

# STUDENT HANDBOOK

## MISSION

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

## VISION

Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

## FACULTY OFFICE HOURS

Full-time faculty members maintain office hours at which time they will be available for individual conferences. These hours will be posted on the door of the faculty member's office. Should a student find it impossible to schedule conferences during a faculty member's regular conference hours, he/she should feel free to request an appointment at another time. Appointments should be made with faculty advisors to plan each semester's schedule of classes. Registration is processed in the faculty office.

## CAMPUS SECURITY ACT AND STUDENT RIGHT TO KNOW

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), and the Campus SaVE Act 2013, EACC collects and publishes campus crime statistics. This campus security report is available in the office of the Associate Vice President for Student Success in the Administration Building, the EACC website, and during New Student Orientation.

## CAMPUS SECURITY

Professional security officers patrol the campus for violations of the law and college policies as well as other activities which conflict with the interests of EACC. Students are encouraged to report crimes or suspicious activities promptly to the Campus Security Officer or to the Vice President for Transfer Education and Student Success between the hours of 8:00 AM and 4:30 PM. In the evenings between the hours of 4:30 and 7:30 PM, individuals may file incident reports in the Student Services Complex or with the Campus Security Officer on duty. Assistance will be provided or local law enforcement authorities will be contacted if necessary or requested.

## CRIME STATISTICS FOR EACC

The campus security department prepares monthly reports of criminal activity on campus. The following chart reflects the number of crimes reported to the security officers for the past three fiscal years.

Crime	2016-17	2017-18	2018-19
Murder	0	0	0
Rape	0	0	0
Stalking	0	0	0
Dating Violence	0	0	0
Sexual Violence	0	0	0
Domestic Violence	0	0	0
Robbery	0	0	0
Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Arrests Reported	2016-17	2017-18	2018-19
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

## Race and Gender Code Abbreviations

American Indian or Alaskan Native	AM
Asian	AS
Black or African American	BL
Hispanic/Latino	HI
Native Hawaiian or Other Pacific Islander	PI
White or Caucasian	WH
Multi Race	MR
Male	M
Female	FM

## GRADUATION RATES

In accordance with federal guidelines, East Arkansas Community College provides the following Graduation Rate Information on first-time, full-time, degree seeking (cohort) students who began in the fall of 2015 and completed degrees or certificates by August 31, 2018.

<b>Fall 2015 Cohort.....</b>	<b>202</b>
<b>Completers.....</b>	<b>30%</b>
<b>Still Enrolled.....</b>	<b>5%</b>
<b>4-Year Avg. Transferred Out.....</b>	<b>13%</b>
<b>4-Year Avg. Completion Rate .....</b>	<b>20%</b>

Note: EACC must have documented proof of a student's attendance at another institution before that student can be counted as a transfer. Due to issues concerning student privacy, this figure continues to be a poor reflection of the college's actual transfer out rate.

Note: The group of students being reported to comply with federal student right-to-know regulations made up only 17% of the total Fall 2015 semester enrollment at East Arkansas Community College. These rates do not represent the success rates for the other 83% of students who attended EACC in Fall 2015. They do not include any

of the students who enrolled full-time but had previous college experience, or who took courses only to improve personal, job or academic skills. These rates also do not take into account students who started full-time but later enrolled part-time because of other demands. Lastly, these rates do not take into account the students who have completed programs or transferred since August 31, 2018.

## **STUDENT POLICIES AND PROCEDURES**

### **I. CODE OF CONDUCT RIGHTS AND RESPONSIBILITIES**

#### **A. Student Conduct Code**

Disciplinary action shall be applied to any student whose misconduct adversely affects the College community's pursuit of its educational objectives, which are defined as:

1. The opportunity of all members of the College community to pursue educational goals.
2. The maintenance of College environment conducive to intellectual and educational development.
3. The protection of College property and safety, health, and welfare of all members of the College Community.

**NOTE: See Concurrent Enrollment and Secondary Career Center Handbooks for the policies concerning High School Students.**

#### **B. Classroom Misconduct**

Instructors have the primary responsibility for control over classroom instruction and behavior and may order temporary removal or exclusion of students who disrupt the class or who violate the general policies of the College. Disruptive conduct shall include, but is not limited to, any intentional interference with classroom procedure, the presentation of the instructor, and/or other students, or with other students' rights to pursue and engage in course work.

1. If student misconduct occurs in the classroom and is disruptive of teaching and/or classroom procedure, the instructor has the discretion to ask the student to leave the room. If assistance to remove the student is needed, the instructor should contact campus security.
2. If the desire of the instructor is to dismiss the student permanently from the class, the appropriate Vice President should be informed.
3. If a student walks out of class at any time before class is dismissed, the instructor may consider this a disruption of the class. This behavior will be noted and may result in the student being counted absent for the entire class period.
4. Disruptions of class including walking out of class before dismissal, may result in the student being asked to withdraw from the class.

#### **C. Other Misconduct**

If student misconduct occurs outside of the classroom, the College employee may act with discretion to deal with the misconduct or contact campus security and the

Vice President for Transfer Education and Student Success, informing them of the problem. Any member of the College community may file formal or informal charges against any student for misconduct, in accordance with the Student Misconduct Policy.

**In instances of misconduct, the circumstances surrounding the violation shall be taken into account in determining the nature of the disciplinary action.**

**It must be clearly understood that the College supports the laws of St. Francis County, the State of Arkansas and the United States. The College will not condone unlawful acts; neither will the College protect students who violate the law. The College will cooperate with appropriate health and law enforcement agencies in the performance of their duties.**

#### **D. Non-students on Campus**

Actions may be taken against any and all persons who have no legitimate reason for their presence on campus. Although such persons are not subject to College sanctions, they will be subject to the relevant sections of the penal code of Arkansas which concerns loitering. Additionally, any student who brings non-students on campus is responsible for their actions and is subject to appropriate disciplinary action.

#### **E. Proceedings for Misconduct**

1. Any member of the College community may file charges against any student for misconduct.
2. Any student charged for misconduct will have fair proceedings, which will include the following as a minimum:
  - a. A written statement of charges and the source.
  - b. Ample notice of the time set for a hearing.
  - c. A hearing for presentation of the alleged violations.
  - d. An opportunity to answer the charges and to submit testimony of witnesses.
  - e. The student shall have the right to appeal the decision of the hearing to the President of the College. His decision shall be final.
  - f. All parties, complainant, respondent, and witnesses must appear in person.
  - g. The right to question evidence presented is guaranteed.

#### **F. Types of Violations**

Violations may be of a major or minor nature. Major violations typically involve behavior contrary to criminal or civil law and/or behavior which directly interferes with the College's educational process. Minor violations usually do not involve transgressions of civil law but typically interfere with the student's responsible participation in the academic community.

The following outlines the kinds of behavior which constitute major and minor violations. The decision as to whether a specific kind of behavior is or is not a minor violation will rest with the Vice President for Transfer Education and Student Success.

##### **1. Minor Violations**

The following student actions are examples of what shall constitute a minor violation:

- a. Failure to identify oneself when requested by a College official, security officer or faculty members where there is a reasonable basis for believing that the person being stopped has committed an offense against the rules of the College or laws of the state of Arkansas.
- b. Drunkenness or being under the influence of drugs on College-owned or controlled property.
- c. Unauthorized gambling on College-owned or controlled property.
- d. Disorderly conduct including unusual and/or erratic behavior on College-owned or controlled property.

#### **Institutional Sanctions for Conviction of a Minor Violation:**

Upon a finding of guilty, the maximum institutional sanction for the commission of a minor violation shall be disciplinary probation for a period not to exceed one year. The minimum institutional sanction for the commission of a minor violation shall include the withdrawal of a student's privilege or the issuance of an official letter of warning.

#### **Procedure for the Adjudication of a Minor Violation**

Any member of the College community may bring an alleged violation to the attention of a faculty member, staff member, or administrator. The individual making the allegation will then be assisted with informing the Vice President for Transfer Education and Student Success. If, in the opinion of the Vice President for Transfer Education and Student Success, sufficient evidence exists that a minor violation may have occurred, s/he will request that the person accused present him or herself to be orally informed of the allegation. The Vice President must inform the student whether he/she believes that a violation has occurred or not, and whether the nature of the violation is major or minor.

The Vice President will provide a copy of the disciplinary procedures for the student and answer any questions raised by the student concerning the procedure or allegation being brought against him/her.

If, after discussing the alleged violation with the person, the Vice President for Transfer Education and Student Success finds insufficient evidence of a violation, he/she will dismiss the allegation and so inform the accused and accuser. If the Vice President for Transfer Education and Student Success feels sufficient evidence exists that a minor violation has occurred, he/she shall complete the appropriate paperwork, explain its contents to the person against

whom the allegation was filed, and offer the student an institutional sanction consistent with the violation. If the parties are in agreement with the finding, signatures will be obtained and finalized documentation will be provided to the parties involved.

#### **Types of Disciplinary Action for a Minor Violation**

1. Letters of warning.
2. Restitution of property or personal relationships with others, restriction of activities, or denial of certain privileges.
3. Disciplinary probation: Prohibits the student from representing the College or participating in student activities and subjects the student to immediate suspension if the student is found in violation of any code of conduct during the period of his/her probation.

Under no circumstances will such an institutional sanction involve suspension or expulsion, but will be restricted to one or more of the following: A letter of warning, restitution of property or personal relationship with others, denial of certain privileges, or disciplinary probation (not to exceed one year). The individual bringing the allegation or the accused may reject the institutional sanction offered by the Vice President and request in writing, that the case be referred to the Judicial Affairs Committee for an original hearing.

A student or individual who wishes the Judicial Affairs Committee to consider an alleged minor violation shall not be subject to a more serious institutional sanction merely because s/he has requested a formal hearing.

#### **2. Major Violations**

The following student actions are examples of what shall constitute a major violation:

- a. Plagiarism or behavior involving academic dishonesty.
- b. Forgery or alteration of College ID Cards or College records.
- c. Deliberate destruction of, damage to, malicious misuse of, or abuse of college property.
- d. Threatening, stalking, assault and/or battery upon another person while on College-owned or controlled property.
- e. Theft of College property or that of an individual, which is physically located on College-owned or controlled property.
- f. Lewd, obscene, or indecent conduct on College-owned or controlled property.
- g. Illegal manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotic, sedatives, tranquilizers, stimulants, hallucinogens and other similar known harmful or habit-forming drugs and/or chemicals on College-owned or controlled property.
- h. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other

College activities, including the College's public service functions, or of other authorized activities on College-owned or controlled property.

- i. Participation in, or organization of, any unauthorized activity to interrupt the function of the College.
- j. Unauthorized entry to or use of College facilities, including both buildings and grounds.
- k. Illegal/unauthorized possession or use of firearms, fireworks, dangerous chemicals, explosives, or arms classified as weapons on College-owned or controlled property.
- l. Demonstrations which interfere with the rights of other members of the College community or with the normal functions of the College.
- m. Deliberate disobedience or resistance of identified College authorities acting in the line of duty.
- n. False reporting will not be tolerated at EACC. False reporting of sexual discrimination or any retaliation against a person who reports, files, testifies, assists, or participates in the process is strictly prohibited and will result in appropriate action as specified by existing policies and procedures.
- o. Repeated minor violations may be treated as a major violation.

In no case will any member of the College community be subject to College sanctions for any act which has come before and been decided by a civil court.

#### **Institutional Sanction for Conviction of a Major Violation**

Upon a finding of guilty, the maximum institutional sanction for the commission of a major violation shall be expulsion (indefinite suspension) from the College. The minimum institutional sanction for the commission of a major violation shall be disciplinary probation.

#### **Procedure for the Adjudication of a Major Violation**

Any member of the College community may bring an alleged violation to the attention of a faculty member, staff member, or administrator. The individual making the allegation will then be assisted with informing the Vice President for Transfer Education and Student Success. In the event there is an immediate danger, Campus Security shall be notified and, if warranted, law enforcement shall be contacted. If, in the opinion of the Vice President for Transfer Education and Student Success, sufficient evidence exists that a major violation may have occurred, s/he will request that the person accused present him or herself to be orally informed of the allegation. The Vice President must inform the student whether he/she believes that a violation has occurred or not, and explain the procedures for

addressing the misconduct.

The Vice President will provide a copy of the disciplinary procedures for the student and answer any questions raised by the student concerning the procedure or allegation against him/her.

If, after discussing the alleged violation with the person, the Vice President for Transfer Education and Student Success finds insufficient evidence of a violation, he/she will dismiss the allegation and so inform the accused and accuser. If the Vice President for Transfer Education and Student Success feels sufficient evidence exists that a major violation has occurred, he/she shall complete the appropriate paperwork, explain its contents to the person against whom the allegation was filed, and refer the student to the procedures outlining the authority of the Judicial Affairs Committee.

In situations where an admission is offered or the facts are undisputed, the Vice President for Transfer Education and Student Success may seek to reach an agreement with the accuser and the accused on an appropriate institutional sanction(s). If an agreement cannot be reached, either party may exercise his/her right to a formal hearing as explained in Section II. Judicial Process, as stated below.

If the misconduct is deemed an immediate threat to the safety of the campus community, Campus Security and/or local law enforcement will be notified in order to take appropriate action.

#### **Types of Disciplinary Action for a Major Violation**

1. Disciplinary probation: Prohibits the student from representing the College or participating in student activities and subjects the student to immediate suspension if the student is found in violation during the period of his/her probation.
2. Suspension: Interrupts the student's educational activities for a defined period of time (one semester or more).
3. Expulsion: A termination of enrollment that is final.

The Judicial Affairs Committee may review its action at a later time but not less than two years after the date on which the expulsion occurred.

The maximum sanction for the commission of a major violation shall be expulsion (indefinite suspension) from EACC. The minimum institutional sanction for the commission of a major violation shall be disciplinary probation.

**In Absentia:** Should the accused student not appear or respond to the Vice President's request for an interview within fourteen calendar days of notification, the Vice President shall make a judgment on the basis of evidence presented and so notify the student in writing. A student so sanctioned by the Vice President for Transfer

Education and Student Success may request a personal review of his/her case in writing to the Vice President for Transfer Education and Student Success within one week of receipt of written notification of the Vice President's decision.

## II. JUDICIAL PROCESS

Recognizing that students and employees have rights regarding judicial process, East Arkansas Community College has set forth a judicial affairs committee to address any grievance a student or employee may have. The procedure serves the purpose of:

1. Providing the student or employee with redress and due process.
2. Protecting student/faculty/staff rights.
3. Providing a mechanism for problem-solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

Any student or employee accused of violating a regulation shall have the right to appear before members of a duly constituted Judicial Affairs Committee. It is intended that the Judicial Affairs Committee, as a fact-finding body, will promote an opportunity for learning and behavior change for all parties involved in any hearing. These procedures shall adhere to the basic fundamentals of due process as stated below.

### A. Judicial Affairs Committee

A Judicial Affairs Committee is appointed as needed in order to provide an organized manner of dealing with student misconduct. Judicial procedures shall adhere to the basic fundamentals of due process.

#### 1. Organization

The College Judicial Affairs Committee will be composed of five members, all appointed by the President, and comprised of two full-time faculty members, one student affairs representative, one administrator, and one classified staff member.

#### 2. Jurisdiction

The Judicial Affairs Committee is charged with hearing appeals of students or employees who maintain they have been unfairly accused of violating a college regulation or policy including, but not limited to charges of sexual misconduct and any other offense that interferes with the good order of the College.

#### 3. Decisions

The committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends). The written decision is sent by registered mail to the accused and copies to the College's President and Vice President for Transfer Education and Student Success. The decisions of the Judicial Affairs Committee are final except for appeals made to the College President under the appropriate circumstances found under "Student Rights" listed under Due Process.

The accused may appeal in writing the decision of the Judicial Affairs Committee to the College President. Appeals to the College President must be filed within 24 hours after the written decision of the committee is received. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to college and committee policy and procedure based on the written information submitted.

The President has the option to remand the Committee's findings to the Committee for further consideration. The grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

## B. Due Process

### 1. Procedural Guidelines

The following procedural guidelines are established for the direction of all bodies conducting formal hearings in disciplinary matters:

The accused shall be notified by the chair of the Judicial Affairs Committee that he/she is accused of violating a regulation and who the accuser is. Prior to the hearing, the accused shall be entitled to the following:

- a. Written notification of the time and place of the hearing.
- b. A written statement of the charges of sufficient particularity to enable the accused to prepare a defense.
- c. Written notification of the witnesses who are directly responsible for having reported the alleged violation to the College official, or, if there are not such witnesses, written notification of how the alleged violation came to the official's attention.

### 2. Rights of Individuals Accused of a Major Violation or Appealing a Minor Violation

The individual will be provided timely notice, in writing, of the charges and the source(s) of the allegation(s). S/he shall be given ample notice of the time set for the hearing and will be entitled to appear in person and to present his/her defense to the Judicial Affairs Committee and may call witnesses in his/her behalf. The student individual shall be entitled to be accompanied by a college advisor who shall be a member of the faculty or staff. The student shall be entitled to ask questions of the Judicial Affairs Committee or any witnesses. The college advisor cannot speak for the accused student, the advisor can only advise the student.

- A. The individual shall be entitled to refuse to answer questions.
- B. The individual shall be entitled to an expeditious hearing of his/her case.
- C. The individual shall be entitled to a written decision of the case heard against him/her.

- D. The individual filing the allegation or the individual accused of misconduct may appeal in writing within 8 hours after receiving the decision of the Judicial Affairs Committee to the President of the College.

Generally, one or more of the following conditions must be fulfilled for an appeal to be granted:

- a. Clearly show that the hearing was unfair.
- b. Show that relevant evidence had not been reviewed.
- c. Submit new evidence.

Parties to the hearing must appear in person.

### C. Administration of Conduct Records

1. The College shall enter disciplinary actions on the student's transcript only where the student has been suspended, dismissed or expelled (only in severe situations).
2. The notation on the transcript may be removed after the completion of the institutional sanctions of suspension if deemed appropriate by the Judicial Affairs Committee.
3. A student's previous conduct record shall be considered in the adjudication of subsequent violations.
4. The College shall hold in a file, separate from the student's permanent file, the record of any disciplinary action taken until five years after the student has left the institution by withdrawal. The record of a student expelled shall be kept in a separate file indefinitely.
5. Access to a student's discipline folder will be restricted to:
  - a. College personnel authorized by the Vice President for Transfer Education and Student Success.
  - b. The accused on one day's written notice. It will be made available to other persons only with the consent of the student(s) involved.

## III. SEXUAL MISCONDUCT POLICY

East Arkansas Community College has established the following policy regarding sexual offense.

### A. Commitment

East Arkansas Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual misconduct, which includes sexual harassment, a type of discrimination based upon gender, and other forms of sexual misconduct. Sexual harassment is a violation of Federal law as stated in Title VII of the Civil Rights Act of 1964 and in Title IX of the 1973 Education Amendments. Sexual violence has most recently been addressed by the Reauthorization of the Violence Against Women Act and the Campus SaVE Act. A copy of these laws may be obtained in the Human Resources Office of East Arkansas Community College. Students and employees of East Arkansas Community College who may be a victim of a sexual offense are urged to report the offense, using the complaint procedures outlined in Section C of this

policy. Those with a complaint may also press charges with the legal system outside of the College. In an effort to provide a safe environment for the College community, East Arkansas Community College may file charges against an alleged offender.

### B. Definition

Sexual misconduct consists of verbal or physical behaviors related to a person's gender and which create an intimidating, hostile or offensive environment. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex. It may include student to student conduct, employee to student conduct, student to employee conduct, or employee to employee conduct.

Sexual harassment consists of the following:

**Nonverbal** – suggestive or insulting sounds, leering, whistling, obscene gestures and visual displays.

**Verbal** – unwanted statements (written or spoken) drawing upon sexual innuendo, suggestive comments, insults, sexual humor or jokes emphasizing gender-specific traits or clothing, sexual propositions (including repeated, unwelcome invitations to social engagements) or sexual threats.

**Physical** – unwanted touching, pinching, patting, hugging or brushing of one's body. In its most extreme form, sexual harassment includes coerced sexual intercourse (e.g., acquaintance or date rape) and sexual assault.

**Hostile environment** – A pattern of unwanted sexual behaviors (verbal, non-verbal and/or physical) which makes the work or academic situation intolerable may constitute sexual harassment even though reward for submission or reprisal for refusing have not been indicated. Employees and students who are not the direct object of harassment may still make a claim under this policy if forced to work or study in an atmosphere of pervasive harassment.

**Sexual Assault is defined by Arkansas Code 5-14-101 through 110 as non-consensual sexual activity.**

**Consent is defined as clear, knowing and voluntary permission. In and of itself, silence cannot be interpreted as consent. Consent may be given by words or actions as long as such creates a mutually understandable and clear position regarding one's willingness to engage in and the parameters of participation in an activity.**

### C. Complaint Procedures

Those who feel they have been victimized under the definitions of this policy are encouraged to use the following complaint procedure. Confidentiality cannot be guaranteed, but all efforts will be made to ensure the privacy of the victim and the accused. Both the victim and the accused will be given a copy of their rights.

Students and employees that wish to report an incident of sexual misconduct, file a charge through the informal

process, or file a charge through the formal process should contact EACC's Title IV coordinator in person located in the Hodges Student Services Complex, by phone 870-633-4480 ext. 252 or through email [ejames@eacc.edu](mailto:ejames@eacc.edu)

Two alternatives exist for entry into the process to resolve charges of sexual offenses. One method is informal and the other is formal, both of which are described as follows:

- 1. Informal Process** – The purpose of the informal complaint method is to enable a complainant to resolve a problem without pursuing a formal grievance procedure due to its sensitive nature. However, at any time during the process the complainant may choose to file a formal complaint. Students will report a complaint to the Title IV Coordinator who will then inform the Vice President of Transfer Education and Student Success. Mediation will be utilized as soon as possible to resolve the problem.
- 2. Formal Process** – If the complainant should wish to begin a formal investigation of the matter, following, or in lieu of any informal meetings, written charges of discrimination shall be filed with the Title IV Coordinator who will then inform the Chairman of the Judicial Affairs Committee on a complaint form which will be provided by the Chairman.

The Judicial Affairs Committee will serve as an investigation and disciplinary board for these complaints. Disciplinary decisions made by this board will be final with the exception of an appeal which may be made by the complainant or the accused to the President of East Arkansas Community College.

In the event it is deemed that there is an immediate threat to a complainant or others the appropriate Vice President along with the Title IV Coordinator may take appropriate action by implementing safety and peace.

#### **D. Records**

All original records of the final disposition of an informal or formal complaint will be forwarded and kept by the President of East Arkansas Community College. These are confidential and are not made available to unauthorized persons except upon written consent of the accused student or employee or in response to legal process; or on the request of a panel in a subsequent action.

No records will be kept in the complainant's personnel or student file. If the accused is found guilty in a formal hearing, an appropriate notation will be placed in that student's or employee's file. Anonymous reports of rape or attempted rape will be forwarded to the Vice President for Transfer Education and Student Success for statistical purposes.

#### **E. Retaliation**

Retaliation against anyone reporting or thought to have reported sexual offense behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of a sexual offense is substantiated. Encouraging others to retaliate also violates the policy.

#### **F. False Reporting**

False Reporting will not be tolerated at East Arkansas Community College. False reporting of sexual misconduct or any retaliation against a person who reports, files, testifies, assists, or participates in the process is strictly prohibited and will result in app action as specify in the student handbook or faculty/ staff handbook.

### **IV. ACADEMIC INTEGRITY**

The following misconduct is or may be subject to disciplinary action: all forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism.

Cheating means intentionally, recklessly, or negligently using or attempting to use unauthorized materials, information, or study aids in any academic exercise, activity, or project of any description, or assisting another student in the use of such unauthorized materials. Cheating includes plagiarism, which is an extremely serious violation of academic integrity.

East Arkansas Community College defines plagiarism as follows: "Plagiarism includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work and the submission of it as one's own academic work offered for credit." Plagiarism can occur in a myriad of forms and media. Although most commonly associated with writing, all types of scholarly work, including computer code, music, scientific data and analysis, and electronic publications can be plagiarized.

#### **A. Possible sanctions:**

When a student commits an act of academic dishonesty, one or more of the following sanctions may be imposed:

1. The student may receive an "F" for the assignment, test, or paper.
2. The student may receive an "F" for the course. The student may not withdraw from the course except with a grade of "WF."
3. The student may be expelled from the class by the appropriate college officials.
4. The student may be suspended from the college for a definite period of time by the appropriate college officials.
5. The student may be expelled from the college by the appropriate college officials.

#### **B. Procedures**

The following procedures for acts of academic dishonesty will be followed:

1. When an instructor identifies an act of academic dishonesty, he or she will notify the student, the appropriate academics vice president. At the instructor's discretion, the student may receive an "F" for the assignment, test, or paper, or he or she may receive an "F" for the course. The student will be informed of his or her act of academic dishonesty in an informal conference between the faculty member and the student within 10 working days of the faculty member's discovery of the violation.
2. The instructor and the appropriate Associate Vice President may also recommend to the Vice President for Academic Affairs that the student's expulsion from either the class or the college, or his or her suspension from the college, be pursued. The Vice President for Academic Affairs may act on the recommendation at his or her discretion.

### C. Appeals

1. If a faculty member wishes to appeal a decision by one of the appropriate academic vice president, or he or she must appeal first to the Academic Grievance Committee. The faculty member's final recourse shall be to appeal to the President of East Arkansas Community College. The faculty member must initiate the appeals process within five (5) working days of notification of a decision regarding the suspected act of academic dishonesty. The faculty member must notify the chairperson of the Academic Grievance Committee in writing of his or her desire to appeal the decision rendered by the appropriate academics vice president. The same rules apply to the Committee hearing for this type of appeal as for those initiated by students and as spelled out below.
2. If a student wishes to appeal a finding of academic dishonesty, he or she must first appeal to the instructor, then to the appropriate department chair and the faculty member in a joint meeting, then to the appropriate academics vice president, then to the Academic Grievance Committee. His or her final recourse shall be to appeal to the President of East Arkansas Community College. The appeals procedure is spelled out below. The student must initiate the appeal within five (5) working days of notification of the imposition of sanctions. If the student has been suspended or expelled from the class or college, he or she may remain in class during the appeals process after he or she has initiated the formal appeals process pending the decision of the committee or President. If a student wishes to appeal a faculty member's finding of academic dishonesty, the steps to be followed are the same as those regarding an academic grievance and as spelled out below.

### V. ACADEMIC GRIEVANCE

Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure.

The procedure serves the purpose of:

1. Providing the student with redress and due process.
2. Protecting faculty rights in freedom of instruction.
3. Providing a mechanism for problem-solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

The following steps are to be followed regarding student academic grievance:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the student and faculty member, the faculty member's supervisor is contacted by the student. The student, the faculty member, and the supervisor are to meet together to thoroughly discuss the problem and attempt to attain a solution. Supervisors are determined by the Vice President in charge of the academic area in which the complaint has arisen. In some cases, a Vice President may be a direct supervisor of a faculty member.
3. If a solution is not reached, the student may at this point formalize the grievance by putting it in writing to the, appropriate supervising Vice President, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. In cases in which the Vice President is the direct supervisor of the faculty member, another Vice President may be asked to fulfill the role herein described.
  - a. The formal, written grievance must be addressed and submitted to the appropriate supervising academic Vice President. This formalized, written grievance must be received by the supervising Vice President within 48 hours (excluding holidays/weekends) following the meeting between the student, the faculty member, and the faculty member's supervisor.
  - b. The Vice President first determines if previous steps in the process have been followed by the student and explains to the student the remaining steps in the process.
  - c. The Vice President notifies the faculty member and the respective supervisor that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the faculty member's supervisor.
  - d. The issues of the grievance are thoroughly discussed by the Vice President and the student and the instructor and his/her supervisor in an attempt to reach an understanding and agreement.
  - e. Within 72 hours (excluding holidays/weekends) after receiving the student's written grievance, the Vice President will render a decision. The Vice President may render a decision as to the merit of



the grievance, the adherence to proper steps in the process, or he/she may determine that no grievance exists or that the complaint is not actionable due to missing or otherwise limited information. This decision will be delivered in writing (mail or College email) within 72 hours after receiving the student's written grievance. In cases in which the Vice President is the direct supervisor of the faculty member, another Vice President may be asked to fulfill the role herein described.

4. If the student does not accept the Vice President's decision, the student may request a review by an Academic Grievance Committee. This request must be made within 48 hours of the delivery of the Vice President's decision.
5. Written notification of this request should be made to the appropriate Vice President, who shall notify the President that a committee must be convened. The Academic Grievance Committee will be composed of at least one Vice President, two faculty members, and two staff members. Instructors and staff who are parties in the grievance may not serve as members of the Committee. Committee members shall be appointed by the President within 48 hours of his/her receipt of notification that a committee must be convened.
6. Within 48 hours of appointment, the Committee will schedule a hearing to review all relevant information regarding the grievance. Witnesses may be called as needed as determined by the Committee.
7. The Committee may determine whether there are sufficient grounds for a hearing. If the committee decides not to hear the grievance, the student is to be notified of the decision and given the supporting rationale. If the Committee determines there are sufficient grounds to conduct a hearing, such hearing is scheduled within 48 hours of the Committee's decision to hear the grievance. If the Committee determines there are not sufficient grounds to warrant a hearing, the decision and supporting rationale are reported in a written decision to the student within 48 hours of its decision.
8. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties, the Committee chairperson must be notified 24 hours prior to the hearing. The student may present such evidence as is relevant to the dispute.
9. The Committee renders a written decision, including its findings and recommendations, within 48 hours of the hearing (excluding holidays and weekends).
10. The student or instructor may request a procedural review by the College President within 48 hours of the receipt of the decision (excluding holidays and weekends).
  - a. The original grievance and final report of the Academic Grievance Committee are submitted to the President who reviews the information submitted.

- b. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to college and committee policy and procedure based on the written information submitted.

11. The President has the option to remand the Committee's findings to the Committee for further consideration.
12. The grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

## **VI. STUDENTS WITH DISABILITIES**

### **A. Disability Accommodations**

Students with disabilities who wish to request accommodations may contact the designated Americans with Disabilities Act point of contact located in the Hodges Student Services Complex. The admissions procedures for the Office for Students with Disabilities are as follows:

1. Student must provide the ADA contact with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application for disabled student services.
4. The ADA contact will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The ADA contact will inform instructors, Student Support Services, or other College personnel as appropriate for necessary accommodations.

### **B. Grievance Procedures**

The grievance procedure has been established to review a decision which is alleged to be inconsistent with the rights and responsibilities of students and employees established in the East Arkansas Community College Affirmative Action, Equal Opportunity, Non-Discrimination Policy.

1. The student or employee making the allegation shall submit to the ADA contact a written statement for appeal. A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation.
2. Upon receipt of the written allegation of a grievance, the coordinator shall notify the President of the College who shall appoint a committee to review the matter.

The Grievance Committee shall thereupon conduct a hearing. After review, a written statement of the committee's decision and the reasons for it will be issued.

3. The committee shall promptly send to the originator of the appeal a duplicate copy of the statement. If the decision is inconsistent with federal guidelines and College policy, the committee shall notify

the office or person responsible for the regulation and administrative decision and ensure that action consistent with the decision is undertaken immediately. If the decision of the committee is that the decision is consistent with the federal guidelines and College policy, the person making the allegation may appeal the decision to the President of the College. The request for appeal should be made within 30 days.

4. The ADA contact shall keep a record of all complaints and committee decisions for future reference.
5. Decisions of the committee will be made within 14 days of the notification of appeal from the ADA contact. Expedited consideration will be given of urgent cases in which it is alleged that a regulation threatens immediate and irreparable infringement of rights.

## **VII. DRUG FREE CAMPUS POLICY**

### **A. Policy**

The East Arkansas Community College institutional Drug Free Policy (updated April 1, 1994) is as follows: Illicit drug and alcohol abuse and their use in the school or at the workplace are subjects of immediate concern in our society. From a safety perspective, the users of drugs may impair the well-being of students, employees, and the public at large. Such substance use may also result in damage to College property. Therefore, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. 101-226) the Drug-Free Workplace Act of 1988, and the State of Arkansas \*EO-89-2, it is the policy of East Arkansas Community College the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at its facilities is prohibited. Any employee or student found in violation of this policy will be subject to discipline up to and including termination-expulsion. This College is committed to the maintenance of a drug/alcohol free campus. The standard code of conduct for employees and students prohibits illegal drug/alcohol involvement on its property or as a part of any of its sponsored activities.

### **B. Implementation**

All employees and students of East Arkansas Community College will be provided a copy of this policy as a part of their orientation. This policy will be posted on the EACC website, published in the Student Handbook, and Faculty/Staff Handbook to be utilized for employee and student information. Review and revision of this policy will be made as required to determine its effectiveness and ensure that sanctions are consistently enforced.

#### **Legal Penalties and Sanctions:**

Local, State and Federal laws provide for a variety of penalties and sanctions that are based on the type and amount of drugs involved. Prior convictions are also taken into account.

## **VIII. TOBACCO-FREE POLICY**

The use of tobacco, tobacco products, electronic cigarettes, or any kind of vaping product is prohibited on the EACC campus and in college pool cars. At off-campus locations, EACC will recognize the policies of the host school or other entity. The administration will develop additional guidelines as necessary for the implementation of this policy and to insure its compliance.

## **IX. WEAPONS ON CAMPUS POLICY**

Possession of a weapon (a firearm or any other instrument which the bearer could, or intends to, use to bring harm against a person) on any EACC campus is prohibited for all persons, with the following exceptions:

- 1) Duly authorized law enforcement officers during the performance of their duties or as may be required by their supervising agency.
- 2) An Arkansas Concealed-Carry Licensee who meets all the following conditions to carry a concealed HANDGUN only, as stipulated in Arkansas Act 562 of 2017.
  - a) Licensee has a current state license to carry a concealed handgun, and
  - b) Licensee has completed required enhanced endorsement training as approved by the Director of the Department of Arkansas State Police, and
  - c) Licensee is 21 years of age or over (or at least 18 years of age if active duty military or honorably discharged former military), and
  - d) Handgun must be concealed at all times.

Notwithstanding the above, Licensee may secure a concealed handgun in his or her locked vehicle on a publicly owned and maintained parking lot.

Act 562 Exception: Concealed carry is not allowed in any documented grievance and/or disciplinary meetings, provided additional requirements are met.

## **DEFINITIONS**

“Club” means any instrument that is specifically designed, made or adapted for the purpose of inflicting serious physical injury or death by striking, including a blackjack, billie, and sap.

“Knife” means any bladed hand instrument three (3) inches or longer capable of inflicting serious physical injury or death by cutting or stabbing, including a dirk, a sword or spear in a cane, a razor, an ice pick, a throwing star, a switchblade, and a butterfly knife.

“Licensee” means a person granted a valid license to carry a concealed handgun.

“Concealed” means to cover from observation so as to prevent public view.

“Handgun” means any firearm with a barrel length of less than twelve inches (12”) that is designed, made, or adapted to be fired with one (1) hand.

“Parking lot” means an area, structure, or part of a structure designated for the parking of motor vehicles

Concealed-Carry Enhanced Endorsement Holder Responsibilities: Endorsement holders bear the responsibility for safeguarding their handguns at all times, and must take all necessary precautions to ensure their handguns are secured in a manner that is most likely to prevent theft, loss, damage or misuse. Failure to secure a handgun or to control a backpack or purse with a handgun at all times on the EACC campus would be considered a failure to use reasonable care.

Endorsement holders affiliated with EACC who fail to use reasonable care in securing their handguns or act negligently are subject to disciplinary action, up to and including suspension, termination, expulsion and/or possible criminal prosecution.

### **EACCALERT**

EACC offers an emergency alert text messaging service for currently enrolled students, faculty and staff. This optional service will only be used to announce a critical alert such as an unscheduled college closing, or a delay or cancellation of classes due to unforeseen events such as inclement weather.

There is no charge for signing up; however, your cell carrier's standard text messaging rates will apply. Your user name will be your EACC email address.

The eaccALERT text messaging service is just one of the methods the College will utilize to communicate emergency information to students, faculty, and staff. EACC will continue to use a variety of other communication methods as appropriate, including email, class announcements, telephone system alerts etc.

To sign up for this important service, visit the EACC website at [www.eacc.edu](http://www.eacc.edu) and click on Services, then the **eaccALERT** button to get started.

**For more information about emergency procedures and policies at EACC, please visit the EACC website at [www.eacc.edu](http://www.eacc.edu) and click on About EACC, then Emergency Procedures booklet.**

## **MENINGITIS AND MENINGOCOCCAL INFECTION**

Act 1233 of 1999 requires colleges and universities in Arkansas to notify students and their parents or guardians of the increased risk of meningococcal disease among students who live in close quarters, such as college or university dormitories. The Act also requires the college or university to advise the students and their parents or guardians that a vaccination is available against this potentially fatal disease. This Act does not prescribe the method of notification. The Act became effective on July 30, 1999.

The symptoms of this disease are often mistaken for those of influenza- high fever, severe headache, stiff neck, lethargy. A rash, however, indicates bleeding under the skin, evidence that the blood vessels are beginning to collapse- a late sign of meningococemia. However, if the disease is caught early it can be treated with antibiotics.

Brochures on Meningitis Vaccination are available in the EACC Hodges Student Services Complex and the Administration Building.