



# EACC Student Handbook

## 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) EACC will collect and publish the campus statistics on crimes considered to be a threat to students or employees. Copies are available in the office of the Vice President for Student Affairs and the Student Services Complex in the Betty Jo Hodges Building.

## 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 to the Security Guard or to the Vice President for Student Affairs 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 in the Betty Jo Hodges Building or with the security guard on duty. Assistance will be provided or contact local law enforcement authorities if 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 guards for the past three fiscal years.

Crime	2007-08	2008-09	2009-10
Murder	0	0	0
Rape	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Hate Crimes	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

Arrests Reported	2007-08	2008-09	2009-10
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

## 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 2006 and completed degrees or certificates by August 31, 2009.

<b>Fall 2006 Cohort.....</b>	<b>248</b>
<b>Completers.....</b>	<b>10.5%</b>
<b>Still Enrolled.....</b>	<b>16.5%</b>
<b>4-Year Avg. Transferred Out.....</b>	<b>13.2%</b>
<b>4-Year Avg. Completion Rate .....</b>	<b>16%</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 16.4% of the total Fall 2006 semester enrollment at East Arkansas Community College. These rates do not represent the success rates for the other 83.6% of students who attended EACC in Fall 2006. They do not include any of the students who enrolled full-time but had previous college experience, or who took courses only to improve job or academic skills. These rates also do not take into account students who started full-time but later enrolled part-time because of work or family commitments, nor do they recognize that community college students often take a semester or more off from school because of other demands. Lastly, these rates do not take into account the students who have completed programs or transferred since August 31, 2009.

## Student Policies and Procedures

### I. Code of conduct rights and responsibilities

#### A. Student Conduct Code

College discipline shall be applied to any student's misconduct that 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 Secondary Career Center Handbook for policies concerning Secondary Career Center 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 department chair, the Vice President for Academic Affairs, and the Vice President for Student Affairs should be informed and will take appropriate action.
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 the classroom, the College employee may act with discretion to deal with the misconduct or contact campus security and the Vice President

for Student Affairs, 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.

#### D. Misconduct of Students Involving College

##### Discipline

1. Obstruction or disruption of teaching, research activities, administration, disciplinary proceedings, or other scheduled College activities, including public service functions and other authorized activities of the College.
2. Theft, alteration or forgery of College documents, records or evidence of identification or use of same with intent to defraud.
3. Abuse of any person on College premises or at any College sponsored or supervised event that threatens or endangers the health or safety of any such person.
4. Theft or damage to any College property of any member of the College community on campus.
5. Failure to comply with directions of College officials acting in the performance of their duties, such as requests to desist from specified activities, or to leave the campus, unless manifestly unreasonable or outside scope of authority of the person issuing the directive.
6. Use by a student or student organization of the College name or a claim to speak or act on behalf of the College or at a College-related organization without due authorization.
7. Disorderly, lewd, indecent or obscene conduct or language on campus or at a College-sponsored event.
8. Acts against civil or criminal law in instances where the student code of conduct is violated.

**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.

#### E. 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.

## **F. 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, plaintiff, defendant and witnesses must appear in person.
  - g. The right to question evidence presented is guaranteed.

## **G. Types of Violations**

Violations may be of a major or minor nature. Major violations typically involve behavior contrary to 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 Student Affairs.

### **1. Major Violations**

The following student action 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, re-

search, 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. 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.

### **2. Minor Violations**

The following student action 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.

## H. Types of Disciplinary Action

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 during the period of his/her probation.
4. Suspension: Interrupts and terminates the student's educational activities for a definite period of time (one semester or more).
5. Dismissal: Interrupts and terminates the student's educational activities for a definite period of time (one semester or more).
6. 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.

## I. Procedure for the Adjudication of Student Misconduct

Any member of the College community may bring an alleged violation to the attention of the Vice President for Student Affairs. If, in the opinion of the Vice President for Student Affairs, sufficient evidence exists that a violation may have occurred, he/she will request that the person accused present himself to be orally informed of the charges being brought against him/her. 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 charges being brought against him/her.

## J. Administrative Review of Minor Violations

If, after discussing the alleged violation with the person, the Vice President for Student Affairs finds either insufficient evidence or lack of a clear-cut violation, he/she will dismiss the charges and so inform the accused and accuser. If the Vice President for Student Affairs feels sufficient evidence exists that a minor violation has occurred, he/she shall offer the student an institutional sanction consistent with the violation.

Under no circumstances will such an institutional sanction involve suspension, dismissal, 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. The student or the accuser may reject the penalty offered by the Vice President and request that his/her case be referred

to the Judicial Affairs Committee for an original hearing.

**In Absentia:** Should the 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 of guilt or innocence of minor violation only and so notify the student in writing. A student so sanctioned by the Vice President for Student Affairs may request a personal review of his/her case in writing to the Vice President for Student Affairs within one week of receipt of written notification of the Vice President's decision.

## K. Appeal or Request for Review of a Minor Violation

If either the student or accuser rejects the institutional sanction offered by the Vice President for Student Affairs or appeals the Vice President's decision, in writing, his case shall be handled as indicated below for an alleged major violation. A student who wishes the Judicial Affairs Committee to consider an alleged minor violation is not subject to a more serious institutional sanction because he/she has requested a formal hearing.

## 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 may have. The procedure serves the purpose of:

1. Providing the student 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 will serve as 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 seven members: two full-time faculty members, appointed by the Vice President for Academics, three full-time students; one student affairs staff member, appointed by the Vice President for

Student Affairs; and one administrator, appointed by the President.

## **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 Student Affairs. 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 Vice President for Student Affairs 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 al-

leged 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. Student Rights**

The student shall 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 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.

1. The student shall be entitled to refuse to answer questions.
2. The student shall be entitled to an expeditious hearing of his/her case.
3. The student shall be entitled to a written decision of the case heard against him/her.
4. The student or accuser may appeal in writing within 24 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.

## **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 six months after the completion of the institutional sanctions of suspension and dismissal (depending on severity of offense).
3. A student's previous conduct record shall be considered in the adjudication of subsequent violations, if the student is being charged with a major violation which is the result of repeated minor violations. A student's previous conduct record shall not be considered if his institutional sanction for a previous violation has been completed.
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 or dismissal. The record of a student expelled shall be kept in a separate file forever.
5. Access to a student's discipline folder will be restricted to:
  - a. College personnel authorized by the Vice President for Student Affairs.
  - 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 OFFENSE 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 harassment or sexual violence. 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. A copy of these laws may be obtained in the Personnel 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 IV 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 offenses consist 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.

### 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.

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 Vice President for Student Affairs. 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 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.

### 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 Student Affairs 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.

#### 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 department chair and the Vice President for Academic Affairs. 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 department chair 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 a department chair or the Vice President for Academic Affairs 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 department chair or the Vice President for Academic Affairs. 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 Vice President for Academic Affairs, 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 appropriate division chairperson is contacted by the student. The student, faculty member, and the division chairperson are to meet together to thoroughly discuss the problem and attempt to attain a solution.
3. If a solution is not reached, the student may formalize the grievance by putting it in writing, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. The written grievance is submitted to the Vice President for Academic Affairs. 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. The Vice President notifies the faculty member and the respective division chairperson that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the respective division chairperson. The issues of the grievance are thoroughly discussed in an attempt to reach an understanding and agreement. Within 48 hours (excluding holidays/weekends) after receiving the student's written grievance, the Vice President for Academic Affairs will render a decision.
4. If an agreement is not reached, the student may request a review by an Academic Grievance Committee. Notification of this request should be made to the Vice President for Academic Affairs. The Academic Grievance Committee will be composed of one division chairperson, two faculty members, and two student affairs staff members. Division chairpersons or instructors who are parties in the grievance may not serve as members of the Committee. The Committee members shall be appointed by the College President. The Committee will meet to review all relevant information regarding the grievance. Witnesses may be called as needed. 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 committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends).
5. The student or instructor may request a procedural review by the College President within 48 hours of the committee recommendation (excluding holidays and weekends). The original grievance

and final report of the Academic Grievance committee are submitted to the College President who reviews the information submitted. 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.

6. The President has the option to remand the Committee's findings to the Committee for further consideration.
7. 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).

## **V. STUDENTS WITH DISABILITIES**

### **A. Disability Accommodations**

Students with disabilities who wish accommodations should contact the Coordinator located in the Students Services Complex. The admissions procedures for the Office for Students with Disabilities are as follows:

1. Student must provide the Office for Students with Disabilities Coordinator 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 Office for Students with Disabilities Coordinator will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator 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 Coordinator of the Office for Students with Disabilities 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 Coordinator 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 Office for Students with Disabilities coordinator. Expedited consideration will be given of urgent cases in which it is alleged that a regulation threatens immediate and irreparable infringement of rights.

## VI. DRUG FREE 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 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 workplace. 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 students of East Arkansas Community College will be provided a copy of this policy as a part of

their registration. This policy will be posted on the campus Intranet and Internet and published in the Student Handbook to be utilized for employee and student information. Revision/review of this policy and the drug prevention program will be made biennially or as required to determine its effectiveness and ensure that sanctions are consistently enforced. The Coordinator for Student Activities is charged with this action.

### C. Specifics

**1. Health-Risks-**Different drugs have a variety of distinct, negative effects on the human body. These are broken down into the following major areas:

#### *Physical:*

Suppression or acceleration of heart rate.

Suppression or acceleration of breathing.

Fainting/Unconsciousness

Impaired vision

Drug dependency passed to an unborn child.

Decreased oxygen circulation in the blood.

Lack of control of bodily functions.

Impaired coordination.

#### *Psychological:*

Depressed state of mind.

Impaired judgement and decision-making.

Memory lapses.

Distortion of time, space and perception.

Severe anxiety, panic and paranoia.

These are but a few effects. The ultimate negative effect is DEATH! Drug overdoses, depressed suicide, automobile accidents and a host of other drug related deaths are in the thousands annually.

**2. Public Intoxication:** A person commits the offense of "Public Intoxication" if (1) he/she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he/she is likely to endanger themselves or other persons or property, or that he/she unreasonably annoys persons in his/her vicinity or (2) he/she consumes an alcoholic beverage in a public place.

**3. Contributing to the Delinquency of a Minor:** A person who commits the offense "Contributing to the Delinquency of a Minor" if, being an adult he/she knowingly purchases or provides an alcoholic beverage for a minor.

**4. Driving while intoxicated:** A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated.

**5. Possession, Manufacture or Delivery of Controlled Substance:** It is unlawful for any person to manufacture, deliver, or possess a controlled substance.

**6. 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. Local statute provides for a minimum of six (6) hours jail detention for the offense of DUI/DWI, even for passengers in the automobile. The range of penalties/sanctions is drastic in nature and inevitably result in prison, fines up to \$250,000 and even forfeiture of personal and real property.

## **VII. Tobacco-Free Policy**

1. The American College Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard.

In its efforts to provide a healthy working and learning environment for students, faculty, and staff, and in accordance with the Arkansas Clean Air on Campus Act of 2009 (Act 734), East Arkansas Community College will become a **Tobacco-Free** campus effective July 1, 2010.

### **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 Counseling Center and in the office of the Vice President for Student Affairs.

## **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), click on Information Links and then click on 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 the Emergency Procedures booklet.**