

# 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 instructors maintain in-person and/or virtual office hours for individual conferences with students. These hours will be posted on the instructor's office door and in Blackboard. Should a student find it difficult to schedule a conference during an instructor's posted hours, s/he should feel free to request an agreed-upon appointment time. Appointments should be made with faculty advisors to plan each semester's schedule of classes. Registration for returning students may be completed through the student portal, myEACC.

## 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 Campus Security and Safety, the EACC website, and the EACC Catalog/Student Handbook.

## CAMPUS SECURITY

Professional security officers patrol the campus for violations of the law and of 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 the Associate Vice President of Student Services, between the hours of 8:00 AM and 4:30 PM. In the evenings, individuals may make reports in the Welcome Center or with the Campus Security Officer on duty. Assistance will be provided or local law enforcement authorities will be contacted if necessary or requested. To contact campus security, call 870-270-8608 or 870-633-4480, ext. 280 or ext. 207.

## 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 calendar years and matches the statistics reported to the United States Department of Education as required by law.

Crime	2020	2021	2022
Murder	0	0	0
Rape	0	0	0
Statutory Rape	0	0	0
Fondling	0	0	0
Incest	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
Aggravated 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	2020	2021	2022
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Illegal Weapon Possession	0	0	0

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## 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 2017 and completed degrees or certificates by August 31, 2020.

Fall 2018 Cohort.....	177
Completers.....	41%
4-Year Avg. Transferred Out.....	7%
4-Year Avg. Completion Rate .....	49%

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.

## 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 a 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, presentations by students, 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 engagement, 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 academic 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 Associate Vice President for Student Services, informing them of the problem. Any member of the College community may file a formal or informal complaint against any student for misconduct.

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

#### **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 or operational 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 may 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 Dean of Student Services.

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

The following student actions are examples of what may 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 Responsibility of a Minor Violation:**

Upon a finding of responsible, 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 could include the denial of certain student privileges or the issuance of an official letter of warning. For example, prohibited from serving on committees, representing EACC thorough activities such as intramurals or student organizations.

### **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 Associate Vice President for Student Services. If, in the opinion of the Associate Vice President for Student Services, sufficient evidence exists that a minor violation may have occurred, s/he will request that the person accused, also known as respondent, present him or herself to be orally informed of the allegation. The Associate Vice President for Student Services must inform the student of the allegation, the basis to support the allegation, and a preliminary determination as to whether the alleged violation is minor or major.

The Associate Vice President for Student Services 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. In seeking an informal resolution or an agreement regarding sanction, the Associate Vice President for Student Services may request that additional information be provided by the complainant, the respondent, or any observers of the alleged violation.

If, after discussing the alleged violation with the person, the Associate Vice President for Student Services finds insufficient evidence of a violation, he/she will dismiss the allegation and so inform the respondent (the accused) and the complainant (the person making the allegation). If the Associate Vice President for Student Services 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 complainant or the respondent may reject the institutional sanction offered by the Associate Vice President for Student Services and request in writing that the case be formally 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 may 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.

1. 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 and may subject a student to suspension if occurring during a probationary period.

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

Upon a finding of responsible, 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 Associate Vice President for Student Services. 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 Associate Vice President for Student Services, sufficient evidence exists that a major violation may have occurred, s/he will request that the respondent (the person accused) present him or herself to be orally informed of the allegation. The Associate Vice President for Student Services must inform the student of the allegation, the basis to support the allegation, and a preliminary determination as to whether the alleged violation is minor or major.

The Associate Vice President for Student Services 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. In seeking an informal resolution or an agreement regarding sanction, the Associate Vice President for Student Services may request that additional information be provided by the complainant, the respondent, or any observers of the alleged violation.

If, after discussing the alleged violation with the person, the Associate Vice President for Student Services finds insufficient evidence of a violation, he/she will dismiss the allegation and so inform the respondent (the person accused) and the complainant (the person making the allegation). If the Associate Vice President for Student Services 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 Associate Vice President for Student Services may seek to reach an agreement with the complainant and the respondent 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 on page 206.

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 respondent not appear or respond to the Associate Vice President for Student Services request for an interview within fourteen calendar days of notification, the Dean shall make a judgment on the basis of evidence presented and so notify the student in writing. A student so sanctioned by the Associate Vice President for Student Services may request a personal review of his/her case in writing to the Associate Vice President for Student Services within one week of receipt of written notification of the Dean'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 instructional faculty members, one student affairs staff member, 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 and/or official college email to the respondent and copies to the College President and Associate Vice President for Student Services, and the complainant. The decisions of the Judicial Affairs Committee are final except for appeals made to the College President under the appropriate circumstances found under "B. Due Process, Item 2. D."

The respondent 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 respondent, or individual who is accused, shall be notified by the chair of the Judicial Affairs Committee that he/she is accused of violating a regulation and who made the allegation (the complainant).

Prior to the hearing, the respondent 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 respondent 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 (complainant)

or the person accused of misconduct (respondent) 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 may enter disciplinary actions on the student's transcript only where the student has been suspended, dismissed, or expelled.
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 disciplinary record will be restricted to:
  - a. College personnel authorized by the Dean of Student Services.
  - b. The respondent if one day of advanced notice is provided. It will be made available to other persons only with the consent of the individuals 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, as defined in the Title IX final rule, includes any of three types of misconduct on the basis of sex, all of which jeopardize equal access to education that Title IX is designed to protect. Sexual harassment may involve the behavior of a person of either gender 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.

More specifically, for Title IX purposes, sexual harassment is defined as:

1. The conditioning of an educational benefit or service upon a person's participation in unwelcome sexual conduct by a college employee, commonly known as quid pro quo;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
3. Any instance of sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking (as defined by the Violence Against Women Act).

The Title IX rule applies to persons in the US with respect to education programs or activities, which is defined as locations, events, or circumstances over which EACC exercises substantial control over both the person alleging the harassment (complainant) and person allegedly engaging in harassment (respondent).

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.

Students and employees 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 §5-14-124 through 127 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. For the definition of stalking see §5-71-229. For the definition of domestic violence see §5-26-302 through 309.**

### 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 absolutely guaranteed, but all efforts will be made to ensure the privacy of the complainant and the respondent. Both the complainant and the respondent will be given equal rights and protections.

Students that wish to report an incident of sexual misconduct may file an allegation through the informal process, or file an allegation through the formal process by contacting EACC's Title IX Coordinator at any time in person, by mail, by telephone, or by email using the contact information listed here: Errin James, Title IX Coordinator, EACC, Hodges Student Services Complex, 1700 Newcastle Road, Forrest City, AR 72335, (870) 633-4480, ext. 252, ejames@eacc.edu.

Two alternatives exist for resolution of an allegation of a sexual misconduct. 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. However, at any time during the process, the complainant may choose to withdraw the informal complaint and file a formal complaint. Students may report a complaint to the Title IX Coordinator, who will respond promptly and confidentially to offer supportive measures and to guide a complainant through the process of exploring options. It should again be noted that supportive measures may be offered to the complainant and the respondent regardless of the complainant's choice to opt for an informal or formal complaint process. Both parties must give voluntary, informed, written consent to attempt informal resolution. Informal resolution processes, such as mediation or restorative justice, may NOT be offered if the allegation of misconduct or harassment is one by a student regarding behavior(s) of an employee.

**2. Formal Process** – If the complainant wishes to file a formal complaint with the Title IX Coordinator, s/he must do so by providing, in writing, a document or electronic submission that contains his or her physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Upon receiving a request for the filing of a formal complaint, the Title IX Coordinator will initiate the grievance process, which will not discriminate against a complainant or respondent on the basis of sex. Written notice will be given to the parties prior to the beginning of an investigation, and the grievance process will support all requirements of the Title IX final rules, which include but are not limited to equitable treatment of parties, objective evaluation of evidence, the presumption innocence, the protection of privileged information, reasonably prompt resolution, and the right to appeal.

The institution must dismiss a complaint when it does not describe conduct that meets the definition of sexual harassment, alleges sexual harassment that did not occur in the college's education program or activity, or did not occur in the US.

The institution may dismiss a complaint when the complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations, the respondent is no longer enrolled in or employed by the institution, or if certain circumstances prevent the college from gathering evidence sufficient to reach a determination about the allegations.

Either the complainant or the respondent may appeal a dismissal.

The Judicial Affairs Committee will serve as the hearing board for formal complaints. Determinations made and remedies offered by this board will be final with the exception of an appeal, which may be made by the complainant or the respondent to the President of East Arkansas Community College. Appeals may be made only if the following circumstance(s) exist: a procedural irregularity affected the outcome of the matter; new evidence has been discovered; there is a conflict of interest on the part of the Title IX Coordinator, investigator, or decision-maker(s) that affected the outcome.

In the event it is deemed that there is an immediate threat to a complainant or to others, the Dean of Student Services, along with the Title IX Coordinator, may take appropriate action to protect anyone's physical health or safety.

### D. Records

All original records of the final disposition of a 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 respondent, in response to legal processes, 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 respondent is found responsible following a formal hearing, an appropriate notation will be placed in that student's or employee's file. Anonymous reports of sexual misconduct will be forwarded to the Dean of Student Services or Executive Director of Human Resources as applicable.

EACC will retain all original records of the institution's investigation, appeals, informal resolution processes, training materials, and records of supportive measures in response to a complaint of sexual harassment for a period of seven years.

#### **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 appropriate action as specified 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, and the Associate Vice President for Student Services. 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 Transfer Education and Student Success that the student's expulsion from either the class or the college, or his or her suspension from the college, be pursued. The Dean of Student Services 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 Associate Vice President for Student Services, 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 Dean of Student Services. 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 Associate Vice President for Student Services, 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

East Arkansas Community College wants all students to enjoy their coursework and their instructors. However, despite our best efforts, sometimes disagreements arise. The Academic Grievance procedure is a tool to resolve a disagreement between two parties in a reasonable, uniform, and timely manner.

Recognizing that both students and faculty have rights regarding academic matters, EACC sets forth an Academic Grievance procedure to serve the purposes 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.

An Academic Grievance is a complaint seeking action to address an issue that has or will materially affect a student's grade or standing in a course or program. The Academic Grievance procedure may only be used for grievances that fit this definition.

There are five steps to Academic Grievance. The procedure may end at any time the grievance is resolved or the student declines to pursue the matter further. Most grievances are resolved at Step 1 or Step 2. A summary of the steps is as follows:

1. Student meets with the Instructor
2. Student meets with the Instructor and the Instructor's Supervisor
3. Student may request an Administrative Review from the Area Administrator
4. Student may request an Academic Grievance Committee Review.
5. Student or Instructor may request a President's Review

A student wishing to seek redress for an Academic Grievance must use the Academic Grievance Complaint and Resolution form beginning with Step 2. The form will be filled in completely and will serve, without amendment, as the source document for the entire grievance resolution process. All supporting documentation must be attached to this form. If there is more than one occurrence, a separate form should be filled out for each occurrence. The Academic Grievance Complaint and Resolution form

is for an Academic Grievance only. Grievances related to conduct, harassment, or other complaints for which there is a separate policy should be addressed using those procedures.

The Academic Grievance Complaint and Resolution form has 5 questions that must be answered fully before a grievance can proceed to Step 2:

1. What was the date of occurrence and what specific behavior, condition, or violation of policy or procedure occurred which you consider constitutes an Academic Grievance?
2. How has your course grade or standing in your program been materially adversely affected by the behavior, condition, or violation of policy or procedure?
3. What specific action have you taken to reconcile and improve this situation, including discussing it with your instructor? What has been the outcome of these efforts?
4. Is there any evidence that supports your complaint? If so, please describe or attach a copy of the evidence.
5. What specific remedy do you request?

Students are encouraged to use the process. Some important guidelines for students to understand about Academic Grievance are:

1. An Academic Grievance may only be filed and pursued by the grievant. No one may pursue an Academic Grievance on behalf of another person.
2. The Academic Grievance steps must be followed in order. Failure to follow procedures may result in suspension or dismissal of a grievance.
3. The grievance process must be initiated and completed prior to the end of the term following the term in which the grievance occurred (excluding summer terms).
4. In order to ensure a grievance is resolved in a timely manner, each step in the process has a time limit. Failure to follow the steps within the required time frame ends the grievance process. All deadlines exclude weekends and holidays.
5. The form and attached documentation completed at the time of the Step 2 meeting will be utilized throughout the grievance process; therefore, students are cautioned to fill out the form thoroughly and attach any and all relevant evidence or documentation.
6. College officials may allow a grievant to have one (1) named individual present in a meeting as a support person, provided that a Family Educational Rights and Privacy Act (FERPA) waiver form has been completed. If another person is present, the individual is there only to provide emotional support; all communication will be with the student. The support person may not answer questions on behalf of the student or interrupt the proceedings. If the support person fails to comply with these procedures, the College reserves the right to exclude the support person from further participation in the process. The completion of a FERPA waiver form does not require the College to allow a person other than the student to be present. Support persons must be identified prior to any meetings at which their

- attendance is requested.
7. As this is a grievance procedure in an academic institution and not a court of law, the person serving as an advisor or support person to the parties may not be an attorney acting in a professional capacity.
  8. If the procedures are to be recorded by any party in any manner, all parties should be informed of such recording.
  9. Students are expected to fully educate and inform themselves about Academic Grievance by utilizing the Student Handbook in the College Catalog. Students are expected to take ownership of the process and self-advocate. The College is not required to provide additional assistance beyond information about procedure. Failure to follow procedure for any reason is the responsibility of the student and ends the grievance process.
  10. Students may not re-grieve the same complaint.

The five steps of the Academic Grievance and Resolution procedure are as follows:

**Step 1: Meeting with Instructor** - The student meets with the instructor to address an issue that has or will materially affect a student's grade or standing in a course or program. The student and instructor should discuss the problem thoroughly and attempt to reach an agreement. At this point, the student may accept the decision of the faculty member or continue to Step 2.

**Step 2: Meeting with Instructor and Supervisor** - If an agreement cannot be reached between the student and the instructor, the instructor's supervisor is contacted by the student. At this point in the process, an Academic Grievance Complaint and Resolution Form is to be filled out fully and submitted to the supervisor by the student within 72 hours of meeting with the instructor to request a remedy. The student, the instructor, and the supervisor are to meet together to thoroughly discuss the problem and attempt to reach a solution. This meeting must be scheduled within 72 hours of the supervisor's receipt of student's academic grievance form.

**Step 3: Administrative Review** - If an agreement cannot be reached during Step 2 of the grievance process, the student may request an Administrative Review by the area administrator of the division in which the grievance occurred. An area administrator is a senior administrator with supervisory responsibility of a division of the College. In order to begin Step 3 of the grievance process, the student must submit the Academic Grievance Form and any attached documentation to the area administrator within 72 hours of meeting with the instructor and instructor's supervisor.

The area administrator will request from the supervisor a written summary of why the student's requested remedy could not be granted, any alternative remedies that were offered, and any relevant evidence or documentation. The area administrator may request additional information from the student, instructor, or supervisor, or may make a decision based on the documentation received.

The area administrator will review the grievance and will render a decision within 72 hours of receiving the grievance documents from the student. The administrator may: (a) grant the student's requested remedy (b) recommend a different remedy (c) dismiss the grievance for lack of merit or actionable claim, or (d) dismiss the grievance for failure to follow the appropriate procedure. The area administrator's decision will be documented on the grievance form and communicated in writing to the student and instructor via U.S. Mail or official EACC Email; either of these forms of communication may be utilized at the discretion of the administrator.

**Step 4: Academic Grievance Committee** - If the student does not accept the decision rendered following Administrative Review, the student may request a review by an Academic Grievance Committee. This request must be made within 72 hours of receipt of the Administrative Review decision.

In order to request an Academic Grievance Committee review, the student must provide written notification of this request to the area administrator by signing and submitting the Academic Grievance form and documentation. Upon receipt of a timely and complete request, the committee process will begin.

The area administrator shall notify the President within 24 hours of receiving a completed Academic Grievance Committee request. Committee members shall be appointed by the President within 48 hours of notification that a committee has been requested. The Academic Grievance Committee will be composed of at least one senior administrator, two faculty members, and two staff members.

Within 48 hours of appointment, the Committee will schedule an initial hearing to review all relevant information regarding the grievance. The committee may call witnesses or ask for additional documentation at its discretion.

The Committee must first determine whether there are sufficient grounds for a hearing. 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 and the instructor within 48 hours. If the Committee determines there are sufficient grounds to conduct a hearing, such hearing is to be scheduled within 48 hours of the Committee's decision to hear the grievance. The committee chair may utilize the U.S. Mail or official EACC Email to communicate with the student or any other parties at his or her discretion.

If a committee hearing is to be scheduled, the committee chairperson will attempt to call the student immediately following the initial committee review meeting via the phone number submitted on the grievance form. The committee chairperson will attempt to contact the student two additional times up to the day and time of the hearing. If the student fails to attend the hearing, the grievance is dismissed.

## **ACADEMIC GRIEVANCE COMMITTEE HEARING PROCESS AND PROCEDURES**

1. 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).
2. If the committee determines there are sufficient grounds to conduct a hearing, such hearing is to be scheduled within 48 hours of the Committee's decision to hear the grievance.
3. The committee will render a written decision, including its findings and recommendations, within 48 hours of the hearing (excluding holidays and weekends).
4. The Academic Grievance Committee will be composed of at least one senior administrator, two faculty members, and two staff members. Instructors or staff who are parties in the grievance may not serve as members of the committee.
5. Committee members should not discuss any matters pertaining to the grievance outside the formal hearing either before or after the meeting.
6. Only the student and instructor 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 and instructor may present such evidence as is relevant to the dispute.
7. The committee may limit the number of witnesses or the time allocated for testimony at its discretion.
8. Both the student and instructor involved must be present during the entire committee hearing. No other persons (except committee members and called witnesses) may be present unless the student or instructor desires to have an advisor present. If either party desires an advisor, the other party and the committee chairman must be notified 24 hours prior to the hearing. As this is a grievance hearing in an academic institution and not a court of law, the person serving as an advisor to either of the parties may not be an attorney acting in their professional capacity. The advisor is there only to provide emotional support. The support person may not answer questions on behalf of either party or interrupt the proceedings. If the support person fails to comply with these procedures, the College reserves the right to exclude the support person from further participation in the process.
9. Any committee member who is related to any person involved in the grievance or who feels that he or she cannot be impartial because of a conflict of interest or any other reason shall be excused from serving during the hearing.
10. Information about the procedure to be followed during the hearing will be shared with both parties beforehand.
11. If the procedures are to be recorded in any manner, all parties must be informed of such recording, and the chairperson shall keep the official recording.
12. Witnesses may be called when needed, and each witness will be dismissed following their testimony.
13. The chairperson's role shall be an objective one; the chairperson shall vote only in the case of a tie.
14. The chairperson and committee members are charged with conducting a fair and impartial hearing and assuring that all testimony speaks to the issues; extraneous information is to be excluded.
15. No party to the grievance, (instructor, student, witness, or other) may contact any committee member about the grievance other than the chairperson outside of the committee hearing, either before or after.
16. The names of committee members are confidential and may not be shared with any party, (instructor, student, witness, or other) prior to the hearing.
17. Following the committee hearing, all parties to the grievance and all witnesses will be dismissed. Only the committee members shall remain, who will discuss the issues thoroughly in a closed session until a decision is reached by a majority vote. Majority is defined as more than 50% of committee members present. All committee members must be present for the entire hearing in order to vote. In the case of a tie, the chairperson's vote shall serve as the tie-breaker.
18. The committee chair will communicate the committee's decision in a written memorandum to the student and the instructor within 48 hours of the committee hearing. The committee chair may utilize the U.S. Mail or official EACC Email at his or her discretion.

**Step 5: President's Review** - The student or instructor may request a procedural review by the College President within 48 hours of the receipt of the Academic Grievance Committee's decision (excluding holidays and weekends).

The original grievance documents and final report of the Academic Grievance Committee are submitted to the 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.

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

**Out-of-State Distance Learning Students:** Students who are engaging in out-of-state distance learning have the opportunity to file a complaint with the Arkansas Division of Higher Education (ADHE) after completing all steps of EACC's Academic Grievance procedure. Additional information, including the ADHE Student Grievance form, may be found on ADHE's website under student complaint: <https://www.adhe.edu/students-parents-colleges-universities/student-grievance-form/>. This process, provided by the Arkansas Division of Higher Education, is the appropriate avenue for an out-of-state student to address a complaint, not any action within the student's home state.

## **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, Errin James, Director of Advising and Counseling located in the Welcome Center. 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 that 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.

#### X. FREEDOM OF EXPRESSION

EACC’s policies and procedures regarding freedom of expression shall comply with the First Amendment to the United States Constitution and with Act 184 of 2019. EACC adopts and incorporates the terms and definitions set forth in Section 6-60-1003 of Act 184 of 2019.

In compliance with Section 6-60-1002 of Act 184, EACC shall not restrict the expression of ideas and opinions on the basis that they are “unwelcome, uncollegial, disagreeable, or even deeply offensive.” However, EACC expressly maintains a position of neutrality as to the content of any protected speech.

Members of the campus community, as defined by Act 184 of 2019, may freely engage in noncommercial expressive activities in outdoor areas of campus so long as the member’s conduct is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state supported institution, and 3) does not materially and substantially disrupt another person’s expressive activity. In addition to the aforementioned proscriptions, the right to engage in expressive activity does not include the right to:

- Obstruct vehicular or pedestrian traffic.
- Engage in fighting, violence, or other prohibited behavior.
- Physically block another person or threaten violence against another person.
- Engage in activities that create a clear and present threat to public safety.
- Engage in true threats and expression directed to provoke imminent lawless actions and likely to produce imminent lawless actions.
- Engage in unlawful harassment.
- Post materials on College property or otherwise alter College property in any way.
- Engage in expressive activities not protected by the First Amendment to the United States Constitution.

The College shall not designate outdoor areas of campus outside of which expressive activities are prohibited, except for outdoor areas where access by a majority of members of the campus community is restricted.

Official College events and scheduled programs or activities take precedence over all other activities.

Any damage to College property caused by individuals and/or groups engaging in expressive activity are the financial responsibility of the individuals and/or groups who caused the damage, as determined by College personnel.

This policy does not apply to commercial speech or non-College groups and individuals.

This policy is subject to additional reasonable time, place, and manner restrictions to be developed and administered by the President, as permitted by the First Amendment to the United States Constitution and Act 184 of 2019.

## **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 meningococcemia. However, if the disease is caught early it can be treated with antibiotics.

Brochures on Meningitis Vaccination are available in the EACC Hodges Welcome Center and the Administration Building.