



ARKANSAS STATE UNIVERSITY • NEWPORT  
NEWPORT • JONESBORO • MARKED TREE

**2022-2023**

# **STUDENT HANDBOOK**



## **ASU-NEWPORT MISSION STATEMENT**

### **VISION**

Empowering Individuals.  
Advancing Communities.

### **MISSION**

ASU-Newport will provide accessible, affordable,  
innovative learning opportunities that  
transform lives and strengthen the regional economy.

### **VALUES**

ASUN's core values of belonging, compassion,  
diversity, innovation, and integrity shall drive our  
institutional priorities and goals.

## **STRATEGIC PRIORITIES**

Student Success • Institutional Excellence  
Employee Success • Community Engagement

## **INSTITUTIONAL LEARNING OUTCOMES**

Communication • Reasoning • Responsibility

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## A MESSAGE FROM DR. JOHNNY MOORE, CHANCELLOR

Welcome to Arkansas State University-Newport, home of the Aviators. Thank you for taking the time to consider us as your flight plan to a brighter future.

At ASUN, we have made it our mission to provide students with an accessible, affordable, high-quality education. ASUN achieves its mission by hiring the best and brightest faculty and staff to teach, advise, and provide support to its students. ASUN also strategically partners with local businesses to ensure our curriculum meets the needs of local industries and our students receive the most up-to-date training.

In the pages of this handbook, you will find classes and programs assured to provide you with the skills necessary to succeed in your chosen career field or at a four-year university. You will also find extensive support services to assist you on your educational journey. Whether you attend full-time, part-time or online, you are important to us and we are committed to helping you achieve your goals. ASUN offers everything traditional and non-traditional students need to soar in both the classroom and in the workforce.

I invite you to join the ASUN family of students, faculty, staff and successful alumni who believe in the quality education we offer. We want to make a difference in your lives. On behalf of the ASUN family, I hope you'll join us and see just how powerful an Aviators education can be.

Sincerely,

Dr. Johnny M. Moore Chancellor  
Arkansas State University-Newport

## WHERE TO GO FOR ANSWERS

Department/Email	Email	Newport	Jonesboro	Marked Tree
<b>Academic Affairs</b>	academicaffairs@asun.edu	Walton Hall 870-512-7844	Main Building 870-680-8715	•
<b>Adult Education</b> <a href="http://www.asun.edu/programs/adult-education">www.asun.edu/programs/adult-education</a>	Adult_ed@asun.edu	Walton Hall 870-512-7824	2601 Commerce Dr. 870-512-7824	•
<b>Admissions and Records</b> <a href="http://www.asun.edu/admissions">www.asun.edu/admissions</a>	admissions@asun.edu	Student Community Center 870-512-7889	•	•
<b>Academic Advising</b> <a href="http://www.asun.edu/advising">www.asun.edu/advising</a>	academic advising@asun.edu	The Hangar 870-512-7744	Main Building 870-680-8728 870-680-8901	Building A 870-358-8612
<b>Alumni Relations</b>	•	Student Community Center 870-512-7865	•	•
<b>ASU-Newport Bookstore</b> <a href="https://bookstore.asun.edu">https://bookstore.asun.edu</a>	bookstore@asun.edu	Student Community Center 870-512-7806	•	•
<b>Campus Information Desk</b>	870-512-7800	•	•	•
<b>Campus Police</b> <a href="http://www.asun.edu/campus-police">www.asun.edu/campus-police</a>	campuspolice@asun.edu	Walton Hall 870-512-7866 870-217-1347 (cell)	Main Building 870-680-8950	Building A 870-358-8633
<b>Career Pathways</b> <a href="http://www.asun.edu/programs/career-pathways">www.asun.edu/programs/career-pathways</a>	Career_pathways@asun.edu	Walton Hall 870-512-7856	•	•
<b>Career Service</b> <a href="http://www.asun.edu/student-affairs">www.asun.edu/student-affairs</a>	career_services@asun.edu	•	•	•
<b>Cashier's Window</b> <a href="http://www.asun.edu/facts">www.asun.edu/facts</a>	studentbilling@asun.edu	The Hangar	•	•
<b>Chancellor's Office</b> <a href="http://www.asun.edu/facts">www.asun.edu/facts</a>	chancellor@asun.edu	Student Community Center 870-512-7850	•	•
<b>Dining Services</b>	•	Student Community Center 870-512-7726	•	Main Building 870-358-8642

<b>Center for Educational Access</b> <a href="http://www.asun.edu/cea">www.asun.edu/cea</a>	cea@asun.edu	•	•	Building A 870-358-8612
<b>Finance and Administration</b> <a href="http://www.asun.edu/financial_aid">www.asun.edu/financial_aid</a>	Whitney_loftin@asun.edu	Student Community Center 870-512-7809	•	•
<b>Financial Aid</b> <a href="mailto:Financialaid@asun.edu">Financialaid@asun.edu</a>	financialaid@asun.edu	The Hangar 870-512-7713	Main Building 870-680-8747	•
<b>Information and Technology Services</b> <a href="http://its.asun.edu/">http://its.asun.edu/</a>	its@asun.edu	Business Technology & Transportation Center 870-512-7721	•	•
<b>Library</b> <a href="http://www.asun.edu/library">www.asun.edu/library</a>	•	Walton Hall, Library 870-512-7862	Main Building 870-680-8720	Building A 870-358-8699

<b>Parking Services</b> <a href="http://www.asun.edu/campus_police">www.asun.edu/campus_police</a>	.	Student Community Center 870-512-7866 870-217-1347 (cell)	Main Building 870-680-8950	Main Building 870-358-8633
<b>Registrar</b>	<a href="mailto:registrar@asun.edu">registrar@asun.edu</a>	Walton Hall 870-512-7842	.	.
<b>Student Affairs Division</b> <a href="http://www.asun.edu/student_affairs">www.asun.edu/student_affairs</a>	<a href="mailto:ycsa@asun.edu">ycsa@asun.edu</a>	Student Community Center 870-512-7838	.	.
<b>Student Support &amp; Engagement</b> <a href="http://www.asun.edu/student_life">www.asun.edu/student_life</a>	.	Student Community Center 870-512-7859	.	.
<b>Testing Center</b> <a href="http://www.asun.edu/testing_services">www.asun.edu/testing_services</a>	<a href="mailto:Testing_services@asun.edu">Testing_services@asun.edu</a>	Academic Support Center 870-512-7867	.	.
<b>Transcripts</b> <a href="http://www.asun.edu/transcripts">www.asun.edu/transcripts</a>	<a href="mailto:transcripts@asun.edu">transcripts@asun.edu</a>	The Hangar 870-512-7842	.	.

## ACADEMIC CALENDAR

The academic calendar can be found online at [www.asun.edu/catalogs](http://www.asun.edu/catalogs).

## ABOUT ASU-NEWPORT

Over the years, ASU-Newport has grown from one campus to three and now boasts enrollment exceeding 2,000 students. The milestones of our past have made us the institution we are today.

For more information about our ASU-Newport history, visit [www.asun.edu/history](http://www.asun.edu/history).



# ACADEMIC AFFAIRS DIVISION

## GENERAL INFORMATION

The academic division of the university is under the direction of the Vice Chancellor for Academic Affairs.

## ACCREDITATION

[www.asun.edu/accreditation](http://www.asun.edu/accreditation)

Arkansas State University-Newport is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), Thirty North LaSalle, Suite 2400, Chicago, IL 60602, Telephone: 312 263-0456.

## DEGREES OFFERED

[www.asun.edu/all-programs](http://www.asun.edu/all-programs)

## ADMISSIONS

The Arkansas State University-Newport Office of Admissions and College Engagement provides students with materials and services needed for admission to ASU-Newport and continued progression in the academic environment. If you have Admissions or Records questions, email [admissions@asun.edu](mailto:admissions@asun.edu) or call (870) 512-7885.

## CLASSROOM AND GRADE INFORMATION

### STUDENT RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS

[www.asun.edu/graduation](http://www.asun.edu/graduation)

For you to be considered a candidate for a degree or certificate, you must have completed all the requirements for that degree as described in the official Course Catalog in effect at the time you enrolled in the program leading to that degree or certificate.

For more information about graduation requirements, please email [registrar@asun.edu](mailto:registrar@asun.edu).

## ACADEMIC ADVISORS

[www.asun.edu/advising](http://www.asun.edu/advising)

Vision: ASU-Newport academic advising is a shared responsibility between advisors and students to exchange information that promotes excellence and inspires lifelong learning.

Mission: Academic advising at ASU-Newport seeks to build relationships which support and empower students to reach their academic and professional goals.

Academic advising is strongly encouraged for all students of ASU-Newport. As many studies in both college retention and completion have shown, academic advising plays a pivotal role in helping students complete their degree in a timely manner. ASU-Newport advisors intentionally spend time building rapport and trust with their advisees. Advisors will learn about each advisee's strengths, skills, and abilities. Advisors will encourage and challenge students to dream about their future and then co-create a plan

to help students achieve their goals. During this entire process, advisors are committed to maintaining an appropriate level of confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).

Processes academic advisors may assist students which include: degree and career exploration, designing an academic plan, registering for courses, supplying information on transfer options and/or employment opportunities, and providing information on student services such as tutoring and financial aid.

For more information, contact [academicadvising@asun.edu](mailto:academicadvising@asun.edu).

## **STUDENT ACADEMIC LOAD**

### **[Student Academic Overload Request Form](#)**

The maximum student academic load shall not exceed 20 credit hours per semester in fall or spring and 20 credit hours in the combined summer terms, and 7 credit hours for intercession without special approval from the Vice-Chancellor for Academic Affairs. Courses taken concurrently at other institutions will be considered in calculating the maximum load. Students who meet the following provisions are exempt from special approval: a student has declared a major for which the Program of Study detailed in the [catalog](#) lists more than the maximum academic load for an individual semester or term and is enrolled in only those courses and the student has appropriate major and degree plan on file with his or her advisor.

Questions? Email [registrar@asun.edu](mailto:registrar@asun.edu).

## **CLASS ATTENDANCE POLICY**

Faculty are highly encouraged to take attendance at all scheduled course and lab meetings. It is the practice of ASU-Newport to allow students to participate in university sponsored events, even when those events cause them to be absent from class. Students participating in university-sponsored events will be given reasonable opportunities to make up missed assignments and exams. Select programs of study may have additional attendance policies. Please check with your advisor for more information.

If you have questions regarding your academic advisor, contact [academicadvising@asun.edu](mailto:academicadvising@asun.edu).

## **INCLEMENT WEATHER POLICY**

ASU-Newport remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the college. Information regarding delay and cancellations will be distributed via the website, social media, and regional and local news.

Students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases, where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her instructors upon return to explain the circumstances and to determine the need to complete any missed assignments.

## CLASS SCHEDULE CHANGES & INDIVIDUAL COURSE DROP DEADLINES

- Registration can occur any day before the official start date of the course
- Registration means you have reserved a seat in a class whether or not you attend the class
- Registration means you will pay for that seat you reserved
- Registration means you are officially enrolled in a class unless you unregister by the deadline

## REFUNDS: UNREGISTERING AND WITHDRAWAL POLICY

Any student who withdraws (unregisters) from ASU-Newport during a term of enrollment prior to the census date, will not be responsible for tuition and fee charges for any/all courses for which the student unregisters. Any payments made by the student prior to the census date will be refunded. Unregistering from courses on or before the census date will not incur tuition, fees, or related charges on their student account. Additionally, there will not be W's on their academic transcript.

NOTE: Students who do not attend classes before the census date are typically dropped for non-attendance. However, it is the responsibility of the student to drop the courses for which he or she did not attend prior to the census date.

Students who choose to officially withdraw from courses after the census date but before the last day to withdraw from courses accept all tuition, fees, and charges associated with the courses. Students who choose to withdraw from all courses and have received Title IV funds such as a Pell Grant, FSEOG, Direct Subsidized Loans, Direct Unsubsidized Loans and/or Parent PLUS Loans may be subject to additional charges due to the requirement of ASU-Newport to calculate unearned money via the Return to Title IV (R2T4) calculation.

To view census dates and last day to withdraw from courses, please review the current [ASU-Newport Academic Calendar](#). Exception: Commercial Driver Training students will be allowed to withdraw (unregister) from courses (and be eligible for a refund if payments have been made on the student account) during the first eight (8) days of class.

For more information on Drop and Withdraw Process, see below.

## DROP AND WITHDRAWAL PROCESS

Students are responsible for indicating their intent to discontinue enrollment by using the appropriate form. Office of the Registrar processes the forms submitted by students and informs the Financial Aid Office when students discontinue enrollment.

**Unregister** = a complete cancellation of course enrollment that results in 100% refund of tuition and fees.

- Unregistering can only occur before the end of the census date
- Unregistering means the course will NOT appear on a transcript
- Unregistering means that a student's name will no longer appear on a course roster
- Unregistering means the course will no longer appear on a student's

- schedule of courses
- Unregistering makes the enrollment as if it never happened
- Unregistering usually has zero impact on financial aid eligibility

**Withdrawal/Drop** = a process signaling that a student is enrolled but will not complete a course or courses in which he or she is enrolled. ONLY THE REGISTRAR'S STAFF MEMBERS CAN PROPERLY PROCESS A WITHDRAWAL/DROP.

- A withdrawal can only occur AFTER the census date for the current term of enrollment
- A withdrawal WILL appear on a transcript as the letter "W" in the final grade column
- A withdrawn student's name WILL appear on a course roster
- A course from which a student has withdrawn WILL appear on a student's schedule of courses
- A withdrawn student must pay for the course – even though he or she will not complete it
- A withdrawal may impact continued financial aid and scholarship eligibility

**Complete Withdrawal** = a process signaling that a student is enrolled but will not complete any courses in which he or she is currently enrolled. A complete withdrawal can only occur AFTER the census date but before the last day to withdraw from courses of the current term of enrollment.

- All courses WILL appear on a transcript with "W" in the final grade columns
- A withdrawn student's name WILL appear on all course rosters
- All courses from which a student has withdrawn WILL appear on a student's schedule of courses
- A withdrawn student must pay for the courses – even though he or she will not complete them
- A complete withdrawal usually impacts continued financial aid and scholarship eligibility

Visit the following website: <https://www.asun.edu/withdrawal> and click on the Withdrawal Request Form link.

Questions? Email [registrar@asun.edu](mailto:registrar@asun.edu).

## REFUND OF TUITION AND FEES SCHEDULE

Any student who officially withdraws from the University during a semester shall be entitled to a refund, provided the withdrawal occurred during the refund period as outlined below. Refunds must be claimed at the time of withdrawal through the Office of Student Accounts. The refund applies to the total charges rather than the amount paid at the time of withdrawal.

### Refund Schedule

Less than Full-Term Courses (Flex I, Flex II, Fast Terms, Summer I, Summer II, Intersession)

- |    |                       |           |
|----|-----------------------|-----------|
| A. | Prior to Census Date: | 100%      |
| B. | After Census Date:    | No Refund |

Full-term Courses (Fall and Spring)

- |    |                       |           |
|----|-----------------------|-----------|
| A. | Prior to Census Date: | 100%      |
| B. | After Census Date:    | No Refund |

## OUTSTANDING ACCOUNT BALANCE PROCEDURES

Student tuition and fees are due in full at the time of registration. Students are expected to pay all tuition and fee charges before attending classes. Payment can be made in person with the cashier on each ASUN campus. Payments can be made by Cash, Check, Debit or Credit Card (Visa, MasterCard or Discover). Checks due to insufficient funds are subject to a returned check fee of \$30. Students are responsible for all tuition and fees which are due and payable upon registration of classes unless a student has qualified for financial aid.

A student with a balance on their account will be placed on hold after the census date for the semester. This hold prevents the student from registering for another term until they can resolve their current balance. If the student plans to graduate and they owe on their account, the Office of the Registrar will contact the student and request that they contact the Business Office in regard to their account before they graduate. If any student continues to have an outstanding balance after a term, the balance will be considered delinquent. Unpaid charges may be subject to collection agency costs, attorney fees, credit bureau reporting, or state income tax attachment (ACT 372 of 1986 as amended.)

Questions? Email [studentbilling@asun.edu](mailto:studentbilling@asun.edu).

## TUITION AND FEES SCHEDULE

For a current list of the Arkansas State University - Newport Tuition and Fees Schedule, please visit: [www.asun.edu/tuition\\_and\\_fees](http://www.asun.edu/tuition_and_fees)

## ACADEMIC PROBATION & SUSPENSION

### ACADEMIC STANDING

Arkansas State University-Newport's Academic Warning and Suspension policy is aligned with the institution's Financial Aid Satisfactory Academic Progress policy, which encourages students to progress toward program completion.

### ACADEMIC WARNING

Students are placed on Academic Warning at the close of any enrollment period (Fall, Spring or Summer term) in which their cumulative grade point average falls below 2.00.

Students can be placed on Academic Warning at the close of any enrollment period (Fall, Spring or Summer term) in which they do not meet all three of the standards listed below. Students may continue enrollment on Academic Warning. However, if all three standards are not met at the end of the next enrollment period (after the first term of Academic Warning), the student is placed on Academic and Financial Aid Suspension. Academic Warning status will be removed at the end of an enrollment period when all three standards are met.

**I. Term grade point average must be 2.00 or higher.**

**II. Term course completion rate must be 67% or higher.**

Examples of 67% course completion:

- 67% of 12 is 8.04. If you enroll in 12 hours, you will need to successfully complete 9 hours to meet the completion rate requirement.
- 67% of 15 is 10.05. If you enroll in 15 hours, you will need to successfully complete 12 hours to meet the completion rate requirement.

- 67% of 18 is 12. If you enroll in 18 hours, you will need to successfully complete 12 hours to meet the completion rate requirement.

### **III. Cumulative attempted credit hours must not exceed 150% of the published length of declared degree program.**

Examples of 150% program completion:

- If your degree program is published as requiring 60 hours, you need to complete it within 90 attempts (including grades of F, I, and W)
- If your degree program is published as requiring 30 hours, you need to complete it within 45 attempts (including grades of F, I, and W).
- If your degree program is published as requiring 45 hours, you need to complete within 69 attempts (including grades of F, I, and W).

### **HOW TO REGAIN GOOD ACADEMIC STANDING**

- No action is required from the student while on Academic Warning.
- Student will need to strive to meet all three standards at the end of the next enrollment period.

## **ACADEMIC SUSPENSION**

Students are placed on Academic Suspension at the close of the enrollment period (Fall, Spring or Summer term) in which they are already on Academic Warning and do not meet one or more of the standards listed below.

### **I. Term grade point average must be 2.00 or higher.**

### **II. Term course completion rate must be 67% or higher.**

Examples of 67% course completion:

- 67% of 12 is 8.04. If you enroll in 12 hours, you will need to successfully complete 9 hours to meet the completion rate requirement.
- 67% of 15 is 10.05. If you enroll in 15 hours, you will need to successfully complete 12 hours to meet the completion rate requirement.
- 67% of 18 is 12. If you enroll in 18 hours, you will need to successfully complete 12 hours to meet the completion rate requirement.

### **III. Cumulative attempted credit hours must not exceed 150% of the published length of declared degree program.**

Examples of 150% program completion:

- If your degree program is published as requiring 60 hours, you need to complete it within 90 attempts (including grades of F, I, and W).
- If your degree program is published as requiring 30 hours, you need to complete it within 45 attempts (including grades of F, I, and W).
- If your degree program is published as requiring 45 hours, you need to complete it within 69 attempts (including grades of F, I, and W).

### **HOW TO REGAIN GOOD ACADEMIC STANDING (AND FINANCIAL AID STANDING IF APPROPRIATE)**

Suspended students (Academic and/or Financial Aid) must appeal to re-enroll at ASUN and be approved for one additional semester of financial aid eligibility. Visit <https://www.asun.edu/resources/satisfactory-academic-progress> to access the SAP Appeal form.

There are four outcomes of the SAP Appeal Process. Please see the list below.

#### **Outcome: SAP Approved (Academic & Financial Aid)**

- **Academic and Financial Aid Standing:** SAP Probation- Academic and Financial Aid Probation

- **Explanation:** The student has appealed, and their appeal statement and documentation prove they had extenuating circumstances that prevented them from meeting SAP standards during their last term of enrollment.
- **Eligibility:** The student is eligible to enroll AND get financial aid
- **Requirements to be Completed by the Student:** Student Success Plan (Parts 1 and 2), Three-Hour Non-Credit ASUN Success Course, and Scheduled Check-Ins.

#### **Outcome: SAP Approved (SAP Academic Only)**

- **Academic and Financial Aid Standing:** SAP Academic-Academic Warning and Financial Aid Suspension
- **Explanation:** Student who is a returning ASUN or transfer student who appeals the immediate previous semester's SAP suspension status who has appealed and was denied financial aid (due to appeal incomplete, missing documentation, not an extenuating circumstance) but they want to enroll at ASUN in the upcoming term. The SAP review committee determined they had a viable reason in their appeal, but it was not enough to regain FA eligibility.
- **Eligibility:** The student is eligible to enroll in courses and is NOT eligible for financial aid (i.e. Pell, direct loans, and other financial aid). The student will self pay. After the first successful term of enrollment, the student will be encouraged to meet with the Office of Financial Aid to discuss their options. **\*NOTE: This outcome replaces the previous academic readmission process.**
- **Requirements to be Completed by the Student:** Student Success Plan (Parts 1 and 2) and Three-Hour Non-Credit ASUN Success Course.

#### **Outcome: SAP Approved (Conditionally Admitted)**

- **Academic and Financial Aid Standing:** Academic Warning and Financial Aid Warning
- **Explanation:** Student has been separated from a post-secondary institution for 1 calendar year and/or meets one or more of the conditional admission categories listed below.

#### **Conditions related to pre-college experience:**

- high school diploma is from a school that is not accredited by a State
- no high school diploma or GED

#### **Conditions related to past college performance:**

- transfer applicant whose cumulative GPA is less than 2.00 at the last college attended before ASUN
- **Eligibility:** The student is eligible to enroll in courses and eligible for financial aid.
- **Requirements to be Completed by the Student:** Student Success Plan (Parts 1 and 2) and Three-Hour Non-Credit ASUN Success Course
- **NOTE: This outcome replaces the previous conditional admit process.**

#### **Outcome: SAP Denied**

- **Academic and Financial Aid Standing:** SAP Suspension-Academic and Financial Aid Suspension
- **Explanation:** The student's appeal was denied because their sap appeal and/or documentation did not show an extenuating circumstance.
- **Eligibility:** They are not eligible to re-enroll this next term nor are they eligible for financial aid.
- **Requirements to be Completed by the Student:** Completion of three-hour ASUN Prep Course. NOTE: Successful completion of the success course is a method to reestablish financial aid and academic eligibility for the next term of enrollment.

Status	Eligible to Enroll at ASUN	Eligible to Receive Financial Aid	Academic & Financial Aid Standing	Requirements
<b>Academic Probation</b>	Yes	Yes	Academic & Financial Aid Probation	<p>Work to meet one or more of the SAP standards listed below:</p> <p>Term grade point average 2.00 or higher.</p> <p>Term course completion rate 67% or higher.</p> <p>Cumulative attempted credit hours less than 150% of the published length of declared degree program.</p>
<b>The SAP Statuses below occur after one term of Academic Probation</b>				
<b>SAP Approved (Academic &amp; Financial)</b>	Yes	Yes	SAP Probation- Academic and Financial Aid Probation	Student Success Plan (Parts 1 and 2), Three-Hour Non-Credit ASUN Success Course, and Scheduled Check-Ins.
<b>SAP Approved (Academic Only)</b>	Yes	No; Self-pay or other non-federal financial aid	SAP ACADEMIC- Academic Warning and Financial Aid Suspension	Student Success Plan (Parts 1 and 2) and Three-Hour Non-Credit ASUN Success Course.
<b>SAP Approved (Conditionally Admitted)</b>	Yes	Yes	SAP Probation – Academic Warning and Financial Aid Warning	Student Success Plan (Parts 1 and 2) and Three-Hour Non-Credit ASUN Success Course
<b>SAP Denied</b>	No	No	SAP Suspension- Academic and Financial Aid Suspension	Completion of three-hour ASUN Prep Course After successful completion of the three-hour ASUN Prep Course, the student is manually placed on SAP Probation and is eligible to enroll in courses and receive financial aid for the next term on enrollment.

Note: Approved Financial Aid on a student's account does not reflect a student's Financial Aid SAP Status nor Academic Standing.

**Decisions of the FA and ACADEMIC SAP Suspension Appeals are final. Any exceptions can be reviewed by the Offices of the Vice Chancellor for Student Services and Enrollment Management and Vice Chancellor for Academic Affairs.**

Questions? E-mail [sap@asun.edu](mailto:sap@asun.edu).

## ACADEMIC DISTINCTION

The Chancellor's List is published at the end of each fall and spring semester for all students who have a 4.0 GPA with at least 12 credit hours (excluding developmental classes).

The Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 12 credit hours with a GPA of 3.5 to 3.99 (excluding developmental classes).

Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List are published and a press release is issued so that communities, faculty, staff, and students are made aware.

Graduates who have a cumulative 3.8 grade point average at the time of commencement, and will complete an Associate's degree or Technical Certificate will be awarded the Chancellor's Award for Academic Excellence.

Questions about academic distinction? Contact [registrar@asun.edu](mailto:registrar@asun.edu).



# ACADEMIC RIGHTS AND RESPONSIBILITIES

## PREAMBLE

ASU-Newport is a community of scholars whose members include its faculty, staff, students, and administrators. It is a forum where ideas are discovered, discussed, and tested. The basic purposes of the college are the enhancement, dissemination, and application of knowledge. These are achieved through classroom instruction, research, special lectures, concerts, discussion groups, seminars, experimentation, out-of-class activities, and leadership development opportunities.

The basis for achievement of these purposes is freedom of expression and assembly without this freedom, effective testing of ideas cease and teaching, learning, and research are rendered ineffective. Yet absolute freedom in all aspects of life leads to anarchy, just as absolute order leads to tyranny. Therefore, the college always must strive for that balance between maximum freedom and necessary order, which best promotes its basic purposes by providing an environment most conducive to the many faceted activities of teaching, learning, and research.

The student, as a member of the academic community, has both rights and responsibilities. The most essential right is the right to learn, and the college has a duty to provide for the student those privileges, opportunities, and protections that best promote the learning process. The student has responsibilities to other members of the academic community, the most important being to refrain from interference with the rights of others, which are equally essential to the purposes and processes of the college.

Regulations governing the activities and conduct of student groups and individual students are not comprehensive codes of desirable conduct; rather, they are limited to meeting the practical, routine necessities of a complex community and to the prohibition or limitation of behavior which cannot be condoned because it interferes with the basic purpose, necessities and processes of the academic community or with rights essential to other members of that community.

The student is not only a member of the academic community, but he/she is also a citizen of the larger society. The college will use every method at its disposal to ensure that the campus environment is conducive to the learning process. It cannot condone those activities designed to disrupt and destroy the basic functions of the college. Each student has an obligation to the larger society, which is the responsibility of the legal and judicial authorities of the city, county, and state. The college cannot be expected to shelter a student from the reality of this obligation. The college, in its relationship to each student, recognizes the constitutional rights of freedom of speech and due process when the student's right to continue as a student is in question. A student who feels that his/her constitutional rights have been violated and who has not found satisfactory relief within the college structure has access to the judicial process of the civil courts.

The guidelines in the following pages have been established in order to protect student rights, to facilitate the definition of student responsibilities, to preserve necessary order, and to provide avenues through which students may seek to effect change.

The freedom and effectiveness of the educational process depend upon the provision of satisfactory conditions and opportunities for learning. The responsibilities to secure, respect, and protect such opportunities and conditions must be shared by all members of the academic community.

The faculty has a central role in the educational process and has the primary responsibility for the intellectual content and integrity of the college. It is the faculty's role to encourage discussion, inquiry, and expression among students and to act as an intellectual guide and counselor. They should foster honest academic conduct and evaluate students fairly and accurately. They should not exploit students for private advantage, and they should respect the faculty/student fiduciary relationship. The establishment and maintenance of the proper faculty and student relationships are basic to the college's functions. This relationship should be founded on mutual respect and understanding and assumes a common dedication to the educational process. If problems arise in this relationship, both student and faculty should attempt to resolve them in informal, direct discussions as between well-intentioned and reasonable persons.

## **ACADEMIC RESPONSIBILITIES OF THE STUDENT**

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Responsible students take ownership of their actions by exhibiting the following behaviors related to the ASUN Institutional Learning Outcomes:

### **COMMUNICATION**

- Communicate in a careful and respectful manner with professors, peers, and other members of the greater college community
- Communicate regularly with faculty, academic advisors, and college personnel to ensure understanding of college policies and expectations
- Avoid abusive or disrespectful language or actions which damages the classroom and college environment
- Meet with an academic advisor at least once per semester and communicate regularly as needed to discuss academic progress toward completion of the degree requirements

### **REASONING**

- Utilize college resources and seek help when needed
- Identify, develop, and implement a plan to achieve their educational goals
- Attend and participate in classes, labs, and seminars, arriving academically prepared and on time
- Complete all assigned work in a timely manner with attention to quality of work
- Take all required steps to complete degree requirements, which includes meeting both academic and administrative requirements

### **RESPONSIBILITY**

- Demonstrate academic integrity and honesty
- Avoid making excuses for their behavior

- Are engaged learners who dedicate sufficient time outside of class to college work
- Act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and college catalog
- Respect diverse ideas and opinions
- Maintain a clear understanding of the information in the college catalog and the student handbook. Lack of knowledge does not excuse a student from the responsibility to abide by the rules and procedures of the college

## THE ACADEMIC RIGHTS OF THE STUDENT

- The student shall have the right to an academic environment that is accepting of all students without regard for race, national origin, gender, disability, ethnicity, sexual orientation, age, or religion
- The student shall be free to take reasonable exception to data and views offered in the classroom, and to express differences of opinion without fear of penalty
- The student has a right to protection against improper disclosure of information concerning grades, health, or character that an instructor acquires in the course of his/her professional relationship with the student
- The student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course. The student has a right to resolve an alleged violation of the college academic policy and/or procedure, or to resolve any alleged case of inequitable academic treatment through the academic appeal process (see below)

ASU-Newport encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the appeal process and ASUN must ensure that a student will not suffer repercussions because he or she chooses to file an appeal in good faith.

**The following are guidelines for determining the appropriate area to voice a concern based on topic of concern.**

TOPIC OF CONCERN	APPROPRIATE DIVISION OR DEPARTMENT
Academic/Instructional/ Grade	Academic Affairs
Financial	Fiscal Affairs Business Office
Discrimination/Harassment	Fiscal Affairs Human Resources
Financial Aid	Student Services: Financial Aid Office
Accommodations/Disabilities	Student Service: Center for Educational Access

Disciplinary/Student Code of Conduct	Student Services: Dean of Student Services/ Division Operations
Facilities/Bookstore	Fiscal Affairs Business Office
Campus Police	Student Affairs Campus Police
Campus Safety	Student Affairs Campus Police
Technology	Fiscal Affairs Information Technology Services

**Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the Arkansas Department of Higher Education, shall not be grievable matters.**

**The student has the right to accurate and clearly stated information in order to determine:**

- The general requirements for establishing and maintaining satisfactory academic standing
- The graduation requirements for the chosen program of study
- The expectations of the college with regard to academic and personal standards
- The expectations of instructors in each course and program as provided in the form of course and program student learning outcomes

## **STUDENT ACADEMIC GRIEVANCE PROCEDURE**

It is the policy of Arkansas State University-Newport to provide students with an opportunity to resolve an alleged violation of college academic policy and/or procedure, or to resolve any alleged case of inequitable treatment.

The process outlined below is specifically designed to address academic concerns, instructional issues, or grade appeals. (It is NOT to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial aid appeal, or discrimination/ harassment complaint as described in other areas of the college catalog or student handbook.) The grievance process must be initiated no more than forty-five days following the incident.

**Step 1:** Before a student can file a written grievance (concern or appeal), he/she should attempt to resolve the problem informally. The college expects the student to address his/her grievance by the first meeting and/or discussing the concern with the college faculty or academic staff member whose actions resulted in the concern and documenting the discussion with notes. If not resolved, the student may proceed to the next step.

**Step 2:** If within five business days following the informal resolution attempt, the student feels a satisfactory resolution has not been achieved, the student may file a formal written grievance with the appropriate Academic Dean (or designee). The concern or appeal must be in writing and should include the reason(s) for appeal, the supporting facts, and the requested solution. .

**Step 3:** Within five business days after receiving the appeal in writing, the appropriate Academic Dean (or designee) will be responsible for investigating the concern. The appropriate Academic Dean (or designee) will communicate

this decision in writing to both parties within five business days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.

Step 4: The appropriate Academic Dean will review all materials from the previous steps and convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the appropriate Academic Dean will investigate and render a decision based on the written statements and testimony of the parties. The appropriate Academic Dean will communicate this decision in writing to both parties within 5 business days. If the student feels a satisfactory resolution has not been achieved the student may choose to proceed to the next step.

Step 5: Within five business days following Step 4, the student will notify the Office of the Vice Chancellor for Academic Affairs, in writing, to request a grievance review for:

*Grievance resolution unreasonably harsh or inappropriate for the circumstances of the situation.*

After receipt of the hearing, the Vice Chancellor for Academic Affairs may accept it, reverse it, or refer it back to the appropriate Academic Dean (or designee). The Vice Chancellor for Academic Affairs shall make the final decision and there shall be no further student appeal.

**\*\*NOTE:** Meetings will be conducted in person as the preferred method but can be conducted virtually if needed.

**\*\*NOTE:** If a student wishes to file an official grievance that has no personal resolution or wishes to remain anonymous, that complaint will not follow the above steps.

**\*\*NOTE:** Academic Grievance must be made within 5 business days following the issuance of the disputed action, grade, or decision.

## **ACADEMIC MISCONDUCT**

### **ACADEMIC MISCONDUCT DEFINED**

Arkansas State University-Newport defines academic misconduct as any activity that compromises the academic integrity of the college or threatens the educational process.

*Academic misconduct is any reason or attempted action that may result in creating an unfair academic advantage for oneself or unfair academic advantage or disadvantage for any other member or members of the academic community. Individual departments may have differing expectations for students, so students are responsible for seeking out information when unsure of what is expected. Below are some basic definitions and examples of academic misconduct. Please note that this list is not exhaustive.*

### **COURSE MATERIALS**

- Contaminating laboratory samples or altering indicators during a practical exam, such as moving a pin in a dissection specimen for an anatomy course

- Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor
- Violation of course rules
- Violation of program handbook policies and procedures
- Knowingly providing or receiving information during a course exam or program assignment
- Possession and/or use of unauthorized materials during a course exam or program assignment
- Knowingly providing or using assistance in the laboratory, on-field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor

#### **FALSE INFORMATION AND REPRESENTATION, FABRICATION OR ALTERATION OF INFORMATION**

- Furnishing false information in the context of an academic assignment
- Failing to identify yourself honestly in the context of an academic obligation
- Fabricating or altering information or data and presenting it as legitimate
- Providing false or misleading information to an instructor or any other University official
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for an academic assignment. It also includes instances where a student submits data or information from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course for which the work is being submitted
- Submitting plagiarized work for a course/program assignment
- Serving as or asking another student to serve as a substitute (acting as the enrolled student) while completing an online academic assignment or taking an online exam

#### **THEFT OR DAMAGE OF INTELLECTUAL PROPERTY**

- Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software
- Improper access to, or electronically interfering with, the property of another person or the University via computer or other means
- Obtaining a copy of an exam or assignment prior to its approved release by the instructor

#### **ALTERATION OF UNIVERSITY DOCUMENTS**

- Forgery of an instructor's signature on a letter of recommendation or any other document
- Submitting an altered transcript of grades to or from another institution or employer
- Putting your name on another person's exam or assignment
- Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process

#### **DISTURBANCES IN THE CLASSROOM**

- Disturbances in the classroom can also serve to create an unfair academic advantage for oneself or disadvantage for another member of the academic community. Below are some examples of events that

- may violate the Standards of Student Conduct:
- Interference with the course of instruction to the detriment of other students
  - Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech
  - Failure to comply with the instructions or directives of the course instructor

**Sanctions for academic misconduct violations may vary depending on variables including, but not limited to, the severity of the infraction, cases of repeat offense, course policies (via the course syllabus), and/or program handbooks. Cases of alleged academic misconduct are resolved through the ASU-Newport Academic Appeals Process.**

**All documented instances of academic misconduct that warrant sanction at the course and/or program level will be reported by the sanctioning faculty/staff member in writing utilizing the electronic incident form to the Office of the Vice Chancellor for Academic Affairs. A bi-annual report of academic misconduct sanctions will be submitted to the Office of the Director of Student Support and Engagement.**

## **SANCTIONS FOR ACADEMIC MISCONDUCT**

**Sanctions for Academic Misconduct may be imposed by the faculty member or instructor discovering the Academic Misconduct except in the case of dismissal from a particular program or suspension/expulsion from the University which shall be made by the Vice Chancellor for Academic Affairs.**

**The following sanctions may be imposed for Academic Misconduct:**

- A failing grade on the paper or project
- Rewriting or repeat performance of coursework
- A failing grade for the class
- Dismissal from the class
- Other appropriate sanctions as warranted by the specific acts of a student
- Students who violate the imposed sanctions may result in University probation with a possible extent of suspension or expulsion.

**A student may not avoid academic sanctions by withdrawing from a class, a program, or the college.**

**Note: Departments (e.g., Nursing, Surgical Technologist, High Voltage Lineman Technology, Cosmetology, and Driver Training) may add to these guidelines in order to enforce academic integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory experiences).**

A student disagreeing with the sanction issued based on Academic Misconduct should follow the Academic Misconduct Appeal Process.

## **ACADEMIC MISCONDUCT APPEALS PROCESS**

It is the policy of Arkansas State University-Newport to provide students with an opportunity to appeal an incident of academic misconduct that has resulted in a formal student sanction.

ASUN encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving

concerns. Student rights are protected in the appeal process and ASUN must ensure that a student will not suffer repercussions because he or she chooses to file an appeal in good faith.

Federal and state laws, rules and regulations, in addition to policies, regulations, and procedures adopted by the Arkansas Department of Higher Education, shall not be grievable matters.

## **PROCESS FOR ACADEMIC MISCONDUCT APPEALS**

The process outlined below is specifically designed to be used for filing an appeal based on the outcome of a student misconduct sanction or disciplinary proceeding. It is NOT to be used for filing address grades, instructional issues, financial aid appeal, or discrimination/harassment complaint as described in other areas of the college catalog or student handbook.

Step 1: Before a student can file a written concern or appeal, they should attempt to resolve the problem informally. The college expects the student to address his/her concern by the first meeting and/or discussing the concern with the college faculty or academic staff member whose actions resulted in the concern and the Dean of Student Services/Division Operations who will act as a resource for the informal resolution. If not resolved, the student may proceed to the next step.

Step 2: If within five instructional days following the informal resolution attempt, the student feels a satisfactory resolution has not been achieved, the student may file a formal written concern with the appropriate Academic Dean. The concern or appeal must be in writing and include all details of the incident(s) including a desired outcome of the appeal.

Step 3: Within five instructional days after receiving the appeal in writing, the Academic Dean will be responsible for investigating the concern. The Academic 176 Dean (or designee) will communicate this decision in writing to both parties within five instructional days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.

Step 4: The appropriate Academic Dean will convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the Academic Dean will investigate and render a decision based on the written statements and testimony of the parties. The Academic Dean will communicate this decision in writing to both parties within five instructional days. If the student feels a satisfactory resolution has not been achieved the student may proceed to the next step.

Step 5: Within five instructional days after Step 4, the student will notify the Vice Chancellor for Academic Affairs, in writing, the request to appeal an academic misconduct sanction. This written appeal should include all details of the incident(s) including a desired outcome of the appeal.

Step 6: Within five instructional days, the Vice Chancellor for Academic Affairs will provide a written decision to all parties. The decision is final and may not be reviewed further.

**\*\*NOTE:** Meetings will be conducted in person as the preferred method but can be conducted virtually if needed.



***\*\*NOTE:** The process above is used for filing a concern in which a resolution has been requested that is specific to the academic misconduct. If a student wishes to file an official complaint that has no personal resolution or wishes to remain anonymous, that complaint will not follow the above steps.*

**\*\*NOTE:** Academic Misconduct Appeal must be made within five (5) instructional days following the issuance of a student misconduct sanction.

**\*\*NOTE:** The student may return to classes once the official appeal has been submitted to the Academic Dean in Step 2 of the above process.

## **INFORMAL CASE RESOLUTION**

The appropriate Academic Dean or designee will serve as an initial hearing officer and may offer an alleged violator an informal case resolution. The initial hearing officer will meet with the alleged violator to review the charges and the options they have available to them to resolve the matter. The alleged violator can have 5 business days after the initial meeting to decide which option he/she would like to utilize to resolve the charges.

If an alleged violator accepts responsibility for the alleged offense, then the initial hearing officer will assign the sanction.

a. If the alleged violator does not agree with the sanction(s), he/she may request that the appropriate designee review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the Vice Chancellor for Academic Affairs within 5 business days of being assigned the sanction(s). This is the only appeal available through the Informal Case Resolution Process.

b. If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred to the Vice Chancellor for Academic Affairs or designee to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

c. Any student who fails to attend a scheduled Informal Case Resolution meeting will have a hold placed on their registration until they have met with the appropriate Academic Dean (or designee) and reached a resolution.

Students who violate the sanctions set forth during the Informal Case Resolution for (non-academic misconduct) process may result in University probation with a possible extent of suspension or expulsion.

## **ADMISSIONS PROCEDURES FOR APPLICANTS WITH A CRIMINAL HISTORY**

The existence of a felony conviction does not necessarily mean that an applicant will be denied admission to ASU-Newport. However, failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw admission or to cancel enrollment.

1. Applicants who answer YES to the questions located under JUDICIAL INFORMATION are immediately placed on a pending application status that prevents them from enrolling in courses at ASU-Newport.

2. The applicant is sent an email informing him or her of this status and requesting the following information. Most applicants who mark YES do so unintentionally. These students are allowed to write a letter explaining their error and are admitted based upon admissions policies outlined in the catalog. Those who mark YES intentionally provide documents requested in the letter including:
  - A formal letter from you explaining your charges, why you received them, and include your future educational and career goals.
  - A criminal history check. Contact the Arkansas State Police (or the state police where the felony took place).
3. Once the requested documents arrive, a committee will meet to review the documents and application for admission.
4. The committee will send the applicant an email notifying him/her of the decision.
5. If the committee denies admission to the applicant, he or she may appeal to the Vice Chancellor of Student Affairs.

Questions? E-mail [arc@asun.edu](mailto:arc@asun.edu).

## **ACADEMIC STUDENT CONDUCT RECORDS RETENTION**

Academic Student Conduct Records will be maintained for seven years from the date of the last case resolution or two years post-graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely. Records will be housed in the Office of the Vice Chancellor for Academic Affairs.

## ACADEMIC SUPPORT RESOURCES

### LIBRARY

[www.asun.edu/library](http://www.asun.edu/library)

The Harryette M. Hodges and Kaneaster Hodges, Sr. Library on the Newport campus and the libraries on the Jonesboro and Marked Tree campuses serve as centers of learning for the institution. Library services are available to students, faculty, staff, and community members. In addition to print, electronic, and audio/visual materials, students, faculty, and staff can access Library Databases on-site and remotely at [www.asun.edu/library](http://www.asun.edu/library). The ASU-Newport Library also offers Interlibrary Loan, which is a service that allows eligible users to request items that are not owned by the ASU-Newport Library from other libraries. Interlibrary Loan is available to our students, faculty, and staff. The ASU-Newport Library is a member of the ARKLink Consortium, which means students, faculty, and staff are eligible for an ARKLink card which will allow them to borrow materials from other consortium member libraries.

### LIBRARY RESOURCES

#### EBSCOhost

EBSCOhost is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full text databases and popular databases from leading information providers. Comprehensive databases range from general reference collections to specially designed, subject-specific databases for academic libraries.

#### RITTENHOUSE EBOOK COLLECTION

The Rittenhouse eBook Collection has titles that will help our nursing and surgical technology students accomplish their goal of successfully completing their respective program. These eBooks are full-text and can be accessed via <https://mycampus.asun.edu>.

### TUTORING SERVICES

[https://www.asun.edu/academic\\_support\\_center](https://www.asun.edu/academic_support_center)

The Academic Support Center at ASU-Newport provides free support services to all students seeking tutoring assistance. To ensure the Academic Support Center is providing the quality academic help students need, when, where, and how they need it, online tutoring services are provided. With online tutoring services, ASU- NEWPORT students get on-demand, individual instruction and support from expert online tutors across a wide variety of subjects — from beginner to advanced, up to 24 hours a day. Students can find the Smarthinking Tutoring link within their Canvas Course home page.

For more information about the Academic Support Center, visit [https://www.asun.edu/academic\\_support\\_center](https://www.asun.edu/academic_support_center).

# Division of Student services and enrollment management

[www.asun.edu/student\\_affairs](http://www.asun.edu/student_affairs)

## STUDENT SUPPORT & ENGAGEMENT

Students are strongly encouraged to enhance their overall college experience through involvement in campus groups and activities. These groups offer opportunities for leadership, recognize scholarship, encourage citizenship, and provide social experiences. Leadership, Honorary, and Special Interest Groups/Organizations.

Want to get involved? Email: [studentsupport@asun.edu](mailto:studentsupport@asun.edu).

## REGISTERED STUDENT ORGANIZATIONS

### PHI THETA KAPPA (P.T.K.)

Phi Theta Kappa is the nationally recognized two-year college Honor Society. The Beta Nu Gamma Chapter at ASU-Newport shares the national mission: "To recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship."

For more information, contact the Dean of Student Services/Division Operations Office at (870) 512-7890. Website: [www.ptk.org](http://www.ptk.org) • Email: [studentsupport@asun.edu](mailto:studentsupport@asun.edu)

### PHI BETA LAMBDA (PBL)

The purpose of PBL is to provide opportunities for post-secondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility. The FBLA-PBL Mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The name of the post-secondary division of Arkansas FBLA-PBL, Inc. is "Phi Beta Lambda" and is referred to as "PBL." ASU-Newport PBL chapter is on all three of the ASU-NEWPORT locations with advisers on each campus

Website: [www.fbla-pbl.org/](http://www.fbla-pbl.org/) • Email: [studentsupport@asun.edu](mailto:studentsupport@asun.edu)

## HOW TO START A REGISTERED STUDENT ORGANIZATION

Student organizations wishing to operate in the name of Arkansas State University-Newport use ASUN space or receive funds from the university or represent an organization on Student Government Association must be recognized by the Dean of Student Services/Division Operations office, annually. Contact the Dean of Student Services/Division Operations 870 512-7890 or [studentsupport@asun.edu](mailto:studentsupport@asun.edu) .

### STUDENT AMBASSADORS

[www.asun.edu/student-leadership](http://www.asun.edu/student-leadership)

Student Ambassadors are student leaders who represent ASU-Newport at public events, assist with recruitment activities, serve as role models for ASU-Newport students, and maintain high academic standards. Student Ambassador Scholarships are awarded every year for eligible students.

Contact the Office of Admissions and College Engagement at (870) 512-7894 for further information.

### **STUDENT PRACTICAL NURSING ASSOCIATION**

The Student Nurses' Association's philosophy is to promote the educational needs of a Licensed Practical Nurse as an important member of the health care team and concerned with health care standards for all people.

For more information, contact (870) 512-7890.

### **STUDENT SURGICAL TECHNOLOGIST ORGANIZATION**

Student Surgical Technologist Organization (SSTO) Mission Statement: "We the members of the Student Surgical Technologist Organization of Arkansas State University-Newport, are dedicated to the service and betterment of the college, its surrounding community, and the career of Surgical Technologist. We will realize this mission by fostering and exhibiting university spirit, respect, responsibility, and honoring the accepted practices of the career of Surgical Technologist."

For more information, contact (870) 512-7890.

### **STUDENT VETERANS' ORGANIZATION**

The ASU-Newport Student Veterans Organization provides student veterans and their dependents opportunities for social support, networking, and leadership development. It supports the educational mission of the college and promotes community service. Membership is open to all student veterans and their family members that are currently enrolled in a minimum of six hours at ASU-Newport, ASU- Newport Alumni, and veteran faculty/staff.

For more information, contact (870) 512-7890.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The Student Government Association is one way to be involved in the creation, planning, and implementation of student activities for the campus. SGA provides cultural, educational, recreational, and social programs for the college community, while giving student leaders a place to develop sound leadership skills through the process of programming.

For more information, contact the Dean of Student Services/Division Operations at (870) 512-7890 or [studentsupport@asun.edu](mailto:studentsupport@asun.edu).

## **STUDENT LIFE**

[www.asun.edu/student\\_life](http://www.asun.edu/student_life)

## **PARKING SERVICES**

[www.asun.edu/sites/default/files/ParkingRegulations.pdf](http://www.asun.edu/sites/default/files/ParkingRegulations.pdf)

The mission of Parking Services is to provide courteous, safe, and efficient parking services for the campus community and public.

## **SAFETY & SECURITY**

[www.asun.edu/campus\\_police](http://www.asun.edu/campus_police)

The Campus Police Department provides a safe, secure environment that will maximize educational growth and development and foster productive

cooperation among its constituents. The Campus Police Department is composed of three certified police officers who enforce federal, state and local laws in their jurisdiction. The enforcement of these laws is tempered with an educational philosophy which supports the mission, goals and objectives of the university.

## **ADMISSIONS AND COLLEGE ENGAGEMENT RECRUITMENT**

The Office of Recruitment serves as the gateway to Arkansas State University- Newport for prospective students, families and visitors. At the forefront of student recruitment, the staff plan, coordinate, and implement recruitment strategies for prospective students which support the strategic enrollment goals and institutional mission.

Pre-enrollment services, awareness sessions, class presentations, higher education workshops, community receptions, on-campus programs and other outreach events are provided for students, parents, counselors, and administrators, on and off campus. Topics such as the application process, admission requirements, entrance exams, financial aid, scholarships, registration, and student services are covered.

Visitors to campus are introduced to Arkansas State University-Newport via a campus tour with an engaging presentation from professional recruitment staff. We provide services to students in grades 9-12 who have an interest in Arkansas State University- Newport.

You may reach the Office of Admissions and College Engagement by calling (870) 512-7885 or email [recruiting@asun.edu](mailto:recruiting@asun.edu) to schedule a campus visit today!

## **ADMISSIONS**

The ASU-Newport Office of Admissions and College Engagement provides students with materials and services needed for admission to the institution and continued progression in the academic environment. Admission Staff are available to update applicants of their admission process.

If you have Admissions or Records questions, the offices are in the following locations:

- Jonesboro Campus-Main Building
- Newport Campus-The Hangar
- Marked Tree Campus-Building A

You may also visit our website at [www.asun.edu/admissions](http://www.asun.edu/admissions), call (870) 512-7885, or email [admissions@asun.edu](mailto:admissions@asun.edu).

## **ADMISSIONS CATEGORIES**

[www.asun.edu/getstarted](http://www.asun.edu/getstarted)

ASU-Newport grants admission in the following categories: Conditional and Unconditional Admission.

### **UNCONDITIONAL ADMISSION**

**Applicants who will be considered for unconditional admission are:**

- Graduates from accredited high schools meeting unconditional criteria.

- Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation.
- Students transferring from an accredited institution of higher learning who have a cumulative grade point average of 2.00 or better and are in good standing at the last institution attended. Official transcripts must be received from the last college or university attended.

In accordance with state law, scores are required for placement in math, English, and reading. Students seeking a degree must meet institutional score requirements. Scores cannot be older than five years.

### **CONDITIONAL ADMISSION**

Students not meeting the requirements for unconditional admission may be granted conditional admission. Such admission will be granted only with approval of the ASUN SAP Appeal Review Committee. In 2021, ASUN will use one form for students who meet at least one category in the conditional admission list and/or they are on SAP Suspension. Below is a list of the categories for conditional admission.

#### **Students admitted in this category are:**

- Applicants from high schools not accredited by the state.
- Transfer students who do not have a 2.00 GPA may be admitted conditionally if they are eligible to return to the college most recently attended, or if they have been out of school for a fall or spring semester; and
- Applicants without a high school diploma or GED who have acceptable ACT scores may petition the Dean for Admissions and College Engagement for conditional admission. The College believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the College. Assistance in obtaining a GED is readily available through the Adult Education program within the ASU-Newport service areas.

Please email [admissions@asun.edu](mailto:admissions@asun.edu) to inquire about your admission type!

**Note:** All students granted conditional admission must take required remedial courses during their first 15 hours at the college and complete the required activities. During subsequent enrollment terms, students who were granted conditional admission will be subject to college policy as outlined in the Academic Probation and Suspension section of this catalog. Some short-term technical programs could be exempt from the prerequisite requirements.

Email the Dean for Admissions and College Engagement at [candace\\_gross@asun.edu](mailto:candace_gross@asun.edu) for details.

#### **Please submit the following documents to complete the admission process:**

- Official High School Transcript OR GED scores.
- Proof of two (2) Measles, Mumps and Rubella injections (MMRs).
- College Entrance Exam Scores (less than five years old); and
- Submit Official College Transcripts from the most recent postsecondary institution attended before applying to ASUN.

**You can submit documents via mail to: ASU-Newport**

**ATTN: Admissions Office**

**7648 Victory Blvd. • Newport, AR 72112.**

**You can submit scores and unofficial transcripts via email to [admissions@asun.edu](mailto:admissions@asun.edu).**

For Admissions forms, visit [www.asun.edu/Admissions\\_Forms](http://www.asun.edu/Admissions_Forms). If you have questions, please email [admissions@asun.edu](mailto:admissions@asun.edu).

### **VISITING STUDENTS**

- ASU-Newport welcomes students who are not seeking a degree or certificate to register and enroll in a less-than full time status. Visiting students must meet one or more of the following criteria:
- Life-long Learners who seek to explore new concepts and ideas
- Industry Continuing Education Partners who seek to improve their job knowledge and skills
- Visiting/Transient Students are seeking a degree at another college or university and wish to complete one or more courses at ASU-Newport

Individuals who choose to be a visiting student should complete an application for admission and indicate they are a visiting student. Visiting students typically pay for courses themselves or tuition and fees may be paid for by their employer. Most visiting students may simply apply for admission and begin coursework. Visiting students are ineligible to receive scholarships, Pell grants, or student loans through ASU-Newport. Visit <https://www.asun.edu/getstarted> to complete a Visiting Student Application.

Questions? E-mail [recruiting@asun.edu](mailto:recruiting@asun.edu).

**Note:** Students who are seeking a degree at another college or university are responsible for determining that credits earned at ASU-Newport will be accepted for transfer by their home institution.

To check transferability of courses within Arkansas public colleges and universities, please access the Arkansas Course Transfer System (ACTS) matrix at [adhe.edu](http://adhe.edu)

Any student who wishes to enroll in ENG 1003 Composition I and/or MATH 1023 College Algebra must demonstrate eligibility to enroll by submitting either 1) an unofficial transcript showing prerequisite courses OR 2) appropriate placement scores.

### **HIGH SCHOOL STUDENT ADMISSION**

#### ***Summer Enrollment***

High school students who have a "B" average (3.00 on 4.00 scale) and appropriate ACT scores may enroll as full-time college students at ASU-Newport during the summer session.

#### ***Concurrent/Dual Enrollment***

High school students who meet the prescribed criteria adopted by the Arkansas Higher Education Coordinating Board (AHECB) and have appropriate placement test scores may enroll in college courses while in high school when the combined enrollments do not exceed a normal academic load.



## **INCOMING AVIATOR**

Applicants who are high school seniors who attend one of Arkansas State University-Newport's IGNITE, concurrent, or area partner schools, are eligible to participate in the Incoming Aviator admission program. Incoming Aviators meet the following requirements:

- Must be a high school senior
- Must be enrolled in an area partner school
- Must have anticipatory May (or earlier) graduation date
- Apply for admission to ASUN for the Fall term immediately following a May graduation date
- Provide the following admissions items
- Current (7 semester) high school transcripts
- MMR1
- MMR2
- College entrance scores (ACT, ACCUPLACER Next Generation, or SAT exam scores, less than five years old)
- Provide a final high school transcript after high school graduation

Upon finishing high school in May, Incoming Aviators provide a final high school transcript, with an eight-semester grade point average, class rank, and a graduation date. Upon receipt of the final high school transcript, Incoming Aviators are fully admitted to ASUN and their conditional admission becomes unconditional.

## **TRANSFER STUDENTS**

Students who wish to transfer to ASU-Newport from another post-secondary institution should complete an Application for Admission. They must also provide proof of two separate doses of immunizations for Measles, Mumps, and Rubella; and placement scores if they are not transferring credit for College Algebra and Freshman English I (or equivalent courses from a regionally accredited institution). Additionally, ASU-Newport requires that transfer students submit an official transcript from the most recent post-secondary institution attended.

Please Note: Special programs (such as Cosmetology, Nursing, or Surgical Technology) have their own set of admissions standards. General admission to ASU-Newport is your first step in obtaining specialized program admission. A specialized program may require an official transcript from each post-secondary institution. Students failing to meet admissions standards for special programs may be denied access to a program if not ALL official transcripts are submitted to ASU-Newport.

The Registrar retains the option to request transcripts (official or unofficial) from other colleges attended to more accurately award transfer credit. If you wish to have other transcripts evaluated for possible transfer credits that may not appear on the transcript from the last institution you attended, you will need to provide these to ASUN.

Special note for students who plan to use Veteran's Educational benefits: The Veteran's Administration requires that an official copy of all post-secondary transcripts be on file (School Certifying Official Handbook, pages 118,119).

Transfer Type	Documents
Transfer Student with College Algebra (or Quantitative Literacy) and Composition I seeking general admission to ASUN *Final grade must be D or higher	Application for Admission MMR1 MMR2 Official Transcript from LAST college attended
Transfer Student without College Algebra (or Quantitative Literacy) and Composition I seeking general admission to ASUN	Application for Admission MMR1 MMR2 College Entrance Exam Scores Official Transcript from LAST college attended
Transfer Student using VA education benefits with College Algebra (or Quantitative Literacy) and Composition I *Final grade must be D or higher	Application for Admission MMR1 MMR2 Official Transcript from ALL colleges attended
Transfer Student using VA education benefits without College Algebra (or Quantitative Literacy) and Composition I	Application for Admission MMR1 MMR2 College Entrance Exam Scores Official Transcript from ALL colleges attended
Transfer Student seeking admission into a special program	General admission to ASUN plus all items required by program See program requirements at <a href="http://www.asun.edu">www.asun.edu</a> under Programs & Degrees

## Transfer Credit Evaluation Process

Courses outside of the general education core will be evaluated for content alignment by specific program directors for ASUN equivalencies. In these circumstances, a student must declare a major requiring career and technical coursework and must inform the Registrar's office of his or her intent to seek program specific transfer credit. Students who present official transcripts displaying contact hour (or clock hour) coursework with passing grades may receive clock hour to semester hour course equivalent credit toward their declared major, which must be a technical certificate or certificate of proficiency, to be determined by the program director. Contact (or clock hour) credits will not be awarded for Associate level programs.

Only the courses determined to be appropriate for the program of study requested will be added to the student's ASUN transcript. The transfer credit hours will not be included in the cumulative grade point average reflected on the transcript.

Transfer Credit Evaluation Form [https://files.asun.edu/admissions/Request\\_for\\_Transfer\\_Credit\\_Evaluation.pdf](https://files.asun.edu/admissions/Request_for_Transfer_Credit_Evaluation.pdf)

### WORKFORCE PART-TIME

**Applicants who seek Workforce Part-Time admission must meet the following standards.**

- Be employed by a company or industry who requests that ASUN provide continuing education or training for its staff
- Enters continuing education or training with a cohort group as an individual from a company or industry who requested continuing education or training for an individual; and
- Requests no federal or state financial aid or institutional scholarships because the company or industry partner funds the training

**If a Workforce Part-Time applicant is accepted and determines he or she would like to enroll at ASUN as an unconditionally admitted student, he or she will be required to provide the following documents:**

- Final High School Transcript or GED

- Shot Records including MMR 1 andMMR2
- ACT or ACCUPLACER scores; and
- Submit Official College Transcript from the most recent postsecondary institution attended before applying to ASUN

## **ACADEMIC CLEMENCY**

Academic clemency is a one-time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after a five-year separation from college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions.

*Note to Financial Aid applicants and recipients:* Academic clemency does not erase a student's record for Financial Aid purposes. When determining eligibility, cumulative attempted hours, cumulative earned hours, cumulative semesters, and cumulative grade point average will remain a part of the student's permanent record.

Requirements to be satisfied by a student prior to requesting academic clemency toward an undergraduate degree are as follows:

- Separation from all academic institutions for at least five years;and
- Formal application filed with the Dean for Admissions and College Engagement before the published start date of the term for which student intends to enroll.

Upon approval by the Dean for Admissions and College Engagement, the student will be granted academic clemency. The student's academic transcript will remain a record of all work; however, the student will forfeit the use (for degree purposes at ASU-Newport) of any college or university credit earned prior to the five-year separation indicated above. The date of the clemency will coincide with the date of reentry following the prolonged separation and the permanent record will note that a fresh start was made and the date of the fresh start. The record will also carry the notation, "Academic Clemency granted (date of fresh start)." The student will be considered a "first-time entering" student.

## **ADMISSION AND ENROLLMENT OF INTERNATIONAL STUDENTS**

In addition to regular procedures, special conditions apply to the admission and enrollment of international students.

For students requesting a student visa, requirements include:

- Application for Admission
- Proof of a minimum English Proficiency (i.e., TOEFL, IELTS, etc.)
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella)
- Proof of current negative TB tine test or clear tuberculosis chest x-ray
- Placement scores
- Notarized copy of high school diploma inEnglish
- Official copies of last college transcripts of other colleges/universities attended
- Complete Home of Record Address;and
- Proof of \$15,548.00 available balance in a financial institution inside the United States.

All items must be complete before meeting with the Dean for Admissions and College Engagement. For international students transferring from other institutions, requirements include:

- Application for Admission
- Proof of a minimum English Proficiency (i.e., TOEFL, IELTS, etc.)
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella); Proof of current negative TB skin test or clear tuberculosis chest x-ray;
- Placement scores
- Notarized copy of high school diploma in English
- Official transcripts of last colleges/universities attended
- Complete Home of Record Address
- Copy of current I-20
- Copy of current I-94; and
- Agreement of understanding that all tuition and fees must be paid at the time of registration.

The application and all supporting documentation must be received in the Office of Admissions and College Engagement at least 6 weeks prior to the desired enrollment date. There are no university funds available for financial aid to international students.

Note: Complete details of special admissions and enrollment procedures are available from the Dean for Admissions and College Engagement.

# STUDENT SERVICES

## ACADEMIC ADVISING

<https://www.asun.edu/advising>

Academic advising at Arkansas State University Newport seeks to build relationships which support and empower students to reach their academic and professional goals.

At Arkansas State University-Newport, academic advising refers to a shared responsibility between advisors and students to exchange information to help students reach their educational and career goals. Through conversation, advisors can help students design a plan for success based on an assessment of the student's abilities, interests, and values.

Academic advisors will assist students with:

- enrolling at ASUN
- choosing a degree pathway
- registering for classes
- finding campus resources
- utilizing ASUN's online resources
- answering questions about admissions, financial aid, degree options, or college life in general
- preparing for graduation
- transferring to a four-year college or university
- finding a career upon degree completion.

To help facilitate this learning process, ASU-Newport will have academic advisors available to meet with new students during New Student Orientation Sessions. Returning students are encouraged to schedule an advising session with their assigned advisor.

Questions? Email [academicadvising@asun.edu](mailto:academicadvising@asun.edu)

## BOOKSTORE

<https://bookstore.asun.edu>

The ASU-Newport Bookstore provides textbooks exclusively through a rental textbook program. ASU-Newport acquires all required textbooks and offers them for rent to students at a flat per credit hour fee (see Tuition and Fees). For the 2022-2023 Academic Year, books shall be rented at a rate of \$20/credit hour (Some exceptions may apply).

The program is designed to save students money and provide predictability in budgeting costs of education. The program provides students the opportunity to acquire textbooks by paying a per credit hour fee to rent textbooks that would otherwise have to be purchased by the student.

The goal of the ASU-Newport book program is to provide a lower, predictable cost that students can budget for accordingly. Consumables and required course supplies that cannot be rented will be sold at the lowest cost possible. Rental fees will be evaluated annually to ensure the lowest possible cost for the student.

ASU-Newport Textbook Rental Policies and Procedures

- Students must "opt in" or "opt out". This means a student must buy all books required for the semester in order to be eligible for the program.

Alternatively, students who choose to "opt out" may buy all of their books elsewhere.

- You must bring your ASU-Newport Student Id to rent your books.
- You can use your financial aid for the book program.
- You must return the books in good condition during finals week of the semester you rented or you will have to pay for the book.
- You cannot get your grades or transcripts if you owe the school for tuition or books.
- Specific supplies will be sold on all campuses. Questions? E-mail [bookstore@asun.edu](mailto:bookstore@asun.edu).

## CAREER PATHWAYS

[www.asun.edu/programs/career-pathways](http://www.asun.edu/programs/career-pathways)

Career Pathways is a grant-funded program designed to assist eligible parents in completing a degree and entering a high-paying, high-demand career field. Possible benefits for eligible students may include tuition and fees, textbooks, childcare, and fuel assistance to and from class.

**To qualify, you must:**

**Be a resident of Arkansas, have custody of a child under the age of 21 years living in the home permanently, and must earn at or below 250% of the federal poverty level.**

Questions? E-mail [career\\_pathways@asun.edu](mailto:career_pathways@asun.edu).

## CAREER SERVICES

[www.asun.edu/career\\_services](http://www.asun.edu/career_services)

The Division of Student Services and Enrollment Management offers a wide range of services to current students and alumni to assist them in career decision making, the job search process, and career advisement. Services include a full range of resources to assist students in developing necessary strategies and skills which will distinguish them as a qualified professional in today's job market. Career counseling, workshops, seminars, resume and cover letter critique, networking opportunities, and mock interviews are some of the services available to students.

Questions? Email [career\\_services@asun.edu](mailto:career_services@asun.edu) .

## CENTER FOR EDUCATIONAL ACCESS

[www.asun.edu/cea](http://www.asun.edu/cea)

At ASU-Newport, we believe every student has the right to achieve their fullest potential academically, socially and intellectually. Although ASUN does not offer a specialized curriculum for persons with disabilities or assume the role of a rehabilitation center, we offer a variety of support services so that students with disabilities are admitted and integrated as completely as possible into the university.

Reasonable accommodations are provided on an individual basis and are determined from the student's documentation and interview with the Center for Educational Access. To obtain reasonable accommodations, students must provide documentation of diagnosed disability to the Center for Educational Access. It is to your advantage to contact the Center for

Educational Access before enrolling in courses at ASU-Newport.

Questions? E-mail [cea@asun.edu](mailto:cea@asun.edu).

## **COUNSELING SERVICES**

[www.asun.edu/counseling-services](http://www.asun.edu/counseling-services)

College can be a difficult and challenging time, and we're here to help. This support may include helping you to perform better academically, to cope with your emotions, or to be more effective in your relationships with others.

Questions? E-mail [counselingservices@asun.edu](mailto:counselingservices@asun.edu).

## **NEW STUDENT ORIENTATION**

[www.asun.edu/nso](http://www.asun.edu/nso)

New Student Orientation is a three-part orientation session composed of a one-on-one advising/financial aid session, open-house event at the start of the fall term, and an online resource for support services. This is a mandatory program designed to assist new students in developing an understanding of the transition students will make to the collegiate environment and to enhance their success in college. There is no fee associated with the New Student Orientation.

Please visit the following website for more information: [www.asun.edu/nso](http://www.asun.edu/nso).

Questions? Email [nso@asun.edu](mailto:nso@asun.edu).

## **FINANCIAL AID & SCHOLARSHIPS**

[http://www.asun.edu/financial\\_aid](http://www.asun.edu/financial_aid)

The Arkansas State University-Newport Financial Aid Office coordinates the awarding of grants, scholarships, loans, and work study funds to provide a comprehensive financial aid package for ASU-Newport students.

ASU-Newport uses the Free Application for Federal Student Aid (FAFSA) to determine the financial need of each student. This application must be submitted to the Financial Aid Office by listing ASUN's school code (042034). The FAFSA is located at <https://studentaid.gov>.

The following conditions must be met for students to be awarded federal aid:

- Students must meet all admissions requirements to attend ASU-Newport
- Most financial aid awards are renewable each semester provided the appropriate requirements are met.
- ASU-Newport reserves the right to cancel any aid if the student is not making Satisfactory Academic Progress.
- ASU-Newport reserves the right to adjust, reduce, or cancel any financial aid awards depending on the availability of federal, state, or institutional funds. Adjustments may also be necessary to prevent over awards.
- A student cannot be in default on a Perkins Student Loan, Direct Student Loan, or owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant and receive financial aid.

Questions? Email [financialaid@asun.edu](mailto:financialaid@asun.edu)

The Federal Higher Education Amendments of 1976 require the University to define and enforce standards for Satisfactory Academic Progress. Students receiving financial aid from federal, state, private, and institutional sources must conform to the University's definition of satisfactory academic progress. The guidelines are established to encourage students to successfully complete courses for which aid is received. To receive financial assistance, a student must be enrolled as a regular student in an eligible degree or certificate program. Students must complete degree requirements within a reasonable length of time and maintain a minimum cumulative grade point average.

ASUN's Satisfactory Academic Progress Policy can be viewed at <https://www.asun.edu/resources/satisfactory-academic-progress>

## **OFFICE OF THE REGISTRAR**

The Office of the Registrar at ASU-Newport is here to promote student success through the efficient management of the registration process and the maintenance of accurate permanent records. This process begins with the facilitation of the application process, includes enrollment and course registration, management of transcripts, and concludes with commencement ceremonies and graduation honors.

Forms needed to facilitate these processes can be found on the [Admissions Forms and Resources](#) page.

Information regarding transfer course work can be found under the Transfer Students section or visiting the following website: [www.asun.edu/transfer](http://www.asun.edu/transfer).

Questions? E-mail [registrar@asun.edu](mailto:registrar@asun.edu).



# STUDENT CONDUCT

## PREAMBLE

Arkansas State University-Newport is an interdependent learning community consisting of students, faculty and staff. Just as any community has a culture, along with written and unwritten "expectations" for conduct, we too have a culture and associated expectations for behavior.

The community's expectation is that conduct is marked by integrity. Any student who chooses to enroll at the university also chooses to become part of this community and constructively contribute to its culture. This choice is an obligation to conduct oneself in such a way as to facilitate the mission of the community, which is to "... transform the lives of our students, enrich our communities, and strengthen the regional economy."

The following principles are part of the collective expectation of the members of this community relative to personal conduct:

**Ethical Behavior** - The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy and achievement;

**Morality** - Members of a learning community commit to the ideals of appropriate human conduct. This lifestyle seeks to harm no one and attempts to be a positive contributor in every interaction; and

**Respect** - Every member of this community should seek to gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct himself or herself in a manner worthy of that regard, which is gained by decent and correct behavior.

The learning community at Arkansas State University-Newport does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed.

# **STANDARDS OF STUDENT CONDUCT**

## **COLLEGE JURISDICTION**

The college has jurisdiction over any student or student organization alleged to have violated the Standards of Student Conduct on campus or off campus.

For the purpose of the student conduct process, a "student" is defined as any person who is admitted or enrolled for study at Arkansas State University- Newport for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, Arkansas State University-Newport are considered "students". A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of the academic year including, but not limited to, orientation and placement testing.

## **INHERENT AUTHORITY**

The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its members.

## **INTERIM SUSPENSION**

An Interim Suspension is a temporary removal of a student based upon facts that show the student constitutes a direct threat to property or to others. The student immediately will be given written notice of the reason for the Interim Suspension and the time, date, and place of a preliminary hearing at which he/she shall be given an opportunity to show why his/her continued presence on campus will not constitute a danger to property or others. Such notice shall be given in writing, via postal or email, and/or hand delivered, whenever possible by Campus Police. When personal delivery is not possible, notice of the preliminary hearing shall be sent by certified mail and e-mailed to the college account, at least two working days prior to meetings.

An Interim Suspension is not based upon the presumption of the student's guilt, nor does it nullify the right to the fundamental due process as stated in this document. The Vice Chancellor for Student Affairs or designee will conduct the preliminary hearing and make a determination regarding the threat to property or others. Any student who has had interim action taken against him/her will be afforded a timely resolution for the case, generally holding the hearing within 5 business days.

The Vice Chancellor for Student Services and Enrollment Management, or their designee, may defer procedural due process and enforce an interim action if necessary to maintain safety or order, including but not limited to conduct suspension.

The Vice Chancellor for Academic Affairs, or their designee, may defer procedural due process and remove a student from a class to maintain order.

## **PERSONA NON GRATA**

Arkansas State University System will prohibit persons who have exhibited behavior detrimental to the university community from being present in any system locations any system functions. This is in addition to and does not supersede student conduct procedures or employee disciplinary procedures currently in place on any campus.

Persons who have exhibited behavior detrimental to the university community are no longer welcome on ASU campuses or at ASU events. These persons will be given notice of their status as "persona non grata." Persons deemed "persona non grata" who appear on ASU property or at ASU events will be considered trespassers, removed from the premises, and reported to appropriate law enforcement officials.

## **STUDENT CONTACT INFORMATION**

All students are responsible for maintaining their current address, email address and phone number with the Office of Enrollment Services. It is also the student's responsibility to frequently monitor campus e-mail and the college web site, as these electronic means of communication are the university's most effective and efficient ways to disseminate important information to the campus community.

Campus e-mail is the primary means of communication from the Director of Student Support and Engagement's Office; appearance notifications, hearing notifications and decision notifications will be sent to the student's ASU-Newport email address.

## **MODIFYING THE STANDARDS OF STUDENT CONDUCT**

The university reserves the right to amend the Standards of Student Conduct at any time. Every effort will be made to communicate any changes made to the university community at least ten days prior to policy change, except at the start of the academic year. The Standards of Student Conduct will be updated each summer and the new version will be available in the Student Handbook for that academic year.

## **POLICY INTERPRETATION**

The Vice Chancellor for Student Services and Enrollment Management or their designee is the final authority in defining and interpreting the Non-Academic Standards of Student Conduct and conduct procedures.

The Vice Chancellor for Academic Affairs or their designee is the final authority in defining and interpreting the Academic Standards of Student Conduct.

# STANDARDS OF STUDENT CONDUCT

When the conduct of any member falls outside the bounds of acceptable behavior, that member can expect the community of Arkansas State University-Newport to call such conduct into question. The university reserves the right to discipline students or student organizations for inappropriate actions that occur on or off the campus to secure compliance with the University Standards of Student Conduct. Students are expected to comply with all university policies and procedures. Students failing to maintain these Standards may be asked to leave the university community.

Standards of Student Conduct are divided into two categories: Non-Academic Misconduct and Academic Misconduct. The following list of prohibited behavior is not exclusive and serves only as examples of specific actions constituting Non-Academic Misconduct. The Academic Misconduct list can be found in the Student Handbook or Course Catalog under Academic Rights and Responsibilities.

## ACCESSORY

- A student commits a violation of the Standards of Student Conduct if he or she aids another student in the commission of a violation of the Non-Academic Standards of Student Conduct or is present or fails to leave immediately a situation where a violation is occurring. Typically, a student charged as an accessory will be subject to the same sanction(s) as the perpetrator of the actual violation.

## ALCOHOL

- Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages, on college property or at college sponsored events;
- Use by, possession of or distribution to person(s) under twenty-one (21) years of age
- of any alcoholic beverage;
- Public intoxication or impairment that can be attributed to the use of alcohol;
- Possession and/or use of drinking paraphernalia or products that promote the abuse of alcohol and/or put the user in a position to consume alcohol irresponsibly. This includes but is not limited to funnels, taps, and beer pong tables.

## COMPUTER MISUSE

- Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes including, but not limited to destroying, modifying, accessing, or copying programs, records, or data belonging to the university or another user without permission;
- Unauthorized access or entry into a computer, computer system, network, software, or data.

## DISRUPTION

- Conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the university or the rights of other members of the campus community, including teaching, studying, research, and college administration. This includes acts occurring both inside and outside the classroom setting;

- Intentionally and substantially interfering with the freedom of expression of others;
- Engaging in, leading, or inciting others to materially or substantially disrupt or obstruct teaching, research, administration or other university functions;
- Behavior which breaches the peace, limits the safety or violates the rights of others;
- Failure to comply with directions, verbal or written, of university officials or those appointed to act on behalf of the university in the performance of their duties.

## **DRUGS**

- Use, manufacturing, distribution, sale or illegal possession of any quantity, whether usable or not, of any drug, narcotic or controlled substance without medical prescription under medical supervision;
- Impairment that can be attributed to the use of any drug, narcotic or controlled substance;
- Possession and/or use of drug paraphernalia which includes objects used, primarily intended for use or designed for use in ingesting, inhaling, or otherwise introducing any drug, narcotic or controlled substance into the human body including, but not limited to, pipes, water pipes, bongs, hookahs, roach clips and vials without medical prescription.
- Misuse or abuse of prescription drugs.
- Misuse or abuse of any chemical substance.

## **ENDANGERING CONDUCT**

- Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of self or others;
- Action(s) endangering the health, safety, or well-being of another person or group;
- Action(s) serving the purpose of endangering one's own health or safety;

## **FALSE ACCUSATIONS AND/OR FRAUDULENT INFORMATION**

- Knowingly, intentionally, or recklessly making false accusations of inappropriate behavior under these Standards against another individual;
- Providing false or falsified information with intent of harming another student;
- Attempting to intimidate witnesses;
- Altering or destroying information necessary to conflict resolutions pending with the University.
- Furnishing false information to a college official;
- Forgery, alteration, taking possession of or the unauthorized use of college documents, records, keys or identification without the consent or authorization of the appropriate college official.

## **FIRE/EMERGENCY THREAT**

- Starting a fire or creating a fire hazard, including false alarms by setting off the fire alarm system, making a bomb threat or creating a false emergency of any kind;

- Tampering with, misusing or damaging fire extinguishers, sprinkler heads, alarms or other safety equipment.

### **GAMBLING**

- Gambling is prohibited on college property.

### **GUEST RESPONSIBILITY**

- Failure to inform guests, both student and non-student, of college policies. Students are responsible for the conduct of their guests on or in college property and at functions sponsored by the university or any recognized college organization.

### **HARASSMENT**

- Actions, whether physical, oral, written, electronic, through a third party or otherwise communicated, that have the purpose of creating a hostile or intimidating environment and which are directed at a specific individual or group;
- Conduct (not of a sexual nature) creating an intimidating, hostile or offensive campus, education, or working environment for another person;
- Conduct threatening or endangering a person's emotional, mental, or physical well-being;
- Action(s), postings, or statements of threat to harm or intimidate another person or group;
- Stalking, defined as to follow or otherwise contact another person repeatedly, so as to put that person in fear for his/her life or personal safety.

### **HAZING**

- Any mental or physical requirement, request or obligation placed upon any person that could intentionally or unintentionally cause discomfort, pain, right, disgrace, injury or which is personally degrading for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in a group or organization. A person's expressed or implied consent to hazing does not negate the standards above. When ASU- Newport's hazing policy is allegedly violated, the college will investigate all participants through the conduct process. A victim complaint is not necessary to initiate an investigation, as the university recognizes the difficulty in coming forward in such cases. The college takes all allegations of hazing seriously and will address all allegations of hazing to the best of its ability.

### **INVASION OF PRIVACY**

- Viewing, transmitting, recording, filming, photographing, producing or creating a digital electronic file of the image or voice of another person without his/ her knowledge or consent while in an environment that is considered private or where there is an expectation of privacy, such as a bathroom or office. This does not apply to the security cameras placed on campus by the college.

### **LEWD, OBSCENE, OR INDECENT BEHAVIOR**

- Any conduct that is offensive to accepted standards of decency, including attire that exposes undergarments or does not provide adequate coverage.

## **NON-RECOGNIZED ORGANIZATIONS**

- Non-recognized and/or unregistered student groups attempting to function on the campus or in the name of ASU-Newport; and acting as an organization when a group has been removed from campus.

## **PROPERTY VIOLATIONS**

- Damaging or destroying university property of others, or actions that have the potential for such damage or destruction;
- Conduct which threatens to damage, or creates hazardous conditions;
- Vandalizing, damaging, destroying, or defacing public or private property;
- Unauthorized presence in, or use of university premises, facilities, or property including, but not limited to unauthorized presence in any university building;
- Throwing objects or causing an object to fall from buildings or other elevated areas when such throwing or dropping creates a risk of personal injury or property damage;
- Unauthorized or illegal entry into a building, classroom, office, room, or vehicle;
- Unauthorized use or possession of college property;
- Use or possession of any college key without proper authorization including duplication of any college key;
- Potentially dangerous or damaging use to self, property or others, of skateboards, bicycles, scooters, skates or other wheeled forms of transportation.
- Littering, including the improper disposal of tobacco products.

## **SEXUAL MISCONDUCT**

- Sexual misconduct includes but is not limited to: sexual discrimination, sexual harassment, sexual assault, domestic violence, and stalking.
- Unwelcome sexual advances, requests for sexual favors or other verbal and physical conduct of a sexual nature when at least one of the following conditions is met:
- Submission to such conduct is made either explicitly or implicitly as a condition of an individual's employment, membership or education;
- Submission to or rejection to such conduct by an individual is used as the basis for evaluation in making employment, membership or academic decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive work, academic, or living environment.
- Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn. To constitute sexual misconduct, the sexual conduct must meet one of the following criteria:
- The sexual conduct is not consensual;
- The sexual conduct includes force, threat(s), or intimidation;
- The sexual conduct occurs when the victim is mentally or physically impaired, such as when under the influence of alcohol or other drugs or when the victim is a minor.
- Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwanted, unwelcome, or inappropriate sexual or gender-based activities or comments.

## **SMOKING**

- Use of tobacco is not permitted on college property, in accordance with Arkansas Act 734, also known as the Clean Air on Campus Act, this includes but is not limited to the use all lighted tobacco and plant products including cigarettes, cigars, pipes, smokeless tobacco, and vaping devices including electronic cigarettes ore-cigarette.

## **STUDENT I.D. CARDS**

- Failure to carry a valid Arkansas State University-Newport I.D. card at all times when on university property or at university sponsored events;
- Allowing others to use one's I.D. card for access to a building, cafeteria, or parking lot or for use at any establishment that accepts the I.D Card for payment;
- Transferring and or duplicating university I.D. cards; and
- Failure to provide I.D. cards upon request to any individual acting on behalf of the university in the performance of their official duties.

## **THEFT**

- Theft of any kind including: attempted theft, possession, sale or barter of, seizing or concealing property of the college or of a member of the college community or campus visitor.

## **VIOLATIONS OF OTHER UNIVERSITY REGULATIONS**

- Violations of any university rule or regulations outside the Standards of Student Conduct.
- Arrest or citation for violation(s) of local, state, or federal law, and/or conduct that adversely affects the student's suitability as a member of the college community.
- Solicitation not in accordance with federal, state or local law or without the permission as outlined in the Fundraising (Solicitation) Policy found in the Student Handbook.
- Non-compliance with campus health and safety guidelines and directives.

## **WEAPONS**

- When carrying a concealed handgun on campus, a licensee must carry a valid concealed handgun carry license (CHCL) with the endorsement and a valid ID and must display both upon demand by a law enforcement officer.



## CONDUCT INFORMATION AND PROCEDURES

**Potential violations of the Non-Academic Standards of Student Conduct will be initially heard through the Informal Case Resolution process. The student may choose to skip the Informal Case Resolution and have the case heard by the Vice Chancellor for Student Services and Enrollment Management through the Formal Case Resolution Process.**

1. Any individual may refer a student to the Director of Student Support and Engagement's Office for potential violations of the Non-Academic Standards of Student Conduct. Conduct Referrals should be completed within 5 business days after the student has been identified as the alleged violator, whenever possible. <http://www.asun.edu/report-incident>.

Conduct referrals in regards to sexual assault or sexual discrimination should be referred to the Office of Vice Chancellor for Student Services and Enrollment Management/Title IX Coordinator by completing the online form. <http://www.asun.edu/report-incident>.

2. Upon the receipt of a non-academic conduct referral, the Dean of Student Services/Division Operations or his/her designee will determine if sufficient information is present to show the alleged violator potentially violated the Standards of Non- Academic Student Conduct. If there is sufficient information to determine the alleged violator potentially violated the Standards of Non- Academic Student Conduct, he/she will be e-mailed those potential violations and an Informal Case Resolution will be scheduled.
3. The Dean of Student Services/Division Operations or his/her designee will determine the initial hearing officer depending upon the severity of the alleged infraction and where it occurred. The initial hearing officer may be one of the following: Dean of Student Services/Division Operations or other designee.
4. The conduct process is part of the student educational process and as such the alleged violator is responsible for all communication during the conduct process with the exception of suspension and expulsion appeals. The alleged violator may have an advisor present at all meetings and hearings through the conduct process, but that advisor may not speak for the alleged violator except in the case of suspension and expulsion appeals.

**\*\*NOTE:** Meetings will be conducted in person as the preferred method but can be conducted virtually if needed.

# PROCEDURES FOR RESOLVING VIOLATIONS OF THE NON-ACADEMIC STANDARDS OF STUDENT CONDUCT

## Non-Academic Informal Case Resolution

The Dean of Student Services/Division Operations or designee will serve as initial hearing officer and may offer an alleged violator an informal case resolution. Dean of Student Services/Division Operation will meet with the alleged violator to review the charges and the options available to resolve the matter. Alleged violator will have 5 business days to decide which option he/she would like to utilize to resolve the charges.

If the student neglects, refuses, or fails to attend the administrative meeting, the Dean of Student Services/Division Operation will make a determination based on the information available at the time. Failure to attend this meeting will not presume responsibility or non-responsibility. If the Dean of Student Services/Division Operations subsequently determines that disciplinary action is warranted, the charged student will be notified in writing. All written notices will be sent to the student's college email and by registered mail the address of the student as it appears in the official college records.

If alleged violator accepts responsibility for the alleged offense, the initial hearing officer will assign the sanction. If alleged violator does not accept responsibility for the alleged offense, the case will be referred to the Vice Chancellor for Student Services and Enrollment Management or designee. If alleged violator does not agree with the sanctions, the alleged violator may request that the appropriate designee review the sanction(s) to determine appropriateness. Request for review of sanction(s) must be delivered in writing to the Vice Chancellor for Student Services and Enrollment Management within 5 business days of being assigned sanction(s). This is the only appeal available through the Informal Case Resolution Process.

**\*\*NOTE:** Meetings will be conducted in person as the preferred method but can be conducted virtually if needed.

## Non-Academic Misconduct Informal Case Resolution Appeal

A student or organization found responsible for a violation of University policy in an Informal Case Resolution may request a sanction review for the following:

- Sanction unreasonably harsh or inappropriate for the circumstances of the violation.

An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.

STEP 1: Requests for review of sanction(s) must be completed, in writing, to the Vice Chancellor for Student Services and Enrollment Management or designee within 5 business days of being assigned the sanction(s).

When requesting a review of sanctions, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. This is the only appeal available through the Informal Case Resolution Process.

STEP 2: The student shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the Vice Chancellor for Student Services and Enrollment Management appeal load at that particular time. Decisions of the Vice Chancellor for Student Services and Enrollment Management reflect final agency action.

The decision of the Appeal Officer is final.

**\*\*NOTE:** Meetings will be conducted in person as the preferred method but can be conducted virtually if needed.

\*During the above appeal process, a student who has received a sanction of a suspension of 10 or more days or expulsion for non-academic misconduct may choose to be represented at the student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)

## **Non-Academic Misconduct Sanctions**

Sanctions for Non-Academic Misconduct will be imposed by the Vice Chancellor for Student Affairs or his/her designee upon individuals, groups or organizations that have been found responsible for violating the Standards of Student Conduct.

### **The following sanctions may be imposed for Non-Academic Misconduct:**

- Community Service – Completion of assigned number of university service hours.
- Educational Task – Completion of a task which educates the student about and allows the student to learn from the misconduct.
- Written Warning – Official record that a student has been warned about behavior.
- Removal of Property – Required removal of property.
- Restitution – Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- Restriction of Activities or Privileges – Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time.
- Fees – Monetary requirements based on the resolution of a case.
- Conduct Probation – A period of self-reflection, during which a student is on official warning that subsequent violations of college rules, regulations or policies are likely to result in a more severe sanction including suspension or expulsion from the college.
- Conduct Suspension – Temporarily canceling a student's enrollment at ASU- Newport. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from college property. A student cannot enter college property during his/ her term of suspension without prior permission from the Vice Chancellor for Student Services and Enrollment Management or designee. Any classes taken at another institution during this period of suspension cannot be transferred to ASU-Newport.

- Expulsion – Permanently canceling a student's enrollment at ASU-Newport. A dismissed student cannot re-enroll or graduate. Once assigned this sanction, students are immediately removed from their classes and banned from university property. A student cannot enter college property once dismissed without prior permission from the Vice Chancellor for Student Services and Enrollment Management or designee.
- Revocation or Denial of Degree or Admissions – Admissions to or a degree awarded from the college may be revoked or refused for fraud, misrepresentation, or other violation of other college standards.

**In addition to those listed above, other sanctions may be implemented.**

## **Non-Academic Misconduct Formal Case Resolution**

Students who violate the sanctions set forth during the Informal Case Resolution process may result in a Formal Case Resolution meeting with the Vice Chancellor for Student Services and Enrollment Management and the Dean of Student Services/Division Operations or designee. (The Formal Case Resolution is an administrative hearing where there is little discrepancy in the case, where there is a need to expedite the conduct process, or when the student allegedly violated sanctions set forth during the Informal Case Resolution.) This meeting could result in university probation with the possibility of suspension or expulsion.

If the alleged violator does not accept responsibility for the alleged offense, then the case will be referred to the Non-Academic Student Conduct Hearing Committee Affairs or to determine if the alleged violator is responsible for the charges and if so to determine the sanction(s).

The Non-Academic Misconduct Student Conduct Hearing Committee is composed of members selected by the Vice Chancellor for Student Services and Enrollment Management. The Non-Academic Student Conduct Hearing Committee is composed of three (3) members.

The committee elects a chair once convened. The Non-Academic Misconduct Student Conduct Hearing Committee shall have specific training on non-academic student conduct.

Note: The decision reached in the Non-Academic Misconduct Formal Case Resolution Process is final.

## **EXTERNAL RELEASE**

External release of records will occur in accordance with federal and state law.

## **PARENTAL NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part was amended by Congress in 1998, allowing institutions to notify the parents of students under the age of 21 when a student commits a drug or alcohol violation. ASU-Newport has taken the stance that parents can serve as effective partners in the reduction, prevention and education of students regarding alcohol and drugs. ASU-Newport has therefore implemented the following parental notification policy.

The Director of Student Support and Engagement's Office may notify parents/legal guardians when a student is found to have violated ASUN Standards of Student Conduct in reference to the use/abuse of alcohol and/or drugs when a student is under the age of 21. Notification may occur in the case that one or more of the following situations occur:

- When a student represents a danger to him/herself or others while under the influence of alcohol or drugs. (Including, but not limited to alcohol poisoning, fighting on campus, hospitalization, medical transport, driving while under the influence);
- When a student has engaged in repeated violations of the university's alcohol or drug policy;
- When the Director of Student Support and Engagement's Office determines that another violation of the alcohol or drug policy will more than likely result in the student's separation from the university;
- When it appears that a student's use or abuse of alcohol or drugs negatively interferes with their academic life or the community in which they live; or
- When a student is taken into custody by law enforcement due to their activity or behavior while under the influence of drugs or alcohol

When appropriate, the student will be allowed the first opportunity to make contact with a parent or legal guardian prior to and/or in addition to a representative from the Director of Student Support and Engagement's Office. All notifications will be coordinated through the Director of Student Support and Engagement's Office in applicable cases. All notifications will be inclusive of a listing of campus and community based services that may be available to the student. The Director of Student Support and Engagement's Office reserves the right to make notifications on a case-by-case basis.

Exceptions to the policy: When possible, there will be an opportunity for a student to submit information **that clearly demonstrates that notification will do more harm than good.**

Click here for access to the Release of Information Form: [http://files.asun.edu/admissions/Permission\\_to\\_Release\\_Student\\_Record\\_Information.pdf](http://files.asun.edu/admissions/Permission_to_Release_Student_Record_Information.pdf)

## NOTIFICATION OF DECISION OUTCOMES

Upon request and as allowed by law, the appropriate office will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin if the victim is deceased. In all other cases, the decision outcome is only released as outlined above.

## MEDICAL AMNESTY POLICY

The safety and welfare of students is a University priority, and at times students may need immediate medical assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the Standards of Student Conduct.

To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has instituted a medical amnesty policy. This policy is applicable to the following parties: 1)

a student requesting medical assistance for oneself; 2) a student requesting medical assistance for another person; 3) a student for whom medical assistance was provided.

When responding to any alcohol or drug violations, the University will consider a student's decision to request medical assistance and; in most cases, view the act of seeking medical assistance as good judgment; therefore, not deserving of the typical sanctions. At a minimum, students or student organizations should make an anonymous report that would put the student in need in contact with professional help.

Examples where this policy may apply include:

- 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.
- A student is reluctant to report that he/she have been sexually assaulted because he/she had been consuming alcohol and is under the age of 21.

Although the University may choose not to impose disciplinary sanctions, the University may mandate educational options (such as alcohol and other drug assessments and attendance to alcohol education programs) in such cases. Once a student receives medical amnesty, any future amnesty is at the discretion of the Vice Chancellor for Student Services and Enrollment Management or their designee.

The Vice Chancellor for Student Services and Enrollment Management or their designee also has discretion to determine that this policy does not apply in more serious situations, **including criminal possession of drugs, property damage, and acts of violence.**

## TESTING CENTER

[www.asun.edu/testing\\_services](http://www.asun.edu/testing_services)

ASU-Newport's testing center offers a variety of entrance and third-party exams for potential and current students. For more information, contact the Coordinator of Testing Services at [testing\\_services@asun.edu](mailto:testing_services@asun.edu).

## PLACEMENT TESTING

Students must register to take a Placement test by visiting <http://www2.registerblast.com/asun/Exam/List> and filling out the Testing Registration Form.

### **GUIDELINES**

- You **MUST** be at least 13 years of age or older to take a placement test.
- No Calculators Allowed in the Testing Center.
- Placement Test Scores. These may be ACT, ACCUPLACER, ASSET, or COMPASS earned in the last five years, however specific programs may have differing placement policies, please refer to program applications for more information.

## **ASU-NEWPORT OFFERS THE FOLLOWING PLACEMENT TESTS:**

### **Accuplacer Next-Generation**

- Accuplacer Next-Generation is an integrated system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. For over 30 years, Accuplacer Next-

Generation has been used successfully to assess student preparedness for introductory credit-bearing college courses. Accuplacer Next-Generation delivers immediate and precise results, offering both placement and diagnostic tests, to support intervention and help answer the challenges of accurate placement and remediation.

- To study for the Accuplacer Next-Generation go to [accuplacerpractice.collegeboard.org/login](https://accuplacerpractice.collegeboard.org/login)

### **American College Testing (ACT)**

- ACT test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling (870) 512-7867.
- ACT registration is coordinated directly through the ACT test website: [www.act.org](https://www.act.org). Be sure to add the ASU-Newport ACT Center Code 4720 and have your ACT Score report sent electronically to ASU-Newport.
- **Traditional Registered Nursing and Practical Nursing Pre-entrance PAX Exam**
- Traditional Registered Nursing and Practical Nursing Pre-entrance PAX Exam\*
- Students may test multiple times during the calendar year but must wait a minimum of 90 days between test attempts. PAX exam schedules and additional information may be obtained visiting <https://ondemand.questionmark.com/home/405669/user> and create a new account to register for the exam. Calculators will be provided.

### **Registered Nursing Pre-entrance NACE I**

- Students may test only once per calendar year. NACE I test schedules and additional information may be obtained by visiting <https://www.nln.org/home>.

### **THIRD-PARTY CERTIFICATION EXAMS**

#### **EMT/Paramedic Certification Exam**

- The NREMT Paramedic (NRP) Paramedic cognitive exam is a computer adaptive test (CAT). The number of items a candidate can expect on the Paramedic (NRP) exam will range from 80 to 150. The maximum amount of time given to complete the exam is 2 hours and 30 minutes. To schedule an exam, visit <http://home.pearsonvue.com>.

#### **NBSTSA Surgical Technology Board Exam**

- Test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling (870) 512-7867.

#### **Phlebotomy Certification Exam**

To register for the Phlebotomy Certification exam, please visit the following website: <http://certportal.nhanow.com/register/>.

#### **Praxis Exam**

- These tests measure academic skills in reading, writing and mathematics. They were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs. To register for the Praxis Exam, please go to the following website: [www.ets.org/praxis/register/](https://www.ets.org/praxis/register/).

### **ACT WorkKeys Assessment**

- ACT WorkKeys Testing is coordinated through the Department of Workforce Services.
- This test is given at the Adult Education Center in Jonesboro and at the Testing Services Center at the ASU Newport campus in Newport.

### **Distance Education Proctoring Services (DEPS)**

- Tests must be registered through visiting [http://www2.registerblast.com/asun/ Exam/List](http://www2.registerblast.com/asun/Exam/List) and filling out the Testing Registration Form. Students must ensure the Academic Support and Testing Services have access to exams prior to scheduling a test. This can be done by contacting (870) 512-7867 or email [testing\\_services@asun.edu](mailto:testing_services@asun.edu) to schedule distance education test proctoring.



# GENERAL POLICIES & INFORMATION

## APPROPRIATE USE OF INFORMATION & TECHNOLOGY RESOURCES PREAMBLE

ASU-Newport makes every reasonable effort to protect the rights of its computing facilities users while balancing those rights against the needs of the entire user community. Computing and networking resources are provided to support the academic, instruction, research, and service components of this campus. These resources are for the sole use of ASU-Newport students, faculty, staff, and other authorized users to accomplish the mission of the college. In accordance with the college mission and the Code of Conduct, it is assumed that expectations established for behavior will also be applied to the world of cyberspace.

For more information concerning the appropriate use of Information Technology, visit the following website: [http://files.asun.edu/operating\\_procedures/information\\_technology\\_services/SOP\\_6001\\_Appropriate\\_Use\\_of\\_IT.pdf](http://files.asun.edu/operating_procedures/information_technology_services/SOP_6001_Appropriate_Use_of_IT.pdf).

## RIGHTS AND RESPONSIBILITIES

ASU-Newport expects that users of campus computing and network facilities users will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Because ASU-Newport is a state agency, all information stored in computers owned or operated by ASU-Newport is presumed to be a public record and subject to disclosure under the Arkansas Freedom of Information Act unless exempt under the law. Users do not own accounts on college computers, but are granted the privilege of exclusive use. While users are entitled to privacy regarding information contained on these accounts, the Electronic Communications Privacy Act authorizes system administrators and other university employees to access user files.

By utilizing ASU-Newport computing and network resources, you give consent to accessing and monitoring by system administrators and other university employees of any electronic communications, including stored communications, in order to enforce this policy or to protect the integrity of computer systems or the rights or property of the university. System administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law.

In addition, student files on university computer facilities are considered education records under the Family Educational Rights and Privacy Act of 1974 (Title 20 U.S.C. Section 1232(g)).

## ENFORCEMENT

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and

education. Repeated minor infractions or misconduct that is more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment, or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, employer, or other appropriate college office for further action. If the individual is a student, the matter may be referred to the Division of Student Services and Enrollment Management for disciplinary action.

Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing privileges and will be referred to appropriate university offices and/or other law enforcement authorities.

## **STANDARDS**

**Conduct that violates the Computer and Network Use policy includes but is not limited to:**

- Unauthorized use of a computer account;
- Using the campus network to gain unauthorized access to any computer systems;
- Connecting unauthorized equipment to the campus network;
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data;
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks;
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage, or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan Horses, and worms
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document, using the Internet, radio, playing games, watching movies, or using file sharing applications (Peer-to-Peer) for personal use;
- Violating terms of applicable software licensing agreements or copyright laws;
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc;
- Using university resources for commercial activity such as creating products or services for sale;
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user;
- Initiating or propagating electronic chain letters;
- Inappropriate mass mailing. This includes multiple mailings to news groups, mailing lists, or individuals, e.g. (spamming, flooding, or bombing);
- Forging the identity of a user or machine in an electronic communication;
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or university regulations;

- Displaying obscene, lewd, or sexually harassing images or text in a public computer facility or location that can be in view of others; and
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner

## **COMPUTER LABS**

With several computer labs across campus, you're likely to find a computer when you need one. Some labs are dedicated to a particular technology and therefore have limited access. General labs can be found in almost every building at our ASU- Newport locations. All ASU-Newport computer labs come with Microsoft Windows 10 and Microsoft Office. A valid ASU-Newport student account is required to log in to our network.

Questions? E-mail [its@asun.edu](mailto:its@asun.edu).

## **NEWPORT CAMPUS**

The Center for Workforce Advancement – Room A307

Walton Hall – Library Circle, WH103, WH105, WH135, WH146, WH192, WH119 (Career Pathways)

White River Hall – Room 117

## **JONESBORO CAMPUS**

Aviator Hall - A113, A123, A127, A129, A130, Library

Nursing and Health Professions Building-C304

Fowler Family Hospitality Building - D502

## **MARKED TREE CAMPUS**

Building A – Learning Resource Center - A122, Library

Building B – B204A

Building C – C304

Building D - D401-D405

## **CAMPUS SIGNS, POSTERS & PROMOTIONAL MATERIAL POLICY**

All notices and printed materials must carry the name of the organization responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified therein as officers or members of the organization. Bulletin boards shall be available in academic buildings on campus and may be used for posting publicity materials approved by the department or office responsible for maintaining the bulletin board. Written publicity and messages should not remain up later than 24 hours after the event.

To avoid stains on buildings and difficulty of removal, chalk should not be used for marking on building surfaces.

Posters and signs should not be taped on glass or affixed to wall surfaces not specifically designated as bulletin boards. Such practices may result in unsightly tape marks, peeled paint, or irreparable holes in building surfaces.

Outdoor posters and signs should be prepared with waterproof materials to avoid illegibility, paint stains, and other problems in the event of rain.

Temporary freestanding publicity and directional signs may be used, provided they are displayed not more than one week in advance of the event being promoted. Flashing signs and similar commercial-type signs and marquees are not to be used on campus.

Groups desiring to place flyers on automobile windshields or distribute handbills may do so by obtaining advance approval from the Vice Chancellor for Student Services and Enrollment Management. No commercial solicitation will be permitted.

The right to distribute notices and printed material shall not extend to libelous, obscene, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of the public place or the regulations of the college.

Questions? Contact [VCSA@asun.edu](mailto:VCSA@asun.edu).

## **FREEDOM OF EXPRESSION POLICY**

In compliance with ACT 184 of 2019 as well as the First Amendment of the United State Constitution, the ASU System and Arkansas State University-Newport will afford each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations; however, these activities must not disrupt the operation of the university. Such opportunities will be provided on an equal basis and adhere to the basic principle that the system will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time ensuring that the institution fulfills its educational mission, the university has the responsibility to regulate the time, place and manner of expression. Through such regulation, equal opportunity for all persons can be assured; order within the university community can be preserved; university property can be protected; and a secure environment for individuals to exercise freedom of expression can be provided.

For more information concerning the Freedom of Expression Policy, visit [https://files.asun.edu/sops/4000/4017\\_Freedom\\_of\\_Expression.pdf](https://files.asun.edu/sops/4000/4017_Freedom_of_Expression.pdf)

Arkansas State University-Newport follows the ASU System Policy on Freedom of Expression. The process from the ASU system Policy is outlined below. The procedures listed below govern Freedom of Expression by faculty, staff, students, student organizations, and visitors in the following areas:

### **Freedom of Expression**

Expressive activities are allowed on all outdoor areas of campus subject to the reasonable time, place, and manner restrictions set forth in this Operating Procedure as well as all applicable state and federal laws. The campus shall not create free speech zones or other designated outdoor areas of campus outside of which expressive activities are prohibited. The campus maintains a position of neutrality as to the content of any protected speech.

## **Outdoor Areas of Campus**

All outdoor areas of campus shall be deemed a public forum for members of the campus community. This does not include outdoor areas where access by a majority of members of the campus community is restricted.

## **Expressive Activities**

Expressive Activities are those enumerated by Act 184 as well as all forms of expression protected by the First Amendment to the United States Constitution.

## **Lawful Limitations on Expressive Activities**

Members of the campus community who want to engage in noncommercial expressive activities may do so freely in the outdoor areas of campus so long as that member's conduct is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state supported institution and

3) does not materially and substantially disrupt another person's expressive activity.

## **Freedom of Association**

The campus shall not deny a student organization any benefit or privilege that is available to another other student organization or otherwise discriminate against an organization based on the expression of that organization.

## **Use of Campus Property for University Sponsored Activities and Events**

All outdoor areas, owned and operated by the campus, shall be made available for use by the University for University sponsored activities and events. Official university activities and events on campus have precedence over all other events and activities taking place on campus. Any expressive activity that occurs at a location reserved for a University sponsored activity or event shall be accommodated at another outdoor area of campus so long as the accommodation is consistent with this policy.

## **Prohibited Activities**

The right to engage in Expressive Activities under this Operating Procedure does not include the right to engage in the following: Obstructing vehicular or pedestrian traffic. Engaging in unlawful activity. Engaging in activities that create a clear and present threat to public safety. Engaging in true threats and expression directed to provoke imminent lawless actions and likely to produce imminent lawless actions. Engaging in unlawful harassment. Utilizing sound amplification devices. Posting materials on University property.

## **Damage to Property owned by the Campus**

Any damage to campus property caused by individuals and/or groups engaging in Expressive Activity are the financial responsibility of the individuals and/or groups who caused the damage to the property.

## **Commercial Speech**

This policy does not apply to commercial speech. Off-campus individuals and organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspaper, magazine and other written material on campus. Parties having a contract

with the campus authorizing commercial advertising shall be allowed to distribute or post commercial material in accordance with the terms of their contract.

Questions? Contact [VCSA@asun.edu](mailto:VCSA@asun.edu).

## **FUNDRAISING (SOLICITATION) POLICY**

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors. All faculty, staff and recognized student organizations may be permitted to hold fund-raising events on campus under the following conditions:

- Faculty, staff, and recognized student organizations may hold fund-raising activities that are reasonable and appropriate given the organization's purpose;
- The activities are not to occur more than three times per semester per requesting organization for a period not to exceed three days per event; and
- Fundraising activities shall be defined as requesting donations without products or services being rendered, or activities that raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of ASU-Newport or for a selected philanthropic project of the organization.
- The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Vice Chancellor of Student Affairs at least one week prior to the requested date(s) of the fund-raising.

Click here for the ASU-Newport Registered Student Organization Solicitation Request Form: [https://files.asun.edu/student\\_affairs/ASUN\\_RSO\\_Solicitation\\_Request\\_Form.pdf](https://files.asun.edu/student_affairs/ASUN_RSO_Solicitation_Request_Form.pdf).

The Vice Chancellor of Student Affairs 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). An off-campus organization or business may not conduct the fund-raising activity and then provide the recognized ASU-Newport organization a certain percentage of sales, income, etc.

Individual groups or organizations using a college 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 catalog.

All fund-raising events must be approved before solicitation begins. Questions? Contact [VCSA@asun.edu](mailto:VCSA@asun.edu).

## **MANDATORY ADMINISTRATIVE LEAVE POLICY**

The Vice Chancellor for Student Services and Enrollment Management may invoke the Mandatory Administrative Leave Policy if a student engages in or exhibits behavior that:

- Poses a direct threat to the health, safety, or welfare of themselves or students, staff, faculty, or other members of the college community and/or college property; or

- Interferes with the rights of students, staff, faculty, or members of the college community, including disruption of the normal or sponsored academic and extracurricular activities of the college.

Proceedings for Mandatory Administrative Leave Policy are initiated by providing written information to the Vice Chancellor for Student Services and Enrollment Management that a student has engaged in or exhibited the above described prohibited behavior. Upon receipt of written information that a student has engaged in or exhibited the above described prohibited behavior, the Vice Chancellor for Student Services and Enrollment Management may immediately place the student on Mandatory Administrative Leave.

If the Mandatory Administrative Leave is invoked, the Vice Chancellor for Student Services and Enrollment Management shall mail to the student no later than the next business day copies of the written charges provided to the Vice Chancellor for Student Services and Enrollment Management and notice that the student has been placed on leave.

The Vice Chancellor for Student Services and Enrollment Management shall conduct a review within five business days after leave is invoked. The review shall include conferences with both the charging party and the student. The student shall have the right to present statements, witnesses, and/or information that refute the charges presented to the Vice Chancellor for Student Services and Enrollment Management or demonstrated that no basis for a Mandatory Administrative Leave exists. The student may be accompanied to the conference by an advisor such as a friend, relative, faculty member, or medical/mental health provider.

If a student placed on Mandatory Administrative Leave wishes to re-enroll at the college, they will be required to present written evidence they will not exhibit the behavior that resulted in Mandatory Administrative Leave, including recommendation from a medical or mental health professional as to whether the student should be able to function at the college without exhibiting the behavior that resulted in the Mandatory Administrative Leave.

The Vice Chancellor for Student Services and Enrollment Management may require an evaluation by a licensed counselor or licensed psychologist, certified alcohol and drug counselor, or other mental health professional prior to considering a student's request to be readmitted to the college following Mandatory Administrative Leave. After review of all the information obtained at the time a student previously on Mandatory Administrative Leave requests readmission, the Vice Chancellor for Student Services and Enrollment Management will either continue the Mandatory Administrative Leave or may readmit the student with or without qualification.

Proceedings under the Mandatory Administrative Leave Policy do not preclude additional proceedings pursuant to the student Code of Conduct.

Questions? E-mail [YCSA@asun.edu](mailto:YCSA@asun.edu).

# **NON-DISCRIMINATORY RESPONSIBILITIES OF ASU-NEWPORT/ SEXUAL DISCRIMINATION**

## **SECTION 504 OF THE REHABILITATION ACT AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT**

In compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA), Arkansas State University-Newport assures protection from discrimination and provides auxiliary aids and services to qualified students in all academic programs and university activities. It is the responsibility of all staff, faculty, and students to adhere to the philosophy of equal access to opportunities.

## **TITLE IX OF EDUCATION AMENDMENTS**

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Title IX benefits both males and females and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs, and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination and athletics. Arkansas State University has designated a Title IX Coordinator for each campus. Any incidence of sexual discrimination including sexual harassment or sexual violence should be reported to the Title IX Coordinator who will take prompt action to secure a full and equitable review. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report should be made to the Office of General Counsel. Contact information for each campus's Title IX Coordinator is located on the respective campus's website.

## **SEXUAL DISCRIMINATION**

Arkansas State University is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence, as prohibited by Title IX of the Educational Amendments of 1972, and/or Title VII of the 1964 Civil Rights Act. No form of sexual discrimination will be tolerated.

It is important to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, stalking, domestic violence, or dating violence.

Each campus has a Title IX Coordinator who is charged with investigating certain allegations of sexual harassment, sexual assault, stalking, domestic violence and dating violence, as defined within the Title IX Grievance Procedure herein. Each campus's Human Resources Department is responsible for investigating allegations of sexual discrimination, not covered by Title IX, and in violation of Title VII. Employees with supervisory responsibilities, including deans, vice chancellors, department chairs, faculty, student conduct personnel, human resources personnel, athletic



administrators, coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. The Title IX Coordinator will conduct a prompt, thorough, and objective investigation of those claims which meet the requirements of a Title IX offense and will refer other claims of sexual discrimination to the campus Human Resources department. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator or Human Resources representative, as applicable, will notify the appropriate law enforcement agency of all reports of sexual assault, stalking, domestic violence or dating violence. The person who has allegedly been subjected to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. The Title IX Coordinator or Human Resources representative will assist the person alleging to be subjected to sexual discrimination and the person alleged to have committed sexual discrimination with locating resources for counseling, medical treatment, legal advice, or other services.

Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

The University reserves the right to take those legally permitted supportive measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such supportive measures may include but are not limited to: modification of campus living or employment arrangements; interim suspensions from campus; no contact or communications requirements; leave with or without pay; and, reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Staff Grievance Procedure or the Title IX Grievance Procedure, as applicable.

To report sexual discrimination, visit: <http://hermes.asun.edu/eforms/title-ix-incident-reporting-form/59/>.

## **RETALIATORY ACTION PROHIBITED**

Retaliation against a person who files a charge of discrimination, participates in an investigation, refuses to participate in an investigation, or opposes an unlawful employment practice is prohibited by law and Arkansas State University. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Human Resources Department at [sara\\_moss@asun.edu](mailto:sara_moss@asun.edu) or (870)512-7874.

## **RESOURCES FOR VICTIMS OF SEXUAL ASSAULT**

The Student Right to Know and Campus Security Act require that students be provided information concerning campus sexual assault programs and the procedures which should be followed once an offense has occurred. Although it may be difficult, it is always best to report a sexual assault (rape, attempted rape, or acquaintance rape) to a University official or local law enforcement as quickly as possible. Crimes that occur on-campus will be referred to the ASU-Newport Campus Police for jurisdiction purposes.

ASUN's Campus Police (Newport Campus).....(870) 217-1348  
ASUN's Campus Police (Jonesboro Campus).....(870) 217-1347  
ASUN's Campus Police (Marked Tree Campus)... (870) 919-8530

Newport Police	(870) 523-2721
Jonesboro Police	(870) 935-5553
Marked Tree Police	(870) 358-2024

The complainant is encouraged to go to a hospital emergency room to receive appropriate medical care and/or evidence collection. These important steps should be taken after a sexual assault:

1. Do not shower, bathe, douche, smoke, change clothing, urinate (if possible) brush your teeth or rinse your mouth, change bedding, or disturb the area where the assault occurred (if the assault occurred in your place of residence). Remember, it is important to preserve the evidence.
2. Tell someone. Call a friend, counselor, or anyone who can provide you with emotional support.
3. Seek medical attention. Go to a doctor or hospital as quickly as possible for evidence to be gathered and to be checked for injury.
4. Write down detailed information about the assault – where, when, who, etc. If the assailant is a stranger, try to remember his or her height, hair color, scars, and clothing.

*If you believe you are a victim of sexual assault, you can and should seek out help and assistance from the following agencies:*

Who to contact to report an incident at ASU-Newport:

ASUN's Campus Police (Newport Campus).....(870) 217-1348  
ASUN's Campus Police (Jonesboro Campus).....(870) 217-1347  
ASUN's Campus Police (Marked Tree Campus).... (870) 919-8530

Local Law enforcement agencies:

Newport Police	(870) 523-2721
Jonesboro Police	(870) 935-5553
Marked Tree Police	(870) 358-2024

Agencies and contacts in the ASU-Newport area that can provide assistance:

Unity Hospital, Inc. 1205 McLain  
Newport, AR 72112  
(870) 523-8911

St. Bernard's Regional Medical Center 224 East Matthews  
Jonesboro, AR. 72401  
(870) 972-4288

NEA Baptist Memorial Hospital 4800 East Johnson Ave.  
Jonesboro AR 72401  
(870) 936-1000

# SEXUAL DISCRIMINATION GRIEVANCE PROCEDURE

Any allegations of sexual discrimination involving students must be initially reported to the Title IX Coordinator. The Title IX Coordinator will coordinate the investigation.

Sexual Discrimination can be reported through the following link:  
<http://www.asun.edu/report-incident>.

The Title IX Coordinator will refer cases of alleged sexual discrimination to the Director of Student Support and Engagement/Deputy Title IX Coordinator for investigation as appropriate. Cases of sexual discrimination, including sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, and stalking will follow the process set forth in the ASU-Newport Sexual Discrimination Grievance Procedure.

## GRIEVANCE ISSUES

The Title IX Grievance Procedure applies to allegations of sexual discrimination, including sexual harassment, sexual assault, stalking, domestic violence, and dating violence, occurring in the United States and in an educational program or activity of any campus within the Arkansas State University System, which is made by a person participating in or attempting to participate in an educational program or activity of the campus.

Sexual Harassment under Title IX is defined as unwelcome gender-based verbal or physical conduct and occurs when:

1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
3. Such conduct is severe, pervasive, and objectionably offensive such that it has the effect of unreasonably interfering with an individual's education or employment performance.

Sexual assault occurs when a person is subjected to an unwanted sexual act without consent. Sexual acts occur without consent when they are performed by force, in response to a threat, against a person's will, or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind altering substances such as drugs or alcohol.

Stalking is defined as 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.

Domestic Violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse 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 State of Arkansas, 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 State of Arkansas.

Dating Violence is defined as 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, and (iii) the frequency of interaction between the persons involved in the relationship.

## **REPORT OF SEXUAL DISCRIMINATION**

Any employee, student, or visitor participating in or attempting to participate in an educational program or activity offered by a campus in the Arkansas State University System who believes he or she has been subjected to sexual discrimination should report the incident to the applicable campus's Title IX Coordinator utilizing the reporting form available on the Title IX web site for the campus. Employees with supervisory responsibilities including deans, vice chancellors, department chairs, faculty, student conduct personnel, human resources personnel, athletic administrators, coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of General Counsel. Reporting may be done by telephone, fax, email, or a hard copy communication, and may be submitted during or outside of business hours. In order to ensure timely investigation and remedy, a Title IX grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred as delay in reporting impedes the ability to achieve prompt resolution. Reports of sexual assault, sexual violence, stalking, domestic violence and dating violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a Title IX discrimination grievance.

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator utilizing the grievance form available at <https://www.asun.edu/report-incident>.

## **TITLE IX COORDINATOR'S RESPONSE**

A. Upon receipt of a report of an allegation of sexual discrimination, the Title IX Coordinator will contact the person alleged to have been subjected to the sexual discrimination (hereinafter referred to as a "Complainant") within two (2) business days. During the initial contact, the Title IX Coordinator shall notify the Complainant of available supportive measures with or without the filing of a formal complaint, the process for filing a formal complaint, and the potential code of conduct violations for knowingly providing false information. If the Complainant decides to file a formal complaint, the Complainant must submit a written and signed statement of the facts surrounding the allegations sufficient to allow the Title IX Coordinator to determine whether:

1. the actions alleged to have occurred meet the definition of sexual harassment, sexual assault, dating violence, domestic violence, or stalking;
2. the actions alleged to have occurred were perpetrated against someone who was engaged in or attempting to engage in an educational activity or program offered by the campus;

3. the actions alleged to have occurred were perpetrated by someone who is a student or employee of the campus, if the person's identity is known;
4. the acts alleged to have occurred took place against a person located in the United States; and,
5. the acts alleged to have occurred took place in a location or under circumstances over which the campus exercises substantial control, including but not limited to on campus buildings, buildings owned or operated by registered student organizations, or during off campus class events.

The formal complaint may be submitted electronically or in hard copy format. If the Complainant determines that he or she does not wish to pursue a formal complaint, the Title IX Coordinator shall assist the Complainant with appropriate continued supportive measures, and shall make a determination as to whether or not, based on the information that the Title IX Coordinator has at that time, the Title IX Coordinator will sign a formal complaint. The Title IX Coordinator shall only sign a formal complaint over the objection of a Complainant in the event that, based on the available facts at the time, failure to do so would be clearly unreasonable and would amount to deliberate indifference.

B. Following the receipt of the formal complaint, the Title IX Coordinator will send a Notice of Allegations to both the Complainant, and the person alleged to have perpetrated the sexual discrimination (hereinafter referred to as the "Respondent"). The Notice of Allegations will:

1. set forth the allegations outlined in the formal complaint;
2. advise the parties on the Title IX Grievance Procedure, including their right to not participate;
3. set forth the available supportive measures for the parties, which will be equitably available to each;
4. outline the availability of and describe the informal resolution procedure;
5. notify the parties that they have the right to have an advisor of their choice, who may but does not have to be an attorney, and that the advisor may attend but not directly participate in any meetings or interviews throughout the investigation;
6. notify the parties that they are required to have an advisor for the purposes of the hearing, and the availability of an advisor to be provided by the campus in the event that either party cannot obtain one;
7. state the standard of evidence used in the Title IX Grievance procedure is preponderance of the evidence;
8. state that the parties each have the right to inspect, review, and respond to all information and evidence gathered, which will be presented to the parties promptly after its receipt by the Title IX Coordinator or investigator;
9. inform the parties of the potential code of conduct violations that can be pursued in the event that a party knowingly gives false statements or evidence; and,

10. state clearly that the Respondent is presumed "not responsible" unless and until there is a finding of responsibility at the conclusion of the hearing.

C. Immediately following the issuance of the Notice of Allegations, the Title IX Coordinator will review the formal complaint to verify that the conduct complained of meets the definition of sexual harassment, sexual assault, domestic violence, dating violence, or stalking; that it occurred in the campus's education program or activity; and, it occurred against a person in the United States. Following the verification of this information, the Title IX Coordinator will take one of the following actions:

1. If the allegations in the formal complaint fails to meet any of these requirements, it must be dismissed under the Title IX Grievance Procedure, but can be pursued under the Staff Grievance Procedure, or the campus's code of conduct. The parties will be notified simultaneously in writing of this action.

2. If the formal complaint meets the requirements, but: the Complainant requests in writing to withdraw the allegations or formal complaint; the Respondent is no longer enrolled or employed by the campus; or, specific circumstances prevent the Title IX Coordinator from gathering enough evidence to make a determination, the Title IX Coordinator may dismiss the Title IX investigation. In such an instance, the Title IX Coordinator shall notify both parties simultaneously in writing of the dismissal of the formal complaint, and the reason for the dismissal. Either party may appeal this dismissal to the Director of Human Resources. The appeal must be transmitted within five business (5) days of the issuance of the decision by the Title IX Coordinator. The Director of Human Resources shall review the decision, the rationale for the decision, and the appeal, and shall make the final determination as to whether the Title IX Discrimination Grievance shall be permitted to proceed to investigation, and shall transmit that decision, simultaneously and in writing, to both parties within five (5) business days of the receipt of the appeal.

3. If the formal complaint meets the requirements, and the investigation isn't dismissed as permitted in Section C.2., the formal complaint shall proceed to the investigation. If the formal complaint meets the requirement set forth in Section A. herein, the allegations of the formal complaint may only be addressed under the Title IX Grievance Procedure.

D. Within forty-five (45) business days after receipt of a formal complaint, the Title IX Coordinator, or investigator, will conduct a full and impartial investigation, considering all available inculpatory and exculpatory evidence, by: interviewing the complainant, the respondent, and any witnesses identified throughout the investigation; considering any expert testimony offered by either party; and, by reviewing any documentary evidence submitted by either party or obtained by the Title IX Coordinator or investigator.

The Title IX Coordinator or investigator will:

1. not seek or consider any evidence which is protected by a legally acknowledged privilege without the written consent of the party who holds the privilege;

2. not consider evidence of the Complainant's sexual history or predisposition, unless offered to prove that someone else committed the acts the Respondent is accused of, or specific incident between the Complainant and Respondent are offered to prove consent;

3. make no credibility assessments based solely on a party's status as a complainant or respondent;

4. provide any party requested to attend a meeting or interview with written notice of the day, time, location, invited participants, and purpose of the meeting or interview no less than two (2) business days in advance of the proposed meeting;

5. make ongoing determinations, throughout the investigation, regarding the appropriateness of available supportive measures, such as: suspension from employment with or without pay; suspension from classes following an individualized determination that based upon the allegations the Respondent poses an immediate threat to a faculty member, staff member, or student; issuance of a no contact directive to both parties; reassignment of job duties; counseling; campus escort services; increased security and monitoring certain areas on campus; or, changing class or classroom assignments. If immediate action is required, the Title IX Coordinator shall work with the appropriate administrator to implement supportive measures.

E. After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either:

1. propose an informal resolution procedure be utilized to the parties which, if accepted, shall be documented in writing, and, if successful, shall conclude the investigation, or, if unsuccessful, shall result in the investigation proceeding towards a formal hearing, with all informal resolution proceeding documents being maintained and submitted to the Hearing Committee; or,

2. gather all evidence collected throughout the investigation that is directly related to the allegations in the complaint and simultaneously submit, in electronic or hard copy, it to the parties and their advisors, if any. The parties shall have ten (10) business days to review and respond to all evidence provided. The Title IX Coordinator or investigator will review and consider the response(s) of the parties before completing its investigative report. The investigative report shall be a formal written report which sets forth:

a. the timeline of the investigation, beginning with the formal complaint, and includes all notices given, meetings or interview conducted, and communications received;

b. the allegations contained in the formal complaint;

c. the evidence relevant to the allegations gathered throughout the investigation; and,

d. the specific form of sexual discrimination the Respondent is alleged to have engaged in.

F. Following the completion of the investigative report, the Title IX Coordinator will simultaneously submit, in electronic or hard copy, the investigative report to both parties and their advisors, if any. Both parties shall have a period of ten (10) business days to review the investigative report before the hearing date. Both parties have the option to submit a

written response to the investigative report. The investigative report and any written responses by either party shall be submitted to the Title IX Hearing Committee.

G. Timelines may be extended by the Title IX Coordinator in extenuating circumstances and for good cause shown.

H. Allegations of sexual discrimination which meet the requirements of a Title IX offense and which are made by a student against a staff or faculty member shall not be resolved by the informal resolution procedure.

**\*\*NOTE:** Meetings will be conducted in person as the preferred method but can be conducted virtually if needed.

## **TITLE IX DISCRIMINATION HEARING COMMITTEE COMPOSITION**

The Title IX Discrimination Hearing Committee is composed of members selected by the Chancellor or the Chancellor's designee from the Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus. The Title IX Discrimination Hearing Committee is composed of five (5) voting members, and one (1) ex-officio non-voting chair. A member of the Human Resources department or Human Resources' designee sits as an ex-officio, non-voting chair of the Title IX Discrimination Hearing Committee, making determinations of relevance, overseeing the orderly operation of the hearing, and offering technical assistance on procedural and policy matters. One (1) voting member of the Title IX Discrimination Hearing Committee shall be a student, one (1) shall be a faculty member, and one (1) shall be a staff member. One (1) voting member shall be selected so that his or her primary classification of student, faculty, or staff aligns with the primary classification of the Complainant, and one (1) voting member shall be selected so that his or her primary classification aligns with the primary classification of the Respondent. The Title IX Discrimination Hearing Committee shall have specific training on sexual discrimination under Title IX, and the Arkansas State University System Title IX policy and Title IX Grievance Procedure.

## **TITLE IX DISCRIMINATION HEARING COMMITTEE FUNCTIONS**

The Title IX Discrimination Hearing Committee shall review the investigative report of the Title IX Coordinator, the responses to the investigative report by the party(ies), the inculpatory and exculpatory evidence (that being both evidence which proves and evidence which disproves statements or allegations made by a witness or party) relevant to the allegations gathered by the Title IX Coordinator or investigator, any live testimony offered by the party(ies) and/or witnesses, and any evidence offered by the party(ies) to determine, based on the preponderance of the evidence, whether the Respondent is responsible for a violation of the Title IX policy, and, if so, to recommend an appropriate action to end the discrimination, prevent its recurrence, and remove its effects on the Complainant and the University community.

Each party shall be represented by an advisor, who may but does not have to be an attorney. The advisor will directly participate in the hearing,



and question witnesses on the respective party's behalf. If either party is unable to obtain an advisor, the campus will provide a pool of advisors who have been trained on Title IX from which the party may select an advisor. A party who needs the campus to provide them with an advisor shall give notice to the campus no less than five (5) business days prior to the hearing so availability may be determined and the selected advisor can have an opportunity to review all relevant materials. If a party appears at the hearing without an advisor, and without having given notice of his or her need for an advisor, the campus will assign an advisor who is trained on Title IX, and who is selected by the campus based on availability. In the event that either party's advisor hinders the ability to conduct the hearing in an orderly fashion, that advisor may be removed from the hearing by the Chair of the Hearing Committee, and shall be replaced by an advisor to be provided by the campus.

The entirety of the hearing will be recorded by the Chair of the Hearing Committee, and conducted in closed session. At the request of either party, or in the discretion of the Chair of the Hearing Committee, the parties may be located in separate physical locations, but by use of appropriate technology shall be able to simultaneously see and hear each other and the Hearing Committee, and be seen and heard by the Hearing Committee.

During the course of the hearing, the Hearing Committee will call the witnesses interviewed during the investigation for testimony, and each party's advisor shall be permitted to question those witnesses. Both parties shall be permitted to offer an opening statement, and to testify and offer witnesses, including expert witnesses, to testify. In the event that either party wishes to call witnesses, they will disclose the identity of the witnesses to the Chair of the Hearing Committee no less than two (2) business days prior to the hearing. The Chair of the Hearing Committee will notify each party of the witnesses the other party intends to call. Testimony shall be elicited through direct and cross-examination by both parties, acting by and through their respective advisors, and the Hearing Committee. The Hearing Committee shall draw no inferences based on a party's witness's refusal to testify. Each party shall be permitted to present evidence for the Hearing Committee's consideration. All evidence collected by the Title IX Coordinator or investigator throughout the investigation will be presented to the Hearing Committee, and both parties shall have the right to utilize the evidence as part of their presentation to the Hearing Committee. Both parties shall have the opportunity to offer a closing statement.

## **TITLE IX DISCRIMINATION HEARING COMMITTEE FINDINGS**

Within twenty (20) business days of the conclusion of the hearing, the Hearing Committee shall issue a written decision which will be simultaneously sent to both parties and their advisors by the Chair of the Hearing Committee. The written decision shall include:

A. the timeline of the investigation, beginning with the formal complaint and including all notices, interviews, communications, and the hearing date;

B. the finding of facts from the evidence and testimony presented at the hearing in support of the determination regarding responsibility;

C. the Hearing Committee's determination regarding responsibility based on the preponderance of the evidence;

D. the rationale for the determination regarding responsibility, including the application and analysis of the testimony and evidence presented to the Hearing Committee to Title IX policy to the allegations contained in the formal complaint for each alleged violation contained in the formal complaint;

E. any disciplinary or remedial sanctions to be imposed, which may be up to and including suspension or expulsion, as appropriate;

F. a statement that each party has the right to appeal the decision of the Hearing Committee within five (5) business days on the bases of: procedural irregularity that affected the outcome; new evidence not reasonably available at the time of the Hearing Committee's determination that could affect the outcome; and/or, bias or conflict of interest on the part of the Title IX Coordinator, investigators, or Hearing Committee; and,

H. a statement that the standard of evidence used in the appeal shall be the preponderance of the evidence.

## **TITLE IX DISCRIMINATION APPEAL COMMITTEE PROCEDURE**

A. Either party shall have five (5) business days following the issuance of the Hearing Committee's written decision to submit an appeal. Either party may appeal on the basis of:

1. procedural irregularity that affected the outcome;
2. new evidence not reasonably available at the time of the Hearing Committee's determination that could affect the outcome; and/or,
3. bias or conflict of interest on the part of the Title IX Coordinator, investigator, or Hearing Committee.

The letter of appeal shall be submitted to the Chair of the Hearing Committee, and shall set forth the specific basis or bases for the appeal, and all facts, evidence, and a statement in support of the basis or bases of appeal.

Any letter of appeal shall be transmitted to the other party by the Chair of the Hearing Committee, and that party shall have two (2) business days to respond, in writing, to the contents of the letter of appeal. Any response shall be presented by the Chair of the Hearing Committee to the appealing party, who shall have two (2) business days to respond. Any response by the appealing party shall be presented by the Chair of the Hearing Committee to the other party, who shall have two (2) business days to respond. The letter of appeal, all responses to the same, the Hearing Committee's written decision, the Title IX investigative report, and the recording of the hearing (hereinafter referred to as the "Appeal Packet") will be presented by the Chair of the Hearing Committee to the Title IX Discrimination Appeal Committee for consideration.

The Title IX Discrimination Appeal Committee shall be comprised of one (1) student, one (1) faculty member, and (1) staff member selected by the Chancellor or the Chancellor's designee. Each member shall have specific training on sexual discrimination under Title IX, and the Arkansas State University System Title IX policy and Title IX Grievance Procedure. No member of the Hearing Committee may serve on the Appeal Committee for the same formal complaint. The Title IX Appeal Committee shall convene in closed session to consider the Appeal Packet. The Appeal Committee shall use the preponderance of the evidence basis in making its determination on the basis for appeal.

Within ten (10) business days of the receipt of the Appeal Packet, the Appeal Committee shall issue a written recommendation. The Appeal Committee can recommend either that:

1. the bases of appeal are not supported by the Appeal Packet and confirm the decision of the Hearing Committee; or,
2. the bases of appeal are supported by the Appeal Packet, and:
  - a. overturn the decision of the Hearing Committee, or
  - b. confirm the finding of the Hearing Committee but modify the sanctions or remedial measures ordered by the Hearing Committee.

F. The written recommendation shall state the recommendation of the appeal, and the rationale for the recommendation. The Appeal Committee shall transmit its written decision to the Chancellor. The Chancellor shall have ten (10) business days to review the Appeal Packet and the written recommendation of the Appeal Committee, and issue a written decision accepting or rejecting the recommendation of the Appeal Committee. The Chancellor's decision is final.

## **DOCUMENT COLLECTION**

When a Title IX discrimination grievance proceeding has been closed, all materials relating to that case shall be retained on file by the Title IX Coordinator for seven (7) years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file. Title IX discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required or permitted by law.

## **STUDENT RECORDS & ARKANSAS STATE UNIVERSITY-NEWPORT FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY**

Arkansas State University-Newport will comply with the Family Educational Rights and Privacy Act (FERPA). For more information visit the following website: <https://www.asusystem.edu/dotAsset/82cff770-a4aa-4e69-ae60-1cf4f4eca9f5>

The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of Admissions and College Engagement maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges.

### **DISCLOSURE WITH STUDENT CONSENT**

A student may consent in writing to disclosure of education records. The student's written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the office of the Registrar. The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar's office before consent is retracted.

The Petition to Release Student Information Form can be located at [http://files.asun.edu/admissions/Permission to Release Student Record Information.pdf](http://files.asun.edu/admissions/Permission%20to%20Release%20Student%20Record%20Information.pdf).

### **DEFINITIONS**

**ARKANSAS STATE UNIVERSITY SYSTEM:** Arkansas State University System means all the campuses within the Arkansas State University System, now and in the future.

**STUDENT:** Student means an individual who attends or has attended classes at ASU- Newport. This policy does not apply to the records of applicants for admission who are not accepted to ASU-Newport nor does it apply to applicants who are accepted but choose not to attend ASU-Newport.

**EDUCATION RECORD:** Education records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU-Newport or a person acting for ASU-Newport.

**DIRECTORY INFORMATION:** Directory Information is designated to be the student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and 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 by the student.

## **DISCLOSURE WITHOUT STUDENT CONSENT**

ASU-Newport may disclose education records without the student's written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASU-Newport has contracted for special tasks, and university committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials of ASU-Newport are considered to be within the institution for the purposes of FERPA and may exchange education records without student consent so long as they have a legitimate educational interest.

Disclosure without student consent may also be made to other persons and entities as allowed by FERPA.

Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official university capacity that is integral to the educational function of ASU-Newport.

The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submission of a copy of income tax returns.

## **DISCLOSURE OF DIRECTORY INFORMATION**

Directory information may be disclosed to any person or entity without student consent unless the student submits a completed request for non-disclosure of directory information form to the Office of Enrollment Services. If a student elects not to allow disclosure of directory information, ASU-Newport cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others. The student may retract the directory information non-disclosure in writing at any time. Proper proof of identity may be required by the Office of Admissions and College Engagement before the directory information nondisclosure is retracted.

## **INSPECTION, REVIEW, AND CORRECTION OF EDUCATION RECORDS**

Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of Enrollment Services to arrange for inspection, review, and correction of an education record. The Registrar may charge a fee for copies of any education records.

## **OWNERSHIP OF EDUCATION RECORDS**

Education records are the property of ASU-Newport. Education records, including transcripts and diplomas, may not be released to any student who has a delinquent financial obligation to the University.

## **HEALTH OR SAFETY EMERGENCY**

In an emergency, FERPA permits school officials to disclose education records without student consent, including personally identifiable

information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (34 CFR §99.31 (A) (10) AND §99.36) This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's educational records. In addition, the Department of Education interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their child.

## **TIMELY NOTIFICATION POLICY**

[www.asun.edu/campus\\_police#alert](http://www.asun.edu/campus_police#alert)

In the event of a major crime incident occurring at ASU-Newport or in the surrounding area that will endanger or affect the campus community, the Chief of Campus Police, or their designee(s) will evaluate the circumstances and determine the need and manner for alerting the campus community.

The mode of notification will vary depending on the particular circumstances of the crime, or other emergency.

One or more of the following communication tools will be used to notify students, faculty and staff:

- Text message through the emergency alert system-Rave Alert is ASU-Newport's (ASU-NEWPORT) emergency notification system that allows college officials to send news, alerts and instructions simultaneously to the ASU-NEWPORT community using text and e-mail messaging. This notification system provides the college an immediate way to notify individuals through multiple points of contact. All students are automatically enrolled in the Rave Alert notification system upon enrolling for courses. Faculty and staff are automatically enrolled through the ASU- NEWPORT Human Resources office. Anyone may request to be taken out of the Rave Alert service by texting "No", back to the Rave Alert message;
- Messages on telephones through the Cisco Phone System;
- Alerts on the ASU-Newport website;
- Signage placed in and around buildings;
- Emails to ASU-Newport email addresses; and/or
- Media alerts.

If a problem appears to be confined to a building or group of buildings, notification will generally occur through posting flyers in the affected area.

## **TRESPASSING POLICY**

Arkansas State University-Newport strives to promote academic freedom and discussion. However, people who are disruptive to campus operations and/or hinder or impede the educational process for students, faculty and staff may be prohibited from coming on campus or attending institutional functions. Violations of institutional policy could result in arrest and criminal prosecution.

To report trespassing, please contact Campus Police immediately at (870) 512-7866.

## UNIVERSITY COMMITTEES POLICY

Student involvement is vital to the governance structure at ASU-Newport. University committees provide many opportunities for individuals to serve the academic community in leadership roles by serving as a voice for all students. Only full-time students who are not on academic or disciplinary probation may hold positions on university committees. Only of students who have attained a 2.00 or higher grade point average (semester and cumulative) and/or have no current or pending conflicts will be permitted to serve on the committees.

For a complete list of Shared Governance Committees and specific committee eligibility requirements, visit the Shared Governance website at [https://www.asun.edu/federal\\_disclosure](https://www.asun.edu/federal_disclosure).

## DISCLOSURES AND GENERAL INFORMATION

### CAMPUS SECURITY (CLERY) ANNUAL REPORTING PROCEDURE

[www.asun.edu/campus\\_police#crimestats](http://www.asun.edu/campus_police#crimestats)

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, and applicants, for enrollment or employment. The report is published on or before October 1 of each year and includes all criminal offenses that occurred on campus during the previous three-year period. "Campus" is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of its educational purpose during the previous three-year period.

Currently enrolled students and employees will receive an email providing a link to the most recent copy of the Clery Consumer Information no later than October 1 each year, that will include the three most recent year's crime statistic information. A copy of the report can also be found at [www.asun.edu/campus\\_police](http://www.asun.edu/campus_police). Students can also request a copy of the report by contacting Campus Police at (870) 512-7866. You can also access and review the campus crime report any time by visiting the IPEDS website at: [www.nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s](http://www.nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s).

NOTE: Select the school location and then select Campus Security.

## CHILDREN ON CAMPUS

ASU-Newport celebrates the children in the lives of our faculty, staff, and students family and is committed to doing everything possible to ensure the health, safety and wellbeing of all children. As a general rule, because ASU-Newport work is higher education, the campuses are not an appropriate environment for children unless they are enrolled in a program specifically designed for children and appropriately supervised by adults. As a result, parents or guardians who find it necessary to bring a child to campus must adhere strictly to these rules:

- No child can be left alone on campus unattended, for any reason;
- Children may not accompany ASU-Newport students to class
- Personnel may not bring children to work unless ASU-Newport has specifically designated a time or place for staff children to be present; and

- Unless enrolled in a specific program, children may not be in the library, classroom, computer lab, vehicles, hallways or other common areas on the campus

## **DINING SERVICES**

ASU-Newport offers full-service dining options in Newport, Jonesboro, and Marked Tree.

## **DISCLOSURE OF CONSUMER INFORMATION – YOUR RIGHT TO KNOW**

[www.asun.edu/federal\\_disclosure](http://www.asun.edu/federal_disclosure)

Arkansas State University-Newport is committed to providing its students, their families, and the campus community full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information provided is intended to satisfy students' right to know and to give students the opportunity to make fully informed choices regarding the institution.

## **DISCLOSURE FOR STUDENTS PURSUING HEALTH, HUMAN SERVICES, AND RELATED PROGRAMS**

Students who are pursuing degrees or certificates leading to application for professional licensure or certification and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program should be aware that ASU-Newport may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Each student is responsible for paying for the background check or other screening process as required by the program. Should the background check indicate a conviction, the academic program will make reasonable efforts to place students. However, it will be up to the host facility to determine whether a student will be allowed to perform his/her clinical placement, internship, practicum, or similar experience at that facility. If it is unlikely that a placement can be found, the academic program may deny acceptance into the program of study. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body even if the record has been expunged. Students should consult the licensing certification



body corresponding with their intended occupation for details. Successful completion of a program of study at the college does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

## **FACILITIES & SERVICES**

ASU-Newport campuses offer a variety of spaces available for meetings and events. For more information, please contact Ike Wheeler at [ike.wheeler@asun.edu](mailto:ike.wheeler@asun.edu).

## **FEDERAL REQUIREMENTS**

[www.asun.edu/federal\\_disclosure](http://www.asun.edu/federal_disclosure)

ASU-Newport must abide by Federal requirements that include the Campus Sex Crimes Prevention Act of October 29, 2000, the Student Right to Know and Campus Security Act of 1990 which is known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. In addition, an annual Security Report is published each year. Each of these reports may be found at: [www.asun.edu/federal\\_disclosure](http://www.asun.edu/federal_disclosure).

A written copy will be provided upon request. To request a written copy, contact [VCSA@asun.edu](mailto:VCSA@asun.edu).

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

ASU-Newport is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of ASU-Newport are accessible to the handicapped. Any questions regarding this policy should be addressed to: Equal Opportunity/Affirmative Action, ASU- Newport, 7648 Victory Boulevard, Newport, AR 72112, 870-512-7800

The State of Arkansas does not discriminate in access to employment opportunities or in employment or practices on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.

## **SAFETY GUIDELINES**

It is the intention of ASU-Newport's administration to provide a safe and healthy environment that is conducive to learning. Safety will take precedence over expediency of shortcuts. ASU-Newport will work toward risk prevention while improving safety policies and procedures.

Every attempt will be made to reduce the possibility of accident occurrences. Protection of students, employees, the public, university property and operations are paramount ASU-Newport considers no phase of the operation more important than the safety of the student body. ASU-Newport's buildings, streets, and grounds are constructed according to the rules and laws of the State of Arkansas. ASU- Newport complies with the provisions of the National Fire Protection Association, the NFPA Life Safety Codes, Southern Standard Building Codes, Arkansas Department of Labor, and the Arkansas Department of Health regulations.

## STUDENT COMPLAINTS LOG

College students are entitled to an accessible procedure for expressing dissatisfaction and communication with the administration to reconcile any college-related problems. Arkansas State University - Newport has procedures for addressing written student complaints and is proactive with respect to student concerns.

In addition to the formal grievance procedures, any written complaint, whether submitted as an email or in some other written form; will be accepted and acted upon as long as it contains the student's name, contact information and a general description of the grievance. The resolution of grievances can be conducted with students in person, through phone or online via email. Complaints received through the college's call center are escalated to college personnel for resolution by the appropriate individual or department.

Please refer to Standard Operating Procedure 2001 for more information about the Academic Affairs Student Complaint Logs at [https://files.asun.edu/sops/2000/2001\\_Academic\\_Affairs\\_Complaint\\_Log.pdf](https://files.asun.edu/sops/2000/2001_Academic_Affairs_Complaint_Log.pdf).

Please refer to Standard Operating Procedure 4001.1 for more information about the Student Affairs Student Complaint Logs at [https://files.asun.edu/sops/4000/4001\\_Student\\_Affairs\\_Complaint\\_Log.pdf](https://files.asun.edu/sops/4000/4001_Student_Affairs_Complaint_Log.pdf).

Please refer to Standard Operating Procedure 3001. For more information about the Finance and Administration Student Complaint Logs at [https://files.asun.edu/sops/3000/3001\\_Finance\\_and\\_Administration\\_Complaint\\_Log.pdf](https://files.asun.edu/sops/3000/3001_Finance_and_Administration_Complaint_Log.pdf).



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