

Student Rules and Rights

Identification Numbers and ID Cards

All UACCB students, faculty, and staff are required to carry their UACCB identification card whenever they are on campus. The UACCB Student ID Card displays the student's name and ID number, email address, color photograph, and the date of issue. The ID number is used for logging into the UACCB computing network and accessing student information online. During emergencies and other periods of heightened security, access to the campus may be limited to those UACCB students, faculty and staff in possession of a current, valid UACCB identification card.

Identification cards are issued to all students during orientation and registration. Students may also obtain their student ID card in the Admissions Office in the Main Classroom Building (MCB). A Student ID Card may occasionally require replacement. A fee is not charged if the student's current card is exchanged for a new card because of damage or name change. For a name change, students must provide confirmation that proper paperwork has been completed in the Registrar's Office. Only current students may receive replacement ID cards. Lost or stolen Student ID Cards can be replaced at the Admissions Office. The student must present some other form of positive identification (picture ID) to replace a lost or stolen card. There is a \$10 charge for the replacement of a lost or stolen card. Please pay for your replacement ID card at the cashier's window in MCB and bring the receipt to the Admissions Office.

The lending, selling or illegal production of identification cards is strictly prohibited. UACCB identification cards remain the property of the College and are provided for appropriate use for identification and access to services. The card is not transferable and is valid as long as the holder continues her/his affiliation with UACCB. The use of a UACCB Student ID card by anyone other than that student is prohibited and may constitute a violation of the Student Code of Conduct Code subjecting the student to disciplinary action by the College. Students are encouraged to guard their Student ID Card as they would a driver's license, credit cards, or cash.

Cards issued to employees, students, and individuals affiliated with UACCB must be returned upon separation from the College. Student ID card must be surrendered upon request of faculty or staff.

Vehicle Registration/Parking

All students, faculty, and staff who operate a vehicle on the UACCB campus must display a UACCB parking tag. Tags are provided at no charge and may be obtained in the Admissions Office located in the Main Classroom Building.

All parking on the UACCB campus is restricted to clearly marked spaces with white lines except in the gravel parking area on the north end of the campus and east of the NAH building. Students, faculty and staff may park in any of the College's marked spaces except those clearly identified for "Disability" or "Visitor." Parking along curbs or in unmarked spaces along the roadways is prohibited. Vehicles left

unattended on the campus in locations not clearly marked for parking will be considered a safety hazard and may be towed at the owner's expense and result in disciplinary action. Reasonable speeds and observance of pedestrian traffic and crosswalks must be followed.

Purpose of UACCB Parking Tag:

- identifying you as a UACCB student, faculty member, or staff member
- assures your vehicle is recognized as being legally parked on the UACCB campus
- quick identification of vehicle and owner during an emergency

When to Change Parking Tag:

- UACCB parking tag style, color, or shape changes
- parking tag is damaged and no longer legible

Proper Parking and Traffic Procedures are Outlined Below:

1. Observe all stop signs, speed bumps, and pedestrian crossings.
2. Properly display current UACCB sticker on driver's side of rear windshield.
3. Do not park in zones marked with yellow paint or where prohibited by signs.
4. Do not park or block access to aisles or spaces designated as parking for disabled persons unless the proper permit is displayed on or in your vehicle.
5. Park in authorized spaces only - authorized spaces are those in paved parking lots with painted white lines on both sides of the space.
6. Do not double park (i.e. take up more than one parking space).
7. Do not exceed 10 miles per hour while on campus.
8. Be aware that traffic coming into the campus is not obligated to stop.
9. If paved parking spaces are not available, parking is allowed in the graveled parking area north of the Main Classroom Building. When parking in this area, do not block other vehicles or roadways.
10. Do not leave vehicles parked on campus overnight without permission from the Vice Chancellor of Student Affairs.
11. Vehicle incidents or accidents should be reported immediately to the Vice Chancellor for student affairs.

Student Right to Know

The Student Right-to-Know Act requires schools to disclose information about graduation rates to current and prospective students and the public. A school participating in any Student Financial Aid Program must disclose completion and transfer-out rates for the general student body. This information is updated annually and can be found on UACCB's website.

Student Conduct

Students at UACCB are expected to conduct themselves as responsible individuals. By applying for admission, UACCB students and/or prospective students agree to abide by all College policies, procedures, and rules of conduct. The College maintains jurisdiction over students during their period of

enrollment on all matters related to the College. Official representatives of UACCB reserve the right to take disciplinary action against students who have violated the student conduct code or College regulations.

Student Code of Conduct

Disciplinary measures shall be applied to any student misconduct that adversely affects the learning community's pursuit of educational objectives, which are defined as:

- the safety, health, and welfare of all members of the learning community
- the opportunity of all members of the learning community to pursue educational goals
- the maintenance of a learning environment conducive to intellectual and educational development
- the protection of college property

UACCB General Regulations

This section enumerates UACCB's specific policies, the violation of which may subject an individual to disciplinary action. The College believes that it is unnecessary to design regulations to cover in detail all matters of student conduct. However, some of the more serious offenses, regardless of whether they occur on or off campus, which are subject to disciplinary action or restricting action, are:

1. Plagiarism or cheating; forgery, alteration, destruction or misuse of College records, documents, or identification; knowingly furnishing written or verbal false information to the College; or other similar forms of dishonesty in College-related affairs.
2. Participating in, including aiding and abetting in, the obstruction or disruption of teaching or administrative procedures or other College activities either in or out of the classroom.
3. Misuse of computer equipment, programs, labs, or procedures.
4. Unauthorized entry into a building, classroom, office; unauthorized use or possession of public or private property or property belonging to a member of the College community or campus visitor; unauthorized possession or use of building keys or equipment.
5. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages; the College may notify parent or guardians of students under the age of 21 who are found to be in violation of this policy.
6. Use, possession, sale, or distribution of illegal drugs or controlled substances, except as prescribed by a registered medical doctor; use of inhalants or possessing products with the intention of using them as inhalants; the College may notify parents or guardians of students under the age of 21 who are found to be in violation of this policy.
7. Use or possession on College-owned property or buildings of firearms, weapons, explosives, fireworks, air guns, paint ball guns, war souvenirs, tear gas, or pyrotechnic devices.
8. Depositing or discarding trash or litter on campus in other than appropriate trash and waste containers. No person shall throw or discard paper, bottles, cans, or any substance deemed as litter inside buildings or on campus property including all streets, walks, lawns, etc.
9. Causing any type of false alarm, disaster, fire, threat of bomb, or deliberate misuse of fire equipment. (For the protection and welfare of the students of UACCB, any student who shall give, or cause to be given, any type of false alarm of fire and/or threat of a bomb, or who shall deliberately misuse firefighting equipment, shall, upon being found guilty, be subject to action by the College resulting in possible suspension. Any nonstudent involved in the above offense will be referred to the civil authorities.)
10. Harassing another person; addressing harassing language, slanderous and/or libelous language, or fighting words to a person; following a person in or about a public place or places (e.g., stalking).
11. Assaulting another person; attempting or threatening to strike, kick, or otherwise subject another person to unconsented physical contact.

12. Making obscene utterances, gestures, or displays; or engaging in a course of conduct or repeatedly committing acts that are disorderly.
13. Theft of or damage which is done individually or as a member of a group to property belonging to the College or belonging to a member of the College community, campus visitor, or to public or private property adjacent to the campus.
14. Failure to meet the financial obligations specified by the College in a legal manner; if a student is unable to meet his or her obligations for a good reason, the student is responsible for calling on the department or individual concerned and attempting to arrange for an extension.
15. Violation of College, municipal, or state regulations governing the use of motor vehicles on College- owned or controlled property.
16. Gambling on College property.
17. Failure to comply with the written or oral directions of the faculty or staff, and/or other authorized College personnel. (A student is expected, upon request, to surrender proper identification.)
18. Blocking the entrances or exits of any campus buildings, or obstructing the free flow of pedestrian or vehicular traffic on College premises or at College sponsored events.
19. Use of skateboards, inline and roller skates on College premises during the published, prohibited hours.
20. Failure to ensure the proper accepted conduct of guests. (A guest is defined as any person who is present at the invitation of a student or any person who is received by a student, or any invited or uninvited non-student who is accompanied by a student.)
21. Participation in hazing or a hazing activity as an individual or as a member of a group.
22. Signing up for internet, phone, or messaging service and charging it to the College.
23. Charging goods or services to the College without appropriate approval.
24. Failure to maintain a current mailing address with the Registrar's Office
25. Bringing an animal on the College premises, except for service animals, without appropriate approval.
26. Violation of the College tobacco-free policy.
27. Violation of local, state, or federal law which adversely affects the student's suitability as a member of the College community, or when it appears that the presence of the student on campus would interfere with the normal educational functions or would endanger the student or threaten to endanger a member of the College community or College property.

Reporting Violations

Students, faculty, and staff should report an alleged incident of plagiarism to the Vice Chancellor for Academics. All other issues of misconduct should be reported to the Vice Chancellor for Student Affairs.

Good Samaritan Provision

The health and safety of UACCB College's students is of the highest priority. At times, students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the student conduct code. To

minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the College has enacted the following “Good Samaritan” provision. Although policy violations cannot be overlooked, the College will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences for the student who needed assistance. At a minimum, students or student organizations should make an anonymous report that would put the student in need in touch with professional helpers. Examples where this policy would apply include:

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

Discipline Procedures

The disciplinary procedures of UACCB, as all activities on a College campus, are designed to be a part of the educational process and normally cover a wide spectrum of disciplinary measures ranging from counseling to dismissal.

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

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

The Vice Chancellor for Student Affairs is charged with the responsibility of initiating student disciplinary procedures and meeting with the student. In the process of meeting and counseling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made, or the Vice Chancellor may schedule a hearing before the Judicial Subcommittee of the Student Affairs Committee in the event of severe violations.

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

The student will be informed by written notice of the finding of responsibility and sanction, if any. Except when a hearing already has been requested by the Vice Chancellor, the notice shall offer the student the choice of accepting the sanction or requesting an appeal hearing before the Judicial Subcommittee of the Student Affairs Committee. The student's request for appeal shall be made in writing and delivered to the Vice Chancellor for Student Affairs on or before the date specified in the notice. If no written notice of appeal is received within the time specified, the finding and sanction shall be final.

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

1. **Expulsion:** separation of the student from the College; the student is not eligible for readmission to the College.
2. **Dismissal:** separation of the student from the College for an indefinite period of time.
3. **Suspension:** separation of the student from the College for a definite period of time.
4. **Disciplinary probation:** official warning that the student's conduct is 1) in violation of the rules, regulations, and policies stated in UACCB publications, official correspondence, or announcements; or 2) in violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, dismissal, or expulsion. Disciplinary probation can be imposed for varying periods of time and can include the following:
 1. ineligibility to hold office in the College
 2. ineligibility to represent the College in any official function
 3. ineligibility to continue to receive a College-sponsored scholarship, grant, and/or work
 4. placing an informational notice in the student's permanent file
 5. continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation.
5. **Letter of enrollment block:** a letter stating that the student may not reenter UACCB without prior approval through the Vice Chancellor for Student Affairs if enrollment has been blocked for a previous disciplinary problem.
6. **Letter of reprimand:** a written admonition of a student for actions unbecoming to the College community.
7. **Work hours:** hours that a student may be required to work in a specified area of service to the College.
8. **Restrictions:** the withdrawal of specified privileges for a definite period of time.
9. **Restitution:** a payment for financial injury in cases involving theft, personal injury, destruction of property, or deception. The assessed costs to be paid may be in addition to other disciplinary sanctions.
10. **Monetary fines:** a fine assessed by the College which is placed on the sanctioned student's account.

11. **Educational sanctions:** All consequences of the student judicial process are intended to be educational. In this context, however, the term “educational sanctions” specifically describes those tasks, assignments, or experiences that a student is obligated to complete as a result of the Judicial Subcommittee of the Student Affairs Committee or staff’s decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture or meeting, or to attend counseling.

Interim Suspension

In certain circumstances, the Vice Chancellor for Student Affairs may impose a College suspension prior to the hearing before a judicial body. The interim suspension shall become immediately effective without prior notice. Interim suspension may be imposed only:

- to ensure the safety and wellbeing of members of the College community or preservation of College property
- to ensure the student's own physical or emotional safety and well-being
- or if student poses a definite threat or disruption of or interference with the normal operations of the College

During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice Chancellor for Student Affairs may determine to be appropriate.

Judicial Subcommittee of the Student Affairs Committee Hearing

The circumstance, which results in a hearing before the Judicial Subcommittee of the Student Affairs Committee, is the referral by the Vice Chancellor for Student Affairs of a situation involving disciplinary action or upon the request of the student involved.

Points involved in such hearings are classified as:

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

The purpose of the hearing is to allow the committee to judge whether a violation of regulations of student conduct has occurred and to recommend the appropriate action to be taken. The hearing procedure is an effort by the College to provide students with institutional due process and to provide an atmosphere in which students can both learn and practice rules and procedures of responsible social conduct.

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

At the hearing, the student is entitled to be present with a College advisor of his/her choice to testify on his or her own behalf, to present witnesses, to ask questions of witnesses who appear, and to examine all evidence presented to the Committee. Attorneys are not permitted to be present or participate in the student discipline process unless the student is also facing criminal prosecution regarding the incident for which the hearing is being held.

A tape recording shall be made of the hearing and shall be kept by the Vice Chancellor for Student Affairs for one year. The chairperson of the Judicial Subcommittee of the Student Affairs Committee shall preside over the hearing and shall rule on the admissibility of evidence, which may include hearsay, and on all other questions regarding the conduct of the hearing.

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

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

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

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

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

The chairperson of the committee shall forward to the Vice Chancellor for Student Affairs a written report of the decision. The Vice Chancellor for Student Affairs will report the decision of the hearing committee in a letter to the student and inform him or her of the right to appeal to the Chancellor on or before a specified date. If no written notice of appeal is received within the time specified and the Chancellor does not choose to review the proceedings, the action proposed shall be imposed and the disposition shall be considered final.

An ad hoc hearing board may be established by the Chancellor whenever the Judicial Subcommittee of the Student Affairs Committee is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members.

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

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

- Affirm the decision of the Judicial Subcommittee of the Student Affairs Committee, which shall be effective as of the date specified by the committee.
- Affirm the decision of the Judicial Subcommittee of the Student Affairs Committee and reduce the sanction, which shall be effective as of the date specified by the Judicial Subcommittee of the Student Affairs Committee.
- Affirm the decision of the Judicial Subcommittee of the Student Affairs Committee and increase the sanction, which shall be effective as of the date specified by the Judicial Subcommittee of the Student Affairs Committee.
- Reverse the decision against the student
- Reverse the decision against the student and order a new hearing by the Judicial Subcommittee of the Student Affairs Committee.

The Vice Chancellor for Student Affairs will notify the student and proceed appropriately.

Role of the College Advisor in Disciplinary Hearings

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

When a faculty member serves as an advisor for a student appearing before the Student-Faculty Judicial Subcommittee of the Student Affairs Committee, no advance notice to the committee is necessary. However, both the student and the College advisor are welcome to discuss the committee procedures with the Vice Chancellor for Student Affairs in advance of the hearing. Only the student, his/her College faculty advisor, and the student's witnesses are permitted to make presentations to the Student-Faculty Judicial Subcommittee of the Student Affairs Committee.

Failure to Appear

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