procedures to follow in cases of emergency and are instructed to report all incidents to appropriate authorities.

**Awareness and Prevention:** The need for students to be cautious and aware of the potential for crime in general and sexual offenses in particular is discussed at orientation. In addition, the college’s counselor conducts seminars and workshops covering topics associated with crime, substance abuse, and sexual assault during the academic year. Examples of such workshops include, but are not limited to, the following:

- First-time College Student Workshop
- Single Parent Workshop
- Adult Survival Workshop
- Date Rape and Crime Prevention Workshop

Posters and announcements placed on bulletin boards and in campus publications are used to alert students and staff about crime prevention and precautions that should be taken. At each registration, Student Handbooks that contain college policies and procedures pertaining to crime and prevention are provided to students.

**Timely Warning Notice:** South Arkansas Community College will use email, the college website, the emergency calling system, and/or the Alertus communications system, as appropriate, to communicate serious crimes, violations, and other situations on campus that have an impact or potential impact on the safety and wellbeing of the campus community.

## V. Emergency Response, Notification, and Testing Policy

SouthArk has distributed to every employee and every classroom on campus a copy of the *South Arkansas Community College Quick Guides Emergency Handbook*, which details appropriate responses in the event of campus emergencies. The college will conduct drills at least once every semester to test the plan. In addition, the *South Arkansas Community College Administrative Policy Manual (APM)* includes an “**Emergency Communications Plan**” (5.21), which may be accessed on the college website.

This plan has been formulated to provide a guideline for internal and external communications during an emergency situation at South Arkansas Community College. For the purposes of this plan, an emergency event could result from the following cause(s):

- Earthquake
- Flood
- Fire
- Chemical Explosion
- Toxic leak
- Terrorist attack/Bomb threat
- Extreme weather/tornado
- Energy blackout
- Suicide/Sudden death
- Road crash/Plane crash involving staff/students
- Pandemic
- Other medical crises
- Robbery
- Occupation of buildings
- Hostage-taking/Kidnapping
- Missing person(s)

Once an emergency situation has been identified, the ranking College administrator, upon consultation with the appropriate personnel and in concert with any applicable city, county, state, or federal entities, select and direct a situation-appropriate

response. Depending upon the nature of the emergency, the College may suspend or dismiss classes; evacuate one or more buildings; direct students, faculty, and staff to take shelter; or close one or both of the campuses.

A. Campus-Wide Emergency Communications

The President or ranking designee shall contact the security officer on duty (should the security officer be unavailable, the switchboard operator or a member of the Information Technology staff shall be directed to perform the designated duties), inform him/her of the emergency situation and the planned College response. The security office shall contact the local 911 emergency center as appropriate.

1. Campus Security shall use the radio system used by Security, Physical Plant, and Information Technology to alert these offices of the situation and the planned College response. Upon receipt of the radioed communication, Security, Physical Plant, and Information Technology shall immediately begin to initiate the planned response.
    - a. Sweep designated buildings as directed
      - i. Communicate planned response to all faculty, staff, and/or students present
      - ii. Activate local alarm systems as directed
      - iii. Close all fire doors
      - iv. Direct evacuation and/or movement to shelter as directed
      - v. Secure or unlock all exterior building doors as directed
    - b. Information Technology staff shall broadcast a message describing the emergency situation and the planned college response.
      - i. A broadcast message will be sent via the Alertus communications system.
      - ii. An announcement of the emergency situation shall be placed into the automated attendant.
      - iii. Marketing staff shall post a notice of the emergency situation and the planned College response on the College website.
      - iv. Information Technology staff shall transmit a message describing the emergency situation and the planned College response via the emergency calling system.
      - v. Information Technology staff shall send an email to SACC-ALL and to ALL-STUDENTS describing the emergency situation and the planned College response.
  2. The Security Office shall apprise the President or the President's designee of the emergency situation.
    - a. At the direction of the President or the President's designee, the Coordinator of Marketing and Communication shall contact local media with a description of the emergency situation and the planned College response.
    - b. The President or the President's designee shall notify the Board of Trustees and any city, county, and state officials as appropriate.
- B. Preservation of College Assets
- College personnel shall immediately upon receiving notice of the emergency situation and the planned College response cease all routine activities and begin implementing emergency procedures. Time permitting, they shall prior to evacuation and/or movement to shelter
1. Secure all College records and monies
  2. Shut down and disconnect their computer workstations
  3. Lock their office doors

4. Move quickly to their designated assembly point and report to their supervisors for further direction

C. **Non-Business Hours Communications: Closure of the College**

Upon direction of the President, members of the President's Cabinet shall initiate a slightly modified version of the procedures outlined in section A above.

1. The President or President's designee shall determine the timing and duration of any closures/delayed openings.
2. The President or President's designee shall notify the members of the President's Cabinet.
3. Members of the President's Cabinet shall contact their staff as per current operating procedures.
4. The Coordinator of Marketing and Communication shall contact local news outlets with a description of the closure.
5. Marketing staff shall post a notice of the closure on the College website.
6. An announcement of the closure shall be placed into the automated attendant as per current operating procedures.
7. Information Technology staff shall use the emergency calling system to immediately inform all faculty and staff of the closure.
8. Information Technology staff shall use the emergency calling system to inform all students of the closure at the next available calling opportunity (nonemergency calls are limited to the hours between 7:00 a.m. and 9:30 p.m.)

D. **Non-Emergency Communication**

Upon direction of the President, members of the President's Cabinet shall initiate a slightly modified version of the procedures outlined in section A above.

1. The President shall, in consultation with appropriate College administrators, develop a formal statement to be sent to the College community.
2. The Coordinator of Marketing and Communication shall release the prepared statement to the appropriate media outlets.
3. The statement will be posted to the College's website.
4. Should the President so direct, a notice of the statement will be distributed via the College's emergency calling system.
  - i. Several procedural notices have been pre-approved and may be released by the appropriate office (e.g. notice to a student of impending drop actions for non-payment)
  - ii. Courtesy messages to students (e.g. class cancellations) may be approved by the appropriate Dean/Vice President. (Administrative Policy Manual 5.21)

E. **Fire on Campus**

A fire on campus could destroy property and endanger lives. Students who discover a fire should

- Sound the alarm or call 911 immediately
- Inform others of potential danger
- Leave the building immediately and direct the fire department to the fire
- Never enter a burning building
- Evacuation Plans are posted in all campus buildings.

F. **Missing Persons**

Members of the campus community should report missing persons to Campus Security. When Campus Security becomes aware of a missing person among the campus community, personnel will investigate on campus, then contact the El

Dorado Police Department and the Union County Sheriff's Office with a welfare concern, including a description of the person so they can put out a BOLO ("Be on the Look-Out") alert for the individual. Personnel will continue to search on campus, investigate known facts, and collaborate with local law enforcement agencies until the case is resolved.

## **VI. How to Deliver Emergency Messages to Students**

The Academic Advisor or Enrollment Services should be contacted in case of an external, non-campus emergency involving a member of the student body. Classes may not be disturbed except in cases of extreme emergencies.

## **VII. Drug and Alcohol Policy**

### **Drug-Free Workplace**

In an effort to ensure a drug-free working and learning environment at SouthArk, the college has established a drug and alcohol policy for employees and students.

### **Policy Statement**

SouthArk prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students of the college on college property or as a part of its activities, nor shall employees or students use prescription drugs or alcohol if such use impairs effective performance of their responsibilities. Governor's Policy Directive Number Five notes, "Use of alcoholic beverages or controlled substances is strictly prohibited during working hours and shall be grounds for immediate dismissal."

### **Local, State, and Federal Laws**

Employees and students are expected to abide by local, state, and federal laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol. The Administration is authorized to impose disciplinary action up to and including suspension or expulsion upon those who violate this policy. In addition, if circumstances dictate, local law enforcement authorities will be contacted.

## **VIII. Drug Awareness and Reporting**

### **Reporting and Follow-up of Drug-Related Crimes and Abuse**

Individuals who observe violations of the South Arkansas Community College drug policy should report the information immediately to any college official or to Campus Security. All reports eventually should be channeled to the Campus Security staff for investigation and follow-up. If an incident requires immediate attention of campus or local authorities, then the college official should contact local law enforcement authorities immediately.

### **Drug and Alcohol Counseling**

In an effort to inform employees and students about the effects of drugs and alcohol, the college will provide educational programs, counseling, and activities designed to meet the employees' and students' needs. The college has established a collaborative relationship with South Arkansas Regional Health Center for counseling, testing, and treatment.

## **Support and Assistance**

In El Dorado, assistance for alcohol and substance abuse problems can be obtained at South Arkansas Substance Abuse at 100 Hargett Drive, or by calling (870) 881-9301 (line available 24 hours a day).

## **Enforcement**

Disciplinary action will be taken against employees and students found guilty of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on college property or as a part of any of its activities.

Complete information regarding Standards of Student Conduct can be found in the college catalog. Should a student be charged with any violation of the college Drug Policy or other standard of conduct, Campus Security will investigate and report findings to the Vice President for Student Services, who will be responsible for initiating student disciplinary action as necessary after

1. Meeting with the student
2. Determining the nature of the violation, and
3. Allowing the student an opportunity for a hearing

If circumstances dictate, the appropriate local law-enforcement agency will be contacted.

The administration may impose disciplinary action, including, but not limited to, the following:

- A. Dismissal** – Termination of employment with or enrollment in the college.
- B. Probation** – An official warning that the employee’s or student’s conduct is in violation of the college’s policy. Probation may be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued employment or enrollment. These conditions may include drug and alcohol abuse counseling.
- C. Letter of Reprimand** – A letter, of which a copy will be placed in the employee’s or student’s file, stating that the conduct is not acceptable to the college.

## **IX. Sexual Misconduct**

### **Sexual Assault**

#### **Policy Regarding Sexual Assault on Campus**

SouthArk will not tolerate any action involving a student or employee that is intended or perceived to be sexual assault as defined in the Arkansas Code Annotated 5-14-103 through 123. Sexual assault is a violation of an individual’s human rights and dignity. All reports or complaints concerning crimes of this nature will be vigorously pursued in conjunction with local law enforcement authorities.

#### **Procedures to Follow in the Event that a Sexual Offense Occurs on Campus**

Anyone who is subjected to offensive or criminal sexual behavior or assault is encouraged to take action through the established informal or formal channels within the college.

**Informal procedure/channel:** The victim should seek assistance from any campus security person, faculty member, supervisor, or counselor. Appropriate referrals and connections will be made on behalf of the victim.

**Formal procedure/channel:** The victim should report the offense to college security personnel immediately; investigation into the incident will follow. In

all cases, efforts should be made to preserve any evidence that might be used to apprehend and convict the accused assailant. In all cases, the rights and privacy of victims and alleged violators will be considered and actions will be taken accordingly.

### **Disciplinary Proceedings/Due Process/Privacy**

Sex crimes are considered major offenses punishable by both the college and the courts. Crimes involving sexual offenses, which are reported through formal or informal procedures, will be investigated by the college security personnel who will ensure that all rights of both the accuser and accused are protected. These rights include, but shall not be limited to, discreet and professional handling of all matters concerning the alleged incident, and the opportunity to have others present during a campus disciplinary hearing.

If charges are filed, it will be the responsibility of the Vice President for Student Services (VPSS) to arrange for due process and documentation of all campus proceedings. In all cases, victims will be informed of their options for reporting crime and for receiving assistance if such is needed or desired. Both the accuser and the accused will be made aware of the outcomes of formal proceedings.

Employees found guilty of such offenses will be subject to a written warning, a suspension without pay, and/or a discharge, depending upon the circumstances of the specific incident. Referral will be made to local law enforcement authorities for further action if this is appropriate.

Students found guilty of sexual offenses will be subject to disciplinary action up to and including suspension or expulsion from the college, depending on the circumstances of the specific incident, and will be referred to law enforcement authorities for further action if appropriate.

### **Victim Assistance**

The VPSS is responsible for referring victims of sexual offenses to appropriate college personnel and/or to agencies in the community that handle such situations. The Victim Assistance Program, established through the local court system, offers assistance and support to victims at no cost.

The Victims Assistance contact number is (870) 863-8762. Assistance is also available through the Union County Rape and Family Violence Center at (870) 862-0929.

SouthArk will change a victim's academic situation as necessary after an alleged sexual offense has occurred, or as requested by the victim. Such changes could include, but would not be limited to, a change in the student's class schedule.

### **Sexual Harassment**

SouthArk will not tolerate sexual harassment by any of its students or employees, including its managerial and supervisory employees.

It is a violation of federal law and the rules, regulations, and policies of SouthArk for any employee or student to sexually harass another employee or student by (1)

making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, as a condition of any employee's employment or student's enrollment, (2) making submission or rejection of such conduct the basis for employment decisions affecting the employee or decisions concerning a student, or (3) creating an intimidating, hostile, or offensive working environment by such conduct.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures of the college. All incidents should be reported to the VPSS immediately, and the college will investigate all complaints. Any person who has been found by SouthArk to have sexually harassed another person shall be subjected to appropriate punishment.

Sexual harassment is a major offense, and employees found guilty will be subject to a written warning, a suspension without pay, or a discharge, depending upon the circumstances of the sexual harassment incident. Students that are found guilty will be subject to disciplinary action up to and including suspension or expulsion from the college.

## Glossary

**Definitions** [from the Jeanne Clery Act Training Manual]

**Annual Security Report (ASR):** Annual report with statements of campus security policy and crime statistics provided to current and prospective students and employees under the Clery Act by October 1st of each year.

**Campus Security Authority (CSA):** A campus policy or security official or other official with significant responsibility for campus and student activities. A CSA has responsibilities under Clery to report information for timely warnings and crime statistics.

**Clery Act:** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

**ED:** U.S. Department of Education. ED is responsible for implementing and enforcing the federal Jeanne Clery Act.

**Family Educational Rights and Privacy Act (FERPA):** FERPA, also known as the Buckley Amendment, is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Hierarchy Rule:** A principle used by the FBI's Uniform Crime Reporting program and adopted by Clery that specifies that only the most serious crime in a multi-crime situation is reported.

**NIBRS-National Incident-Based Reporting System.** Next generation UCR program (see below).

**OVC:** Created in 1983, the Office of Victims of Crime (OVC) is a federal office within the U.S. Department of Justice (USDOJ) that provides federal funds to support victim assistance and compensation programs around the country and advocates for the fair treatment of crime victims.

**Clery Center:** Clery Center for Security on Campus, Inc. is a non-profit (501)(c)(3) organization whose mission is to prevent violence, substance abuse and other crimes in college and university campus communities across the United States, and to

compassionately assist the victims of these crimes.

**UCR:** The Uniform Crime Reporting (UCR) Program was conceived in 1929 by the International Association of Chiefs of Police to meet a need for reliable, uniform crime statistics for the nation.

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** the killing of another person through gross negligence.

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

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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

**Arson:** the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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

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

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

## **Definitions & Terms** *(from the Violence against Women Act)*

1. **Domestic violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving

grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2. **Dating violence:** violence committed by a person:
  - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (i) The length of the relationship.
    - (ii) The type of relationship
    - (iii) The frequency of interaction between the persons involved in the relationship.
3. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - (A) Fear for his or her safety or the safety of others; or
  - (B) Suffer substantial emotional distress

**Definitions of Sex Offenses** *[from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program]*

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

**Two Categories of Sex Offenses:** forcible and non-forcible

**Four types of Forcible Sex Offenses**

- **Forcible Rape:** Is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/youth). This offense includes the forcible rape of both male and females.
- **Forcible Sodomy:** Is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object:** Is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.  
**Examples are:** a finger, bottle, handgun, stick, etc.
- **Forcible Fondling:** Is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Two types of Non-Forcible Sex Offenses** (unlawful, non-forcible sexual intercourse):

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other than within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Is non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **Definitions [from the Association of Title IX Administrators]**

#### **Sexual Misconduct Offenses Include, but Are not Limited to**

- Sexual Harassment
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Non-Consensual Sexual Contact (or attempts to commit same)
- Sexual Exploitation

#### **1. Sexual Harassment**

- Unwelcome sexual conduct, whether verbal or physical, that is
- Sufficiently severe, persistent, or pervasive that it
- Has the effect of unreasonably interfering with, denying, or limiting someone's ability to participate in or benefit from SouthArk's educational program and/ activities and is
- Based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

#### **Three Types of Sexual Harassment**

- **Hostile Environment:** Includes any situation in which there is harassing conduct that is sufficiently severe, pervasive /persistent, and patently offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
- **Quid pro quo sexual harassment** exists when
  - o There are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
  - o Submission to or rejection of such conduct results in adverse educational or employment action.
- **Retaliatory harassment** is any adverse employment or educational action taken against a person's participation in a complaint or investigation of discrimination or sexual misconduct.

#### **2. Non-Consensual Sexual Contact**

- any intentional sexual touching
- however slight
- with any object
- by a man or woman upon another person
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breast, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

### **3. Non- Consensual Sexual Intercourse**

- any sexual intercourse (anal, oral or vaginal)
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

### **4. Sexual Exploitation**

Exists when an individual takes abusive or non-consensual control of someone for his/or her control or advantage. Some examples of sexual exploitation include but are not limited to:

- Prostitution
- Having sexual relationships with another knowing you are infected with HIV, Aids, or any sexually transmitted disease without informing your partner.
- Recording sexual activity and posting it on the Internet without consent.

## **OTHER INFORMATION IMPORTANT TO STUDENTS**

### **The Testing and Learning Center**

The Testing and Learning Center (TLC) is a comprehensive learning and student support environment that emphasizes student excellence. TLC provides a variety of student services that promote engagement and success.

#### **1. Learning Center**

The Learning Center houses computers that provide access to many campus networked programs, including Microsoft Office. The Learning Center provides free one-to-one tutoring to any SouthArk student in most academic areas. Full-, part-time, and peer tutors are also able to assist students with many in-house computer programs and processes. Students may use the Learning Center's word processing programs to prepare papers, complete assignments, as well as print documents. Appointments are not necessary, but tutors and computers are available on a first-come, first-served basis. The Learning Center is located in room 220 of the SouthArk Student Center. It is open six days a week while fall and spring semesters are in session. Holiday and summer hours vary. For more information, contact the Learning Center at (870) 864-7196.

#### **(a) Student ID Card**

Student identification cards are issued to all students who are enrolled at SouthArk. Students are required to have a valid semester sticker on the ID card as proof of current enrollment. The first student ID card is free, and replacement ID cards are \$8.00. Validation stickers are free and issued every semester only after the student has enrolled for that semester. The ID card also serves as the student's library card. Both the ID card and the validation stickers are issued from The Learning Center, which is located on the second floor of the SouthArk Student Center, Room 220, (870) 864-7196.

#### **(b) Parking Decals**

All students may obtain a free parking decal for any vehicle parked on campus. These decals should be displayed on the back left side window of the vehicle. Only authorized vehicles should be parked on college property. Parking decals are issued from The Learning Center which is located on the second floor of the SouthArk Student Center, Room 220, (870) 864-7196.

## **2. The Testing Center**

The Testing Center provides courtesy testing by administering and proctoring tests for campus instructors, online courses, and distance learning courses. Several computer and Internet-based exams are given, including COMPASS, HOBET V, Nelson-Denny Reading Test, Miller Analogies Test (MAT), College Level Examination Program (CLEP), Test of English as a Foreign Language (TOEFL), as well as Pearson VUE exams. Other entrance, statewide, nationwide, and international tests are being added periodically. The Testing Center is located in room 220 of the SouthArk Student Center. For more information, please contact The Testing Center at (870) 864-7196.

## **Library**

The library, located on West Campus, provides support and resources necessary for student learning. The library offers traditional services for research and life-long learning: including, approximately 33,400 volumes in the general and reference collections, nearly 1,000 multimedia items, print periodicals, databases, e.books, interlibrary loans, and study areas. The student ID card is used as the library card when validated with a current ID sticker. The library is open to the public.

Books are loaned for a four-week period and may be renewed once either by phone or at the circulation desk. When materials are overdue, the library is authorized to assess and collect fines of 10 cents per day. When materials are nine weeks past due, there will be a presumption that the materials are lost and the library patron will be charged the original cost of the library materials. Library privileges will be suspended, transcripts withheld, and future registrations blocked for those with unpaid library fines and for those who have not paid for lost library materials.

The library is a member of the American Library Association and the Arkansas Library Association. The library supports the ALA's Library Bill of Rights and Intellectual Freedom Manual.

## **Distance Education Library Services**

The library provides the same services to students enrolled in distance education courses as for on-site students. The library staff will answer reference questions submitted by telephone or email. If possible, distance education students should visit the library in person to take full advantage of its materials and services.

## **New Student Orientation**

Orientation for new and transfer students are held at the beginning of each semester to help students become acquainted with one another, become familiar with the campus, and meet college personnel. Students are given information about SouthArk to help them understand the college's policies and procedures.

## **Campus Distribution of Literature**

Individuals or groups may not distribute or solicit on campus without permission from the Vice President for Student Services. All notices must be approved for posting by the VPSS office, located on the second floor of the Student Center, Room 262. Unauthorized notices will be removed; unauthorized solicitors will be asked to leave the campus. For more information contact the Vice President for Student Services.

## CLUBS AND ORGANIZATIONS

### Campus Clubs and Organizations

The college supports and promotes student organizations and clubs to serve the interest of both the students and the college. Student groups seeking official recognition must be approved by the Student Services Committee. Please contact the Vice President for Student Services.

### How to Start an Organization

Students who would like to establish an organization or club on campus should submit the following to the Vice President for Student Services for consideration and approval. To apply, hand in the following:

1. Name of organization or club
2. A declaration of the purpose, goals, activities, membership requirements, constitution and by-laws
3. SouthArk employee sponsor
4. At least five signatures of potential members (must be students at SouthArk)

### How to Join a Club or Organization

Students enrolled at SouthArk are encouraged to participate in extracurricular activities. Most organizations have open membership available to all students. However, some have selective membership based upon local, state, or national criteria. Students interested in joining a club/organization should contact the Academic Advisor.

## Existing Clubs and Organizations

**Association of Radiography Students.** Open to students currently enrolled in the RT Program at SouthArk. Its purpose is to promote the RT Program and to promote ethical conduct while serving as role models/mentors for future RT students.

**Campus Crusade for Christ.** The SouthArk chapter of the Campus Crusade for Christ organization is an interdenominational group that meets each week for Christian fellowship and Bible study. All students, faculty and staff are welcome.

**Health Occupations Students of America Secondary School Chapter.** HOSA is a national organization for secondary and post secondary students enrolled in Health Occupations programs. The activities for HOSA are an integral part of the instructional skills as well as leadership skills. HOSA members are involved in community-oriented, career related, and leadership development activities. Students from local chapters may attend regional, statewide and national conferences for leadership training and chapter management and participate in HOSA competitive events that test and recognize the students' competencies in their chosen health occupation and related skills.

**Omega Theta Alpha.** This group was established to support the OTA program and its students within SouthArk, to promote the OTA program in college and community activities, to provide curricular and extra-curricular learning experiences, to serve as role models/mentors for future OTA students.

**Phi Beta Lambda.** PBL is designed particularly for those students who are preparing for careers in business or business education but is open to all students. Membership in

PBL provides students with diversified activities designed to encourage interest, stimulate motivation, develop business skills, and increase knowledge of the business world. In Fall and in Spring, PBL will have the opportunity to participate in State Leadership conferences.

**Phi Theta Kappa.** The Alpha Gamma Iota Chapter of the Phi Theta Kappa was established in 1977. The purpose of this national scholastic honor organization is to recognize outstanding academic achievement in community colleges. Membership is by invitation. Minimum qualifications include a 3.50 GPA and current student status.

**Pi Theta Alpha.** The Pi Theta Alpha was established to support the PTA program within SouthArk, to promote the PTA program within the community, to provide extracurricular learning experiences in the field of physical therapy, and to have its members serve as role models/mentors for future physical therapist assistant students at SouthArk. Membership is open to current and former SouthArk PTA students.

**SkillsUSA.** Membership in Skills USA is open to secondary and post-secondary students enrolled in the various vocational-technical career fields represented. SkillsUSA's purpose is to help students develop social and leadership skills. Activities that enhance the development of these skills are conducted by the club's members and advisors. Each technical group elects officers from its membership who are eligible to represent the college in statewide and national competitive events. Active SkillsUSA groups include students enrolled in Automotive Technology, Industrial Electronics, Cosmetology, Welding, and various computer classes.

**SouthArk Nursing Students.** The activities for SANS are an integral part of the instructional skills as well as the leadership skills for practical nursing students. SANS members are involved in community-oriented, career related, and leadership development activities.

**Student Government Council.** This is a group of representatives from all college programs intended to serve as an official and representative student organization, to serve as the official voice through which student opinion may be expressed, to investigate student issues or concerns or challenges and take appropriate action, to encourage the development of responsible student participation in the overall policy and decision making process at SouthArk, to foster an awareness of the student's role in the learning community, to enhance the quality and scope of education at the college and to provide means for responsible and effective participation in the organization of student life.

## ACTIVITIES

A vital part of the college experience, student activities are designed to continue the learning process started in the classroom. These activities provide opportunities to develop leadership potential, social awareness and self-discipline. Students are encouraged to participate in student activities to maintain a proper balance between academic pursuits and personal development. The college promotes the establishment of student organizations and clubs to serve the interests of both the students and the college. Student groups seeking official recognition must do so through the VPSS.

**Commencement.** All students who have completed or are scheduled to complete college programs during the academic year are strongly encouraged to participate in commencement ceremonies. Students must apply for commencement and confirm participation. To do this, students should receive initial clearance for graduation from their academic advisor, and complete the application for graduation. This must be done by a specific date as listed in the academic calendar.

**Pinning and Lighting Ceremony for Nursing Students.** The traditional pinning and lighting ceremony honors the achievements of students who have completed a degree or certificate program in nursing.

**SouthArk Bistro.** The SouthArk Bistro is located on the West Campus in the SouthArk Student Center on the first level. The Bistro is an area for students to get a soft drink, coffee, sandwiches, or snacks, as well as to visit with friends or to study.

**Student Ambassadors.** Student Ambassadors represent the college at official functions and other scheduled activities and provide assistance to students on behalf of the college. In exchange for their efforts to promote the college, Student Ambassadors are awarded full-tuition scholarships and part-time work assignments on campus.

**Student Recognition Ceremony.** Each fall and spring semester students are recognized for outstanding achievement and service to the college. All graduates and their families are invited to attend.

**Who's Who Among Students in American Junior Colleges.** Students are chosen for this honor by a vote of the faculty. Students are selected each fall based on their academic achievements, service to the community and school, leadership and extracurricular activities and future potential. Those selected are formally recognized at the annual Student Recognition Ceremony.

## STUDENT SUPPORT

### Off-campus Employment

Students interested in off-campus employment should check their campus e-mail regularly for job postings. In addition, students may contact Grace Palculict of the Carl Perkins grant program at [gpalculict@southark.edu](mailto:gpalculict@southark.edu) for information about available internship opportunities.

### On-campus Employment

Students interested in finding a workstudy job should visit the Financial Aid section of the

college's Web site at [www.southark.edu](http://www.southark.edu) for a listing of available jobs.

### **Job Placement**

The college maintains job boards on the East Campus where open positions are posted regularly. Campus jobs for students are arranged through the Financial Aid Office on the West Campus.

### **Veterans' Services**

Students receiving veterans benefits may receive personal, career, and academic counseling as needed. Veronda Tatum, Director Financial Aid, is the College's designated VA representative.

In addition, SouthArk provides an opportunity for students who are veterans or merely interested in the military to participate in S3, SouthArk Military Service Support student group. Veterans also may qualify for assistance through the Arkansas Veterans Education & Training Partnership (AVETP) grant program. Interested students should contact Tammi McKinnon in Student Services at [tmckinnon@southark.edu](mailto:tmckinnon@southark.edu) for more information.

### **Reasonable Accommodations-Americans With Disabilities Act**

It is the intent of South Arkansas Community College that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by the college. College students who have a diagnosed disability that require reasonable accommodations should contact the Disability Support Services Counselor in the Student Center 255. The college will work with any student to provide reasonable accommodations in accordance with the Americans with Disabilities Act.

### **Transcripts**

Transcripts of student records will be issued only at the written request of the student. No transcript request will be processed until all financial obligations to the college have been met. Transfer work evaluated for degree credit will be recorded on SouthArk's transcript. The college will not copy and release transcripts and/or test scores from other colleges/institutions. Students should request this information directly from the appropriate college, high school, or testing service. Academic advisors may have access to students' records for advising purposes.

### **Transfer Assistance**

Assistance is available to students who plan to transfer to a four-year institution upon completion of their programs at SouthArk through the Department of College Transition. Student are given information on requirements for admission to four-year colleges and transfer scholarships.

Those interested in transfer assistance should contact Tim Johnson at (870) 864-8416 or [trjohnson@southark.edu](mailto:trjohnson@southark.edu).